Learn Dewey Decimal Classification (Edition 22)

Mary Mortimer
Learn
DEWEY
DECIMAL
CLASSIFICATION
(Edition 22)

FIRST NORTH AMERICAN EDITION

by
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PREFACE

This book covers the skills necessary for a classifier using Dewey Decimal Classification in a library or other information agency, whether at a professional or a paraprofessional level. It is equally suitable for use by students studying library science in universities and colleges and others who are studying classification by themselves, either with a specific goal or as part of their continuing professional development. Since most collections are organized according to a library classification scheme, and Dewey Decimal Classification is widely used, especially in public and school libraries, it is important for all library students and most library staff to be familiar with at least the basics.

Throughout the book you will find exercises to practice and test your skills and quizzes to test your understanding. There are answers for checking your exercises at the back of the book. You may not always agree completely with the answers given, and it is useful to check them with a teacher or experienced classifier. Despite the best endeavors of the editors of DDC to standardize the allocation of numbers, there is often room for more than one interpretation or emphasis.

ACKNOWLEDGMENTS

Thanks to my Australian colleagues and students for their suggestions, corrections, and encouragement.

NOTE ON CAPITALIZATION

Titles included in the text are capitalized according to standard library cataloging practice—that is, apart from names, only the first word of the title has a capital letter. This is intended to accustom library students and staff to this style.
Chapter 1
INTRODUCTION TO CLASSIFICATION

Introduction
A classification scheme organizes subjects systematically and shows their relationships.

EXERCISE 1.1
Write down some examples of classification other than library classification:

Library Classification
The basic principle of library classification is to group the items on the shelves according to their subject content, or sometimes literary or bibliographic form.

Works that are used together should be shelved together.

Literary warrant—i.e., the volume of works that have been written, or are likely to be written, on any topic—should be a primary factor in the formulation of a classification scheme.

The Library of Congress Classification scheme is heavily based on this idea, since it was developed using the material actually held in the Library of Congress when the scheme was being developed.

Purposes of Library Classification
Library classification schemes serve to
• bring related items together in a helpful sequence
• provide formal orderly access to the shelves either through a direct search of the shelves (browsing) or via the catalog
• enable easy reshelving of library materials
• provide an order for the classified catalog.
**Types of Classification**

Enumerative classification attempts to spell out (enumerate) all the single and composite subject concepts required:

- e.g., Library of Congress Classification and, to a lesser extent, Dewey Decimal Classification (DDC)

Synthetic classification, also called faceted classification, lists numbers for single concepts and allows the classifier to construct (synthesize) numbers for composite subjects:

- e.g., Colon Classification, Universal Decimal Classification, some features of DDC.

Hierarchical classification is based on the division of subjects from the most general to the most specific:

- e.g., Dewey Decimal Classification, Library of Congress Classification (to a much lesser extent).

**Features of a Classification Scheme**

Library classification schemes generally have the following features:

- schedules
- notation
- index
- number building.

**Schedules**

The schedules are the printed, enumerated classes, divisions, etc., of the scheme, arranged in number order. Schedules range from fairly sparse to extremely detailed. In general, the more enumerative the scheme, the more detailed the schedules; the more synthetic, the slimmer the schedules.

The Library of Congress Classification schedules are much lengthier than the Dewey Decimal Classification schedules, since DDC relies more on number building, whereas LCC lists more of its numbers.

In addition, schedules usually have

- a generalities class
- form classes
- form divisions.

The generalities class is used for very general topics, and comprehensive combinations of topics, e.g., current affairs, general encyclopedias.

Form classes are used for literature. That is, items are grouped not according to subject but according to the literary form—poetry, drama, prose, etc.—in which they are written. These classes also include literary criticism.

Form divisions are used for works on any subject that are presented in a particular bibliographic form, e.g., dictionary, periodical.

**Notation**

The notation of a classification scheme is the series of symbols that stand for the classes, subclasses, divisions, and subdivisions of classes.
Notation is used to
• indicate a subject
• show its relationship to a class
• provide a sequential order for arrangement.

Pure notation is the use of only one type of symbol, such as numbers—e.g., Dewey Decimal Classification 342.569.

Mixed notation is the use of more than one type of symbol, such as numbers and letters—e.g., Library of Congress Classification TK51011.H37 1994.

Good notation should
• convey order clearly and automatically
• be as brief and simple as possible
• be easy to say, write, and remember
• be flexible, allowing insertion at any point without dislocating the sequence
• facilitate the use of mnemonics (memory aids).

Index
The index is the alphabetical list of the terms used in the schedules, together with the corresponding notation. It provides access to the schedules. It should include, as far as possible, all synonyms for the term and a breakdown of parts of the subject.

There are two types of index:
• specific—with only one entry for each topic mentioned in the schedules
• relative—enumerating all topics and synonyms and showing the relation of each topic to all the disciplines in which it is found.

Number Building
This is the ability of the scheme to allow the construction of notation to include items not specifically mentioned in the schedules.

Criteria of a Successful Classification Scheme
• It should create an order convenient to the user—the main purpose of classification.
• It should be as complete as possible, covering the whole field of knowledge.
• It should proceed from the general to the specific.
• It should be evenly apportioned, so that subjects of equal importance have roughly equivalent space in the schedules.
• It should have - generalities and form classes,
  - form and geographical divisions,
  - effective notation, and
  - an alphabetical index.
• It should be able to accommodate new notation as knowledge expands—e.g., new classifications such as computers, environmental issues.
• The terms must be clear and easy to understand, accompanied where necessary by full definitions, the scope of headings, and notes to guide the classifier.
• It should be printed in a form that is easy to handle and consult and enables the user to grasp the structure.
• It must be revised frequently to keep up with new knowledge, new interpretations, and new emphases in the presentation of knowledge.
EXERCISE 1.2
On a large sheet of paper, create a plan of a zoo to house the following animals. Your plan must show some logical system for grouping the animals, although how you do this is up to you.

aardvark           alligator           anaconda           antelope           bison           black swan
brown bear         camel               Cape hunting dog    cheetah            cobra            cockatoo
condor             crocodile           deer                dingo              Indian elephant  emu
frilled-neck lizard giraffe            goanna              gorilla            hippopotamus
ibis               jaguar              kangaroo            koala              Komodo dragon    kookaburra
leopard             lion                mongoose            monkey             mountain goat
orangutan           ostrich             panther             pelican            platypus         polar bear
tiger              tortoise            water buffalo       white rhinoceros   wolf            zebra

The Needs of the User
A library’s classification policy needs to take account of its users and their needs. For example, many public library users regard biographies as a “good read”, and are less concerned with the specialization of a famous person than with the interesting life he or she has led. So public libraries are likely to house their biographies together, using the number for general biography, or even the simple location symbol “B”. A medical library, on the other hand, is more likely to classify the biographies of medical researchers with the diseases or treatments they have spent much of their lives studying.

How closely a work is classified should also take a library’s users into account. A library that has only a few books about bridges does not need to differentiate between concrete bridges, wooden bridges, metal bridges, and so on. However an engineering library with a large collection of works about bridges may decide to classify them very specifically to assist users to find exactly what they want.

A library may supply its catalogers with a list of particular numbers (e.g., for literature) or a statement of general policy (e.g., no more than 8 digits after the decimal point). If the policy is to shorten numbers, the classifier must take care that the number is not reduced arbitrarily, but is still a meaningful number within the classification scheme.

When libraries use another source as the basis for their records (copy cataloging), they need to ensure that the classification number is consistent with their own cataloging and classification policies. This requires familiarity with the policies as well as the classification scheme.

Individual catalogers also make judgments about classification in relation to the library’s users, in the same way as other aspects of cataloging take them into account.
Different Sequences
A library usually has several sequences of works in its collection. These can include fiction, non-fiction books for loan, reference works (not for loan), periodicals, children’s books, audiovisual materials (which may be divided into different formats—videos, compact discs), and so on.

Fiction is usually indicated by the location symbol “F” and arranged alphabetically by author’s surname. Periodicals are sometimes classified, using the same scheme as the main collection, and sometimes arranged alphabetically by title.

Other parts of the collection are either classified, using the same classification scheme, or arranged alphabetically or by their own number (e.g., ISO standards) within their sequence. When a library acquires material in a new format, a decision is made about whether to integrate the material into an existing sequence or house the material separately. If a new sequence is established, a new location and the basis for organizing the material will also be decided.

Review Quiz 1.3
Use the following questions to review your understanding of library classification. You do not need to write down the answers.

1. Give three reasons for classifying a library collection.
2. What is the difference between enumerative and synthetic classification? Give examples.
3. In what order are classification schedules arranged? Why?
4. What is number building? Why is it a desirable feature of a classification scheme?
5. What is hierarchical classification? How does it work?
6. Why should a library consider the nature of its client group when it classifies its material?
Chapter 2
INTRODUCTION TO DEWEY DECIMAL CLASSIFICATION

Introduction
The Dewey Decimal Classification was developed by Melvil Dewey between 1873 and 1876, when the first edition was published anonymously under the title *A Classification and Subject Index for Cataloguing and Arranging the Books and Pamphlets of a Library*. At that time, libraries used “fixed location” to classify books—that is, the books were kept in a fixed physical space in the library and numbered according to their room, tier, and shelf. They therefore had to be reclassified whenever the library grew beyond its shelving capacity. Dewey’s invention of relative location—numbering books according to their intellectual content—formed the basis of library classification as we know it today.

The first edition of his scheme was a 44-page pamphlet and was based on Dewey’s view of the world of knowledge that is still used today. The scheme was criticized at the time for being too lengthy. It was, however, an immediate success, and in its succeeding editions has become the most widely used classification scheme, being translated into many languages.

The Dewey editorial office has been located in the Decimal Classification Division of the Library of Congress since 1923. The Division allocates over 110,000 numbers annually to works cataloged by the Library of Congress. The editor and four assistant editors responsible for updating DDC work closely with classification specialists, so that they can detect trends in the published literature.

The Decimal Classification Editorial Policy Committee (EPC) is a ten-member international board that advises the editors of DDC on the development of the Classification. EPC represents the interests of all DDC users, and responds to suggestions from many countries and different types of libraries.

DDC is now in its 22nd edition, published in 2003 by OCLC. In recent times it has been revised every 7 to 10 years. There is also an abridged version, with the 14th edition published in 2004.

In 1993 a DOS version of the 20th edition, called *Electronic Dewey*, was published on CD-ROM. *Dewey for Windows*, a Microsoft Windows®-based version of *Electronic Dewey*, was published at the same time as Edition 21 in 1996. These have now been replaced by *WebDewey* and *Abridged WebDewey*, electronic versions of the DDC databases with enhanced interfaces, accessible via the Internet.

Continuous updating of the scheme is achieved electronically by releasing a fully updated version of *WebDewey* quarterly. New numbers and changes to the DDC are posted monthly on the website (www.oclc.org/dewey). Mappings between selected new Library of Congress Subject Headings (LCSH) and Dewey numbers are posted biweekly.

This site also contains up-to-date information about the DDC, DDC products and services, and DDC licensing.
Format of DDC
The 22nd edition of DDC is published in four volumes with almost 4000 pages:
Volume 1  Introduction, Glossary, Manual, and Tables 1-6
Volume 2  Schedules 000-599
Volume 3  Schedules 600-999
Volume 4  Relative Index

General Characteristics of DDC

Hierarchy
DDC is a hierarchical classification, proceeding from the general to the specific in terms of discipline and subject relationships.

The basic arrangement is by discipline, and the same subject may appear in a number of disciplines. The various aspects of a subject are brought together by the Relative Index.

There are ten classes (see the first summary). Each of the classes from 100 to 900 represents a broad discipline or group of disciplines, whereas the 000 class contains general subjects (generalities) that are not necessarily related disciplines, e.g., newspapers, encyclopedias, computers, and library science.

Each class has ten divisions, represented by the second digit of the notation (see the second summary).

Each division has ten sections, represented by the third digit of the notation (see the third summary).

This hierarchical structure is continued and incorporated in the notation, which is lengthened by one digit for each more specific aspect of the subject.

For example,
600  Technology (Applied sciences)
640  Home and family management
646  Sewing, clothing, management of personal and family life
646.7  Management of personal and family life
646.72  Care of hair, face, skin, nails
646.724  Care of hair
646.7248  Wigs

Number Building
Over 23,000 numbers are listed in the schedules. However DDC also uses number building to expand the classification scheme and create even more specific numbers.

Numbers are constructed by taking a number from the schedules and adding to it digits from Tables 1-6, or from another part of the schedules.
Tables 1 to 6 allow the classifier to make numbers more specific in relation to time periods, places, types of persons, language, literary form, and so on. For example, the geographic aspect of almost any subject can be included by adding one or more digits from Table 2 (Geographic Areas, Historical Periods, Persons).

Tables in the schedules enable aspects, or facets, of one subject to be applied to another subject. For example, many aspects of particular animals and animal groups are listed only once in the schedules, but can be added to any of the animals with classification numbers between 592 and 599.

**The Relative Index**

No one class can cover all the aspects of a subject. For many subjects, different aspects are located in different classes. The Relative Index brings together (relates) the different aspects of a topic and the different classes in which they are to be found. Here are some of the entries for the topic Metals:

Metals 669
- applied nutrition 613.285
- architectural construction 721.044 7
- architectural decoration 729.6
- biochemistry 572.51
- humans 612.015 24
- building construction 693.7
- building materials 691.8
- chemistry 546.3
- decorative arts 739
- dowsing 133.323 3
- economic geology 553.4
- foundation materials 624.153 6
- handicrafts 745.56
- human toxicology 615.925 3
- materials science 620.16
- metabolism 572.514
- human physiology 612.392 4
- metallography 669.95
- military resources 355.242
- mineralogy 549.23
- mining 622.34

and so on.

**Notation**

DDC notation uses only Arabic numerals. Use of only one type of symbol is called pure notation. All numbers contain at least three digits. Where more than three digits are needed, a decimal point follows the third digit.

In the print version of DDC, numbers are written in groups of three digits, with a space between each group—e.g., 344.063 635 1. This is done only to make writing and remembering numbers easier.
Some notation is mnemonic—that is, it is easy to remember some numbers because they are used consistently for a particular topic or subtopic. For example, 9 often represents geography or history, whether in the class 900 History and geography, or in the standard subdivision -09 Historical, geographic, persons treatment.

Segmentation and Reduction
DDC allows for numbers to be reduced if the library requires a shorter number. Some copy cataloging sources, including cataloging-in-publication, show the segmentation of DDC numbers to enable shorter numbers to be identified easily. For example, 025.4’31 means that 025.431 is the complete number, but 025.4 is also correct (although less specific).

If segmentation is not shown, you need to consult the schedules to find a meaningful reduced number. As you develop familiarity with DDC, reduction will often be possible without needing to consult the schedules.

Advantages of DDC
1. DDC was the first classification scheme to use the concept of relative location to organize materials on the shelf.
2. The pure notation (i.e., all Arabic numbers) is recognized internationally.
3. The straightforward numerical sequence facilitates filing and shelving.
4. The Relative Index brings together different aspects of the same subject that are scattered in different disciplines.
5. The hierarchical notation expresses the relationship between and among class numbers.
6. The decimal system enables infinite expansion and subdivision.
7. The mnemonic notation helps users to memorize and recognize class numbers.
8. Periodic revision keeps it up-to-date.

Disadvantages of DDC
1. Its Anglo-American bias is evident in its emphasis on American, English, and European language, literature, and history in the 400s, 800s, and 900s, and Protestantism/Christianity in the 200s.
2. Some related disciplines are separated: e.g., 400 and 800; 300 and 900.
3. Some subjects are not very comfortably placed:
   - e.g., Library science in 000
     Psychology as part of Philosophy in 100
     Sports and amusements in 700.
4. In the 800s, literary works by the same author are scattered according to form:
   - e.g., Shakespeare's poems are separated from his plays.
5. Decimal numbering limits its capacity for accommodating subjects on the same level because there can only be 9 divisions (+ 1 general division).
6. Different rates of growth of some disciplines have resulted in an uneven structure:
   - e.g., 300 and 600 are particularly overcrowded.
7. Although theoretically expansion is infinite, it doesn't allow infinite insertion between related numbers, e.g., between 610 and 619.
8. Specificity results in long numbers, which can be awkward for shelving and on spine labels.
9. Altering numbers because of a new edition creates practical problems in libraries:
   - e.g., the need for reclassification, relabeling, and reshelving.
Order of DDC Numbers
DDC numbers are arranged in decimal number order. In other words, after the decimal point, look at each decimal place one at a time and put those numbers in order. Unless they are the same, you will not need to look at the next place.

For example:
3 4 8 . 0 0 3
3 4 8 . 0 1
3 4 8 . 0 2
3 4 8 . 0 2 2
3 4 8 . 0 4
3 4 8 . 0 4 1
3 4 8 . 6
3 4 8 . 7 4
3 4 8 . 7 4 4

Exercise 2.1
Check the order of these numbers, and correct them where necessary:

616
616.11
616.122
616.123
616.125
616.1237
616.09
616.24
616.201
616.241
616.244
616.200435
616.240083
615.954
617.44
617.80083
617.08
617.0083
616.2009

361
361.1
361.02
361.04
361.003
361.103
361.2
361.3
361.23
361.301
361.32
361.322
361.37
361.32205
361.3703
361.37025
361.3205
361.320994
REVIEW QUIZ 2.2

Use the following questions to review your understanding of the structure of DDC. You do not need to write down the answers.

1. Describe the overall structure of Dewey Decimal Classification.

2. What is the purpose of the First, Second and Third Summaries? When would you use them?

3. Why is the Relative Index so called?

4. Give three advantages of DDC.

5. Give three disadvantages of DDC.
Chapter 3
PRINCIPLES OF CLASSIFYING WITH DDC

Introduction
The introduction in Volume 1 outlines a number of principles of classifying with Dewey Decimal Classification. The most significant principles are summarized here. It is important to read the introduction and to refer to it from time to time.

Basic Principles of Classification
1. Place a work where it will be most useful.
   *Classification must take into account the needs of the users, for example, in how specific a number is given.*

2. Class a work according to the author’s intent.
   *A book of drawings of dogs may be classified with drawing or with dogs, depending on whether it is intended as a guide to drawing dogs or to identifying breeds of dog.*

3. Class by subject, then by form, except in works of the imagination.
   *An encyclopedia of art is classified with art rather than general encyclopedias.*

4. In works of the imagination, class by original language, then literary form, rather than by subject.
   *An anthology of English-language poems about the weather is classified with English poetry, not meteorology; a French translation of an English play is classified with English drama.*

5. Class a work in the most specific area possible.
   *A work about violins is classified at the specific number for violins rather than the more general number for stringed instruments.*

6. Class a work that covers two or more subjects with the one that receives fuller treatment.
   *A work about airplanes with a chapter on space shuttles is classified at the number for aircraft.*

7. If a work includes two subjects in the same discipline which receive equal treatment and are not used to introduce or explain one another, class the work with the subject coming first in the schedules.
   *A work on physics and chemistry is classified at the number for physics, since it comes first in the schedules.*

8. If a work treats two aspects of a subject in different disciplines, class the work at the interdisciplinary number if one is given (provided the work contains significant material on that discipline).
   *A work on music in education and religious worship is classified at the interdisciplinary number for music.*
9. If no emphasis is apparent, class a work on three or more subjects that are all subdivisions of a broader subject with the first higher number that includes them all.
   *A work on arithmetic, algebra, and calculus is classified at the number for mathematics.*

10. Class a work on three or more subjects in different disciplines in the generalities class.
    *A work on history, geography, economics, and politics is classified in 000 Generalities.*

11. Class biographies, autobiographies, diaries and reminiscences either with specific disciplines or together in a general biography section.
    *In a technical library, the life of an inventor is classified with the invention, whereas in a public library all kinds of biographies may be located together.*

12. In general, class a work first by subject then by geographical location.
    *A work on German architecture is classified first at the number for architecture.*

13. When there is a further subdivision and there is a choice between subject and geographical location, choose the subject first.
    *For a work on the architecture of German school buildings, the number for the architecture of school buildings is assigned before adding a number for Germany.*

14. If a subject acts upon another subject, class it under the subject that is acted upon.
    *A work on decoration in architecture is classified in architecture.*

15. If a work has been treated from a particular standpoint, class it in the subject unless it has been considerably altered.
    *Mathematics for plumbers is classified at the number for mathematics.*

16. Works on topics “with special reference to” are classed under the more specific subject.
    *A work on contagious diseases, especially leprosy, is classified at the number for leprosy.*

17. When a subject has no stated place in the classification scheme, use the number of the subject to which it is most closely related.
    *For advertising on the Internet, use the number for advertising using particular media.*

18. When two headings clash, decide which is to prevail, and be consistent in its use.
    *For political and armed struggle in Ireland, decide between politics and military science in Ireland.*

19. Works pro and con a subject go together at the subject.
    *Works for and against voluntary euthanasia must be found at the same number—this reinforces the principle of objectivity in the library’s collection.*

20. Avoid placings that are in the nature of criticism.
    *Do not place works on prostitution with law or ethics unless they specifically treat legal or ethical issues.*

21. Always have a reason for your placing of a work.
    *You need to know why you assign a particular number.*
22. Record all decisions.
   *Decisions about classification numbers may need to be referred to, to ensure consistent placement of similar works.*

23. Read the introduction to the classification scheme.
   *It is important to understand the approach of those who have created and maintain the scheme.*

24. Check the number in the shelf list or catalog.
   *This will assist in placing like works together.*

**Exercise 3.1**

Using the above guidelines, name the subject at which you would classify the following titles, and which principle(s) you have used:

1. Epilepsy is not a dirty word
2. Conversations on drawing, painting and sculpture
3. Astrology and your child
4. The Miami Herald fishing and boating guide
5. Society in view: a graphic atlas for the social sciences
6. Kiiroi nezumi, by Hisashi Inoue (Japanese novelist, 1946-)
7. Enquire within for everything
8. Around Seattle: including the shores of Puget Sound (more than half the text deals with Seattle)
9. Words on wine: quotations from world literature
10. Seven cities of Australia
11. The authority and relevance of the Bible in the modern world
12. Inflation in Bolivia
13. Apples and pears
14. The story of the apple
15. Apples, oranges, pears and plums
16. Peaches, nectarines and plums
17. Mechanical harvesting of berry fruit
18. Treasury of Canadian landscape painting
19. North American guide to compost gardening with detailed instructions on composting

20. Keeping faith alive today

Classifying with DDC
“Classifying a work with the DDC requires determination of the subject, the disciplinary focus, and, if applicable, the approach or form” (DDC introduction, paragraph 5.1).

