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
Each day, Arnie had to decide whether to use his vast cataloging powers for good or evil.
Overview

Introductions

Subject Headings

Library of Congress Classification

Dewey Decimal Classification

Lunch!
Karen L. Neville.  
Technical Services Librarian  
Professor  
Momma  
Denver, CO: Christine and Tom Ponikiski, 1974.  
1 person (weight varies); 166 cm.  
Contact information: kneville@ccu.edu or 303-963-3253.  
Catalogers.  
Lawyer’s spouses.  
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 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)
Children’s Subject Headings (CSH)
Faceted Application of Subject Terminology

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  860211ll anannbahn 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 GA00
150  __ la Hydraulic fracturing

450  __ la Fracking (Engineering)
450  __ la Fracturing, Hydraulic
450  __ la Hydrofracking
550  __ lw g la Hydraulic engineering
550  __ lw g la Rock mechanics

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
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 headings  (May Subd Geog)

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

Beat
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

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

<table>
<thead>
<tr>
<th></th>
<th>After initial vowels</th>
<th>For the second letter:</th>
<th>Use number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>b d l-m n p r s-t u-y</td>
<td>2 3 4 5 6 7 8 9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>After initial letter S</th>
<th>For the second letter:</th>
<th>Use number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td>a ch e h-i m-p t u w-z</td>
<td>2 3 4 5 6 7 8 9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>After initial letters Qu</th>
<th>For the second letter:</th>
<th>Use number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>a e i o r t y</td>
<td>3 4 5 6 7 8 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For initial letters Qa-Qt, use:</td>
<td>2-29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>After other initial consonants</th>
<th>For the second letter:</th>
<th>Use number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td>a e i o r u y</td>
<td>3 4 5 6 7 8 9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>For expansion</th>
<th>For the letter:</th>
<th>Use number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td>a-d e-h i-l m-o p-s t-v w-z</td>
<td>3 4 5 6 7 8 9</td>
</tr>
</tbody>
</table>

Numbers go in A 12-19.
Class G - Maps

<table>
<thead>
<tr>
<th>Class Letter</th>
<th>Class Number</th>
<th>Geographic Cutter</th>
<th>Subject Area Cutter</th>
<th>Date of Situation</th>
<th>Author Cutter</th>
<th>Date of Reproduction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Class P</th>
<th>Class P</th>
<th>Class P</th>
</tr>
</thead>
<tbody>
<tr>
<td>P Philology. Linguistics</td>
<td>PJ Oriental philology and literature (General). Semitic languages and literature</td>
<td>PK Indo-Iranian languages and literatures</td>
</tr>
<tr>
<td>PA Greek and Latin languages and literatures</td>
<td>PL Languages and literatures of Eastern Asia, Africa, Oceania</td>
<td>PK Indo-Iranian languages and literatures</td>
</tr>
<tr>
<td>PB Modern languages (General). Celtic languages</td>
<td>PM Hyperborean, Indian, and artificial languages</td>
<td>PN Literature (General)</td>
</tr>
<tr>
<td>PC Romance languages</td>
<td>PQ French, Italian, Spanish, and Portuguese literatures</td>
<td>PR English literature</td>
</tr>
<tr>
<td>PD Germanic languages (General). Scandinavian languages</td>
<td>PS American literature</td>
<td>PS American literature</td>
</tr>
<tr>
<td>PE English language</td>
<td>PT Germanic literatures</td>
<td>PT Germanic literatures</td>
</tr>
<tr>
<td>PF West Germanic languages</td>
<td>PH Uralic, Basque languages and literature</td>
<td>PH Uralic, Basque languages and literature</td>
</tr>
<tr>
<td>PG Slavic, Baltic, Albanian languages and literature</td>
<td>PG Slavic, Baltic, Albanian languages and literature</td>
<td>PG Slavic, Baltic, Albanian languages and literature</td>
</tr>
<tr>
<td>PH Uralic, Basque languages and literature</td>
<td>PJ Oriental philology and literature (General). Semitic languages and literature</td>
<td>PJ Oriental philology and literature (General). Semitic languages and literature</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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](classificationweb.net)

Library of Congress Classification PDF Files - [https://www.loc.gov/aba/publications/FreeLCC/freelcc.html](https://www.loc.gov/aba/publications/FreeLCC/freelcc.html)

