


What's it about where do we shelve it?

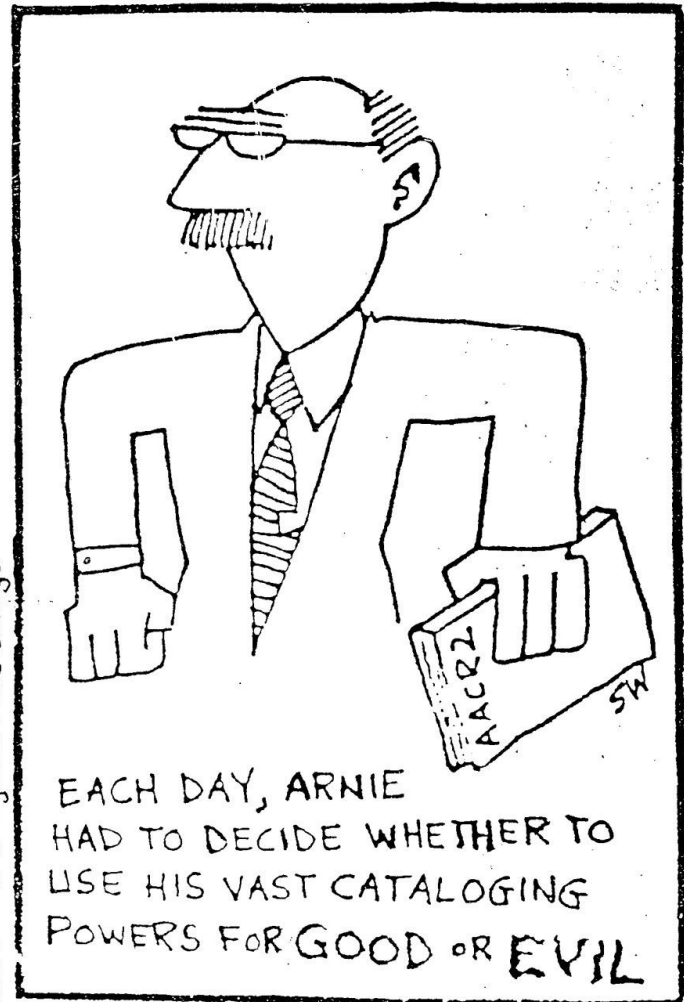
Tips, tricks, rules, and best practices for
subject cataloging and classification



Karen Neville
Marmot User Group
5 October 2017

Steve Willis -
<http://www.mortythedog.com/>

Steve Willis Evergreen State College



Overview

Introductions

Subject Headings

Library of Congress Classification

Dewey Decimal Classification

Lunch!

050 14 Z682.4.C38 ‡b K3 1974

245 00 Karen L. Neville.

246 13 Technical Services Librarian

246 13 Professor

246 13 Momma

260 __ Denver, CO: ‡b Christine and Tom Ponikiski, ‡c 1974.

300 __ 1 person (weight varies) ; ‡c 166 cm.

500 __ Contact information: kneville@ccu.edu or 303-963-3253.

650 _0 Catalogers.

650 _0 Lawyer's spouses.

650 _0 Mother and child.

Introduce Yourself

Name

Library

Brief job description

One thing you hope to get out of today's session

Best book you read recently

And how did you read it? Paper, e-reader, audiobook?

“The convenience of the public is always to be set before the ease of the cataloger.”

Arnold's Law

If you choose to deviate from standards
someday
someone
somewhere
will curse your name.

--Arnold Wajenberg
Principal Cataloger of the of the Univ. Illinois Libraries
at Urbana-Champaign from 1954 to 1994

Controlled Vocabulary

Controlled Vocabulary

- Library of Congress Subject Headings (LCSH)
- Library of Congress Subject Headings for Children (CSH)
- Sears List of Subject Headings
- Faceted Application of Subject Terminology (FAST)
- Art and Architecture Thesaurus (AAT)
- Ethnographic Thesaurus (ET)
- Genre Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloguing.
- Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. (GSAFD)
- Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT)

Library of Congress Subject Headings (LCSH)

Children's Subject Headings (CSH)

Faceted Application of Subject Terminology

<http://www.oclc.org/research/themes/data-science/fast.html>

Complex Concepts

Post-coordination

Pre-coordination

LCSH Subdivisions

‡v – form

‡x – topical

‡y – chronological

‡z – geographic

Form Subdivisions

Aeronautics--Bibliography

Colorado--Guidebooks

Law--Periodicals--Indexes

Topical Subdivisions

Auditing—Standards

Cats—Behavior Therapy

France—Foreign relations

Geology—Mathematics

Venice (Italy)—Buildings, structures, etc.