Determining the Subject
The classifier needs to examine the work in hand. This examination includes:
• the title—sometimes not very helpful
• the rest of the title information—often much more informative
• the table of contents / chapter headings / subheadings—good indications of the main topics
• the preface / introduction / foreword—usually state the author’s purpose
• scanning the text—confirms or alters your ideas about the subject
• cataloging-in-publication—can be useful, but take care, since it was prepared before the work was published.

If you are unfamiliar with the subject, you may need to consult a subject expert. Very occasionally it is necessary to consult reference works or reviews.

Determining the Discipline
Once you have decided on the subject of the work, choose the discipline in which the subject belongs. For example, if the work is about horses, decide whether it belongs with zoology in natural sciences (if it is about the anatomy and physiology of horses) or animal husbandry in applied sciences (if it is about breeding and rearing horses).

Then you can choose to look first in the Relative Index or go straight to the schedules. Many experienced classifiers turn to the schedules, but while you are learning the structure of DDC, it is usually easier to look up the terms in the Relative Index. The Relative Index offers several numbers for most terms, so your decision about the discipline is important in helping to identify the most likely number. It is still necessary to check the number in the schedules before making the final decision. Never use a classification number direct from the Relative Index without also checking the schedules.

Broad and Close Classification
Broad classification uses the main divisions and subdivisions of a scheme without breaking down into narrower concepts.

Close classification means classifying each work as specifically as possible, using all available subdivisions in the classification scheme.
**EXERCISE 3.2**

Is the classification of each subject broad or close?

<table>
<thead>
<tr>
<th>Subject</th>
<th>Classification Heading</th>
<th>Broad / Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family therapy</td>
<td>Family therapy</td>
<td></td>
</tr>
<tr>
<td>Marital relationship</td>
<td>Marriage &amp; family</td>
<td></td>
</tr>
<tr>
<td>Atlanta’s history</td>
<td>History of Georgia</td>
<td></td>
</tr>
<tr>
<td>Marriage counseling</td>
<td>Family problems &amp; services</td>
<td></td>
</tr>
<tr>
<td>Business mathematics</td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Modern Spanish Bible</td>
<td>Modern language Bibles</td>
<td></td>
</tr>
<tr>
<td>The Shakers (religious group)</td>
<td>Adherents of religious groups</td>
<td></td>
</tr>
<tr>
<td>Blood</td>
<td>Blood</td>
<td></td>
</tr>
<tr>
<td>Banking in Mexico</td>
<td>Mexican banks &amp; banking</td>
<td></td>
</tr>
<tr>
<td>Christian Church’s views on sex, marriage &amp; family</td>
<td>Christian attitudes on sex, marriage &amp; family</td>
<td></td>
</tr>
</tbody>
</table>

**Citation and Preference Order**

When a number of aspects (or characteristics or facets) of a subject (e.g., age, gender, place, historical period) need to be considered, citation and preference order give guidelines as to the order in which to deal with them.

**Citation Order**

Citation order applies when you are allowed to add two or more characteristics when building a number. It is the order in which you are instructed to add aspects of the subject, and is clearly specified in the number-building instruction. For example,

909.04 History with respect to ethnic and national groups

Add to base number 909.04 notation 05-99 from Table 5, e.g., world history of Jews 909.04924; then add 0 and to the result add the numbers following 909 in 909.1-909.8, e.g., world history of Jews in 18th century 909.0492407

In other words, the citation order is

subject + specific ethnic or national group + historical period.
**Preference Order**
When a subject has more than one characteristic but the rules allow only one to be added, the classifier needs to choose. Preference notes provide guidance; for example,

Except where instructed otherwise, give preference to ethnic group over nationality, e.g. ...

There are also preference tables. For example,

371.91  Education of students with physical disabilities

Unless other instructions are given, observe the following table of preference:

- Students with linguistic disorders 371.914
- Students with mobility impairments 371.916
- Students with blindness & visual impairments 371.911
- Students with hearing impairments 371.912

That is, a work on the education of blind and deaf students is classified at 371.911, not 371.912. However, the education of paraplegic blind students is classified at 371.916, not 371.911.

Notes indicating citation and preference order can be found throughout the schedules and tables. It is very important to read all instructions in the sections you are consulting.

**Call Numbers**
A call number is the number on a library item that shows where it is located. It usually consists of a classification number, a book number and often a location symbol. For example,

```plaintext
REF     location symbol
636.7    classification number
HEW     book number
```

The classification number indicates the subject of the work and sometimes also the bibliographic form.

The book number relates to the item itself. It is usually taken from the author or the title of the item.

The location symbol shows where the item is housed. For example, a reference work may have “R” or “REF”; an audiovisual item may have “AV”. Location symbols may also indicate a branch of a library system.

**Classification Numbers**
In DDC, the classification number is taken straight from the schedules or built according to instructions. It can be used with any type of book number. Since call numbers usually have to fit on the spine of the books, some libraries limit the length of the classification number for convenience.
**Book Numbers**

There are many types of book number. They include:

- a running number for each work at one classification number
  
  e.g.,  
  625.1 625.1 625.1 625.2
  1 2 3 1

  This is easy to apply, but does not arrange the works in alphabetical order of author, and separates different editions of the same title.

- the first three (sometimes four) letters of the author’s surname, or the title if there is no author (in other words, main entry)

  e.g.,  
  625.1 625.1 625.1 625.2
  MAC MAC MAD BAT

  This is also easy to apply and arranges the works in alphabetical order of main entry, but results in some call numbers being identical.

- the first three (sometimes four) letters of the author’s surname, or the title, followed by a number to make each call number unique

  e.g.,  
  625.1 625.1 625.1 625.2
  MAC MAC.1 MAD BAT

  This arranges the works in approximate alphabetical order of main entry, but more care needs to be taken in allocating the book numbers so as not to duplicate them.

- a Cutter-Sanborn number (also called a Cutter number) taken from the Cutter-Sanborn three-figure author table. This table enables a library to have a unique call number for every item, while maintaining alphabetical arrangement by main entry.

  e.g.,  
  625.1 625.1 625.1 625.2
  M118 M135 M179 B329

  This arranges the works in alphabetical order of main entry, but it requires use of the Table, and care needs to be taken to allocate book numbers correctly. Detailed instructions on how to create these numbers are included in the Cutter-Sanborn Table.

**Biographies**

It is common for the book number for biographies to be taken from the subject of the biography, rather than the author. A second symbol is sometimes added to represent the author’s surname.
Shelf Listing
A shelf list is the record of the works in a library. Items in the shelf list are arranged in the same order as the works on the shelves.

Before automation, one card from each set of catalog cards was filed in the shelf list, which was accessible only to library staff. It was used
• to guide classifiers as to the use of a particular number
• to check the most recent allocation of book numbers if the library used unique call numbers
• to show classifiers which numbers were used previously, to maintain consistency
• as an aid to collection development, to show the strengths, weaknesses, and gaps in the collection
• as an inventory record for stocktaking
• as a historical and statistical record of the collection
• as an insurance record
• to provide subject bibliographies for reference staff.

Almost all these functions can be performed by the automated catalog, and increasingly libraries do not maintain a separate shelf list:
• The need for a unique call number is reduced, since in most automated systems the circulation records are controlled by a separate barcode.
• Stocktaking (where it still occurs) is done by reading the barcodes on the items with a wand, and using the automated system to compare this information with its database.
• Classification numbers can be checked direct from the catalog.
• Subject bibliographies can be produced by the system.
• In an automated system, each item has only one record with several access points, compared with the several cards for each item in a card catalog. Therefore the catalog is an accurate historical and statistical record and inventory, provided that it is backed up regularly and a backup copy is stored off-site.

Where automated libraries do have a separate shelf list, consideration must be given to its usefulness, compared with the cost of maintaining it.

Review Quiz 3.3
Use the following questions to review your understanding of the principles of classifying with DDC. You do not need to write down the answers.

1. How much of a work do you need to examine to determine its subject?
2. Why is it important to decide the discipline?
3. Describe the difference between broad and close classification. Give an example.
4. What is citation order? What is preference order? Are they the same?
5. What does a call number consist of, and what is its purpose?
6. List three functions of a traditional shelf list that can be performed by an online catalog.
Chapter 4
COMPONENTS OF THE DEWEY DECIMAL CLASSIFICATION

Introduction
Volume 1 of DDC provides an introduction that explains quite simply the principles, structure and operation of the Classification. Much of it can be read immediately. Leave the sections you find too technical until you have begun to use DDC, and then try again—you will find it all makes sense once you have developed an understanding of the scheme.

Glossary
Volume 1 also contains a glossary of technical terms.

Overview—The Summaries

Ten Main Classes
Dewey Decimal Classification is designed to encompass all knowledge, dividing it into ten very broad classes—one for general works and nine for subject disciplines. This is called the first summary. You may find it useful to memorize it, since knowing the overall structure will help you to use the scheme more effectively.

The summaries can be found at the front of Volume 2.

The first summary lists the ten classes, as shown below:

First Summary

The Ten Main Classes

000 Computer science, information & general works
100 Philosophy & psychology
200 Religion
300 Social sciences
400 Language
500 Science
600 Technology
700 Arts & recreation
800 Literature
900 History & geography
EXERCISE 4.1

Once you have identified the subject of a work, you need to place it in one or another of these ten classes.

For example,

<table>
<thead>
<tr>
<th>subject</th>
<th>discipline</th>
<th>class</th>
</tr>
</thead>
<tbody>
<tr>
<td>logic</td>
<td>philosophy</td>
<td>100</td>
</tr>
<tr>
<td>Buddhism</td>
<td>religion</td>
<td>200</td>
</tr>
<tr>
<td>economics</td>
<td>social sciences</td>
<td>300</td>
</tr>
<tr>
<td>Latin grammar</td>
<td>language</td>
<td>400</td>
</tr>
<tr>
<td>chemistry</td>
<td>natural science</td>
<td>500</td>
</tr>
<tr>
<td>engineering</td>
<td>technology</td>
<td>600</td>
</tr>
<tr>
<td>sculpture</td>
<td>the arts</td>
<td>700</td>
</tr>
<tr>
<td>poetry</td>
<td>literature</td>
<td>800</td>
</tr>
<tr>
<td>history of Indonesia</td>
<td>history</td>
<td>900</td>
</tr>
</tbody>
</table>

Write the class number for each of the following:

1. My book of opera
2. A child’s Bible
3. Three Irish plays
4. World Book encyclopedia
5. Teach yourself Vietnamese
6. The psychology of violence
7. Russian rockets
8. Physics for beginners
9. Road atlas of New Zealand
10. Employment of aged persons
11. Multicultural education
12. Encyclopaedia of Papua New Guinea
13. How to draw cartoons
14. Introductory philosophy
15. Agricultural pest control
The Hundred Divisions
Each class is divided into ten divisions. Each division represents a part of the discipline. This is the second summary.

Second Summary
The Hundred Divisions

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Computer science, knowledge &amp; systems</td>
</tr>
<tr>
<td>010</td>
<td>Bibliographies</td>
</tr>
<tr>
<td>020</td>
<td>Library &amp; information sciences</td>
</tr>
<tr>
<td>030</td>
<td>Encyclopedias &amp; books of facts</td>
</tr>
<tr>
<td>040</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>050</td>
<td>Magazines, journals &amp; serials</td>
</tr>
<tr>
<td>060</td>
<td>Associations, organizations &amp; museums</td>
</tr>
<tr>
<td>070</td>
<td>News media, journalism &amp; publishing</td>
</tr>
<tr>
<td>080</td>
<td>Quotations</td>
</tr>
<tr>
<td>090</td>
<td>Manuscripts &amp; rare books</td>
</tr>
<tr>
<td>100</td>
<td>Philosophy</td>
</tr>
<tr>
<td>110</td>
<td>Metaphysics</td>
</tr>
<tr>
<td>120</td>
<td>Epistemology</td>
</tr>
<tr>
<td>130</td>
<td>Parapsychology &amp; occultism</td>
</tr>
<tr>
<td>140</td>
<td>Philosophical schools of thought</td>
</tr>
<tr>
<td>150</td>
<td>Psychology</td>
</tr>
<tr>
<td>160</td>
<td>Logic</td>
</tr>
<tr>
<td>170</td>
<td>Ethics</td>
</tr>
<tr>
<td>180</td>
<td>Ancient, medieval &amp; eastern philosophy</td>
</tr>
<tr>
<td>190</td>
<td>Modern western philosophy</td>
</tr>
<tr>
<td>200</td>
<td>Religion</td>
</tr>
<tr>
<td>210</td>
<td>Philosophy &amp; theory of religion</td>
</tr>
<tr>
<td>220</td>
<td>The Bible</td>
</tr>
<tr>
<td>230</td>
<td>Christianity &amp; Christian theology</td>
</tr>
<tr>
<td>240</td>
<td>Christian practice &amp; observance</td>
</tr>
<tr>
<td>250</td>
<td>Christian pastoral practice &amp; religious orders</td>
</tr>
<tr>
<td>260</td>
<td>Christian organization, social work &amp; worship</td>
</tr>
<tr>
<td>270</td>
<td>History of Christianity</td>
</tr>
<tr>
<td>280</td>
<td>Christian denominations</td>
</tr>
<tr>
<td>290</td>
<td>Other religions</td>
</tr>
<tr>
<td>300</td>
<td>Social sciences, sociology &amp; anthropology</td>
</tr>
<tr>
<td>310</td>
<td>Statistics</td>
</tr>
<tr>
<td>320</td>
<td>Political science</td>
</tr>
<tr>
<td>330</td>
<td>Economics</td>
</tr>
<tr>
<td>340</td>
<td>Law</td>
</tr>
<tr>
<td>350</td>
<td>Public administration &amp; military science</td>
</tr>
<tr>
<td>360</td>
<td>Social problems &amp; social services</td>
</tr>
<tr>
<td>370</td>
<td>Education</td>
</tr>
<tr>
<td>380</td>
<td>Commerce, communications &amp; transport</td>
</tr>
<tr>
<td>390</td>
<td>Customs, etiquette &amp; folklore</td>
</tr>
<tr>
<td>400</td>
<td>Language</td>
</tr>
<tr>
<td>410</td>
<td>Linguistics</td>
</tr>
<tr>
<td>420</td>
<td>English &amp; Old English languages</td>
</tr>
<tr>
<td>430</td>
<td>German &amp; related languages</td>
</tr>
<tr>
<td>440</td>
<td>French &amp; related languages</td>
</tr>
<tr>
<td>450</td>
<td>Italian, Romanian &amp; related languages</td>
</tr>
<tr>
<td>460</td>
<td>Spanish &amp; Portuguese languages</td>
</tr>
<tr>
<td>470</td>
<td>Latin &amp; Italian languages</td>
</tr>
<tr>
<td>480</td>
<td>Classical &amp; modern Greek languages</td>
</tr>
<tr>
<td>490</td>
<td>Other languages</td>
</tr>
<tr>
<td>500</td>
<td>Science</td>
</tr>
<tr>
<td>510</td>
<td>Mathematics</td>
</tr>
<tr>
<td>520</td>
<td>Astronomy</td>
</tr>
<tr>
<td>530</td>
<td>Physics</td>
</tr>
<tr>
<td>540</td>
<td>Chemistry</td>
</tr>
<tr>
<td>550</td>
<td>Earth sciences &amp; geology</td>
</tr>
<tr>
<td>560</td>
<td>Fossils &amp; prehistoric life</td>
</tr>
<tr>
<td>570</td>
<td>Life sciences; biology</td>
</tr>
<tr>
<td>580</td>
<td>Plants (Botany)</td>
</tr>
<tr>
<td>590</td>
<td>Animals (Zoology)</td>
</tr>
<tr>
<td>600</td>
<td>Technology</td>
</tr>
<tr>
<td>610</td>
<td>Medicine &amp; health</td>
</tr>
<tr>
<td>620</td>
<td>Engineering</td>
</tr>
<tr>
<td>630</td>
<td>Agriculture</td>
</tr>
<tr>
<td>640</td>
<td>Home &amp; family management</td>
</tr>
<tr>
<td>650</td>
<td>Management &amp; public relations</td>
</tr>
<tr>
<td>660</td>
<td>Chemical engineering</td>
</tr>
<tr>
<td>670</td>
<td>Manufacturing</td>
</tr>
<tr>
<td>680</td>
<td>Manufacture for specific uses</td>
</tr>
<tr>
<td>690</td>
<td>Building &amp; construction</td>
</tr>
<tr>
<td>700</td>
<td>Arts</td>
</tr>
<tr>
<td>710</td>
<td>Landscaping &amp; area planning</td>
</tr>
<tr>
<td>720</td>
<td>Architecture</td>
</tr>
<tr>
<td>730</td>
<td>Sculpture, ceramics &amp; metalwork</td>
</tr>
<tr>
<td>740</td>
<td>Drawing &amp; decorative arts</td>
</tr>
<tr>
<td>750</td>
<td>Painting</td>
</tr>
<tr>
<td>760</td>
<td>Graphics arts</td>
</tr>
<tr>
<td>770</td>
<td>Photography &amp; computer art</td>
</tr>
<tr>
<td>780</td>
<td>Music</td>
</tr>
<tr>
<td>790</td>
<td>Sports, games &amp; entertainment</td>
</tr>
<tr>
<td>800</td>
<td>Literature, rhetoric &amp; criticism</td>
</tr>
<tr>
<td>810</td>
<td>American literature in English</td>
</tr>
<tr>
<td>820</td>
<td>English &amp; Old English literatures</td>
</tr>
<tr>
<td>830</td>
<td>German &amp; related literatures</td>
</tr>
<tr>
<td>840</td>
<td>French &amp; related literatures</td>
</tr>
<tr>
<td>850</td>
<td>Italian, Romanian &amp; related literatures</td>
</tr>
<tr>
<td>860</td>
<td>Spanish &amp; Portuguese literatures</td>
</tr>
<tr>
<td>870</td>
<td>Latin &amp; Italian literatures</td>
</tr>
<tr>
<td>880</td>
<td>Classical &amp; modern Greek literatures</td>
</tr>
<tr>
<td>890</td>
<td>Other literatures</td>
</tr>
<tr>
<td>900</td>
<td>History</td>
</tr>
<tr>
<td>910</td>
<td>Geography &amp; travel</td>
</tr>
<tr>
<td>920</td>
<td>Biography &amp; genealogy</td>
</tr>
<tr>
<td>930</td>
<td>History of ancient world (to ca. 499)</td>
</tr>
<tr>
<td>940</td>
<td>History of Europe</td>
</tr>
<tr>
<td>950</td>
<td>History of Asia</td>
</tr>
<tr>
<td>960</td>
<td>History of Africa</td>
</tr>
<tr>
<td>970</td>
<td>History of North America</td>
</tr>
<tr>
<td>980</td>
<td>History of South America</td>
</tr>
<tr>
<td>990</td>
<td>History of other areas</td>
</tr>
</tbody>
</table>
Exercise 4.2

Using the second summary, write down the number of the division in which each of the following topics belongs. First decide the class, then the division.

1. Audiovisual materials in libraries
2. Japanese printmaking
3. Growing wheat for export
4. Twentieth-century architecture
5. A concise history of Chile
6. The nursing handbook
7. Paleontological studies
8. Women into politics
9. A historical atlas of ancient Egypt
10. Carnivorous plants
11. The Methodist Church in the Pacific
12. Abortion
13. The planet Mars
14. How to play hockey
15. Learn Polish: an audiovisual approach
16. The Oxford English dictionary
17. Caring for rare books
18. Child psychology
19. The legal handbook
20. Jewish folktales
The Thousand Sections
Each division is divided into ten sections. Each section is a whole number that represents a topic. This is the third summary.