OCLC Classify:[classify.oclc.org/classify2/](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
<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Computer science, information &amp; general works</td>
</tr>
<tr>
<td>100</td>
<td>Philosophy &amp; psychology</td>
</tr>
<tr>
<td>200</td>
<td>Religion</td>
</tr>
<tr>
<td>300</td>
<td>Social sciences</td>
</tr>
<tr>
<td>400</td>
<td>Language</td>
</tr>
<tr>
<td>500</td>
<td>Science</td>
</tr>
<tr>
<td>600</td>
<td>Technology</td>
</tr>
<tr>
<td>700</td>
<td>Arts &amp; recreation</td>
</tr>
<tr>
<td>800</td>
<td>Literature</td>
</tr>
<tr>
<td>900</td>
<td>History &amp; geography</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Division</th>
<th>Call Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Poetry</td>
<td>831 – German Poetry</td>
</tr>
<tr>
<td>2 Drama</td>
<td>842 – French Drama</td>
</tr>
<tr>
<td>3 Fiction</td>
<td>839.313 – Dutch Fiction</td>
</tr>
<tr>
<td>4 Essays</td>
<td>869.4 – Portuguese Essays</td>
</tr>
<tr>
<td>5 Speeches</td>
<td>845 – French Speeches</td>
</tr>
<tr>
<td>6 Letters</td>
<td>836 – German Letters</td>
</tr>
<tr>
<td>7 Humor &amp; satire</td>
<td>869.7 – Portuguese Humor</td>
</tr>
<tr>
<td>8 Miscellaneous</td>
<td>839.318 – Dutch Writings</td>
</tr>
</tbody>
</table>
Revisions

Expansion

Reduction

Relocation

Completely Revised Schedules (new edition)
### Discontinued Numbers

<table>
<thead>
<tr>
<th>[775] Digital photography</th>
</tr>
</thead>
<tbody>
<tr>
<td>700</td>
</tr>
<tr>
<td>770</td>
</tr>
</tbody>
</table>

**History**

**Notes**

Preparation and manipulation of photographic digital images relocated to 771.44

Use of this number for comprehensive works on digital photography discontinued; class in 770

**Additional Terminology Sources**

**Relative Index Terms (English)**

**LC Subject Headings**

**BISAC**

**MeSH**

**COMPUTERS_Digital Media_Photography**
### Relocated Numbers

**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: 775

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
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
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.
Notation in WebDewey

Manual Entry
Indicates a record for an entry in the DDC Manual.

363.1 Public safety programs

Notes
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.

Priority of safety
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 353.9 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.
Notation in WebDewey

Number in parentheses ( )
Indicates a class number that is an optional alternative to the number usually assigned to a concept.
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.

<table>
<thead>
<tr>
<th>617 Surgery, regional medicine, dentistry, ophthalmology, otology, audiology</th>
</tr>
</thead>
<tbody>
<tr>
<td>617.001-007 Standard subdivisions</td>
</tr>
<tr>
<td>617.006 Groups of people</td>
</tr>
<tr>
<td>617.009 History, geographic treatment, biography</td>
</tr>
<tr>
<td>617.01-03 Surgical complications, preoperative, intraoperative, postoperative care, special topics, rehabilitation</td>
</tr>
<tr>
<td>617.024 Domestic medicine</td>
</tr>
<tr>
<td>617.026 Emergencies</td>
</tr>
</tbody>
</table>

**Notes**

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

Except where contrary instructions are given, all notes under 616.02-616.06 and in table under 616.1-616.9 are applicable here.

Except for modifications shown under specific entries, add to each subdivision identified by * as follows:

- 001-007
- 009
- 0083

Standard subdivisions

- As modified under 616.1-616.9

Groups of people

- Young people

Notation 0083 is used for pediatric aspects of specific kinds of wounds and injuries, e.g., burns and scalds in children 617.110003; for surgery of a specific organ, system, disorder, e.g., brain surgery in children 617.430003; for specific aspects of pediatric dentistry, e.g., caries in children 617.570003

Class comprehensive works on pediatric dentistry in 617.645

Class comprehensive works on surgery for infants and children up to puberty in 617.88
Notation in WebDewey

Footnote: * or † or ‡
Indicates that a record contains a reference to a footnote marked with that symbol.
Online Tools

WebDewey - dewey.org/webdewey

025.431: The Dewey Blog: ddc.typepad.com

OCLC Classify: classify.oclc.org/classify2/


Search your favorite library catalog!
DDC & LCC Mapping

DDC to LCC


LCC to DDC

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