Chronological Subdivisions

Egypt—Economic Conditions—332 B.C.-640 A.D.

France—History—Revolution, 1789-1793

English Literature—18th Century

Great Britain—Civilization—To 1066

Geographic Subdivisions

Benedictine nuns—Europe

Geology—Antarctica

Elephants—Tunisia—Carthage (Extinct City)

Cliff-dwellings—Colorado—Mesa Verde National Park

Order of Subdivisions

[Place]—[Topic]—[Time]—[Form]

England—Civilization—17th Century—Sources

[Topic]—[Place]—[Time]—[Form]

Plantation life—Georgia—History—19th Century—Sources

MARC Fields

- 600 – Personal name
- 610 – Corporate body
- 611 – Conferences / meetings
- 630 – Uniform title
- 650 – Topical
- 651 – Geographic
- 655 – Genre
- 690 – Locally assigned

LC control no.: sh 85063317

LCCN permalink: <http://lccn.loc.gov/sh85063317>

HEADING: Hydraulic fracturing

000 00929cz a2200277n 450

001 4714522

005 20110729110940.0

008 860211|| anannbabn la ana

010 __ la sh 85063317

035 __ la (DLC)sh 85063317

035 __ la (DLC)8582033

035 __ la (DLC)sp 85063317

035 __ la (DLC)492268

040 __ la DLC lc DLC ld GAOO

150 __ la Hydraulic fracturing **Authorized Heading**

450 __ la Fracking (Engineering) **Unauthorized forms**

450 __ la Fracturing, Hydraulic

450 __ la Hydrofracking

550 __ lw g la Hydraulic engineering **Related authorized forms -- the †w is**

550 __ lw g la Rock mechanics **"g" which indicates a broader term**

670 __ la Help for declining gas production seen in the unconventional source of natural gas, 1980: **lb** (hydraulic fracturing)

670 __ la Wikipedia WWW site, Mar. 4, 2011: **lb** (hydraulic fracturing; fracing; fracking)

670 __ la Americanrivers.org, Mar. 4, 2011: **lb** (hydrofracking)

670 __ la Marcellusfacts.com: **lb** (hydrofracing)

906 __ lt 1113 lu tc03 lv 0

953 __ la xx00 lb yz00

Assigning Subject Headings

Identify

Topics (not specific subject headings at this point)

Names of persons, corporate bodies, geographic areas

Time periods

Titles of works

Form/Genre

Form - what it is, rather than what it is about

Genre - works with a common theme, setting, etc.

Objectivity

Consider the author's intent and the audience

Avoid personal value judgments

Translating Topics into Headings

Usually one to six subject headings

Assign the most specific heading that matches the topic

Consider broader and narrower terms and subdivisions

Look at headings assigned to similar works

@MPOW

Dispensationalism before Darby : seventeenth-century and eighteenth-century English apocalypticism

SLAM

Scan

Title page, table of contents, preface, introduction, text, bibliography, index, dust jacket, container, label, title screen

Look for

Key words that describe what the resource is about; the form of the item; the author's intent, audience, viewpoint

Ask yourself

What is this resource about? Is there one topic or several? If several, are they treated in relation to each other? Is there a focus on a particular place, time, or person?

Mentally compose a statement

"This resource is about..."

Tools

**SUBJECT CATALOGING MANUAL:
Subject Headings**

Volume 2
H1205-INDEX

**LIBRARY OF CONGRESS
SUBJECT
HEADINGS**

LC 26-7.30V1
Library of Congress Subject Headings,
30th Edition, Volume I, A-C, 2007

30TH EDITION

2007

**I
A-C**

**LIBRARY OF CONGRESS
SUBJECT
HEADINGS**

LC 26-7.30V2
Library of Congress Subject Headings,
30th Edition, Volume II, D-H, 2007

30TH EDITION

2007

**II
D-H**

**LIBRARY OF CONGRESS
SUBJECT
HEADINGS**

LC 26-7.30V3
Library of Congress Subject Headings,
30th Edition, Volume III, I-M, 2007

30TH EDITION

2007

**III
I-M**

**LIBRARY OF CONGRESS
SUBJECT
HEADINGS**

LC 26-7.30V4
Library of Congress Subject Headings,
30th Edition, Volume IV, N-R, 2007

30TH EDITION

2007

**IV
N-R**

**LIBRARY OF CONGRESS
SUBJECT
HEADINGS**

LC 26-7.30V5
Library of Congress Subject Headings,
30th Edition, Volume V, S-Z, 2007