It is useful to spend some time looking through the third summary, since it provides a more detailed overview of the content. However, in order to locate classification numbers, you need to refer to the schedules, usually via the Relative Index. Here is part of the third summary:

**Computer science, information & general works**

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Computer science, information &amp; general works</td>
</tr>
<tr>
<td>001</td>
<td>Knowledge</td>
</tr>
<tr>
<td>002</td>
<td>The book</td>
</tr>
<tr>
<td>003</td>
<td>Systems</td>
</tr>
<tr>
<td>004</td>
<td>Data processing &amp; computer science</td>
</tr>
<tr>
<td>005</td>
<td>Computer programming, programs &amp; data</td>
</tr>
<tr>
<td>006</td>
<td>Special computer methods</td>
</tr>
<tr>
<td>007</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>008</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>009</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>010</td>
<td>Bibliography</td>
</tr>
<tr>
<td>011</td>
<td>Bibliographies</td>
</tr>
<tr>
<td>012</td>
<td>Bibliographies of individuals</td>
</tr>
<tr>
<td>013</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>014</td>
<td>Of anonymous &amp; pseudonymous works</td>
</tr>
<tr>
<td>015</td>
<td>Bibliographies of works from specific places</td>
</tr>
<tr>
<td>016</td>
<td>Bibliographies of works on specific subjects</td>
</tr>
<tr>
<td>017</td>
<td>General subject catalogs</td>
</tr>
<tr>
<td>018</td>
<td>Catalogs arranged by author, date, etc.</td>
</tr>
<tr>
<td>019</td>
<td>Dictionary catalogs</td>
</tr>
<tr>
<td>020</td>
<td>Library &amp; information sciences</td>
</tr>
<tr>
<td>021</td>
<td>Library relationships</td>
</tr>
<tr>
<td>022</td>
<td>Administration of physical plant</td>
</tr>
<tr>
<td>023</td>
<td>Personnel management</td>
</tr>
<tr>
<td>024</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>025</td>
<td>Library operations</td>
</tr>
<tr>
<td>026</td>
<td>Libraries for specific subjects</td>
</tr>
<tr>
<td>027</td>
<td>General libraries</td>
</tr>
<tr>
<td>028</td>
<td>Reading &amp; use of other information media</td>
</tr>
<tr>
<td>029</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>030</td>
<td>General encyclopedic works</td>
</tr>
<tr>
<td>031</td>
<td>Encyclopedias in American English</td>
</tr>
<tr>
<td>032</td>
<td>Encyclopedias in English</td>
</tr>
<tr>
<td>033</td>
<td>In other Germanic languages</td>
</tr>
<tr>
<td>034</td>
<td>Encyclopedias in French, Occitan &amp; Catalan</td>
</tr>
<tr>
<td>035</td>
<td>In Italian, Romanian &amp; related languages</td>
</tr>
<tr>
<td>036</td>
<td>Encyclopedias in Spanish &amp; Portuguese</td>
</tr>
<tr>
<td>037</td>
<td>Encyclopedias in Slavic languages</td>
</tr>
<tr>
<td>038</td>
<td>Encyclopedias in Scandinavian languages</td>
</tr>
<tr>
<td>039</td>
<td>Encyclopedias in other languages</td>
</tr>
<tr>
<td>040</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>041</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>042</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>043</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>044</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>045</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>046</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>047</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>048</td>
<td>[Unassigned]</td>
</tr>
<tr>
<td>049</td>
<td>[Unassigned]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>050</td>
<td>General serial publications</td>
</tr>
<tr>
<td>051</td>
<td>Serials in American English</td>
</tr>
<tr>
<td>052</td>
<td>Serials in English</td>
</tr>
<tr>
<td>053</td>
<td>Serials in other Germanic languages</td>
</tr>
<tr>
<td>054</td>
<td>Serials in French, Occitan &amp; Catalan</td>
</tr>
<tr>
<td>055</td>
<td>In Italian, Romanian &amp; related languages</td>
</tr>
<tr>
<td>056</td>
<td>Serials in Spanish &amp; Portuguese</td>
</tr>
<tr>
<td>057</td>
<td>Serials in Slavic languages</td>
</tr>
<tr>
<td>058</td>
<td>Serials in Scandinavian languages</td>
</tr>
<tr>
<td>059</td>
<td>Serials in other languages</td>
</tr>
<tr>
<td>060</td>
<td>General organizations &amp; museum science</td>
</tr>
<tr>
<td>061</td>
<td>Organizations in North America</td>
</tr>
<tr>
<td>062</td>
<td>Organizations in British Isles; in England</td>
</tr>
<tr>
<td>063</td>
<td>Organizations in central Europe; in Germany</td>
</tr>
<tr>
<td>064</td>
<td>Organizations in France &amp; Monaco</td>
</tr>
<tr>
<td>065</td>
<td>Organizations in Italy &amp; adjacent islands</td>
</tr>
<tr>
<td>066</td>
<td>In Iberian Peninsular &amp; adjacent islands</td>
</tr>
<tr>
<td>067</td>
<td>Organizations in eastern Europe; in Russia</td>
</tr>
<tr>
<td>068</td>
<td>Organizations in other geographic areas</td>
</tr>
<tr>
<td>069</td>
<td>Museum science</td>
</tr>
<tr>
<td>070</td>
<td>News media, journalism &amp; publishing</td>
</tr>
<tr>
<td>071</td>
<td>Newspapers in North America</td>
</tr>
<tr>
<td>072</td>
<td>Newspapers in British Isles; in England</td>
</tr>
<tr>
<td>073</td>
<td>Newspapers in central Europe; in Germany</td>
</tr>
<tr>
<td>074</td>
<td>Newspapers in France &amp; Monaco</td>
</tr>
<tr>
<td>075</td>
<td>Newspapers in Italy &amp; adjacent islands</td>
</tr>
<tr>
<td>076</td>
<td>In Iberian Peninsular &amp; adjacent islands</td>
</tr>
<tr>
<td>077</td>
<td>Newspapers in eastern Europe; in Russia</td>
</tr>
<tr>
<td>078</td>
<td>Newspapers in Scandinavia</td>
</tr>
<tr>
<td>079</td>
<td>Newspapers in other geographic areas</td>
</tr>
<tr>
<td>080</td>
<td>General collections</td>
</tr>
<tr>
<td>081</td>
<td>Collections in American English</td>
</tr>
<tr>
<td>082</td>
<td>Collections in English</td>
</tr>
<tr>
<td>083</td>
<td>Collections in other Germanic languages</td>
</tr>
<tr>
<td>084</td>
<td>Collections in French, Occitan &amp; Catalan</td>
</tr>
<tr>
<td>085</td>
<td>In Italian, Romanian &amp; related languages</td>
</tr>
<tr>
<td>086</td>
<td>Collections in Spanish &amp; Portuguese</td>
</tr>
<tr>
<td>087</td>
<td>Collections in Slavic languages</td>
</tr>
<tr>
<td>088</td>
<td>Collections in Scandinavian languages</td>
</tr>
<tr>
<td>089</td>
<td>Collections in other languages</td>
</tr>
<tr>
<td>090</td>
<td>Manuscripts &amp; rare books</td>
</tr>
<tr>
<td>091</td>
<td>Manuscripts</td>
</tr>
<tr>
<td>092</td>
<td>Block books</td>
</tr>
<tr>
<td>093</td>
<td>Incunabula</td>
</tr>
<tr>
<td>094</td>
<td>Printed books</td>
</tr>
<tr>
<td>095</td>
<td>Books notable for bindings</td>
</tr>
<tr>
<td>096</td>
<td>Books notable for illustrations</td>
</tr>
<tr>
<td>097</td>
<td>Books notable for ownership or origin</td>
</tr>
<tr>
<td>098</td>
<td>Prohibited works, forgeries &amp; hoaxes</td>
</tr>
<tr>
<td>099</td>
<td>Books notable for format</td>
</tr>
</tbody>
</table>
**EXERCISE 4.3**

Using the third summary, decide the section in which each of the following titles belongs. First decide the class, then the division, then look for the section.

1. Developing educational curricula
2. Harrap's new German grammar
3. The plays of William Shakespeare
4. Electricity
5. Let's visit Kenya
6. The philosophy of Socrates
7. Southeast Asian cooking
8. What bird is that?
9. Journalism in the new Russia
10. Steam trains for enthusiasts
11. Islam
12. Introduction to trout fishing

---

**The Schedules**

**Introduction**

The schedules provide a systematic breakdown of the main classes, their divisions and their sections. More than 23,000 numbers are listed in a straight numerical sequence from 000 to 999. In addition, numbers can be made by using the number-building features of DDC, which are treated in Chapters 7-12.

The principle of hierarchy that governs the scheme means:

- **broad numbers—broad subjects**
  - e.g., 500 science

- **specific numbers—specific subjects**
  - 551.6365 long-range weather forecasting

- 780 music
  - 787.8719366 techniques for playing the guitar left-handed

In general, the longer the DDC number, the more specific is the subject it represents.
Hierarchy in the Schedules
In the overall hierarchy of DDC the ten classes are divided into 100 divisions and 1,000 sections. Each division is a specific aspect of its main class, and (almost) every section is a specific aspect of the division in which it is found.

For example,
within 900 History and geography
we find 930 History of ancient world
within 930 History of ancient world
we find 938 Greece (history of ancient)

This principle extends into the schedules.

For example,
900 History and geography
930 History of ancient world to ca. 499
938 Greece to 323 (history of)
938.03 Persian Wars, 500-479 B.C. (part of the history of Greece to 323)

Here each topic within 900 (History and geography) is a more specific aspect of the subject above it.

In this example, 938.03 is described as subordinate to 938; 938 is superordinate to 938.03.

Exercise 4.4
Using the above example, complete the following:

1. 900 is superordinate to ______.
2. 930 is ____________________ to 900.
3. ______ is subordinate to 938.

Layout of the Hierarchical Structure
The layout of the schedules shows the hierarchy both by type size and by indentation. Here is the same hierarchy again as printed in the schedules, showing clearly the subordination of the more specific numbers:

900 History and geography
930 History of ancient world to ca. 499
938 Greece to 323
938.03 Persian Wars, 500-479 B.C.

As you read the subordinate numbers, remember to include the superordinate headings above, since they are not always repeated for each more specific topic.
The Tables
DDC contains six auxiliary tables, which are used to build more specific numbers than are listed in the schedules.

For example, for almost every topic, it may be necessary to add a geographic aspect—e.g., there may be works on trade unionism in most places. So that the schedules do not have to list each topic for every place, the scheme allows a constant number for a place to be added to the number for almost any topic. The numbers for geographic places are found in a table.

In the same way, there are dictionaries or encyclopedias of many subjects. DDC allows the classifier to construct a specific number for a dictionary of religion by adding to the schedule number for religion a number from a table that represents dictionaries.

The tables are:
- Table 1 Standard subdivisions
- Table 2 Geographic areas, historical periods, persons
- Table 3 Subdivisions for the arts, for individual literatures, for specific literary forms
- Table 4 Subdivisions of individual languages and language families
- Table 5 Ethnic and national groups
- Table 6 Languages

Numbers in the tables are intended to be used only with numbers from the schedules, never alone. They are always quoted as T1-, T2-, T3-, etc., to show that they are added to an existing classification number.

The tables follow the introduction in Volume 1. Numbers can only be added from the tables by following particular rules. The tables are treated in Chapters 7-11.

The Manual
The Manual gives advice about how to classify difficult topics, especially where it may be hard to choose between two possible numbers.

For example, building and architecture are in different places in the classification scheme (Building is in the 600s; Architecture is in the 700s). It is sometimes difficult to decide where some works about buildings and building design belong. The relevant parts of the Schedules, 690.1 and 721, refer to the Manual - See Manual at 721 vs. 690.1. The Manual at 721 vs. 690.1 explains the specific uses of each number, and concludes “If in doubt, prefer 721.”

It is very useful to consult the Manual when assistance or more information is needed. It follows the Introduction in Volume 1.
The Relative Index

The Relative Index relates subjects to the disciplines of which they are part. The subjects are arranged alphabetically showing the disciplines in which they are treated.

For example,

- Computers 004
  - access control 005.8
  - management 658.478
  - elementary education 374.34
  - engineering 621.39
  - instructional use 371.334
    - adult level 374.26
    - elementary level 372.133 4
  - law 343.099 9
  - music 780.285
    - composition 781.34
    - musical instruments 786.76
  - social effects 303.483 4

The first number given (004) is the interdisciplinary number for a work on computers. Listed below the heading are alternative numbers for computers, depending on the discipline in which they belong or the aspect of the subject being emphasized.

It is important to decide on the class before consulting the Relative Index. Then the class will help locate the best number for the subject.

For example, the electronic performance of computers belongs in Technology (600s). Look at the index entry above. There are only two numbers in the 600s—one in the 620s (Engineering) and one in the 650s (Management). So the number 621.39 seems the best choice.

Terms in the Relative Index

The following are included in the Relative Index:

- terms found in the headings and notes of the schedules
- synonyms
- selected terms in common use
- names of countries, their states and provinces
- names of counties in the U.S.
- names of capital cities and other important municipalities
- names of certain important geographical features, e.g., Pacific Ocean
- heads of state used to identify historical periods, e.g., Louis XIV
- founders of religion, e.g., Muhammad
- initiators of schools of thought, e.g., Adam Smith.

Place names and proper names should be in AACR2 (Anglo-American Cataloguing Rules 2nd Edition) format.
The following are not included in the Relative Index:

- phrases beginning with the adjective form of languages and countries, e.g., American short stories, French cooking
- phrases containing general concepts represented by standard subdivisions such as education, statistics, laboratories and management, e.g., art education, educational statistics

The Relative Index is found in Volume 4.

**Review Quiz 4.5**

Use the following questions to review your understanding of the components of DDC. You do not need to write down the answers.

1. What is the importance of disciplines in the Dewey Decimal Classification?
2. What is hierarchy in DDC and why is it important?
3. In the hierarchy 150 Psychology
   155 Differential and developmental psychology
   155.4 Child psychology
   is 155 superordinate to, coordinate with, or subordinate to 155.4? What does this mean?
4. If a DDC number is very long, is it more likely to be a specific number or a broad number? Why?
5. What is the role of the auxiliary tables?
6. Does the index contain all the subjects listed in the schedules?
7. Why is it called the Relative Index?
8. In this excerpt from the Relative Index, what is the interdisciplinary number for helicopters?
   Helicopters 387.733 52
   engineering 629.133 352
   military engineering 623.746 047
   piloting 629.132 525 2
   transportation services 387.733 52
9. Where would you look for a comparison of the use of 550 (Earth sciences) and 910 (Geography and travel)?
10. Where in DDC will you find a definition of the “rule of three”? What is it?
Chapter 5
FINDING A NUMBER IN THE SCHEDULES

Introduction
To classify a work, first determine the subject, then the discipline to which the subject belongs.

It is also important to consider the nature of the collection and its users and whether there are any library policies (e.g., location of particular items, level of specificity, maximum number of digits) that may affect the classification.

Specific Aspects of a Subject
As well as a whole subject being more or less specific, aspects or facets of a subject can be more or less important. For example, to classify the topic “Breeding horses in Montana in the 1970s”, you must identify the main subject and each of the aspects of the subject.

In this example:
Main subject: Breeding horses
Secondary aspect: in Montana
Secondary aspect: in the 1970s.

Some classification numbers will allow you to include both secondary aspects of the subject and others will not. Sometimes, you will have to decide which of the secondary aspects is more important. Sometimes the citation or preference order makes this decision.

Exercise 5.1
For the following titles, identify the main subject and as many secondary aspects of the subject (in any order) as you think there are.

1. An illustrated history of 15th century Japan
   Main subject: __________________________________________
   Secondary aspect: ______________________________________
   Secondary aspect: ______________________________________

2. A dictionary of terms for motorists
   Main subject: __________________________________________
   Secondary aspect: ______________________________________
3. The history of glass-blowing in Venice in the Middle Ages

Main subject: __________________________

Secondary aspect: __________________________

Secondary aspect: __________________________

Secondary aspect: __________________________

**Begin with the Class**

Since the classes govern the overall structure, once you have decided what the work is about, determine the class in which the main subject belongs.

Next, identify all the secondary aspects of the work and then the importance of each of these aspects.

For example,

Censorship in Iran: an encyclopedia

Main subject: Censorship

Discipline (class): Social sciences (300)

Secondary aspects: Iran

Encyclopedia

Order of importance:

1 - Censorship
2 - Iran
3 - Encyclopedia

**Looking for DDC Numbers: A Summary**

1. Determine:
   i. subject
   ii. discipline (class)
   iii. significant parts of the subject
   iv. significant order of the parts.

2. Look up the subject in the index, choosing the number that corresponds to the discipline.

3. Check the number in the schedules to ensure that
   i. it is correct
   ii. it is at the required level of specificity.

Note: Never classify directly from the index. Always check the schedules.
**Searching the Relative Index**

Once you have decided what the work is about, choose the most specific description of the subject. Always search the index first for the most specific term. If the term is not found, try a broader term.

Terms are arranged alphabetically, word by word. Terms are indented below the main heading. The DDC numbers are spaced at every third number after the decimal point; this is only for convenience of reading.

*See-also* references are used for synonyms and for references to broader and related terms.

**EXERCISE 5.2**

Assign DDC numbers to each of the following subjects.

i. Decide what the subject is.

ii. Decide which class it belongs to.

iii. Look in the index for as specific a topic as possible.

iv. Check the number in the schedules.

<table>
<thead>
<tr>
<th>Class</th>
<th>Specific term(s)</th>
<th>DDC number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Keyword indexing: an introduction to KWIC and KWOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Laws relating to the disposal of human remains</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Home care nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Homosexuality—right or wrong?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The twelve tribes of ancient Israel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Build your house with adobe bricks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. Blood banks—a public service
   Class   Specific term(s)   DDC number

8. God in Islam
   Class   Specific term(s)   DDC number

9. How volcanoes are formed
   Class   Specific term(s)   DDC number

10. Family counseling
    Class   Specific term(s)   DDC number

11. The psychology of perception
    Class   Specific term(s)   DDC number

12. Ancient Chinese philosophy
    Class   Specific term(s)   DDC number

13. Hazardous toys
    Class   Specific term(s)   DDC number

14. Architecture of school buildings
    Class   Specific term(s)   DDC number

15. The causes of World War II
    Class   Specific term(s)   DDC number
Chapter 6
ORGANIZATION OF THE SCHEDULES

Reading the Schedules
Reading the full number and its complete heading depends on understanding the principle of hierarchy.

Here is an extract from the schedules:

302 Social sciences
       .2 Communication
       .2223 Symbols

To read the whole number, include the number at the top of the page, since most of the entries only show the decimal portion. So,
       .2223 Symbols
is not the whole number. Find the superordinate (whole) number 302 at the top of this page to read the number as 302.2223.

Similarly, the heading
       .2223 Symbols
is not clear, until you read back up the hierarchy to the heading above:
       .2 Communication

So, 302.2223 means Symbols of communication.

Exercise 6.1
DDC numbers are hierarchical. Here is an example of the hierarchy:

796.8309
700 The arts
790 Recreational and performing arts
796 Athletic and outdoor sports and games
796.8 Combat sports
796.83 Boxing
796.8309 History of boxing
Reconstruct these numbers in the same way, showing the hierarchy and including in each heading enough detail to identify the complete heading:

1. 345.072

2. 659.143

3. 375.001

4. 599.972

5. 910.452
Interpreting the Schedules
Here is another extract. Open Volume 2 at this section of the schedules and study it alongside the explanations below:

300 Social sciences

Class here behavioral studies, social studies

Class a specific behavioral science with the subject, e.g., psychology 150 ...

For language, see 400; for history, see 900

See Manual at 300; also at 150; also at 300 vs. 600

SUMMARY
300.1-.9 Standard subdivisions
301 Sociology and anthropology
302 Social interaction
303 Social processes
304 Factors affecting social behavior
305 Social groups
306 Culture and institutions
307 Communities
...

301 Sociology and anthropology
...

[.019] Psychological principles
Do not use; class in 302

This is a class-here note that tells us what to use the number for

This is a class-elsewhere note, which refers us to a different number

These are see references which direct us to other locations for specific parts of the subject

This see-Manual note directs us to more detailed explanations in the Manual

The many summaries of the coverage of a division or a number may help you find your way around

Square brackets are used when numbers are not to be used, because the number is not assigned, or has been relocated or discontinued
Options
Parentheses are used for optional numbers that may suit individual libraries but are not part of the standard notation.

For example, DDC recognizes that Christianity is not the main religion of many users of the Classification. So, at 291, it provides this option:

(Option: To give preferred treatment or shorter numbers to a specific religion other than Christianity, class it in this number, and add to base number 291 the numbers following the base number for that religion in 292-299, e.g., Hinduism 291, Mahabharata 291.923. Other options are described at 290)

A few other optional numbers are also included, e.g.,
(330.159) Socialist and related schools
(Optional number; prefer 335)

Centered Entries
Many headings refer to a span of numbers rather than a single number. In these cases, the heading is printed in the center of the page and is marked by the symbol > in the number column.

For example,
> 930-990 History of ancient world; of specific continents, countries, localities; of extraterrestrial worlds

All instructions under this heading apply to all numbers in the range 930-990. This saves having to provide the same information separately for each number.

Other Notes
There are other notes in the schedules, most of which are self-explanatory.

It is very important to read the relevant section of the schedule, including checking the hierarchy and reading all the notes that apply to your number, as well as the superordinate numbers in the appropriate part of the hierarchy.

For example, when checking the number 693.22 Building with sun-dried blocks, it is useful to read the notes at 693, 690.1 and 690. Also read the Manual entry at 721 vs. 690.1, which is referred to under 690.1 Structural elements.
**EXERCISE 6.2**

Find an example of each of these in the schedules. If you are not sure what a term means, check the glossary in Volume 1 of DDC or at the back of this book.

1. A heading
2. A summary
3. A centered heading
4. A subordinate number
5. A relocated topic
6. A class-elsewhere note
7. A see-also reference
8. A see reference
9. A scope note
10. An option

**EXERCISE 6.3**

Which is the correct number in each of the following groups?

i. Find each number in the schedules and identify the topic it represents

ii. Choose the number that most closely represents the subject given

1. Sodium vapor lighting in public areas
   - 621.3276
   - 621.324
   - 628.95
2. Decorative horn carving
   - 788.94
   - 681.8
   - 736.6
3. Gold in folklore
   398.3
   398.365
   549.23
   739.22
   553.41

4. Victims of crime
   364.44
   362.88
   363.23
   365.46

5. Household heating
   665.5384
   621.4025
   644.1

6. Prevention of heart disease
   616.12
   617.412
   641.56311
   614.5912

**Exercise 6.4**

Find DDC numbers for the following using the index and the schedules:

1. The history of the Punic Wars

2. An introduction to photochemistry

3. Big game hunting

4. How valleys are formed

5. The Ouija board in spiritualism

6. The identification of waterbirds
### Chapter 6  
**ORGANIZATION OF SCHEDULES**

7. How to read maps
8. The Lutheran Church in America
9. New ideas in tax reform
10. Unemployment resulting from technological change
11. Cycle racing
12. Behavior of people in disasters
13. Electricity from the wind
14. Cleaning clothes at home
15. Sculpture in wax and wood

#### Exercise 6.5
Find DDC numbers for the following using the index and the schedules:

1. Ethiopia under Italian rule
2. Drawing and preparing maps
3. Social responsibility of executive management
4. Talismans in witchcraft
5. Rules of Parliament
6. Detergent technology
7. Military intelligence
8. Ultrasonic vibrations
9. Design of roadworks
10. Sculpture in the twentieth century
11. Plant diseases
12. Speed drills for typing
13. The ethics of government
14. Music for the guitar
15. Discipline in the classroom
16. Zodiac: an astrological guide
17. Making trousers commercially
18. Looking after your pet canary

**Exercise 6.6**

Find DDC numbers for the following using the index and the schedules:

1. An introduction to the violin and other bowed string instruments
2. Design and construction of clocks
3. Cookery in restaurants
4. How to code computer programs
5. The use of radio in adult education
6. Evolution of microbes
7. Growing carrots in the home garden
8. Techniques for indoor photography
9. Eighteenth-century sculpture
10. Manufacture of paper
11. Triplets, quads and more: an obstetric guide
12. The Panama Canal: modern aid to transportation
13. The physics of auroras
14. Flying fishes and seahorses: odd marine creatures
15. A guide to cooking with pressure cookers
Chapter 7
NUMBER-BUILDING AND TABLE 1: STANDARD SUBDIVISIONS

Introduction
DDC began as an enumerative classification scheme. That is, all the numbers were listed, and the classifier simply looked them up. Over time, the scheme has provided for more numbers to be constructed (synthesized) by adding to a number in the schedules.