30TH EDITION

2007

**V
S-Z**

FREE-FLOATING SUBDIVISIONS: AN ALPHABETICAL INDEX, 22ND EDITION
LIBRARY OF CONGRESS

Subculture cult films
 USE Subculture films
Subculture films (*May Subd Geog*)
 UF Cult films, Subculture
 Subcultural films
 Subculture cult films
 Subculture movies
 BT Motion pictures
 Subculture movies
 USE Subculture films
Subculture periodicals (*May Subd Geog*)
 UF Subcultural periodicals
 Subculture—Periodicals
 BT Periodicals
 Subcultures
 USE Subculture
 Subcutaneous surgery
 USE Surgery, Subcutaneous
 Subdifferential calculus
 USE Subdifferentials
Subdifferentials
 UF Calculus, Subdifferential
 Subdifferential calculus
 BT Convex functions
 Subdivision of land
 USE Land subdivision
 Subdivisions of subject headings
 USE Subject heading subdivisions
Subduction zones (*May Subd Geog*)
QES11.46
 UF Zones, Subduction
 BT Plate tectonics
 NT Benioff zones
Subdural hematoma (*May Subd Geog*)
 BT Hematoma
 Sube family
 USE Sipe family
 Subec Bay (Philippines)
 USE Subic Bay (Philippines)
 Subei Pingyuan (China)
 USE North Jianguo Plain (China)
 Subeita (Extinct city)
 USE Shiva (Extinct city)
 Subeita Nessana (Extinct city)
 USE Shiva (Extinct city)
 Subercausau family
 USE Subercausaux family
Subercausaux family (*Not Subd Geog*)
 UF Subercausau family
 Subernaikha (India)
 USE Subarnarkh River (India)
 Subfreezing temperatures (Meteorology)
 USE Freezes (Meteorology)
Subglacial lakes (*Not Subd Geog*)
QB843.S85
 BT Stars
 —Atmospheres
 UF Atmospheres of subglacial stars
Subgingival curettage (*May Subd Geog*)
 UF Curettage, Subgingival
 Gingival curettage
 BT Gums—Surgery
 Periodontics
Subglacial lakes (*May Subd Geog*)
 BT Lakes
 —Antarctica
 NT Vostok Lake (Antarctica)
 Subgrades, Asphalt pavement
 USE Pavements, Asphalt—Subgrades
 Subgrades, Pavement
 USE Pavements—Subgrades
 Subgravity environments
 USE Reduced gravity environments
 Subgravity state, Physiological effect of
 USE Weightlessness
 Subgroup, Fitting
 USE Maximal subgroups
Subgroup growth (Mathematics)
 UF Growth, Subgroup (Mathematics)
 BT Group theory

Subgroups, Borel
 USE Borel subgroups
 Subgroups, Frattini
 USE Frattini subgroups
 Subgroups, Isotropy
 USE Isotropy subgroups
 Subgroups, Maximal
 USE Maximal subgroups
 Subgroups, Products of
 USE Products of subgroups
 Subgroups, Sylow
 USE Sylow subgroups
 Subhadra
 USE Subhadra (Hindu mythology)
Subhadra (Hindu mythology)
(Not Subd Geog)
 UF Subhadra
Former heading
 BT Mythology, Hindu
Subharmonic functions
QA405
 UF Functions, Subharmonic
Former heading
 BT Functions of real variables
 Potential theory (Mathematics)
 Subheadings of subject headings
 USE Subject heading subdivisions
 Subia language
 USE Subiya language
Subic Bay (Philippines)
 UF Puerto de Subec (Philippines)
 Subec Bay (Philippines)
 Subig Bay (Philippines)
 BT Bays—Philippines
 Subig Bay (Philippines)
 USE Subic Bay (Philippines)
 Subintegra bitterbrush
 USE Arizona cliffrose
Subintroductae (*May Subd Geog*)
BR195.S89
 UF Agapetai
 Ictrodactylae
 Synesaktai
 Synesaktai
 BT Christians
 Subinvariant measures (Mathematics)
 USE Excessive measures (Mathematics)
Subirrigation (*May Subd Geog*)
SB19.597 Agriculture
 UF Subsurface irrigation
 BT Irrigation
 Subiya folk literature
 USE Folk literature, Subiya
Subiya language (*May Subd Geog*)
PI18692.S86
 UF Ilikuhane language
 exSubiya language
 Ikuhane language
 Ikwahani language
 Soobiya language
 Subia language
 Subya language
 Supia language
 BT Bantu languages
 Borswama—Languages
 Zambwa—Languages
 Subject (Grammar)
 USE Grammar, Comparative and general—
 Noun phrase
Subject (Philosophy)
BD223
 BT Philosophy
Subject (Philosophy) in literature
(Not Subd Geog)
 Subject access in online library catalogs
 USE Online library catalogs—Subject access
 Subject access to the World Wide Web
 USE World Wide Web—Subject access

Subject analysis
 USE Content analysis (Communication)
 Indexing
 Subject cataloging
 Subject and predicate (Grammar)
 USE Grammar, Comparative and general—
 Topic and comment
 Subject authorities (Information retrieval)
 USE Subject headings
 Subject authority files (Information retrieval)
 USE Subject headings
 Subject authority records (Information retrieval)
 USE Subject headings
Subject cataloging (*May Subd Geog*)
Z695
 UF Subject analysis
 BT Cataloging
 Content analysis (Communication)
 Indexing
 NT Classification—Books
 Online library catalogs—Subject access
 Subject headings
 World Wide Web—Subject access
 —Rules
Z695.Z8
 UF Cataloging codes for subject
 cataloging
 Rules for subject cataloging
 Subject catalogs
 USE Catalogs, Subject
 Subject dictionaries
 USE Encyclopedias and dictionaries
Subject heading subdivisions
(May Subd Geog)
 UF Subdivisions of subject headings
 Subheadings of subject headings
 Subject subdivisions
 BT Subject headings
Subject headings (*May Subd Geog*)
Z695
 Here are entered general works on subject headings and lists of subject headings in the English language. This heading may be further subdivided by subject, e.g. Subject headings—Aeronautics.
 UF Controlled vocabularies
 Headings, Subject
 Indexing vocabularies
 Subject authorities (Information retrieval)
 Subject authority files (Information retrieval)
 Subject authority records (Information retrieval)
 Subject headings, English
 Thesauri (Controlled vocabularies)
 BT Authority files (Information retrieval)
 Subject cataloging
 NT Exclusion lists in automatic indexing
 Form headings
 Subject heading subdivisions
 Subject headings, Library of Congress
 —Aeronautics, Education, Latin America, Law, etc.
 —Anthropology
Z695.1.A63
 UF Anthropology—Subject headings
 —Botany
 UF Botany—Subject headings
 —Business
Z695.1.B3
 UF Business—Subject headings
 —Cassava
Z695.1.C34
 UF Cassava—Subject headings
 —Fantastic literature
 USE Subject headings—Fantasy literature

Subject headings (*May Subd Geog*)

[Z695]

Here are entered general works on subject headings and lists of subject headings in the English language. This heading may be further subdivided by subject, e.g. Subject headings—Aeronautics.

- UF Controlled vocabularies
 - Headings, Subject
 - Indexing vocabularies
 - Subject authorities (Information retrieval)
 - Subject authority files (Information retrieval)
 - Subject authority records (Information retrieval)
 - Subject headings, English
 - Thesauri (Controlled vocabularies)
 - BT Authority files (Information retrieval)
 - Subject cataloging
 - NT Exclusion lists in automatic indexing
 - Form headings
 - Subject heading subdivisions
 - Subject headings, Library of Congress
- Aeronautics, [Education, Latin America, Law, etc.]**

—**Anthropology**

[Z695.1.A63]

- UF Anthropology—Subject headings

—**Botany**

- UF Botany—Subject headings

Online Tools

Library of Congress Authorities - authorities.loc.gov

Classification Web - classificationweb.net

Search your favorite library catalog!

Examples

Internment camps

Twitter

Lying

Disabled People

Tombstones

Try It!

What is the LCSH for *gluten free cooking*?

What is the LCSH for *nurse sharks*?

What is the LCSH for *automotive repair*?

What is the LCSH for *potty training*?