Numbers can be built by adding to a base number
• from a table
• from another part of the schedule.

Chapters 7-11 deal with the auxiliary tables. Adding from another part of the schedules is covered in Chapter 12.

The Auxiliary Tables
The auxiliary tables in DDC are intended to be used only with numbers from the schedules, never alone. They are always quoted as T1-, T2-, T3-, etc., to show that they are added to an existing classification number. There are six auxiliary tables:

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table 1</td>
<td>Standard subdivisions</td>
</tr>
<tr>
<td>Table 2</td>
<td>Geographic areas, historical periods, persons</td>
</tr>
<tr>
<td>Table 3</td>
<td>Subdivisions for the arts, for individual literatures, for specific literary forms</td>
</tr>
<tr>
<td>Table 4</td>
<td>Subdivisions of individual languages and language families</td>
</tr>
<tr>
<td>Table 5</td>
<td>Ethnic and national groups</td>
</tr>
<tr>
<td>Table 6</td>
<td>Languages</td>
</tr>
</tbody>
</table>

With the exception of the standard subdivisions, they are only to be added to a classification number when special instructions appear at that number.

Unless special instructions are given, only one number from an auxiliary table can be added to a classification number. If more than one applies to a work, there is a table of preference on page 186 of Volume 1, and the classifier must choose the number that appears first in that table.
### Table 1: Standard Subdivisions

In nonfiction materials, there are some regular patterns of treatment. For example, in a subject such as Psychology, there are works that deal with:

- Philosophy and theory of psychology
- Research in psychology
- History of psychology
- Psychology as practiced in different parts of the world

In the same way, a subject may appear in a number of recognized forms, e.g.,

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Form Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial</td>
<td>Illustrated</td>
</tr>
<tr>
<td>Directory</td>
<td>Dictionary</td>
</tr>
<tr>
<td>Tables or statistics</td>
<td>Encyclopedia</td>
</tr>
</tbody>
</table>

In DDC, these regularly recurring forms or treatments of a subject are recognized as “standard” methods. This allows a work to be classified at its main subject and added to by using numbers from Table 1.

No special instructions from the schedules are needed to add standard subdivisions. They can be added freely, when needed, to any classification number, although only one is added for any one work.

Useful standard subdivisions include:

-01 Philosophy and theory
-022 Illustrations, models, miniatures
-025 Directories of persons and organizations
-03 Dictionaries, encyclopedias, concordances
-05 Serial publications
-06 Organizations and management
-07 Education, research, related topics
-08 History and description with respect to kinds of persons
-09 Historical, geographic, persons treatment

The standard subdivision -09 is sometimes combined with numbers from Table 2, so that the geographic treatment can be linked to a specific country or location, e.g.,

<table>
<thead>
<tr>
<th>Number from schedules</th>
<th>364</th>
<th>Criminology</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ standard subdivision</td>
<td>-09</td>
<td>Geographical treatment</td>
</tr>
<tr>
<td>+ number from Table 2</td>
<td>-773 11</td>
<td>Chicago</td>
</tr>
<tr>
<td>=</td>
<td>364.0977311</td>
<td>Criminology in Chicago</td>
</tr>
</tbody>
</table>
**Purposes of Standard Subdivisions**

Standard subdivisions are used
- to make a classification number more specific
- to distinguish between different ways of treating the subject
- to describe how a work is treated, so that items dealing with a “big” subject can be grouped together on the shelves, e.g.,

<table>
<thead>
<tr>
<th>Brown</th>
<th>Smith</th>
<th>Theory of Banking</th>
<th>theory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>332.101</td>
<td>332.101</td>
</tr>
</tbody>
</table>

As standard subdivisions begin with -0, DDC ensures that these “standard” treatments of the subject can be shelved in their groups before the subject is further subdivided in the tables, e.g.,

<table>
<thead>
<tr>
<th>Brown</th>
<th>Smith</th>
<th>Adams</th>
<th>Carter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Commercial</td>
<td>Theory of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commercial banks</td>
<td>commercial banks</td>
</tr>
<tr>
<td></td>
<td>Theory of</td>
<td>332.101</td>
<td>332.12</td>
</tr>
<tr>
<td>banking</td>
<td>banking</td>
<td>332.109</td>
<td>332.120 1</td>
</tr>
</tbody>
</table>

If the schedules are already full at the -0 number, there are special directions on how to apply standard subdivisions at those numbers. Usually -001, -002, -003, etc., are used to keep the standard subdivisions at the beginning of the number for the topic.

**Principles for Applying Standard Subdivisions**

1. They must never be used alone, but only with a number from the schedules. This is why they are always quoted as T1-01, -03 etc. The dash is not used in the combined number; it simply shows that the number is incomplete.

2. The digits in the standard subdivisions may be applied to any base number. If the base number is less than 3 digits, combine it with the standard subdivisions number, and add the decimal point where necessary, e.g.,

   | Base number for technology | 6 +                        |
   | Trademarks & service marks | -0275                     |
   | Trademarks & service marks of products | = 602.75                 |

3. Do not add one standard subdivision to another, unless there are specific instructions to do so.
When Not to Use the Standard Subdivisions

Although standard subdivisions are applicable throughout the schedules, under some circumstances they should not be used:

- When the number is already built into the schedules (e.g., 501, 502, 503). Always check the classification number to see if this is the case. Do not try to add standard subdivisions to a number found in the index.

- When they would be redundant (i.e., if the base number already means safety measures, it would be unnecessary to add -0289—safety measures).

- When there is an instruction not to use the standard subdivisions.

- When the subject of the work is more specific than the classification number. For example, a work on Black widow spiders has to be classified at 595.44—Spiders, because there is no number that is more specific. In this case, don’t add a standard subdivision. Many kinds of spiders will have to be grouped at this number, and in future editions of DDC new numbers may be developed to separate them. This space to add more specific numbers is called “standing room”. Since any addition to the number now may conflict with a future expansion of the number, do not build further.

How to Add from Table 1

1. Identify the subject proper, and then the element(s) represented by standard subdivision(s).
2. Classify the subject proper using the Relative Index and checking in the schedules.
3. Find the notation you need for the standard subdivision, either using the Relative Index or directly from Table 1.
4. Check the schedules to see whether there are any instructions about standard subdivisions.
5. Add the table number to the schedule number.
6. Check the schedules again to ensure there is no conflict with a number or instruction.

For example,

- Encyclopedia of international law
  Law of nations 341 +
  Encyclopedia -03 = 341.03

- The terminology of stars
  Stars 523.8 +
  Terminology -014 = 523.801 4

- Civil engineering as a profession
  Civil engineering 624 +
  As a profession -023 = 624.023

- Workbooks in algebra
  Algebra 512 +
  Workbooks -076
  But 512 Algebra lists .001-.009 Standard subdivisions
  So Workbooks in algebra = 512.007 6
EXERCISE 7.1
Construct DDC numbers for the following topics, using the Relative Index, the schedules and Table 1.

1. Dictionary of child psychology
2. Journal of manufacture of electronic toys
3. The language of soccer
4. Pony weekly
5. Teaching netball
6. The philosophy of idealism
7. The philosophy of social work
8. Standards for lathes
9. Dictionary of biochemistry
10. A history of child care
11. Systems of long-range weather forecasting
12. Sales catalog of kitchen goods
13. Guidebook for a toy museum
14. The terrier encyclopedia
15. Genetics research
16. Handicrafts for people with disabilities

EXERCISE 7.2
Look at the schedules and standard subdivisions in Table 1. Find the subject for each of the following numbers and supply a suitable title.

For example,
658.008 694 1—Management skills for the unemployed

1. 796.352 05
2. 370.3
3. 371.003
4. 372.03
5. 375.000 3
“Nonstandard” Addition of Standard Subdivisions

As you have seen in the last exercise, there are many places in the schedules where you cannot simply add the notation -01, etc., to the number in the schedule. These include:

• main classes
• divisions
• some other numbers indicated in the schedules.

It is necessary to check the schedules, where most irregular usage is indicated by an instruction, e.g.,

- SUMMARY
  540.1-.9  Standard subdivisions

or

  Use 335.001-335.009 for standard subdivisions

Also check the schedule for patterns. Where one standard subdivision is used in a particular way, the others follow the same pattern, unless otherwise instructed.

For example,

500  Natural sciences and mathematics
501  Philosophy and theory
502  Miscellany

These are the standard subdivisions, so follow the pattern for all of them.

510  Mathematics
510.1  Philosophy and theory

The other standard subdivisions for Mathematics follow the same pattern, so Mathematics as a profession = 510.23

375  Curricula
 .0001-.0009  Standard subdivisions

This pattern requires extra zeroes.
**Use of -04 for Special Topics**

Some numbers in the schedules make use of the standard subdivision -04, which is reserved for special topics.

For example,

621  Applied physics
        .04  Special topics
        .042  Energy engineering
        .044  Plasma engineering

**Facet Indicators**

In the notation -09, 0 is called a facet indicator. That is, its purpose is to indicate that a facet is being added to the number. Facet indicators are sometimes shown as part of the base number. For example, in 778.52 General topics of cinematography and video production, 2 is added to the number 778.5 to introduce the special numbers for the facets of cinematography that follow.

**Exercise 7.3**

Assign DDC numbers to the following works, using the Relative Index, the schedules, and Table 1.

1. Dictionary of library and information science
2. Philosophy of library science
3. Library and information science: a journal
4. Dictionary of psychology
5. Psychology: historical research
6. Dictionary of ethics
7. Ethics: a quarterly journal
8. Epidemiology: psychological principles
9. Dictionary of architecture
10. Study and teaching of chemical technology

**Exercise 7.4**

Assign DDC numbers to the following works, using the Relative Index, the schedules and Table 1.

1. Popular engineering (quarterly journal)
2. Agricultural pest control monthly
3. Techniques and apparatus used in puppetry
4. Correspondence courses in electronics
More Than One Standard Subdivision

Some works have more than one aspect of the main subject, each of which could be represented by a standard subdivision. However, the rules prohibit use of more than one standard subdivision in most cases.

First consider whether one standard subdivision is much more important in the subject than the other(s).

For example, in the subject Research in Japanese photography, there are two possible standard subdivisions: Research and Geographical treatment (Japan). The main subject is Japanese photography, so use the standard subdivision -09 to include the geographical aspect, and ignore the secondary aspect of research.

However, if the secondary aspects of the subject are of equal significance, refer to the table of preference at the beginning of Table 1. This shows which aspect of the subject to include.

For example, a journal of economic geology research has the main topic Economic geology and two possible standard subdivisions: Research and Serials. In the table of preference, -072 (Research) comes before -05 (Serial publications), so the completed number will be

\[
\text{Economic geology} + \text{research} = 553.072
\]
REVIEW QUIZ 7.5
Use the following questions to review your understanding of standard subdivisions. You do not need to write down the answers.

1. Why does DDC use standard subdivisions?
2. When can they be added?
3. How do you know that a number given in the Relative Index is a standard subdivision?
4. Are there situations in which standard subdivisions should not be used? What are they?
5. What do the following standard subdivisions stand for?
   -01
   -03
   -05
   -07
   -09
6. Why do standard subdivisions begin with -0?
7. Why do you need to check the schedules when constructing a number using a standard subdivision?
8. 335 Socialism and related systems lists
    .001-.009 Standard subdivisions
    What is the number for a dictionary of socialism?
9. What is the table of preference? When is it used?
10. Using the table of preference, which standard subdivision will you use for the topic Equipment and teaching in hydraulic engineering?
Chapter 8
TABLE 2: GEOGRAPHIC AREAS, HISTORICAL PERIODS, PERSONS

Introduction
Table 2 is the largest table in the DDC. It consists mainly of place names, which are sometimes very specific—e.g., Bryce Canyon National Park in Garfield County, Utah—and sometimes more general—e.g., Thailand. The more specific numbers tend to reflect the major English-speaking users of the classification scheme.

In addition to specific places, Table 2 provides for general geographic treatment by, for example, zone (e.g., tropics), type of vegetation (e.g., deserts), socioeconomic status (e.g., rural regions), and so on.

The historical periods listed in Table 1 are included in Table 2, so that they can be added in accordance with the instruction to “Add ... from Table 2”. Similarly, -2 Persons is given here.

Geographic Treatment
A large number of subjects can be treated by place—e.g., football in the United States, Indian sculpture, cookery of Italy, and so on.

Some parts of the schedules include the place as an integral part of the classification number. For example,

190 Modern western and other non-eastern philosophy
191 United States and Canada
192 British Isles
and so on.

However, the geographic treatment of most subjects is represented by building a number using Table 2: Geographic areas, historical periods, persons (also called the Area table).

Table 2 (unlike Table 1) cannot be used without an instruction, e.g.,
Add to base number 912 notation 3-9 from Table 2, e.g., ...

The instruction always specifies the base number and the section of the table that you are entitled to use in this case.

Study the summary at the beginning of Table 2.
-1 deals with places not limited by continent, etc.—e.g., forests, oceans
-3 deals with the ancient world (although with the same overemphasis on European countries)
-4 to -9 cover the modern world, continent by continent. Within each continent, the notation divides into countries, then regions and so on

Area numbers can be found either by following the division of the larger place or by consulting the Relative Index.
Geography
The centered entry

> 913-919 Geography of and travel in ancient world and specific continents, countries, localities in modern world; extraterrestrial worlds

carries the instruction
Add to base number 91 notation 3-9 from Table 2, ...

That is, write down the base number 91, then check Table 2 for the particular place. Note that this instruction restricts the notation to 3-9. That is, you can construct a number for the geography of any specific place in the ancient or modern world, but not the geography of places in general such as forests (-152).

For example,

Geography of Stone County (Mississippi)
Geography 91 +
Stone County (Mississippi) -762 162 = 917.621 62

Geography of the Great Barrier Reef (Australia)
Geography 91 +
Great Barrier Reef -943 = 919.43

Below the centered heading for 913-919, there is a table of other numbers to add, after you have made the geography number.

For example,

Travel in Stone County (Mississippi)
Geography of Stone County (Mississippi) 917.621 62 +
Travel -04 = 917.621 620 4

An illustrated geography of the Great Barrier Reef (Australia)
Geography of the Great Barrier Reef919.43 +
Illustrations -00222 = 919.430 022 2

Exercise 8.1
Assign DDC numbers to the following:

1. The geography of Zimbabwe
   __________

2. A textbook of the geography of Alaska
   __________

3. The Amazon River: a geography
   __________

4. Geography of ancient Rhodes
   __________

5. A hotel guide to the French Riviera
   __________
6. The travelers’ guide to Spain
7. Prehistoric geography of Carthage
8. An illustrated guide to the geography of ancient England
9. A gazetteer of Southern Africa
10. Bahrain on $50 a day

**History**
The centered entry

> 930-990 History of ancient world; of specific continents, countries, localities; of extraterrestrial worlds

carries the instruction
   Add to base number 9 notation 3-9 from Table 2, ...

That is, write down the base number 9, then check Table 2 for the particular place. Note that again this instruction restricts the notation to 3-9. That is, you can construct a number for the history of any specific place in the ancient or modern world, but not the history of places in general such as forests (-152).

For example,
   History of Indonesia
   History  9 +
   Indonesia -598  =  959.8

   History of Namibia
   History  9 +
   Namibia -6881  =  968.81

Remember that when you have added the table number to the base number, always put the decimal point after the third digit.
Periods of History
Each country has its own period table, which must be used rather than the one in Table 1. These period tables apply to the country as a whole and to its subdivisions, such as states, provinces, cities, etc.

For example,

History of Indonesia under the Dutch
History   9 +
Indonesia -598 = 959.8

Now check the schedules at 959.8:
Dutch period, 1602-1945 = 959.802

History of Namibia in the twentieth century
History   9 +
Namibia -6881 = 968.81

Now check the schedules at 968.81:
South African period, 1915-1990 = 968.810 3

Exercise 8.2
Assign DDC numbers to the following:

1. A history of ancient Sparta
2. A short history of the mountain regions of Bolivia
3. The causes of World War II
4. The United States under Ronald Reagan
5. A history of the Thirty Years War
6. The French Revolution
7. The Russian Revolution
8. History of the Persian Empire
9. Norway in the 1950s: an outline history
10. The encyclopedia of Zambian history
Other Subjects
Many other subjects have instructions for adding from Table 2 to include geographic treatment in the complete classification number.

For example,

372.9 Historical, geographic, persons treatment of elementary education carries the instruction “Add to base number 372.9 notation 01-9 from Table 2, ...”

Elementary education in Brazil
Base number 372.9 +
Brazil -81 = 372.981

Exercise 8.3
Assign DDC numbers to the following subjects:

1. Geology of Quebec
2. Printmaking in Japan
3. General statistics of Hungary
4. Political conditions in the Irish Republic
5. Economic conditions in Algeria
6. Higher education in Vietnam
7. Libraries in New Zealand
8. The Roman Catholic Church in Paraguay
9. Constitutional law of ancient China
10. Life expectancy in Burundi

Adding from Table 2 without Instructions
There are many subjects in the schedules which may need geographical treatment, but which have no special instructions to add from Table 2.

However, special instructions are not needed to add from Table 1. So first add -09 from Table 1, then the area notation from Table 2.

For example,
Boxing in Mexico
Boxing 796.83 +
Add -09 from Table 1 -09
Mexico -72 = 796.830 972
**Exercise 8.4**
Assign DDC numbers to the following:

1. Snowmobiling in Scotland  
2. New Orleans brass bands  
3. Design and construction of buildings in Nagasaki  
4. Working mothers in ancient Rome  
5. Family counseling in Sweden

---

**Exercise 8.5**
Look at the schedules and Tables 1 and 2. Find the subject for each of the following numbers and supply a suitable title.

For example,  
324.249 650 75 — The Communist Party of Albania

1. 942.052 007 2  
2. 954.035 005  
3. 306.743 094 93  
4. 283.753  
5. 372.959 3  
6. 996.11  
7. 359.009 611  
8. 759.949 2  
9. 026.340 025 766 38  
10. 974.710 430 922
EXERCISE 8.6
Assign DDC numbers to the following. They include numbers direct from the schedules and numbers built by using Tables 1 and 2.

1. Raising pigs
2. How to make soft toys
3. Surfacing dirt roads
4. Mobility of labor
5. Food and shelter for the needy
6. The encyclopedia of household pets
7. Teaching drawing
8. The theory of underwater photography
9. The philosophy of evolution
10. Correspondence course in mathematics
11. Radio in the 1930s
12. The sociology of slavery in the Roman Empire
13. Death customs in ancient Britain
14. Theater in Zimbabwe
15. Air pollution controls in Mexico
16. Political parties in Peru
17. Alligators of the Everglades
18. Gold mining in Nevada
19. Firefighting in Quebec Province
20. Firefighting in the Gatineau Park (Quebec)
EXERCISE 8.7
Assign DDC numbers to the following. They include numbers direct from the schedules and numbers built by using Tables 1 and 2.

1. Modern archeology: techniques and equipment
2. The dictionary of place names
3. Maps of Irian Jaya
4. Connecticut during the Colonial period
5. Scotland in the 1960s
6. Ohio history quarterly
7. The diplomatic history of World War II
8. Exploration of the moon
9. Lake fishing
10. Marine transportation across the Atlantic Ocean
11. Baboons of the grasslands
12. Wind systems in valleys
13. Paintings in the seventeenth century
14. Ancient Egypt during the Middle Kingdom
15. The Thai Historical Association journal
16. Life expectancy in Spain
17. Modern British philosophy
18. Customs of Easter Island
19. Dictionary of building
20. Experimental research in pharmaceutical chemistry
Chapter 9
TABLE 3: SUBDIVISIONS FOR THE ARTS, FOR INDIVIDUAL LITERATURES, FOR SPECIFIC LITERARY FORMS

Introduction
Table 3 is used with numbers from the 800 class (Literature and rhetoric). (Rhetoric is the branch of knowledge that treats the rules or principles of effective composition, whether in prose or verse; the art that teaches oratory.)

The 800s are used for works of the imagination; works of information should be classed with the subject.

Literature is restricted to:
• works of the imagination that are written in a particular form, e.g., poetry, fiction, drama
• criticism or description of such works
• history of a form (literary history) and biographies.

There are 3 sub-tables:
Table 3A works by or about individual authors
Table 3B works by or about more than one author
Table 3C only used when an extra aspect of the work needs to be added.

Language
Literature is first treated according to the language in which it was originally written. The 800s are divided into:
800-809 Literature and rhetoric (in general)
810-819 American literature in English
820-829 English & Old English literatures
830-839 Literatures of Germanic languages
840-849 Literatures of Romance languages
850-859 Italian, Romanian, & related literatures
860-869 Spanish & Portuguese literatures
870-879 Italic literatures; Latin literature
880-889 Hellenic literatures; Classical Greek
890-899 Literatures of other languages

Clearly this overemphasis on certain European literatures reflects the bias of American scholarship in Melvil Dewey’s time. The allocation of so many literatures into 890-899 results in some very long numbers. There is also bias in favor of the “mother country” of the language, so that American and British literatures are well provided for, but Canadian, Australian, New Zealand, Indian, West Indian, and South African literatures in English are not.
This fault cannot be rectified without restructuring the 800s. Options are provided in an attempt to accommodate particular needs. For Canadian literature in English, options include:
- using 810-818 for American literature and 819 for Canadian literature in English
- classifying Canadian literature in English with American literature in 810-818
- using C810-C818 for Canadian literature in English
- classifying Canadian literature in English with English literature in 820-828.