Subject Headings vs. Classification

Classification

Enumerative

Hierarchical

Broad vs Close

Library of Congress Classification

Library of Congress Classification

Primarily used by academic libraries

21 Classes (no I, O, W, X, Y)

Alphanumeric system

Z693.5.U6 C48 2007

Format of schedules

- Print Schedules – 41 volumes
- Classification Web – online

Classes

A – General Works

B – Philosophy, Psychology, Religion

C – Auxiliary Sciences of History

D – World History

E – American History

F – Local History of the United States and
British, Dutch, French, and Latin America

G – Geography, Anthropology, Recreation

H – Social Sciences

J – Political Science

K – Law

L – Education

M – Music

N – Fine Arts

P – Language and Literature

Q – Science

R – Medicine

S – Agriculture

T – Technology

U – Military Science

V – Naval Science

Z – Bibliography, Library Science

Elements

Classes/Subclass (2 or 3 letters)	Z
Divisions (numeric, may include decimal)	693.5
Cutter	.U6
Item Number	C48
Year	2007

Cutter Numbers

Used as an extension of the class number

Used as an item number

LC Cutter Table

- (1) After initial vowels
for the second letter:
use number: b d l-m n p r s-t u-y
 2 3 4 5 6 7 8 9
- (2) After initial letter S
for the second letter:
use number: a ch e h-i m-p t u w-z
 2 3 4 5 6 7 8 9
- (3) After initial letters Qu
for the second letter:
use number: a e i o r t y
 3 4 5 6 7 8 9
For initial letters Qa-Qt, use: 2-29
- (4) After other initial consonants
for the second letter:
use number: a e i o r u y
 3 4 5 6 7 8 9
- (5) For expansion
for the letter:
use number: a-d e-h i-l m-o p-s t-v w-z
 3 4 5 6 7 8 9

Numbers go in A 12-19.

Class G - Maps

G	class letter
4282	class number
.M49	geographic cutter
C5	subject area cutter
1935	date of situation
.G4	author cutter
1995	date of reproduction

G	class letter
3804	class number
.N4	geographic cutter
s25	scale 1:25,000
.A49	author cutter
2013	date of publication

Class K

K – Law in general. Comparative and uniform law. Jurisprudence

KB – Religious law in general. Comparative religious law. Jurisprudence

KBM – Jewish law

KBP – Islamic law

KBR – History of canon law

KBS – Canon law of Eastern churches

KBT – Canon law of Eastern Rite Churches in Communion with the Holy See of Rome

KBU – Law of the Roman Catholic Church. The Holy See

KD/KDK - United Kingdom and Ireland

KDZ – America. North America

KE – Canada

KF – United States

KG – Latin America – Mexico and Central America – West Indies. Caribbean area

KH – South America

KJ-KKZ – Europe

KL-KWX – Asia and Eurasia, Africa, Pacific Area, and Antarctica

KZ – Law of nations

Class M

M – Music

M1.A5-3.3 Collections

M5-1480 Instrumental music

M1495-2199 Vocal music

M5000 Unidentified compositions

ML – Literature on music

MT – Instruction and study

Class P

P Philology. Linguistics

PA Greek and Latin languages and literatures

PB Modern languages (General). Celtic languages

PC Romance languages

PD Germanic languages (General). Scandinavian languages

PE English language

PF West Germanic languages

PG Slavic, Baltic, Albanian languages and literature

PH Uralic, Basque languages and literature

PJ Oriental philology and literature (General).

Semitic languages and literature

PK Indo-Iranian languages and literatures

PL Languages and literatures of Eastern Asia, Africa, Oceania

PM Hyperborean, Indian, and artificial languages

PN Literature (General)

PQ French, Italian, Spanish, and Portuguese literatures

PR English literature

PS American literature

PT Germanic literatures

PZ Fiction and juvenile belles lettres

Literature - Subarrangement

Under each individual literature:

History and criticism

Collections or anthologies of more than one author

Individual authors

Individual Authors

Example: American literature

PS700-893 Colonial period

PS991-3390 19th century

PS3500-3549 1900-1960

PS3550-3576 1961-2000

PS3600-3626 2001-

20th and 21st Century Authors

PS3511.A86 William Faulkner

PS3551.N464 Maya Angelou

Online Tools

Classification Web - classificationweb.net

Library of Congress Classification PDF Files -
<https://www.loc.gov/aba/publications/FreeLCC/freelcc.html>

OCLC Classify: classify.oclc.org/classify2/

Search your favorite library catalog!

Examples

Title of the book: *American Restaurants: Then and Now*

Subject heading assigned: Restaurants -- United states -- History

Title of the Book: *Colorado : a liquid history & tavern guide to the highest state*

Subject heading assigned: Bars (Drinking establishments)--Colorado--
Guidebooks

Try It!

What is the LCC for *gluten free cooking*?

What is the LCC for *nurse sharks*?

What is the LCC for *automotive repair*?

What is the LCC for *potty training*?

Dewey Decimal Classification

Dewey Decimal System

Formats

23rd Edition – Published in 2011

Abridged 15th Edition – Published in 2012

WebDewey

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

Structural Hierarchy

First digit represents the main class

- 500 represents science

Second digit indicates the division

- 500 general works on sciences

- 510 for mathematics

- 520 for astronomy

- 530 for physics

Third digit indicates the section

- 530 is for general works on physics

- 531 for classical mechanics

- 532 for fluid mechanics

- 533 for gas mechanics

Notational Hierarchy

600 Technology (Applied sciences)

630 Agriculture and related technologies

636 Animal husbandry

636.7 Dogs

636.8 Cats

Filing

331

331.01

331.011

331.016

331.02

331.024

331.041

331.04136

331.042

331.1

331.198

331.2

Mnemonics

400-Language

410-English (US)

420-English (UK)

430-German

440-French

450-Italian

460-Spanish & Portuguese

470-Latin

480-Greek

490-All other languages

800-Language

810-English (US)

820-English (UK)

830-German

840-French

850-Italian

860-Spanish & Portuguese

870-Latin

880-Greek

890-All other languages

Mnemonics

History of France = 944

French Grammar = 440-449

French Literature = 840-849

Cookbooks are 641.5

French cookbooks = 641.5944

Travel guides are 91_

Travel guides for France = 914.4

Form Divisions for Literature

1 Poetry

2 Drama

3 Fiction

4 Essays

5 Speeches

6 Letters

7 Humor & satire

8 Miscellaneous

831 – German Poetry

842 – French Drama

839.313 – Dutch Fiction

869.4 - Portuguese Essays

845 – French Speeches

836 – German Letters

869.7 – Portuguese Humor

839.318 – Dutch Writings

Revisions





Expansion

Reduction

Relocation

Completely Revised Schedules (new edition)

Discontinued Numbers

<p>[775] Digital photography ▼</p> <p>700 Arts & recreation</p> <p>770 Photography, computer art, film, video</p> <p>[775] Digital photography</p>	<p>Notes ▼</p> <p>Preparation and manipulation of photographic digital images relocated to 771.44</p> <p>Use of this number for comprehensive works on digital photography discontinued; class in 770</p>
<p>History ▶</p>	<p>Additional Terminology Sources ▼</p>
	<p>Relative Index Terms (English) ▼ </p>
	<p>LC Subject Headings  ▼</p>
	<p>BISAC  ▼</p> <p>COMPUTERS--Digital Media--Photography</p>
	<p>MeSH  ▼</p>

Relocated Numbers

Search **GO** Build ← 2 / 2 →

398[.5] Chapbooks ▼

- [300](#) Social sciences
- [390](#) Customs, etiquette & folklore
- [398](#) Folklore
- 398[.5] Chapbooks

History ▶

Notes ▼

Interdisciplinary works on chapbooks relocated to [002](#)
Chapbooks with content limited to a specific subject relocated to the subject, e.g., murder
[364.1523](#), 18th-century English fiction [823.5](#)

Additional Terminology Sources ▼

Relative Index Terms (English) ▼ ✕

LC Subject Headings ▼ ✕

BISAC ▼ ✕

MeSH ▼ ✕

Reused Numbers

Search Build

2 / 2

523.481 Constants and dimensions

- [500](#) Science
- [520](#) Astronomy
- [521-525](#) Astronomy
- [523](#) Specific celestial bodies and phenomena
- [523.3-523.7](#) Specific parts of solar system
- [523.4](#) Planets, asteroids, trans-Neptunian objects of solar system
- [523.48](#) *Neptune
- 523.481** Constants and dimensions

Notes

Number built according to instructions under [523.4](#)

Use of this number for Neptune discontinued; class in [523.48](#)

Create built number

[523.481](#) Constants and dimensions

Additional Terminology Sources

Relative Index Terms (English)

[Neptune \(Planet\)--gravity](#)

LC Subject Headings

BISAC

MeSH

History

Tables

Table 1. Standard Subdivisions

Table 2. Geographic Areas, Historical Periods, Biography

Table 3. Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms

Table 3A. Subdivisions for Works by or about Individual Authors

Table 3B. Subdivisions for Works by or about More than One Author

Table 3C. Notation to Be Added Where Instructed in Table 3B, 700.4, 791.4, 808-809