There are also separate period tables for Canadian literature in English.

A similar set of options is available for Canadian literature in French, the literature of American countries in Spanish or Portuguese, and for other literatures requiring local emphasis.

Since practice varies, you should familiarize yourself with the policy and usage of one library you know well.

**Form**
The literary form of the work is considered next. Forms in Table 3 include:
- 1 Poetry
- 2 Drama
- 3 Fiction
- 4 Essays
- 5 Speeches
- 6 Letters
- 8 Miscellaneous writings.

Some of these forms are further subdivided—e.g., Romantic fiction is a subdivision of Fiction. There is a preference table to look up when works have more than one form—e.g., a play in verse.

**Period**
Each major literature is further divided into recognized time periods, which are listed in the schedules at the number for the individual literature.

**Other Aspects**
It is also possible to reflect in the DDC number a particular aspect of a group of works. Classification numbers can represent works on a theme (e.g., Christmas), by particular people (e.g., children), or with a special feature (e.g., an experimental approach).

**Literary Criticism**
Literary criticism is classed with the literature being criticized. So discussion or criticism of a work is at the same number as the work itself (except optionally for Shakespeare and other very prolific authors). Criticism of several literatures is classed in 809.
**Adaptations**

An adaptation alters the form of a work or modifies its content in language, scope, or level of presentation so that it can no longer be considered a version of the original. It should then be classed as a work in its own right.

**How to Add from Table 3**

First decide whether the work is by one author or more than one author.

**Table 3A: Works by or about One Author**

1. Determine the original language. (This includes translations, which are classed with the original language.)
   
   Use the schedules (810-890) to find the *base number* for the language
   
   e.g., English 82

   Note that numbers from Table 3 can only be added to a base number, which is identified by the words “base number” or an asterisk (*). If a literature is not identified as a base number, do not add from Table 3. For example,
   
   Shan poetry 895.919

2. If there is a specific literary form:
   
   Use Table 3A to find the number for the form
   
   e.g., poetry -1
   
   Add it to the base number
   
   e.g., English poetry 82 + 1 = 821

   If there is no specific literary form:
   
   Go to the instructions under -8 in Table 3A

3. If there is a specific period:
   
   Use the schedules (810-890) to find the period table
   
   e.g., English poetry of the Victorian period 821 + 8 = 821.8

   Note that there are optional period tables for other English-language literatures
   
   e.g., for Canada, Australia, and so on.

**Exercise 9.1**

Find the base number for the following literatures:

1. American (in English)

2. Dutch

3. Swedish

4. French

5. Italian
6. Catalan
7. Portuguese
8. Classical Greek
9. Urdu
10. Assamese
11. Breton
12. Slovak
13. Kota
14. Korean
15. Xhosa

Exercise 9.2

Find a DDC number for the following, using the schedules and Table 3A:

1. Poetry by an American poet
2. A drama in Dutch by one author
3. A collection of a Swedish novelist
4. Short stories in English translation by a French author
5. Letters written by a high-ranking Italian lady
6. Speeches in Catalan by a famous politician
7. A Portuguese author’s miscellaneous writings
8. Classical Greek poetry by a medieval poet
9. Twentieth-century drama by an Urdu author
10. A modern Assamese novel
11. Letters by a sixteenth-century Breton
12. Speeches by a Slovenian citizen in 1920-1930
13. Poems of a Kota woman
14. Reminiscences of a Korean during the Yi period
15. Xhosa fiction
Table 3B: Works by or about More Than One Author

1. Determine the original language. (This includes translations, which are classed with the original language.)
   Use the schedules to find the base number for the language
   e.g., Chinese     895.1

2. If there is a specific literary form:
   Use Table 3B to find the number for the form
   e.g., drama     -2
   Add it to the base number
   e.g., Chinese drama     895.1 + 2     =  895.12

   If there is no specific literary form:
   Go to the instructions under -01-09 in Table 3B

3. If the literary form can be specified further (e.g., tragedy):
   Use Table 3B to find the more specific form
   e.g., tragedy     -20512
   Add it to the base number
   e.g., Chinese tragedy     895.1 + 20512 =  895.120 512

   If the literary form cannot be specified further, and if there is a specific period, go to step 4

4. If there is a specific period:
   Use the schedules to find the period table
   e.g., Chinese drama of the Ming dynasty
   895.12     +      46        =  895.1246

Exercise 9.3

Find a DDC number for the following, using the schedules and Table 3A or 3B. Decide first whether the work is by one or more than one author:

2. Fifteenth-century English drama
3. French essays between the wars
4. A yearbook of Finnish literature
5. Essays of Umberto Eco translated from the Italian (late twentieth century)
6. War and peace, a novel by Leo Tolstoy, translated from the Russian
7. Mother Courage and her children, by Berthold Brecht, a tragedy translated from German, written 1936-1939
9. Famous Greek ballads of the nineteenth century
10. The Spanish love story
Complex Numbers for Literature

It is possible to build extremely complex DDC numbers for literary works, e.g.,

- An anthology of English limericks about cats  821.075 083 629 752
- American television plays about death  812.025 083 548

However, for many libraries, this level of close classification is not appropriate. Libraries need to consider how many works they will have on these subjects, and weigh the advantages of specificity against the disadvantages of very long numbers—on spines, on OPAC screens, for users to write down, for library staff to shelve, and so on.

Many libraries have policies about how specific their literature numbers are. For example, a library may decide that in the literature of a single language, only the form and time period will be reflected. Remember that classification is for the purpose of shelving like works together, and helping users to find the material they want. Extremely long numbers are likely to be useful only in very large literature collections, where users are interested in very specific aspects of the literary works.

Complex Number-Building: Tables 3B and 3C

For full use of Table 3B, read and follow the instructions given at the beginning of the table. There is also a detailed explanation, including flowcharts, in the Manual entry on Table 3.

Many sections of Table 3B refer to another section, where instructions are to be followed. Be especially careful whether they refer to -1-8 or -102-108.

Remember only to add to any DDC number when there are instructions to add (other than standard subdivisions).

Table 3C: To Be Added Where Instructed

Table 3C enables many aspects of a literary work to be classified, including specific qualities of style (e.g., post-modernism), themes (e.g., seasons), subjects (e.g., religion), persons (e.g., for and by children, Vietnamese).

This table can also be used with some base numbers in the 700s. For example,

- Urban themes in the arts  700.421 732
  700.4 Special qualities of the arts (schedules - base number)
  2 places (number following -3 in -32 in Table 3C)
  1732 urban regions (Table 2)

Films portraying the Bible  791.436 822

791.436 Special aspects of films (schedules - base number)
  82 Religious themes (number following -3 in -382 in Table 3C)
  2 Bible (number following 2 in 220 Bible)
EXERCISE 9.4

Follow each step of the construction of the following numbers. You do not need to construct the numbers yourself.

Example: Collections of contemporary English-language poetry about Lincolnshire

821.914 080 324 253

82  English language literature (schedules - base number)
1          poetry (Table 3B)
914        later 20th century (schedules - English period table)
0              (as instructed at -11-19 in Table 3B)
80          collections (Table 3B)
32               about places (Table 3C)
4253           Lincolnshire (Table 2)

1. A collection of poetry for children 821.008 092 82

2. An anthology of American poetry about animals 811.008 036 2

3. Poems by English women, Elizabethan to Victorian 821.008 092 87

4. An anthology of modern American plays 812.540 8
<table>
<thead>
<tr>
<th></th>
<th>Title</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>The Faber book of contemporary Latin American short stories</td>
<td>863.010 886 8</td>
</tr>
<tr>
<td>6</td>
<td>Best sellers by French teenagers</td>
<td>843.009 928 3</td>
</tr>
<tr>
<td>7</td>
<td>A critical study of Manx literature</td>
<td>891.640 9</td>
</tr>
<tr>
<td>8</td>
<td>Soviet literature of the 1980s: a decade of transition</td>
<td>891.709 004 4</td>
</tr>
<tr>
<td>9</td>
<td>The Virago book of ghost stories</td>
<td>823.087 33</td>
</tr>
<tr>
<td></td>
<td>Title</td>
<td>Call Number</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>10</td>
<td>The journal of Beatrix Potter from 1881-1897</td>
<td>828.803</td>
</tr>
<tr>
<td>11</td>
<td>The grotesque in the arts</td>
<td>700.415</td>
</tr>
<tr>
<td>12</td>
<td>Comedy films</td>
<td>791.436 17</td>
</tr>
</tbody>
</table>
Chapter 10
TABLE 4: SUBDIVISIONS OF INDIVIDUAL LANGUAGES AND LANGUAGE FAMILIES
AND
TABLE 6: LANGUAGES

Introduction
Table 4 is used with numbers from the 400 class (Language). Comprehensive works about both language and literature are classed in the 400s.

Table 6 is used with numbers from the schedules and other tables, whenever there is an instruction to add from Table 6.

Numbers from these tables are never used alone, and they are only used at all when there is an instruction to add from the appropriate table.

The Language Class
Like the 800s, the first part of 400 is concerned with the treatment of the subject in general. 410-419 (Linguistics) is the science and structure of spoken and written language.

Specific languages are located in 420-490. The 400s are divided into:

- 400-409 Standard subdivisions and bilingualism
- 410-419 Linguistics
- 420-429 English and Old English (Anglo-Saxon)
- 430-439 Germanic languages  German
- 440-449 Romance languages  French
- 450-459 Italian, ..., Romanian, Rhaeto-Romanic languages
- 460-469 Spanish & Portuguese languages
- 470-479 Italic languages  Latin
- 480-489 Hellenic languages  Classical Greek
- 490-499 Other languages

The divisions of the 400 class follow the same pattern as the 800s. There is the same overemphasis on European languages, so that non-European languages are squeezed into one division. This results in an uneven distribution of numbers through the class, and much longer numbers for non-European language works.

There are options to give local emphasis to a specific language. These options are not used as frequently as the options for literature. Each library has its own policy about the use of options, depending on the type of collection and the needs of its users.
Table 4
Table 4 is divided into
-01-09 Standard subdivisions
-1 Writing systems, phonology, phonetics (standard)
-2 Etymology (standard)
-3 Dictionaries (standard)
-5 Grammar (standard)
-7 Historical and geographical variations, modern nongeographical variations (dialects, slang, etc.)
-8 Standard usage of the language

Note
- Do not use standard subdivisions -03 for dictionaries. They are an important part of language, and have their own Table 4 number (-3).
- Phonology and phonetics deal with the sounds of a particular language.
- Etymology is concerned with the origin and history of a word.

How to Add from Table 4
1. Determine the language. Use the schedules (420-490) to find the base number for the language
   e.g., English  42

   Note that numbers from Table 4 can only be added to a base number, which is identified by the words “base number” or an asterisk (*). If a language is not identified as a base number, do not add from Table 4. For example,
   A dictionary of Middle English  =  427.02

2. If there is a specific aspect of the language:
   Use Table 4 to find the number
   e.g., grammar  -5
   Add it to the base number
   e.g., English grammar  42 + 5  =  425

Examples
   A Hungarian dictionary  494.511 3
   Hungarian language (schedules - base number)
   dictionary (Table 4)

   History of the Korean language  495.709
   Korean language (schedules - base number)
   history (Table 4 to Table 1 - standard subdivision)
**EXERCISE 10.1**
Check the following numbers. Find the correct number if necessary.

1. Mind your spelling (how to spell English words) 428.1
2. Let’s learn our ABCs 421.1
3. A Chinese reader 495.1
4. Street French: slang, idioms, and popular expletives (a historical approach) 447.09
5. A crossword dictionary 423

**EXERCISE 10.2**
Assign DDC numbers for the following, using the schedules and Table 4.

1. The Russian alphabet
2. The history of Hebrew
3. A new Lao reader
4. Spanish pronunciation
5. Modern German slang
6. A handbook of Malay script
7. Speak standard Indonesian
8. Teach yourself Swahili
9. English Creoles of the Caribbean
10. Portuguese as spoken in Brazil
How to Add from Table 6
Table 6 provides numbers to add whenever instructed in the schedules or other tables. This enables language to be added as an aspect of many subjects, and a second language to be added to many numbers in the 400s (e.g., a bilingual dictionary).

The numbers do not necessarily correspond to the numbers in 420-490, although the pattern is very similar. Table 6 contains:

-1 Indo-European languages
-2 English and Old English (Anglo-Saxon)
-3 Germanic languages
-4 Romance languages
-5 Italian, Sardinian, Dalmatian, Romanian, Rhaeto-Romanic
-6 Spanish & Portuguese
-7 Italic languages
-8 Hellenic languages
-9 Other languages

Follow the instructions to add from Table 6 whenever they occur, provided this level of specificity is appropriate for your library collection and users.

Examples
A Hungarian-English dictionary 494.511 321
494.511 Hungarian language (schedules - base number)
3 dictionary (Table 4 -32-39)
21 English (Table 6)

The Bible in the Korean language 220.595 7
220.5 The Bible (schedules - base number)
957 Korean language (Table 6)

Exercise 10.3
Check the following numbers. Find the correct number if necessary.

1. A quick beginners’ course in Hindi for English speakers 491.438 342 1
2. Speak Greek in a week (for English-speaking persons) 489.834 21
3. Arabic phrase book (for English-speaking persons) 492.783
4. Fluent English for Danish speakers 428.340 398 1
5. A Dutch-English dictionary (one-way—i.e., with entries in Dutch only) 423.393 1
6. A Japanese-German/German-Japanese dictionary 495.631
Bilingual Dictionaries
Read carefully the instruction in Table 4 at -32-39. A distinction is made between one-way dictionaries (i.e., with entry words in only one language) and two-way dictionaries (i.e., with entry words in both languages).

Exercise 10.4
Assign DDC numbers for the following, using the schedules and Tables 4 and 6:

1. A French-Vietnamese dictionary
2. A Khmer-English/English-Khmer dictionary
3. Spanish words in the English language
4. Serial publications in Tagalog
5. Folktales in Yiddish
Chapter 11

TABLE 5: ETHNIC AND NATIONAL GROUPS

Introduction
Table 5 is used to represent groups of people, and lists notation for ethnic and national groups. (Table 7 has been removed, as there is notation available in the schedules and using -08 in Table 1 to cover occupations and other characteristics—e.g., age, gender.)

Table 5 is used according to instructions that occur throughout the schedules and the other tables.

Table 5
Table 5 lists persons according to their ethnic and national origins. Numbers can be added either directly via an instruction, or indirectly by first adding -089 from Table 1 (which does not need a specific instruction). This enables the classifier to build a number for any subject studied by or in relation to any ethnic or national group.

Table 5 includes:
-1 North Americans
-2 British, English, Anglo-Saxons
-3 Germanic people
-4 Modern Latin peoples
-5 Italians, Romanians, related groups
-6 Spanish and Portuguese
-7 Other Italic peoples
-8 Greeks and related groups
-9 Other ethnic and national groups

Although the same European emphasis occurs in this table, it does assist the classifier to remember and locate particular numbers that appear in the schedules and several of the tables (e.g., Spanish contains -6 in the 400s, 800s, and Tables 2, 5, and 6).

Preference Order
Read the introduction to Table 5, which gives clear instructions as to which aspect to choose, if there is more than one in the work. In summary, ethnic group is preferred to nationality.

There are further instructions about choosing between two ethnic groups, and between two national groups.


**How to Add from Table 5**

**With Specific Instructions**

1. Identify the base number  
   e.g., ethnic and social groups 305.8

2. Add from Table 5  
   e.g., the sociology of the Inuit  
   \[ \begin{align*} 
   305.8 & \quad + \quad -9712 & \quad = \quad 305.89712 
   \end{align*} \]

**Without Specific Instructions**

1. Identify the classification number  
   e.g., athletic and outdoor sports and games 796

2. Check the number in the schedules for any specific instructions about standard subdivisions  
   796.01-.09 Standard subdivisions

3. Add -089 from Table 1  
   e.g., sports and games with respect to ethnic or national groups  
   \[ \begin{align*} 
   796 & \quad + \quad -089 & \quad = \quad 796.089 \end{align*} \]

4. Add from Table 5  
   e.g., Inuit sportspeople  
   \[ \begin{align*} 
   796.089 & \quad + \quad -9712 & \quad = \quad 796.0899712 \end{align*} \]

**Exercise 11.1**

Assign DDC numbers to the following subjects, using the schedules and Tables 1 and 5.

1. Social anthropology of the Kurdish people  
   ________________

2. Social anthropology of French-Canadians  
   ________________

3. Bedouin art  
   ________________

4. Afrikaner folk music  
   ________________

5. Social services to Catalans  
   ________________

6. Metal engraving of Portuguese-speaking people  
   ________________

7. Child-rearing practices of the ancient Romans  
   ________________

8. Polynesian football players  
   ________________

9. Rum distilled by South American native people  
   ________________

10. Palestinian Christians  
    ________________
EXERCISE 11.2
Assign DDC numbers to the following, using the schedules and tables as required.

1. Chemistry for potters
2. The ethics of psychologists
3. Preschool children as artists
4. The art of North American native peoples
5. Aerodynamics for ornithologists
6. Choreography for opera singers
7. An anthology of poetry by well-known detectives
8. Lesbian TV stars
9. Eritrean cooking in Los Angeles
10. Civil and political rights in Muslim countries
Chapter 12
ADDING FROM THE SCHEDULES

Introduction
Very specific numbers can be built using the auxiliary tables. DDC numbers can also be built by adding to a schedule number from elsewhere in the schedules.

Within the schedules there are many tables, which are enumerated for one subject but apply equally to other subjects of the same type. For example, the specific topics of animals, such as behavior, genetics, and so on, apply to each individual species of animal. Extra numbers are therefore listed once in the schedules, with instructions to copy this pattern for all the specific animal numbers.

There are also many numbers in the schedules, parts of which can be used with other numbers.

As with other number-building, you must follow the instructions, and check the schedules when you have constructed the number to ensure that it does not conflict with another number.

Adding from the Schedules
Look at the following examples from the 900s:

987.063005 a journal of twentieth-century Venezuelan history
  987    Venezuelan history
  .063    20th century
  005    serial publication (standard subdivision, added by following the instruction “*Add as instructed under 930-990”. Here we have a table of numbers to add to any of the numbers in the range 930-999—hence 005)

919.9104 exploration of the moon
  919.91 geography of the moon
  04    exploration, travel (added by following the instruction “**Add as instructed under 913-919”. Here we have a table of numbers to add to any of the numbers in the range 913-919—hence 04)

There are a number of ways to add from another part of the schedules.
Add a Direct Number from Another Part of the Schedules
Example: Agricultural libraries

1. Identify the base number
   e.g., libraries 026
2. Add notation 001-999 (i.e., any number in the schedules)
   e.g., agricultural libraries
   \[ 026 + 630 = 026.63 \]

Add Part of a Number
Example: Secondary education for social responsibility

1. Identify the base number
   e.g., 373.011 secondary education for specific objectives

2. Add the numbers following 370.11 in 370.112-370.118 ...
   Look at the range 370.112-370.118 and find the number with the same aspect as we are looking for
   e.g., 370.115 education for social responsibility
   Write down the number 370.115
   The instruction states “numbers following 370.11”
   Draw a line after 370.11
   e.g., 370.115—this is the only number we want
   So, secondary education for social responsibility
   \[ 373.011 + 5 = 373.0115 \]

Add from a Table in the Schedules
These tables can only be used when directed; the numbers to which they can be added are usually indicated by an asterisk (*) or a dagger ( ).

1. Identify the classification number
   e.g., racehorses 636.12*

2. Follow instructions at the asterisk (*)
   e.g., *Add as instructed under 636.1-636.8

3. Add from the table at 636.1-636.8
   e.g., Breeding racehorses
   \[ 636.12 + 2 = 636.122 \]
EXERCISE 12.1
What do the following DDC numbers represent?

1. 940.316 2
2. 025.171 6
3. 255.530 09
4. 725.210 87
5. 782.107 941

EXERCISE 12.2
Assign DDC numbers to the following, using the schedules and tables as required.

1. Financial journalists and journalism
2. Snakes in the Bible
3. Commerce in the Koran
4. Conversion of non-Jews to Judaism in India
5. Diseases in corn crops
6. Restoration of commercial buildings
7. Care of games in libraries
8. Learning about crocodiles from museums
9. Scientific works as literature
10. Raising goats as stunt animals
Chapter 13
WEBDEWEY

Introduction
WebDewey is a Web-based version of the Dewey Decimal Classification, developed to maximise the usefulness of the scheme through the capacity to search electronically. As well as the classification scheme contained in the four printed volumes, it provides many additional features.

Learning to Use WebDewey
It is easier to use WebDewey if you already have an overall grasp of the scheme, especially the hierarchy and the procedure for building numbers. If you are new to DDC, refer to earlier chapters of this book to gain an understanding of the structure before you begin to use WebDewey.

OCLC provides a free tutorial, *Using OCLC WebDewey: an OCLC tutorial*. It introduces you to searching and browsing, teaches you how to create user notes, and shows you how to build DDC numbers using WebDewey. It is accessible from www.oclc.org/dewey/resources/tutorial/

Options
There are two basic options for searching WebDewey: Search and Browse. Several indexes are available for each option.

Users can create and store their own notes, whether they refer to the general practice of their library or relate to a specific topic and/or Dewey number.

By entering a library catalog’s URL, a user can send a search from any Dewey number to the catalog’s call number index.

Access to WebDewey is part of OCLC’s fee-based cataloging service. If you can log in to WebDewey via your library, the following exercises will introduce you to the most common options. Over time you will establish your preferred approach(es), and sharing techniques with colleagues who use WebDewey will be invaluable to you.
**EXERCISE 13.1**

Assign DDC numbers to the following topics using the **Search** option:

Example

Manufacturing outdoor furniture

1. In the **Search for** box - enter ‘outdoor furniture’. Leave the **All Fields** index selected. Click **Search** (or press Enter).

2. The terms displayed are:
   1. 392.36   Dwelling places
   2. 645.4   Furniture and accessories
   3. 645.8   Outdoor furnishings
   4. 648.5   Housecleaning
   5. C 684.12-684.16   Specific kinds of furniture
   6. 684.18   Outdoor furniture
   7. 749.3   Specific kinds of furniture
   8. 749.8   Outdoor furniture

3. Identify the likely numbers.

4. Click on 684.18   Outdoor furniture for closer examination.

5. You can see the hierarchy, notes, and LC Subject Headings.

6. This looks like the right number. Choose 684.18.

---

1. A guide to coffee table design
2. Growing begonias
3. The law of income tax
4. Aerial photography
5. Upholstering your sofa
6. Causes of unemployment
7. Journalism in Moscow
8. Modern British sheep breeds
9. Modern art
10. Church architecture
**Exercise 13.2**

Assign DDC numbers to the following topics using the **Browse** option:

**Example**

Social class

1. In the **Browse for** box - enter 'social class'. Choose the **Relative Index**. Click **Browse** (or press Enter).

2. The terms displayed are:
   
<table>
<thead>
<tr>
<th>Term</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social choice</td>
<td>302.13</td>
</tr>
<tr>
<td><strong>Social classes</strong></td>
<td>305.5</td>
</tr>
<tr>
<td><strong>Social classes</strong></td>
<td>T1-0862</td>
</tr>
<tr>
<td><strong>Social classes</strong></td>
<td></td>
</tr>
<tr>
<td><em>see Manual at 305.9 vs. 305.5</em></td>
<td></td>
</tr>
<tr>
<td><strong>Social classes</strong>--civil rights</td>
<td>323.322</td>
</tr>
<tr>
<td><strong>Social classes</strong>--customs</td>
<td>390.2</td>
</tr>
<tr>
<td><strong>Social classes</strong>--dress</td>
<td>391.02</td>
</tr>
<tr>
<td><strong>Social classes</strong>--dwellings</td>
<td>392.36086</td>
</tr>
<tr>
<td><strong>Social classes</strong>--Koran</td>
<td>297.12283055</td>
</tr>
<tr>
<td><strong>Social classes</strong>--relations with government</td>
<td>323.322</td>
</tr>
<tr>
<td><strong>Social classes</strong>--religion</td>
<td>200.862</td>
</tr>
<tr>
<td><strong>Social classes</strong>--religion--Christianity</td>
<td>270.0862</td>
</tr>
</tbody>
</table>

3. Click on any of the numbers to see an expansion of the hierarchy, notes, and LC Subject Headings.

4. Click on the link to the Manual to see a discussion of the use of the two numbers shown.

5. Choose the number that best suits the emphasis in the work you are classifying.

---

1. Etruscan sculpture

2. Dinosaurs

3. Halley's comet

4. A history of drug addiction

5. Having twins: a parent's guide to pregnancy, birth and early childhood

6. Chemical contraception

7. Educating children with communicative disorders

8. Sports injuries

9. Fashion modeling

10. Bringing up children
**EXERCISE 13.3**

Check the following DDC numbers, and correct them if necessary, using the **Browse** option:

Example

Radio advertising  659.1402

1. In the **Browse for** box - enter '659.1402'. Choose **Dewey Numbers (with Captions)**. Click **Browse** (or press Enter).

2. The terms displayed include:
   - 659.14  Advertising in electronic media
   - **659.1402**  No partial match, see nearby terms
   - 659.142  Radio
   - 659.143  Television
   - 659.144  Advertising in digital media
   - 659.15  Display advertising
   - 659.152  Exhibitions and shows
   - 659.152092  Exhibitors
   - 659.157  Point-of-sale advertising

3. There is no matching caption, and 659.1402 says ‘No partial match, see nearby terms’

4. 659.142 is the number for radio advertising. Click on **Radio** to see an expansion of the hierarchy, and LC Subject Headings.

5. Choose 659.142.

---

1. The Crusades  909.07
2. The Apostles’ Creed  238.11
3. Rhymes and rhyming games  398.84
4. Xhosa language  496.39805
5. Forecasting storms  551.6425
Chapter 14
MORE PRACTICE

Exercise 14.1
What do the following DDC numbers represent?

1. 005.382

2. 070.593

3. 133.54

4. 155.937

5. 268.67

6. 303.484

7. 920.72

8. 590.734 6

9. 428.42

10. 423.15

11. 509.2

12. 428.405

13. 658.45

14. 786.509 2

15. 796.323 082
Exercise 14.2

Assign DDC numbers to the following works.

1. Thailand: description and travel

2. Wisconsin: discovery and exploration (1795-1869)

3. Vancouver Island (B.C.): description and travel in the nineteenth century

4. Asia: description and travel in the 1980s

5. The waterfalls of Hawaii: a description

6. Natural monuments in Central America: a pictorial work

7. The Rand McNally guide to the coasts of Massachusetts, New Hampshire and Maine (a work designed to show points of interest in the 1980s)

8. A guidebook for travel in Colorado

9. An illustrated guide to the geography of ancient England

10. Geographic features of ancient Rhodes

11. Travel in India during 318-500 A.D.

12. The cities of ancient Egypt: a geography

13. Prehistoric geography of Carthage

14. Maps of Yellowstone National Park

15. Atlas of the ancient world
EXERCISE 14.3
Assign DDC numbers to the following works.

1. Atlas of the oceans of the world
2. Physical geography of mountains
3. An illustrated atlas of islands
4. Maps of the Mediterranean Sea in the eighteenth century
5. Maps of the ancient Roman Empire
6. Spiritualism in Catholic countries
7. Trade unions in Argentina
8. Social welfare services to the mentally ill in British Columbia
9. A guide to the snakes of Ireland
10. Rail passenger transport in Belgium
11. Printmaking in France
12. Waterbirds of the world
13. Local government in the Southern Hemisphere
15. A guide to wine making in Virginia
**Exercise 14.4**
Assign DDC numbers to the following works.

1. Transplants in Transylvania
2. The paintings of Tom Thomson (Canadian)
3. Postage stamps of Angola
4. Country music from Texas
5. Horse racing tracks in Hong Kong
6. Horse riding in Wyoming
7. Hunting in South Africa in the nineteenth century
8. German Christian church architecture of the sixteenth century
9. *The Sydney Morning Herald* & other Sydney newspapers
10. Folksongs of Chile
11. Dutch narrative poetry
12. Spanish farce
13. Twentieth-century Spanish drama
14. The modern Indonesian novel—the works of Pramoedya Ananta Toer
15. An Indonesian dictionary
EXERCISE 14.5
Assign DDC numbers to the following works.

1. English-Indonesian dictionary

2. English-Indonesian-English dictionary

3. Dictionary of Indonesian acronyms

4. Use of French words in English

5. English for Spanish people

6. English for Malayalam-speaking people

7. Choral singing for the hearing impaired

8. Case histories in psychiatry

9. Pasteur the chemist: a biography

10. General biology: a quarterly magazine

11. A guide to fascist political theory

12. Harrap's Russian dictionary

13. The Roman Catholic Church in Spain

14. The journal of sports medicine

15. Kenya before the British
EXERCISE 14.6
Assign DDC numbers to the following works.

1. How to read maps

2. Make-up for pantomime

3. The ethics of euthanasia

4. Biographies of ancient Egyptians

5. Biographies of notable Jamaicans

6. The movement for women’s suffrage

7. The Pankhursts: a biography

8. Modern archeology: techniques and equipment

9. Genealogical sources of Scotland

10. An introduction to historiography

11. The spiritual discipline of yoga

12. Erotica in art

13. Design of caravan parks for long-term residents

14. An introduction to pumps

15. Dictionary of biology
Exercise 14.7
Assign DDC numbers to the following works.

1. Dutch poetry of the seventeenth century
2. The design of motels for the aged
3. First aid for gunshot wounds
4. Scotland under James II
6. Preparing microscopic plant slides
7. Scale models of solar-powered automotive engines
8. Manufacture of toilet tissue: patents
9. Research in the manufacture of hand tools
10. Underwriting health and accident insurance
11. English fiction: a secondary school study guide
12. The Robben Island (South Africa) prison riot
13. The San Diego Museum of Art
14. The design of tugboats
15. A zoological study of clams, mussels and cuttlefish
Exercise 14.8

What do the following DDC numbers represent?

1. 549.911
2. 513.0712
3. 634.709777
4. 853.914
5. 912.43155
6. 978.1125
7. 025.065786809759
8. 004.0151
9. 285.29595
10. 296.830974811
11. 305.488958073
12. 324.630899755
13. 338.2743099592
14. 362.1023082
15. 378.33
EXERCISE 14.9
Assign DDC numbers to the following works.

1. Traditional Jewish rites: Bar mitzvah
2. Research into the manufacture of synthetic perfumes
3. Collecting pistols
4. The Kansas City Jazz Festival
5. How to lip-read
6. Corals of the Australian Barrier Reef
7. Canada under Trudeau
8. The building of rock-fill dams in the nineteenth century
9. Nursing aged psychiatric patients
10. Nebraska between the World Wars
11. Residential care for heroin addicts
12. Prostitution in the twentieth century: a sociological study
13. Photographs of animals
14. Rotary clubs in South Carolina
15. The mining of tin
EXERCISE 14.10
What do the following DDC numbers represent?

1. 181.07

2. 153.947 96

3. 155.911 67

4. 428.340 706 69

5. 331.124 15

6. 331.137 810 274

7. 331.119 66

8. 331.252 916 69

9. 331.413 7

10. 338.372 757

11. 336.266 73

12. 230.98

13. 220.52033

14. 230.071 185

15. 220.872 582 704 72
ANSWERS

EXERCISE 1.1
Our world is classified by an infinite number of schemes, from the organization of supermarket shelves to scientific classification of species and subspecies to the grouping and ranking of employees in the workplace, whether by qualifications, duties performed, salary and/or status and so on.

EXERCISE 1.2
Possible criteria for organizing your “zoo” include:
- geographic origin—e.g., all the African animals in one place
- habitat—e.g., all the tropical animals together
- species—e.g., all the birds together
- diet—e.g., all the carnivores together.

The point of the exercise is for you to see that there is more than one way of grouping objects (topics) together. Questions to consider include whether your scheme is able to accommodate all the animals and whether it provides a reasonably even distribution of animals. Once you have decided on your criteria, it is important to be consistent.

REVIEW QUIZ 1.3
1. The primary reason is to arrange items on the library shelves according to their subject content. Other reasons include:
   - bringing related items together in a helpful sequence;
   - providing formal orderly access to the shelves either through a direct search of the shelves (browsing) or via the catalog;
   - enabling easy reshelving of library materials; and
   - providing an order for the classified catalog.

2. Enumerative classification attempts to spell out (enumerate) all the single and composite subject concepts required:
   e.g., Library of Congress Classification, Dewey Decimal Classification (to a lesser extent). Synthetic classification lists numbers for single concepts, and allows the classifier to construct (synthesize) numbers for composite subjects:
   e.g., Colon Classification, Universal Decimal Classification, some features of DDC.

3. Classification schedules are arranged in number order. This enables the classifier to see the relationships between topics, and to find closely related numbers.

4. Number building is the construction of classification numbers not listed in the schedules, following rules given in the scheme. It allows for more specific numbers to be created, and saves a great deal of space in the schedules.

5. Hierarchical classification is classification in which the division of subjects is from the most general to the most specific. Each number is included in the number above it in the hierarchy, so that each subordinate subject is classified at a more specific number within the same hierarchy.

6. Since the primary purpose of classification is to group works according to their subject content in order to facilitate their access and use, it is important to consider who are the users and what organization of material is most useful to them.
EXERCISE 2.1
615.954 361
616 361.003
616.09 361.02
616.11 361.04
616.122 361.1
616.123 361.103
616.1237 361.12
616.125 361.23
616.200435 361.3
616.2009 361.301
616.201 361.32
616.24 361.3205
616.240083 361.320994
616.241 361.322
616.244 361.32205
617.0083 361.37
617.08 361.37025
617.44 361.3703
617.80083

REVIEW QUIZ 2.2
1. Dewey Decimal Classification is divided into ten main classes. These are each divided into ten divisions, each of which is divided into ten sections.

2. The First, Second and Third Summaries list the main classes, divisions and sections with their headings. They are used to become familiar with the overall structure of DDC, and to locate numbers that relate to each other.

3. The Relative Index relates topics to all of their aspects by showing all the numbers for a topic in the different disciplines to which they belong.

4. The advantages of DDC include:
   • DDC was the first to use the concept of relative location to organize materials on the shelf.
   • The pure notation (i.e., all Arabic numbers) is recognized internationally.
   • The straightforward numerical sequence facilitates filing and shelving.
   • The Relative Index brings together different aspects of the same subject that are scattered in different disciplines.
   • The hierarchical notation expresses the relationship between and among class numbers.
   • The decimal system enables infinite expansion and subdivision.
   • The mnemonic notation helps users to memorize and recognize class numbers.
   • Periodic revision keeps it up-to-date.

5. The disadvantages of DDC include:
   • Its Anglo-American bias is evident in its emphasis on American, English, and European language, literature, and history in the 400s, 800s, and 900s, and Protestantism/Christianity in the 200s.
   • Some related disciplines are separated: e.g., 400 and 800, 300 and 900.
   • Some subjects are not very comfortably placed: e.g.,
     Library science in 000
     Psychology as part of Philosophy in 100
     Sports and amusements in 700.
   • In the 800s, literary works by the same author are scattered according to form.
   • Decimal numbering limits its capacity for accommodating subjects on the same level because there can only be 9 divisions (+ 1 general division).
• Different rates of growth of some disciplines have resulted in an uneven structure: e.g., 300 and 600 are particularly overcrowded.
• Although theoretically expansion is infinite, it doesn’t allow infinite insertion between related numbers: e.g., between 610 and 619.
• Specificity results in long numbers, which can be awkward for shelving and on spine labels.
• Altering numbers because of a new edition creates practical problems in libraries, e.g., the need for reclassification, relabeling, and reshelving.

**Exercise 3.1**

1. Epilepsy—1, 2, 5  
2. Art—1, 2, 5, 9  
3. Astrology—1, 2, 5  
4. Whichever of fishing and boating comes first in DDC—1, 2, 7  
5. Social sciences—1, 2, 3  
6. Japanese fiction—1, 4  
7. This could be any one of a wide range of subjects, including psychology, philosophy, religion, and anatomy—1, 2, 5  
8. Geography of Seattle—1, 2, 5, 6  
9. World literature—1, 2, 4  
10. Geography of Australia or Urban planning in Australia—1, 2, 9  
11. Bible—1, 2, 5  
12. Inflation, then Bolivia—1, 2, 5, 12  
13. Whichever of apples and pears comes first in DDC—1, 2, 7  
14. Apples—1, 2, 5  
15. Fruit—1, 2, 5, 9  
16. Stone fruit—1, 2, 5, 9  
17. Berry fruit—1, 2, 14  
18. Painting, then landscape painting, then Canada—1, 2, 5, 13  
19. Composting, then North America—1, 2, 5, 16  
20. Religion—1, 2, 5

**Exercise 3.2**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Classification Heading</th>
<th>Broad / Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family therapy</td>
<td>Family therapy</td>
<td>close</td>
</tr>
<tr>
<td>Marital relationship</td>
<td>Marriage &amp; family</td>
<td>broad</td>
</tr>
<tr>
<td>Atlanta’s history</td>
<td>History of Georgia</td>
<td>broad</td>
</tr>
<tr>
<td>Marriage counseling</td>
<td>Family problems &amp; services</td>
<td>broad</td>
</tr>
<tr>
<td>Business mathematics</td>
<td>Mathematics</td>
<td>broad</td>
</tr>
<tr>
<td>Modern Spanish Bible</td>
<td>Modern language Bibles</td>
<td>broad</td>
</tr>
<tr>
<td>The Shakers (religious group)</td>
<td>Adherents of religious groups</td>
<td>broad</td>
</tr>
<tr>
<td>Blood</td>
<td>Blood</td>
<td>close</td>
</tr>
<tr>
<td>Banking in Mexico</td>
<td>Mexican banks &amp; banking</td>
<td>close</td>
</tr>
</tbody>
</table>
Christian Church's views on sex, marriage & family  Christian attitudes on sex, marriage & family  broad/close, depending on whether you think the Church's attitudes equate to Christian attitudes

**Review Quiz 3.3**

1. As much as is needed to be confident of what it is about.

2. Since DDC is based on disciplines, you need to decide in which discipline the subject belongs.

3. Broad classification uses the main divisions and subdivisions of a scheme without breaking down into narrower concepts. Close classification means classifying each work as specifically as possible, using all available subdivisions in the classification scheme.  
   e.g., for a work on growing apples in North Carolina, the number for fruit-growing is broad classification; apple-growing in North Carolina is close classification.

4. Citation order is the order in which you are instructed to add different aspects of a subject. Preference order is the order in which to choose one aspect when a subject has more than one aspect, but the rules allow only one to be added. They are different, since citation order allows more than aspect to be reflected, whereas preference requires a choice to be made.

5. A call number usually consists of a classification number, a book number and often a location symbol. It is the number on a library item that shows where it is located.

6.  
   • Stocktaking can be done by reading the barcodes on the items with a wand, and using the online catalog to compare this information with its database.  
   • Classification numbers can be checked direct from the catalog.  
   • Subject bibliographies can be produced from the catalog.  
   • The catalog can be used for insurance purposes, as a record of the library's holdings.

**Exercise 4.1**

1. My book of opera 700
2. A child's Bible 200
3. Three Irish plays 800
4. World Book encyclopedia 000
5. Teach yourself Vietnamese 400
6. The psychology of violence 100
7. Russian rockets 600
8. Physics for beginners 500
9. Road atlas of New Zealand 900
10. Employment of aged persons 300
11. Multicultural education 300
12. Encyclopaedia of Papua New Guinea 900
13. How to draw cartoons 700
14. Introductory philosophy 100
15. Agricultural pest control 600
EXERCISE 4.2
1. Audiovisual materials in libraries 020
2. Japanese printmaking 760
3. Growing wheat for export 630
4. Twentieth-century architecture 720
5. A concise history of Chile 980
6. The nursing handbook 610
7. Paleontological studies 560
8. Women into politics 320
9. A historical atlas of ancient Egypt 910 or 930
10. Carnivorous plants 580
11. The Methodist Church in the Pacific 270 or 280
12. Abortion (ethics) 170 or (medicine) 610 or (services) 360
13. The planet Mars 520
14. How to play hockey 790
15. Learn Polish: an audiovisual approach 490
16. The Oxford English dictionary 420
17. Caring for rare books 090
18. Child psychology 150
19. The legal handbook 340
20. Jewish folktales 390

EXERCISE 4.3
1. Developing educational curricula 375
2. Harrap's new German grammar 435
3. The plays of William Shakespeare 822
4. Electricity 537
5. Let's visit Kenya 916
6. The philosophy of Socrates 183
7. Southeast Asian cooking 641
8. What bird is that? 598
9. Journalism in the new Russia 077
10. Steam trains for enthusiasts 625 or 385
11. Islam 297
12. Introduction to trout fishing 799

EXERCISE 4.4
1. 900 is superordinate to all the other numbers (930, 938, 938.03).
2. 930 is subordinate to 900.
3. 938.03 is subordinate to 938.

REVIEW QUIZ 4.5
1. Disciplines form the basic structure of DDC. In the DDC, subjects are arranged by disciplines.
2. Hierarchy is the arrangement of subjects and the numbers that represent them in a structure where more specific subjects are part of, and subordinate to, broader subjects. It is fundamental to DDC, since it allows the classifier to find specific numbers in their relationship with more general ones.
3. 155 is superordinate to 155.4. This means that 155 (Differential and developmental psychology) includes 155.4 (Child psychology), or that 155.4 (Child psychology) is part of 155 (Differential and developmental psychology).
4. It is likely to be a very specific number. Each number that is subordinate to another number is one digit longer. Therefore the more specific the subject, the longer the number.

5. The auxiliary tables enable more specific numbers to be made, by adding a particular aspect of a subject to a number from the schedules. For example, the number for an encyclopedia of folklore is constructed by adding 03 (dictionaries, encyclopedias, concordances) from Table 1 to 398 (Folklore) to give 398.03.

6. No. Although the index is very comprehensive, it does not include all the aspects of all possible subjects—e.g., American short stories, educational statistics.

7. It is called the Relative Index because it relates all the aspects of a subject that may belong in different classes—e.g.,

   Mothers
   family relationships  306.874 3
   guides to Christian life 248.843 1
   psychology 155.646 3

8. The interdisciplinary number for helicopters is 387.733 52.

9. The Manual (in Volume 1) gives an explanation at 550 vs. 910

10. The Glossary (in Volume 1) gives the definition: “The rule instructing that works that give equal treatment to three or more subjects that are all subdivisions of a broader subject are classified in the first higher number that includes all of them.” For example, a work on growing coconuts, avocados and papayas is classified at the number for growing tropical and subtropical fruits.