Table 4. Subdivisions of Individual Languages and Language Families

Table 5. Ethnic and National Groups

Table 6. Languages

Savings Banks in London

332.21 Savings Banks
332.2109 Standard Subdivision
332.21094 Europe
332.210942 England
332.2109421 London

Philosophy based on Sikhism

181 Eastern Philosophy

294.6 Sikhism

181.046 Philosophy based on Sikhism

Library classification for Plants and Animals

025.46

Classification of Specific Subjects

570

Biology

025.4657

Library Classification for Plants and Animals

025.46001-025.46999 *Specific subjects

- [000](#) Computer science, information & general works
- [020](#) Library & information sciences
- [025](#) Operations of libraries, archives, information centers
- [025.4](#) Subject analysis and control
- [025.46](#) Classification of specific subjects
- 025.46001-025.46999 *Specific subjects

History

Notes

Add to base number [025.46](#) notation 001-999, e.g., classification of education 025.4637

*Do not use notation [T1--0218](#) from Table 1; class in base number

Create built number: ; 025.46

[025.46](#) Classification of specific subjects

ADD

EDIT LOCAL

CANCEL

Notation in WebDewey

Built Numbers

Indicates a record for a number constructed according to add instructions stated or implied in the schedules or tables. Built numbers are created and verified by the DDC editors.

The screenshot displays the WebDewey interface. At the top, there is a search bar and a 'GO' button. Below the search bar, a list of Dewey numbers is shown, with '598.16 Flightless birds' selected. The 'Create built number' section is active, showing the number '598.16' and the text 'Flightless birds'. To the right of this section is a 'START' button. Below the 'Create built number' section, there are three panels: 'Additional Terminology Sources', 'Relative Index Terms (English)', and 'LC Subject Headings'. The 'Relative Index Terms (English)' and 'LC Subject Headings' panels both show 'Flightless birds' with a red 'X' icon next to them.

Search **GO** Build 1 / 2

598.16 Flightless birds

- [500](#) Science
- [580-590](#) Natural history of plants and animals
- [590](#) Animals (Zoology)
- [592-599](#) Specific taxonomic groups of animals
- [598](#) *Aves (Birds)
- ✦ 598.16 Flightless birds**
- [598.163](#) Beneficial birds
- ✦ 598.168** Extinct birds--recently extinct, . . .

History

Notes

Create built number

[598.16](#) Flightless birds **START**

Additional Terminology Sources

Relative Index Terms (English) ✕

[Flightless birds](#)

LC Subject Headings ✕

[Flightless birds](#)

Notation in WebDewey

Manual Entry

Indicates a record for an entry in the DDC Manual.

The screenshot displays the WebDewey interface. At the top, there is a search bar with the text "Search" and a "GO" button. To the right of the search bar is a "Build" field and a "GO" button. Further right are navigation arrows and the text "38 / 46". Below the search bar, there is a dropdown menu for "363.1 Public safety programs" with a downward arrow. Underneath this menu is a list item for "363.1 Public safety programs" with a small icon. Below the list item is a "History" section with a rightward arrow. To the right of the search bar is a "Notes" section with a downward arrow. The notes section contains the following text: "The meaning and scope of the word 'safety' may vary. Use [363](#) if the scope covers most of the social services, or even [361](#) if sufficient [362](#) material is included. Use [363.2](#) if 'safety' is used narrowly to comprise only the work of the police and fire departments." Below this text is a sub-section titled "Priority of safety" with the following text: "Use [363.1](#) or [363.3](#), rather than numbers elsewhere in [300](#), for those aspects of safety that society must deal with through investigations and programs (the topics in the add table at [362-363](#)), e.g., railroad safety [363.122](#) (not 385.0289). However, use [363.9](#) for the public administration of safety."

Notation in WebDewey

Number in Square Brackets []

Indicates a number that has been discontinued or relocated, or an unassigned number. Record instructs you not to use this number and provides a cross-reference to the correct class number.

The screenshot displays the WebDewey interface with the following elements:

- Search:** A text input field followed by a **GO** button.
- Build:** A text input field.
- Navigation:** A left arrow button, a page indicator **3 / 11**, and a right arrow button.
- Classification List:** A dropdown menu showing the following items:
 - [200](#) Religion
 - [220-290](#) Bible and specific religions
 - [290](#) Other religions
 - [291] [Unassigned]**
- History:** A button with a right-pointing arrow.
- Notes:** A dropdown menu with the text "Most recently used in Edition 21".
- Additional Terminology Sources:** A dropdown menu.
- Relative Index Terms (English):** A dropdown menu with a red 'X' icon in the bottom right corner.

Notation in WebDewey

Number in parentheses ()

Indicates a class number that is an optional alternative to the number usually assigned to a concept.

The screenshot displays the WebDewey interface. On the left, a dropdown menu is open, showing the following options:

- [900](#) History & geography
- [920](#) Biography & genealogy
- (921) *Philosophers and psychologists**
- [921.1-921.8](#) Modern western philosophers and psychologists
- [921\(.9\)](#) *Ancient, medieval, eastern philosophers and psychologists

On the right, there are several panels:

- Notes**: *(Optional number; prefer specific subject, as described under [920](#))
- Additional Terminology Sources**: (empty panel)
- Relative Index Terms (English)**: (empty panel with a red 'X' icon)
- LC Subject Headings**: (empty panel with a red 'X' icon)

Notation in WebDewey

Number with colon

Indicates add table notation. What precedes colon is class number or span where add table is located; what follows colon is notation to be added.

617 Surgery, regional medicine, dentistry, ophthalmology, otology, audiology	Notes								
<p>600 Technology</p> <p>610 Medicine & health</p> <p>617 Surgery, regional medicine, dentistry, ophthalmology, otology, audiology</p> <p>617:001-007 Standard subdivisions</p> <p>617:008 Groups of people</p> <p>617:[009] History, geographic treatment, biography</p> <p>617:01-03 Surgical complications, preoperative, intraoperative, postoperative care, special topics, rehabilitation</p> <p>617:024 Domestic medicine</p> <p>617:026 Emergencies</p>	<p>Standard subdivisions are added for surgery alone; however, do not add for surgery, regional medicine, dentistry, ophthalmology, otology, audiology together; class in 616.001-616.009</p> <p>Except where contrary instructions are given, all notes under 616.02-616.08 and in table under 616.1-616.9 are applicable here</p> <p>Except for modifications shown under specific entries, add to each subdivision identified by * as follows:</p> <table><tr><td>001-007</td><td>Standard subdivisions</td></tr><tr><td></td><td>As modified under 616.1-616.9</td></tr><tr><td>008</td><td>Groups of people</td></tr><tr><td>0083</td><td>Young people</td></tr></table> <p>Notation 0083 is used for pediatric aspects of specific kinds of wounds and injuries, e.g., burns and scalds in children 617.110083; for surgery of a specific organ, system, disorder, e.g., brain surgery in children 617.4810083; for specific aspects of pediatric dentistry, e.g., caries in children 617.670083</p> <p>Class comprehensive works on pediatric dentistry in 617.645</p> <p>Class comprehensive works on surgery for infants and children up to puberty in 617.98</p>	001-007	Standard subdivisions		As modified under 616.1-616.9	008	Groups of people	0083	Young people
001-007	Standard subdivisions								
	As modified under 616.1-616.9								
008	Groups of people								
0083	Young people								

Notation in WebDewey

Footnote: * or † or ‡

Indicates that a record contains a reference to a footnote marked with that symbol.

The screenshot displays the WebDewey interface for the classification 005.118 †*Visual programming. On the left, a hierarchical list of related terms is shown, including 000 Computer science, information & general works, 004-006 Computer science; computer programming, programs, data; special computer methods, 005 *Computer programming, programs, data, 005.1-005.5 Computer programming and programs, 005.1 *Programming, 005.11 †*Special programming techniques, and 005.118 †*Visual programming. The right side features a 'Notes' section with instructions on notation: '*Use notation [T1-019](#) from Table 1 as modified at [004.019](#)' and '†Do not use notation [T1-01](#) from Table 1 for general discussion of logic in programming; see Manual at [005.101](#)'. Below the notes is a 'Create built number' section with a dropdown menu, the text '005.118 †*Visual programming', and a 'START' button. At the bottom right, there are two more sections: 'Additional Terminology Sources' and 'Relative Index Terms (English)' with a red 'X' icon.

Online Tools

WebDewey - dewey.org/webdewey

025.431: The Dewey Blog: ddc.typepad.com

OCLC Classify: classify.oclc.org/classify2/

Dewey Resources for Public and School Libraries:

www.oclc.org/dewey/resources/public.htm

Search your favorite library catalog!

DDC & LCC Mapping

DDC to LCC

www.questionpoint.org/crs/html/help/pl/ask/ask_map_ddctolcc.html

LCC to DDC

www.questionpoint.org/crs/html/help/pl/ask/ask_map_lcctoddc.html

Examples

Bullying

Bullying in schools

Try It!

What is the DDC for *gluten free cooking*?

What is the DDC for *nurse sharks*?

What is the DDC for *automotive repair*?

What is the DDC for *potty training*?

A Cautionary Note:

Many libraries may use a homegrown scheme for fiction, music, DVDs, etc.



Questions?

kneville@ccu.edu

303-963-3253