**Exercise 5.1**

1. An illustrated history of 15th century Japan
   Main subject: History of Japan
   Secondary aspect: 15th century
   Secondary aspect: illustrated

2. A dictionary of terms for motorists
   Main subject: Motoring
   Secondary aspect: dictionary

3. The history of glass-blowing in Venice in the Middle Ages
   Main subject: Glass-blowing
   Secondary aspect: history
   Secondary aspect: in Venice
   Secondary aspect: in the Middle Ages

**Exercise 5.2**

1. Class: 000 Specific term(s): KWIC indexing / KWOC indexing
   DDC number: 025.486

2. Class: 300 Specific term(s): Disposal of dead see also Undertaking (Mortuary) — law
   DDC number: 344.045
3. Class: 300 Specific term(s): Home care services  
   DDC number: 362.14  
   or  
   Class: 600 Specific term(s): Home care services 362.14  
   see also 649.8 for home care by family members  
   DDC number: 649.8  
   or  
   Class: 600 Specific term(s): Nursing  
   DDC number: 610.734 3

4. Class: 100 Specific term(s): Homosexuality—ethics  
   DDC number: 176  
   or  
   Class: 200 Specific term(s): Homosexuality—ethics—religion  
   DDC number: 205.66 (comparative religion), 294.356 6 (Buddhism), 241.66 (Christianity), 294.548 66 (Hinduism), 296.366 (Judaism)

5. Class: 900 Specific term(s): Twelve Tribes  
   DDC number: 933.02

6. Class: 600 Specific term(s): Adobe—building construction  
   DDC number: 693.22  
   or  
   Class: 700 Specific term(s): Adobe—architectural construction  
   DDC number: 721.044 22

7. Class: 300 Specific term(s): Blood banks  
   DDC number: 362.178 4

8. Class: 200 Specific term(s): God—Islam  
   DDC number: 297.211

9. Class: 500 Specific term(s): Volcanoes  
   DDC number: 551.21

10. Class: 300 Specific term(s): Family counseling  
    DDC number: 362.828 6

11. Class: 100 Specific term(s): Perception—psychology  
    DDC number: 153.7  
    or  
    Class: 100 Specific term(s): Perception—psychology—sensory  
    DDC number: 152.1  
    see Manual at 153.7 vs. 152.1

12. Class: 100 Specific term(s): Philosophers—Oriental or Ancient philosophy  
    DDC number: 181.11

13. Class: 300 Specific term(s): Hazardous materials—public safety  
    363.17 For hazardous materials as components of articles that become hazardous products, see 363.19  
    or  
    Class: 300 Specific term(s): Toys—product safety  
    DDC number: 363.19

14. Class: 700 Specific term(s): School buildings see also Educational buildings. Educational buildings—architecture  
    DDC number: 727
15. Class: 900  Specific term(s): World War II  
DDC number: 940.5311

**EXERCISE 6.1**

1. **300 Social sciences**
   - 340 Law
   - 345 Criminal law
   - 345.07 Criminal trials
   - 345.072 Pretrial procedure (for criminal trials)

2. **600 Technology (Applied sciences)**
   - 650 Management and auxiliary services
   - 659 Advertising and public relations
   - 659.1 Advertising
   - 659.14 Advertising in electronic media
   - 659.143 Television advertising

3. **300 Social sciences**
   - 370 Education
   - 375 (Educational) curricula
   - 375.001 Curriculum development

4. **500 Natural sciences and mathematics**
   - 590 Animals
   - 599 Mammalia (Mammals)
   - 599.9 Hominidae Homo sapiens
   - 599.97 Human ethnic groups
   - 599.972 Origins and causes of physical differences among ethnic groups

5. **900 History, geography and auxiliary disciplines**
   - 910 Geography and travel
   - 910.4 Accounts of travel and facilities for travelers
   - 910.45 Ocean travel and seafaring adventures
   - 910.452 (Accounts of) Shipwrecks

**EXERCISE 6.2**

There are hundreds (thousands?) of examples of each of these. One example of each is provided here—only check the answers given if you were unable to find an example, or are not sure whether you correctly understand the term.

1. A heading—700 The arts Fine and decorative arts

2. A summary—see the First, Second and Third Summaries at the beginning of Volume 2

3. A centered heading—180-190 Historical, geographic, persons treatment of philosophy

4. A subordinate number—394.6 Fairs is subordinate to 394 General customs

5. A relocated topic—[291] Comparative religion
   Relocated to 200

6. A class-elsewhere note—728.1 Low-cost housing
   Class specific types of low-cost housing in 728.3-728.7
7. A see-also reference—641.5636 Vegetarian cooking
   See also 641.65 for cooking vegetables

8. A see reference—741 Drawing and drawings
   For drawing and drawings by subject, see 743

9. A scope note—022 Administration of physical plant (of libraries)
   Including bookmobiles

10. An option—810-890 Literature of specific languages
    Literature is classed by the language in which originally written
    (Option: Class translations into a language requiring local emphasis with the literature
    of that language)

**EXERCISE 6.3**

1. 621.3276 Sodium-vapor lighting
    621.324 Gas lighting
    628.95 Public lighting
    None of the numbers covers all aspects of the subject. The correct number could be 621.3276
    (Sodium-vapor lighting) or 628.95 (Public lighting), depending on whether “sodium-vapor” or
    “public” was more important.

2. 788.94 French horns
    681.8 (Manufacture of) Musical instruments
    736.6 Carving ivory, bone, horn, shell, amber
    736.6 (Carving ivory, bone, horn, shell, amber) most closely classifies the subject.

3. 398.3 Real phenomena as subjects of folklore
    398.365 Minerals (as subjects of folklore)
    549.23 Metals (Mineralogy)
    739.22 Goldsmithing (Art metalwork)
    553.41 Formation and structure of gold deposits
    398.365 (Minerals as subjects of folklore) most closely classifies the subject.

4. 364.44 Welfare services in the prevention of crime and delinquency
    362.88 Problems of and services to victims of crime
    363.23 Police functions as part of Social problems and services; association
    (Class here prevention of crime by police)
    365.46 (Penal and related) institutions for the criminally insane
    362.88 (Problems of and services to victims of crime) most closely classifies the subject (unless
    another aspect is particularly emphasized).

5. 665.5384 Technology of heavy fuel oil (including absorber oil, diesel fuel, gas oil, heating oil)
    621.4025 Equipment for heat engineering
    644.1 Heating (Household utilities)
    644.1 (Heating [Household utilities]) most closely classifies the subject.

6. 616.12 Diseases of the heart
    617.412 Heart surgery
    641.56311 Cooking for persons with heart disease
    614.5912 Incidence of and public measures to prevent heart disease
    614.5912 (Incidence of and public measures to prevent heart disease) most closely classifies the
    subject.
EXERCISE 6.4
1. The history of the Punic Wars 937.04
2. An introduction to photochemistry 541.35
3. Big game hunting 799.26
4. How valleys are formed 551.442
5. The Ouija board in spiritualism 133.9325
6. The identification of waterbirds 598.176
7. How to read maps 912.014
8. The Lutheran Church in America 284.133
9. New ideas in tax reform 336.205
10. Unemployment resulting from technological change 331.137042
11. Cycle racing 796.62
12. Behavior of people in disasters 155.935
13. Electricity from the wind 621.312136 or 333.92
14. Cleaning clothes at home 648.1
15. Sculpture in wax and wood 731.2

EXERCISE 6.5
1. Ethiopia under Italian rule 963.057
2. Drawing and preparing maps 526
3. Social responsibility of executive management 658.408
4. Talismans in witchcraft 133.44
5. Rules of Parliament 060.42 or 328.1
6. Detergent technology 668.14
7. Military intelligence 355.3432
8. Ultrasonic vibrations (physics) 534.55 or (engineering) 620.28
9. Design of roadworks (engineering) 625.725 or (area planning) 711.73
10. Sculpture in the twentieth century 735.23
11. Plant diseases 571.92 or 632.3
12. Speed drills for typing 652.307
13. The ethics of government 172.2
14. Music for the guitar 787.87
15. Discipline in the classroom 371.1024
16. Zodiac: an astrological guide 133.52
17. Making trousers commercially 687.113
18. Looking after your pet canary 636.68625

EXERCISE 6.6
1. A general introduction to the violin and other bowed string instruments 787.2
2. Design and construction of clocks 681.113
3. Cookery in restaurants 641.572
4. How to code computer programs 005.1
5. The use of radio in adult education 374.26
6. Evolution of microbes 576.138
7. Growing carrots in the home garden 635.13
8. Techniques for indoor photography 778.72
9. Eighteenth-century sculpture 735.21
10. Manufacture of paper 676
11. Triplets, quads and more: an obstetric guide 618.25
12. The Panama Canal: modern aid to transportation 386.44
13. The physics of auroras 538.768
14. Flying fishes and seahorses: odd marine creatures 597.66
15. A guide to cooking with pressure cookers 641.587
EXERCISE 7.1
1. Dictionary of child psychology 155.403
2. Journal of manufacture of electronic toys 688.728 05
3. The language of soccer 796.334 014
4. Pony weekly 636.160 5
5. Teaching netball 796.324 071
6. The philosophy of idealism 141
7. The philosophy of social work 361.301
8. Standards for lathes 621.942 021 8
9. Dictionary of biochemistry 572.03
10. A history of child care 649.109
11. Systems of long-range weather forecasting 551.636 501 1
12. Sales catalog of kitchen goods 643.302 9
13. Guidebook for a toy museum 745.592 074
14. The terrier encyclopedia 636.755 03
15. Genetics research 576.507 2
16. Handicrafts for people with disabilities 745.508 7

EXERCISE 7.2
The titles given are examples. Other titles covering the same topics are equally correct.
1. 796.352 05 Golf monthly
2. 370.3 The education encyclopedia
3. 371.003 A dictionary of school and special education
4. 372.03 A dictionary of elementary education
5. 375.000 3 A dictionary of curricula
6. 629.132 300 5 Aerodynamics quarterly
7. 181.005 The journal of Oriental philosophy
8. 336.002 85 Data processing in public finance
9. 621.388 007 2 Television research and development
10. 730.74 Sculpture museums
11. 300.724 Experimental research in the social sciences
12. 512.005 The journal of algebra and number theory
13. 512.705 The journal of number theory
14. 338.430 007 2 Industry investment research

EXERCISE 7.3
1. Dictionary of library and information science 020.3
2. Philosophy of library science 020.1
3. Library and information science: a journal 020.5
4. Dictionary of psychology 150.3
5. Psychology: historical research 150.722
6. Dictionary of ethics 170.3
7. Ethics: a quarterly journal 170.5
8. Epidemiology: psychological principles 614.401 9
9. Dictionary of architecture 720.3
10. Study and teaching of chemical technology 660.07
EXERCISE 7.4
1. Popular engineering (quarterly journal) 620.005
2. Agricultural pest control monthly 632.905
3. Techniques and apparatus used in puppetry 791.530 284
4. Correspondence courses in electronics 621.381 071 5
5. Cookery in the Middle Ages 641.509 02
6. Encyclopedia of horses 599.665 503 or 636.100 3
7. History of the social sciences 300.9
8. Philosophy of Christianity 230.01
9. Historical research into public administration 351.072 2
10. Lives of ten great artists 700.922
11. Theory of the solar system 523.201
12. Research in oceanography 551.460 72
13. Trotting monthly 798.460 5
14. Theory of personnel management 658.300 1
15. Book publishing trade catalogs 015
16. Journal of the philosophy of socialism 335.001

REVIEW QUIZ 7.5
1. Standard subdivisions enable the classifier to make the number more specific by representing a regularly recurring form or treatment as well as the main subject.

2. They can almost always be added freely, when needed, to any classification number, although only one is added for any one work.

3. The number is shown as T1-.

4. • When the number is already built into the schedules.
   • When they would be redundant because the number already covers the concept of the standard subdivision.
   • When there is an instruction not to use the standard subdivisions.
   • When the subject of the work is more specific than the classification number.

5. -01 Philosophy and theory
   -03 Dictionaries, encyclopedias, concordances
   -05 Serial publications
   -07 Education, research, related topics
   -09 Historical, geographic, persons treatment.

6. To ensure that these “standard” treatments of the subject can be shelved in their groups before the subject is further subdivided.

7. There are many numbers that have a nonstandard procedure for the use of standard subdivisions.

8. 335.003.

9. The table at the beginning of Table 1, which indicates which standard subdivision to use if there is more than one possible standard subdivision representing different aspects of the topic.

10. -028, which comes before -07 in the table of preference.
**EXERCISE 8.1**

1. The geography of Zimbabwe 916.891
2. A textbook of the geography of Alaska 917.98
3. The Amazon River: a geography 918.11
4. Geography of ancient Rhodes 913.916
5. A hotel guide to the French Riviera 914.494 06
6. The travelers’ guide to Spain 914.604
7. Prehistoric geography of Carthage 913.973 01
8. An illustrated guide to the geography of ancient England 913.620 022 2 or 913.620 4
9. A gazetteer of Southern Africa 916.800 3
10. Bahrain on $50 a day 915.365 04

**EXERCISE 8.2**

1. A history of ancient Sparta 938.9
2. A short history of the mountain regions of Bolivia 984.1
3. The causes of World War II 940.531 1
4. The United States under Ronald Reagan 973.927
5. A history of the Thirty Years War 940.24
6. The French Revolution 944.04
7. The Russian Revolution 947.084 1
8. History of the Persian Empire 935.05
9. Norway in the 1950s: an outline history 948.104 3
10. The encyclopedia of Zambian history 968.940 03

**EXERCISE 8.3**

1. Geology of Quebec 557.14
2. Printmaking in Japan 769.952
3. General statistics of Hungary 314.39
4. Political conditions in the Irish Republic 320.941 7
5. Economic conditions in Algeria 330.965
6. Higher education in Vietnam 378.597
7. Libraries in New Zealand 027.093
8. The Roman Catholic Church in Paraguay 282.892
9. Constitutional law of ancient China 342.31
10. Life expectancy in Burundi 304.645 675 72

**EXERCISE 8.4**

1. Snowmobiling in Scotland 796.940 941 1
2. New Orleans brass bands 784.909 763 35
3. Design and construction of buildings in Nagasaki 721.095 224 4
4. Working mothers in ancient Rome 331.440 937 6
5. Family counseling in Sweden 362.828 609 485

**EXERCISE 8.5**

The titles given are examples. Other titles covering the same topics are equally correct.

1. 942.052 007 2 Historical research on England in the reign of Henry VIII
2. 954.035 005 Journal of twentieth-century Indian history
3. 306.743 094 93 Male prostitution in Belgium
4. 283.753 The Episcopal Diocese of Washington, D.C.
5. 372.959 3 Elementary education in Thailand
6. 996.11 A short history of Fiji
EXERCISE 8.6

1. Raising pigs 636.4
2. How to make soft toys 745.592 4
3. Surfacing dirt roads 625.75
4. Mobility of labor 331.127
5. Food and shelter for the needy 361.05
6. The encyclopedia of household pets 636.088 703
7. Teaching drawing 741.07
8. The theory of underwater photography 778.730 1
9. The philosophy of evolution 576.801 or 116
10. Correspondence course in mathematics 510.715
11. Radio in the 1930s 384.540 904 3
12. The sociology of slavery in the Roman Empire 306.362 093 7
13. Death customs in ancient Britain 393.093 61
14. Theater in Zimbabwe 792.096 891
15. Air pollution controls in Mexico 628.530 972
16. Political parties in Peru 622.342 209 793
17. Alligators of the Everglades 597.980 975 939
18. Gold mining in Nevada 628.925 097 14
19. Firefighting in Quebec Province 628.925 097 142 23

EXERCISE 8.7

1. Modern archeology: techniques and equipment 930.102 8
2. The dictionary of place names 910.3
3. Maps of Irian Jaya 912.951
4. Connecticut during the Colonial period 974.602
5. Scotland in the 1960s 941.108 56
6. Ohio history quarterly 387.509 163
7. The diplomatic history of World War II 940.532
8. Exploration of the moon 919.910 4
9. Lake fishing 999.999 99
10. Marine transportation across the Atlantic Ocean 399.850 915 53
11. Baboons of the grasslands 551.518 5
12. Wind systems in valleys 551.518 5
13. Paintings in the seventeenth century 759.046
14. Ancient Egypt during the Middle Kingdom 932.013
15. The Thai Historical Association journal 959.300 5
16. Life expectancy in Spain 304.645 46
17. Modern British philosophy 192
18. Customs of Easter Island 390.099 618
19. Dictionary of building 690.03
20. Experimental research in pharmaceutical chemistry 615.190 072 4
**EXERCISE 9.1**

1. American (in English) 81
2. Dutch 839.31
3. Swedish 839.7
4. French 84
5. Italian 85
6. Catalan 849.9
7. Portuguese 869
8. Classical Greek 88
9. Urdu 891.439
10. Assamese 891.451
11. Breton 891.68
12. Slovak 891.87
13. Kota 894.81

(Note that this is not a base number)

14. Korean 895.7
15. Xhosa 896.3985

**EXERCISE 9.2**

1. Poetry by an American poet 811
2. A drama in Dutch by one author 839.312
3. A collection of a Swedish novelist 839.73
4. Short stories in English translation by a French author 843
5. Letters written by a high-ranking Italian lady 856
6. Speeches in Catalan by a famous politician 849.95
7. A Portuguese author’s miscellaneous writings 869.8
8. Classical Greek poetry by a medieval poet 881.02
9. Twentieth-century drama by an Urdu author 891.43927
10. A modern Assamese novel 891.45137
11. Letters by a sixteenth-century Breton 891.6861
12. Speeches by a Slovenian citizen in 1920–1930 891.8455
13. Poems of a Kota woman 894.81

(Do not add from Table 3—this is not a base number)

14. Reminiscences of a Korean during the Yi period 895.78203
15. Xhosa fiction 896.39853

**EXERCISE 9.3**

2. Fifteenth-century English drama 822.2
3. French essays between the wars 844.912
4. A yearbook of Finnish literature 894.54105
5. Selected essays of Umberto Eco translated from the Italian (late twentieth century) 854.914
6. War and peace, a novel by Leo Tolstoy, translated from the Russian 891.733
7. Mother Courage and her children, by Berthold Brecht, a tragedy translated from German, written 1936–1939 832.912
8. Letters home: letters of Sylvia Plath, U.S. poet, late twentieth century 816.54
9. Famous Greek ballads of the nineteenth century 889.4044
10. The Spanish love story 863.085
Exercise 9.4

1. A collection of poetry for children

<table>
<thead>
<tr>
<th>Classification</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>82</td>
<td>821.008 092 82</td>
</tr>
<tr>
<td>1 + 00</td>
<td>poetry (Table 3B)</td>
</tr>
<tr>
<td>80</td>
<td>collections (Table 3B: from -1-8)</td>
</tr>
<tr>
<td>9282</td>
<td>for children (Table 3C)</td>
</tr>
</tbody>
</table>

2. An anthology of American poetry about animals

<table>
<thead>
<tr>
<th>Classification</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>81</td>
<td>811.008 036 2</td>
</tr>
<tr>
<td>1 + 00</td>
<td>poetry (Table 3B)</td>
</tr>
<tr>
<td>80</td>
<td>collections (Table 3B: from -1-8)</td>
</tr>
<tr>
<td>362</td>
<td>about animals (Table 3C)</td>
</tr>
</tbody>
</table>

3. Poems by English women, Elizabethan to Victorian

<table>
<thead>
<tr>
<th>Classification</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>82</td>
<td>821.008 092 87</td>
</tr>
<tr>
<td>1 + 00</td>
<td>poetry (Table 3B)</td>
</tr>
<tr>
<td>80</td>
<td>collections (Table 3B: from -1-8)</td>
</tr>
<tr>
<td>9287</td>
<td>by women (Table 3C)</td>
</tr>
</tbody>
</table>

Note: the period is not included, since it is too broad.

4. An anthology of modern American plays

<table>
<thead>
<tr>
<th>Classification</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>81</td>
<td>812.540 8</td>
</tr>
<tr>
<td>2</td>
<td>drama (Table 3B)</td>
</tr>
<tr>
<td>54</td>
<td>1945-1999 (period table from schedules)</td>
</tr>
<tr>
<td>08</td>
<td>collections (Table 3B: from -1-8)</td>
</tr>
</tbody>
</table>

5. The Faber book of contemporary Latin American short stories

<table>
<thead>
<tr>
<th>Classification</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>86</td>
<td>863.010 886 8</td>
</tr>
<tr>
<td>301</td>
<td>short stories (Table 3B)</td>
</tr>
<tr>
<td>08</td>
<td>collections (Table 3B: from -102-108)</td>
</tr>
<tr>
<td>8</td>
<td>literature ... by persons of national groups (Table 3C)</td>
</tr>
<tr>
<td>68</td>
<td>Spanish Americans (Table 5)</td>
</tr>
</tbody>
</table>

6. Best sellers by French teenagers

<table>
<thead>
<tr>
<th>Classification</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>84</td>
<td>843.009 928 3</td>
</tr>
<tr>
<td>3 + 00</td>
<td>fiction (Table 3B)</td>
</tr>
<tr>
<td>9</td>
<td>history ... critical appraisal (Table 3B: from -1-8)</td>
</tr>
<tr>
<td>9283</td>
<td>by teenagers (Table 3C)</td>
</tr>
</tbody>
</table>

7. A critical study of Manx literature

<table>
<thead>
<tr>
<th>Classification</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>891.64</td>
<td>891.640 9</td>
</tr>
<tr>
<td>09</td>
<td>history ... critical appraisal of works in more than one form (Table 3B)</td>
</tr>
</tbody>
</table>

8. Soviet literature of the 1980s: a decade of transition

<table>
<thead>
<tr>
<th>Classification</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>891.7</td>
<td>891.709 004 4</td>
</tr>
<tr>
<td>0900</td>
<td>history ... critical appraisal of works in more than one form (Table 3B) — literature from specific periods</td>
</tr>
<tr>
<td>44</td>
<td>1945-1991 (period table from schedules)</td>
</tr>
</tbody>
</table>

9. The Virago book of ghost stories

<table>
<thead>
<tr>
<th>Classification</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>82</td>
<td>823.087 33</td>
</tr>
<tr>
<td>308733</td>
<td>ghost fiction (Table 3B)</td>
</tr>
</tbody>
</table>
10. The journal of Beatrix Potter from 1881-1897 828.803
   82 English language literature (schedules - base number)
   8 miscellaneous writings (Table 3A)
   1837-1899 (period table from schedules)
   03 diaries (Table 3A: from -81-89)

11. The grotesque in the arts 700.415
    700.4 Arts displaying specific qualities of style, mood, viewpoint (schedules - base number)
    15 grotesque (Table 3C)

12. Comedy films 791.436
    791.436 Special aspects of films (schedules - base number)
    17 Comedy (Table 3C)

**EXERCISE 10.1**
1. Mind your spelling (how to spell English words) correct
2. Let’s learn our ABCs correct
3. A Chinese reader 495.186
4. Street French: slang, idioms, and popular expletives (a historical approach) correct
5. A crossword dictionary 423.1

**EXERCISE 10.2**
1. The Russian alphabet 491.711
2. The history of Hebrew 492.409
3. A new Lao reader 495.919 186
4. Spanish pronunciation 468.1
5. Modern German slang 437.09
6. A handbook of Malay script 499.281 1
7. Speak standard Indonesian 499.221 834
8. Teach yourself Swahili 496.392 824
9. English Creoles of the Caribbean 427.972 9
10. Portuguese as spoken in Brazil 469.798

**EXERCISE 10.3**
1. A quick beginners course in Hindi for English speakers correct
2. Speak Greek in a week (for English-speaking persons) 489.383 421
3. Arabic phrase book (for English-speaking persons) 492.783 421
4. Fluent English for Danish speakers 428.343 981
5. A Dutch-English dictionary 439.313 21
6. A Japanese-German/German-Japanese dictionary 495.633 1

**EXERCISE 10.4**
1. A French-Vietnamese dictionary 443.959 22
3. Spanish words in the English language 422.451
4. Serial publications in Tagalog 059.992 11
5. Folktales in Yiddish 398.204 391
EXERCISE 11.1
1. Social anthropology of the Kurdish people 306.089 915 97
2. Social anthropology of French-Canadians 306.089 114
3. Bedouin art 704.039 272
4. Afrikaner folk music 781.623 936
5. Social services to Catalans 362.844 9
6. Metal engraving of Portuguese-speaking people 765.089 69
7. Child-rearing practices of the ancient Romans 649.108 971
8. Polynesian football players 796.330 899 94
9. Rum distilled by South American native people 641.259 089 98
10. Palestinian Christians 270.089 927 4

EXERCISE 11.2
1. Chemistry for potters 540.247 38
2. The ethics of psychologists 174.915
3. Preschool children as artists 704.083 3
4. The art of North American native peoples 704.039 7
5. Aerodynamics for ornithologists 533.620 245 98
6. Choreography for opera singers 792.820 247 821
7. An anthology of poetry by well-known detectives 821.008 092 136 32
8. Lesbian TV stars 791.450 866 43
9. Eritrean cooking in Los Angeles 641.592 928 909 794 94
10. Civil and political rights in Muslim countries 323.091 767

EXERCISE 12.1
The titles given are examples. Other titles covering the same topics are equally correct.
1. 940.316 2 Pacifists in World War I
2. 025.171 6 Managing collections of rare library material
3. 255.530 09 A history of the Jesuit order
4. 725.210 87 Design of shopping centers for disabled people
5. 782.107 941 British opera festivals

EXERCISE 12.2
1. Financial journalists and journalism 070.449 332
2. Snakes in the Bible 220.859 796
3. Commerce in the Koran 297.122 838 1
4. Conversion of non-Jews to Judaism in India 296.714 095 4
5. Diseases in corn crops 633.159 3
6. Restoration of commercial buildings 725.202 88
7. Care of games in libraries 025.179 6
8. Learning about crocodiles from museums 597.980 75
9. Scientific works as literature 809.935 5
10. Raising goats as stunt animals 636.391 8

EXERCISE 13.1
1. A guide to coffee table design 749.3
2. Growing begonias 635.933 627
3. The law of income tax 343.052
4. Aerial photography (general) 778.35 or (military) 623.72
5. Upholstering your sofa (household) 645.4 or (design) 747.5
6. Causes of unemployment 331.137 2
7. Journalism in Moscow 077.31
8. Modern British sheep breeds 636.32
9. Modern art 709.04
10. Church architecture 726.5

**EXERCISE 13.2**
1. Etruscan sculpture 733.4
2. Dinosaurs 567.9
3. Halley's comet 523.642
4. A history of drug addiction 362.290 9
5. Having twins: a parent's guide to pregnancy, birth and early childhood 618.25
6. Chemical contraception 613.943 2
7. Educating children with communicative disorders 371.914
8. Sports injuries 617.102 7
9. Fashion modeling 746.92 or (advertising) 659.152
10. Bringing up children 649.1

**EXERCISE 13.3**
1. The Crusades correct
2. The Apostles' Creed correct
3. Rhymes and rhyming games 398.8
4. Xhosa language 496.398 5
5. Forecasting storms 551.645

**EXERCISE 14.1**
1. 005.382 Computer programs for specific operating systems
2. 070.593 Private publishers
3. 133.54 Horoscopes
4. 155.937 Death and dying
5. 268.67 Dramatic method in religious education
6. 303.484 Social innovation and change
7. 590.42 Zoos of Spain
8. 590.734 6 Remedial reading
9. 428.42 Dictionary of acronyms and abbreviations
10. 428.405 Scientists
11. 428.405 A Journal about reading
12. 428.405 Communication in management
13. 786.509 2 Organists
14. 796.358 082 Women basketballers

**EXERCISE 14.2**
1. Thailand: description and travel 915.930 4
2. Wisconsin: discovery and exploration (1795-1869) 917.750 43
3. Vancouver Island (B.C.): description and travel in the nineteenth century 917.112 042
4. Asia: description and travel in the 1980s 915.044 28
5. The waterfalls of Hawaii: a description 919.690 969 4
6. Natural monuments in Central America: a pictorial work 719.320 972 8
7. The Rand McNally guide to the coasts of Massachusetts, New Hampshire and Maine (a work designed to show points of interest in the 1980s) 917.404 43
8. A guidebook for travel in Colorado 917.880 4
9. An illustrated guide to the geography of ancient England 913.620 022 2
10. Geographic features of ancient Rhodes 913.916
11. Travel in India during 318-500 A.D. 913.404 6
12. The cities of ancient Egypt: a geography 913.209 173 2
13. Prehistoric geography of Carthage 913.973 01
14. Maps of Yellowstone National Park 912.787 52
15. Atlas of the ancient world 912.3

**EXERCISE 14.3**

1. Atlas of the oceans of the world 912.196 2
2. Physical geography of mountains 910.021 43
3. An illustrated atlas of islands 912.194 200 222
5. Maps of the ancient Roman Empire 912.37
6. Spiritualism in Catholic countries 133.909 176 12
7. Trade unions in Argentina 331.880 982
8. Social welfare services to the mentally ill in British Columbia 362.209 711
9. A guide to the snakes of Ireland 597.960 941 5
10. Rail passenger transport in Belgium 385.220 949 3
11. Printmaking in France 769.944
12. Waterbirds of the world 598.176
13. Local government in the Southern Hemisphere 320.891 181 4
14. Birds of the Indian Ocean 598.091 65
15. A guide to wine making in Virginia 663.209 975 5

**EXERCISE 14.4**

1. Transplants in Transylvania 617.950 949 84
2. The paintings of Tom Thomson 759.11
3. Postage stamps of Angola 769.569 673
4. Country music from Texas 781.642 097 64
5. Horse racing tracks in Hong Kong 798.400 685 7
6. Horse riding in Wyoming 798.230 978 7
7. Hunting in South Africa in the nineteenth century 799.296 809 034
8. German Christian church architecture of the sixteenth century 726.509 44
9. The *Sydney Morning Herald* & other Sydney newspapers 079.944 1
10. Folksongs of Chile 781.620 098 3
11. Dutch narrative poetry 839.311 03
12. Spanish farce 862.052 32
13. Twentieth-century Spanish drama 862.6
14. The modern Indonesian novel—the works of Pramoedya Ananta Toer 899.221 32
15. An Indonesian dictionary 499.221 3

**EXERCISE 14.5**

1. English-Indonesian dictionary 423.992 21
2. English-Indonesian-English dictionary 499.221 321
3. Dictionary of Indonesian acronyms 499.221 31
4. Use of French words in English 422.441
5. English for Spanish people 428.346 1
6. English for Malayalam-speaking people 428.349 481 2
7. Choral singing for the hearing impaired 782.508 72
8. Case histories in psychiatry 616.890 9
9. Pasteur the chemist: a biography 540.92
10. General biology: a quarterly magazine 570.5
11. A guide to fascist political theory 320.533
12. Harrap’s Russian dictionary 491.73
13. The Roman Catholic Church in Spain 282.46
14. The journal of sports medicine 617.102 705
15. Kenya before the British 967.620 1

EXERCISE 14.6
1. How to read maps 912.014
2. Make-up for pantomime 792.302 7
3. The ethics of euthanasia 179.7
4. Biographies of ancient Egyptians 920.032
5. Biographies of notable Jamaicans 920.072 92
6. The movement for women’s suffrage 324.623
7. The Pankhursts: a biography 324.623 092 2
8. Modern archeology: techniques and equipment 930.102 8
9. Genealogical sources of Scotland 929.341 1
10. An introduction to historiography 907.2
11. The spiritual discipline of yoga 204.36
12. Erotica in art 700.453 8
13. Design of caravan parks for long-term residents 711.58
14. An introduction to pumps 621.69
15. Dictionary of biology 570.3

EXERCISE 14.7
1. Dutch poetry of the seventeenth century 839.311 3
2. The design of motels for the aged 728.508 46
3. First aid for gunshot wounds 617.145 026 2
4. Scotland under James II 941.104
6. Preparing microscopic plant slides 580.282 7
7. Scale models of solar-powered automotive engines 629.221 95
8. Manufacture of toilet tissue: patents 676.284 202 72
9. Research in the manufacture of hand tools 621.908 072
10. Underwriting health and accident insurance 368.380 12
11. English fiction: a secondary school study guide 823.007 12
12. The Robben Island prison riot 365.641 096 873 5
13. The San Diego Museum of Art 708.194 98 (city) or 708.194 985 (county)
14. The design of tugboats 623.812 32
15. A zoological study of clams, mussels & cuttlefish 594

EXERCISE 14.8
1. 549.911 Minerals of the polar regions
2. 513.071 2 Teaching arithmetic in secondary schools
3. 634.709 777 Growing berries in Iowa
4. 853.914 Italian fiction since 1945
5. 912.431 55 Berlin street directory
6. 978.112 5 The history of Rawlins County
7. 025.065 786 809 759 Information storage and retrieval systems devoted to endangered species in Florida
8. 004.015 1 Mathematical principles of computer science
9. 285.295 95 The Presbyterian Church of Vanuatu
10. 296.830 974 811 The history of the Jewish community in Philadelphia
| 11. | 305.488 958 073 | Burmese women in the United States |
| 12. | 324.630 899 755 | Elections for Iroquois Indians |
| 13. | 338.274 309 959 2 | Copper mining in Bougainville |
| 14. | 362.102 308 2 | Women carers of people with physical illnesses |
| 15. | 378.33 | International fellowships in higher education |

**Exercise 14.9**

1. Traditional Jewish rites: Bar mitzvah 296.442 4
2. Research into the manufacture of synthetic perfumes 668.544 072
3. Collecting pistols 623.443 207 5
4. The Kansas City Jazz Festival 781.653 079 781 39
5. How to lip-read 418
6. Corals of the Australian Barrier Reef 593.609 943
7. Canada under Trudeau 971.064 4
8. The building of rock-fill dams in the nineteenth century 627.830 903 4
9. Nursing aged psychiatric patients 618.970 231
10. Nebraska between the World Wars 978.203 2
11. Residential care for heroin addicts 362.293 85
12. Prostitution in the twentieth century: a sociological study 306.740 904
13. Photographs of animals 779.32
14. Rotary clubs in South Carolina 369.520 975 7
15. The mining of tin 622.345 3

**Exercise 14.10**

The titles given are examples. Other titles covering the same topics are equally correct.

1. 181.07 Islamic philosophy
2. 153.947 96 Tests for sporting ability
3. 155.911 67 Psychology of taste
4. 428.340 706 69 Education and research in English as a second language in Nigeria
5. 331.124 15 Job openings in science
6. 331.137 810 274 Unemployment for public library staff
7. 331.119 66 Labor force in chemical engineering
8. 331.252 916 59 Pensions in advertising and public relations
9. 331.413 7 Female unemployment
10. 338.372 757 Trout as a product
11. 336.266 73 Import taxes on sculpture
12. 230.98 Shakers’ doctrines
13. 220.520 33 Concordance of the Bible (King James version)
14. 230.071 185 Higher education in Christian theology in Peru
15. 220.872 582 704 72 Energy conservation in amphitheatres in the Bible
GLOSSARY

This glossary contains the main terms used in the book. For a comprehensive glossary, see Mortimer, Mary, *LibrarySpeak: a glossary of terms in librarianship and information management*.

**add** To add in DDC means to attach or append a number to the end of another number—e.g., 636.825 + 39 = 636.82539

**add note** A note instructing the classifier to append (add) one number to another number

**author number** See book number

**auxiliary table** A table of numbers and/or letters that can be added to notation in the schedules to make a classification number more specific

**base number** The number found in the schedules of Dewey Decimal Classification to which a number can be added from the tables

**Bibliographic Classification (BC)** A classification scheme devised by H. E. Bliss, using letters and numbers. Completely revised in 1976, but not widely used

**Bliss Classification** See Bibliographic Classification

**book number** The numbers, letters, or combination of numbers and letters used to distinguish an individual item from other items with the same classification number

**broad classification** Classification using the main divisions and subdivisions of a scheme without breaking down into narrower concepts

**built number** A number not printed in the schedules which is built by beginning with a base number and adding another number to it

**call number** A number on a library item consisting of a classification number, a book number and often a location symbol

**caption** See heading

**CC** See Colon Classification

**centered heading** A heading in Dewey Decimal Classification that applies to a range of classification numbers

**citation order** The order in which two or more aspects of a topic are combined in number building

**class** The broadest grouping of numbers in a classification scheme representing a subject group or discipline—e.g., religion

**class-elsewhere note** A note giving the classifier the location of related topics

**classification** A system for arranging library materials according to subject

**classification number** Number allocated to a library item to indicate a subject

**classification scheme** A particular scheme for arranging library materials according to subject—e.g., Dewey Decimal Classification, Library of Congress Classification

**classified catalog** A catalog in which the entries are arranged in order of classification number

**classify** To allocate a classification number

**close classification** Classifying as specifically as possible, using all available subdivisions of a scheme

**collocation** Arrangement that locates like material together
Colon Classification (CC) A classification scheme devised by S. R. Ranganathan for Indian libraries, using numbers and letters and a colon to separate different parts of the classification number

**Complete revision** A revision in which virtually all the subdivisions of a part of the schedule are changed; formerly called a phoenix schedule

**Comprehensive number** A number that covers all the aspects of the subject within a discipline

**Co-ordinate** A number or topic at the same level as another number or topic in the same hierarchy

**Cutter number** A system of author numbers, devised by Charles A. Cutter, beginning with the first letter of the author’s name and followed by numbers. Used in Library of Congress Classification for authors, titles and geographic areas

**Cutter-Sanborn number** An extension of the Cutter author number system, outlined in the Cutter-Sanborn Three-Figure Author Table. Designed to maintain works with the same classification number in alphabetical order of author

**DDC** See Dewey Decimal Classification

**Definition note** A note giving the meaning of a term in a heading

**Dewey Decimal Classification** DDC. A classification scheme, devised by Melvil Dewey in 1873, using numbers to represent subjects

**Discipline** A very broad group of subjects in a classification scheme—e.g., social science

**Discontinued number** A number from a previous edition which is no longer used. These numbers are shown in square brackets—e.g., [361.323]

**Division** The second level of subdivision in Dewey Decimal Classification, represented by the first two digits of the notation—e.g., 51 in 510 (Mathematics)

**Enumerative classification** Classification that attempts to spell out (enumerate) all the single and composite subjects required—e.g., Library of Congress Classification

**EPC** Dewey Decimal Classification Editorial Policy Committee. An international committee of experts that advises on the development of the Dewey Decimal Classification scheme

**Extensive revision** A major reworking of some subdivisions without altering the main outline of the schedule

**Facet** An aspect or orientation of a topic

**Facet indicator** A digit used to introduce notation representing an aspect, or facet, of a subject—e.g., the 0 in standard subdivisions like -09

**Faceted classification** Classification that allows for notation to be built up by the use of tables and other parts of the schedules. All modern classification schemes are faceted to a degree. Colon Classification is the definitive faceted classification scheme

**First summary** The ten classes, each of which represents a broad discipline or group of disciplines

**First-of-two rule** The rule that requires a work covering two subjects in the same discipline to be classified at the number coming first in the schedules

**Fixed location** Items are labeled according to their physical location, rather than their intellectual content

**Form** 1. The way in which bibliographic text is arranged—e.g., dictionary. 2. Type of literary work—e.g., poetry, drama

**Form class** Used for literature. Items are classified not according to subject, but according to their literary form—e.g., poetry, drama

**Form division** Used for works on any subject that are presented in a particular bibliographic form—e.g., dictionary, periodical
**generalia class**  Used for very general topics and comprehensive combinations of topics—e.g., current affairs, general encyclopedias

**heading**  A name, word or phrase used to name a classification number

**hierarchical classification**  Classification in which the division of subjects is from the most general to the most specific—e.g., Dewey Decimal Classification

**hierarchical force**  The principle that each topic in a class is subordinate to and part of all the broader topics above it

**hierarchy**  The ranked order of subjects in a classification scheme

**including note**  A note enumerating topics that are included in the number but are less extensive than the heading. Standard subdivisions may not be added to the numbers for these topics

**index**  1. An alphabetical list of terms or topics in a work, usually found at the back. 2. A systematically arranged list that indicates the contents of a document or group of documents

**integrated shelving**  Shelving in which all physical formats of material are shelved in one sequence

**interdisciplinary number**  A number covering a subject from the perspective of more than one discipline, including the discipline where the number is located

**Library of Congress Classification**  A classification scheme developed by the Library of Congress, using numbers and letters

**literary warrant**  The volume of books written, or likely to be written, on a topic

**location**  Where an item is housed. This can be the name of the library or the part of a collection

**location symbol**  A symbol showing which collection an item belongs to—e.g., “F” for fiction

**mixed notation**  A combination of types of symbol—e.g., numbers and letters used in Library of Congress Classification

**mnemonic**  Aiding memory

**Moys Classification**  A specialized classification scheme for law, devised by Elizabeth (Betty) Moys, based on the law schedule of Library of Congress Classification

**notation**  The series of symbols that stand for the classes, subclasses, divisions and subdivisions of classes

**notational synthesis**  See number building

**number building**  Construction of classification numbers not listed in the schedules, following rules given in the scheme for combining numbers

**option**  An alternative to the standard notation, provided to give emphasis to a particular aspect of a library’s collection

**pattern entry**  One or more numbers in the schedules using standard subdivisions in a particular pattern

**phoenix schedule**  See complete revision

**preference order**  The order indicating which one number is chosen when there is more than one possible number representing different aspects of the topic

**pure notation**  One type of symbol only—e.g., numbers—used as the notation of a classification scheme

**reduction**  Making a classification number shorter by omitting one or more groups of digits from the end of the number

**related term**  A subject heading at the same level of specificity to another heading and related in subject matter

**relative index**  In a classification scheme, an alphabetical list of all topics and synonyms, showing the relation of the topics to all the disciplines with which they are associated
relative location  Items are classified in relationship to others depending on the subject
relocated topic  A subject that has been given a different classification number
relocation  Moving a topic to a new number in a new edition
revision  An alteration of the text of DDC. There are three degrees of revision: routine revision—
 updating terminology, clarifying notes, providing modest expansions; extensive revision—a major
 reworking of subdivisions, without altering the main outline of the schedule; complete revision—
 virtually all the subdivisions of a part of the schedule are changed
routine revision  Updating terminology, clarifying notes, and providing modest expansions
rule of application  The rule that a work about the application of one subject to a second subject is
 classified with the second subject
rule of three  The rule that a work which gives equal treatment to three or more subjects that are
 all subdivisions of a broader subject is classified with the first higher number which includes all of
 them
rule of zero  The rule that subdivisions beginning with 0 should be avoided if there is a choice
 between 0 and subdivisions beginning with 1-9. Similarly, avoid subdivisions beginning with 00
 if there is a choice between 0 and 00
schedule  The enumerated classes, divisions, etc., of a classification scheme, arranged in number
 order
scope note  A note describing the range and meaning of a term or classification number, especially
 where the use of the number is broader or narrower than is apparent from the heading
second summary  The 100 divisions, each of which represents a broad topic
see also reference  A direction from one heading to another when both are used
see reference  A direction from one heading that is not used to another heading that is used
segmentation  The division of classification numbers into meaningful parts, with a view to
 abbreviating them for a particular library
shelf list  The record of the works in a library in the order in which they are shelved
specific index  An alphabetical list that gives one entry only for each topic mentioned in the
 schedules, together with synonyms
standard subdivision  An auxiliary number in Dewey Decimal Classification that represents a
 standard form or treatment of a subject—e.g., .09 for historical treatment
standing room  Where a topic does not have enough literature to have its own number. The topic
 is narrower than the number in which it is included, and number building is not allowed. This
 leaves open the possibility of adding a more specific number to a future edition
subdivision  A section of a classification scheme or subject heading
subordinate  At a lower or more specific level than another number or topic in the same hierarchy
summary  A listing of the main classes, divisions, sections or subdivisions, which provides an
 overview of the structure
superordinate  At a higher or broader level than another number or topic in the same hierarchy
synthesis  The process of constructing a number by adding notation from the tables or other parts
 of the schedules to a base number
synthetic classification  Classification that allows the classifier to construct (synthesize) numbers
 for composite subjects—e.g., Colon Classification, Universal Decimal Classification
table  A set of numbers in a classification scheme that are added to a number from the schedules
 to make a more specific number
**table of preference**  A list of numbers indicating the order (preference order) in which they are to be chosen if all aspects cannot be included

**third summary**  The 1,000 sections, each of which is a whole number and represents a specific topic

**UDC**  See Universal Decimal Classification

**unique call number**  A number on a library item—consisting of a classification number, a book number and often a location symbol—which is different from every other call number in the library

**Universal Decimal Classification** (UDC)  A classification scheme developed by the International Federation for Information and Documentation (FID) by expanding Dewey Decimal Classification. It offers the most specific classification for specialized collections and is widely used in special libraries

**work mark**  A letter used in Cutter-Sanborn numbers to distinguish different titles by the same author
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