

25CLISP01: Information Processing – Classification and Cataloguing (Practice)

Information Processing – Classification (Practice)

Classification of Books and Other Documents Using Colon Classification and Dewey Decimal Classification (23rd Edition) and Preparation of Catalogue entries for Books and Serials using AACR- II Rev. (2008) and Classified Catalogue Code (CCC).

Objectives of the Module

The objectives of the module are as follows:

1. To define the structure and organisation of Colon Classification (CC) and Dewey Decimal Classification (DDC).
2. To explain the various summaries of CC and DDC of main entry.
3. To discuss suitable examples for classification according to CC and DDC.

After reading this Unit, you will be able to:

1. understand the structure and organisation of CC and DDC;
2. know the procedure for classification of books and other materials;
3. apply practical knowledge of classification in their libraries.

Colon Classification (CC)

Introduction

In our daily life, we use classification to put similar things together. Similarly, libraries may have hundreds, thousands or even lakhs of documents, which include not only books, but various other kinds of documents as well. If we do not keep these books/documents in a systematic order, it becomes difficult to locate the document(s) required by the users. Without a proper system of classification, it will be very difficult to find a particular document amongst the hundreds or thousands of documents available in a library.

Library Classification is a technique, which helps in the proper organization and arrangement of documents and information in a systematic manner, so that the user can use sources of information effectively. The whole universe of knowledge is divided into several subject areas which are multidimensional in nature. Each classification scheme divides the universe of

knowledge into different classes denoted by specific notations, symbols, numbers, and so on. The library classification helps in the following ways:-

- i. Shelf arrangement of documents
- ii. Subject analysis of documents
- iii. Aids automated and semi-automated information retrieval system,
- iv. Aids data or information retrieval, and
- v. Specifies the location of a particular document

Key terminologies used in Colon Classification

Colon Classification (CC) uses several key terminologies, most notably the five fundamental categories (PMEST) and the concept of isolates. PMEST stands for Personality, Matter, Energy, Space, and Time, which are used to break down subjects into their basic components. Isolates are terms that modify or specify a basic subject, and they are categorized within the PMEST framework.

Here's a breakdown of the key terminologies:

Fundamental Categories (PMEST):

- **Personality (P):** The distinguishing characteristic of a subject. It represents the unique or specific aspect of a topic. For example, in "Medicine, Lungs; Tuberculosis: Treatment; X-ray," "Lungs" is the personality component, according to Wikipedia.
- **Matter (M):** The physical material or substance related to the subject. In the example, "Tuberculosis" could be considered the matter component, as it is a disease, a physical entity.
- **Energy (E):** Any action, process, or activity associated with the subject. In the example, "Treatment" represents the energy component, as it's an action performed on the subject.
- **Space (S):** The geographical location or spatial component of the subject. "X-ray" could be interpreted as a space component, as it is used in a specific location (e.g., a hospital or clinic).
- **Time (T):** The temporal or historical aspect of the subject. In the example, the time component is not explicitly stated, but it could be added if the context specified when the treatment occurred.

Isolates:

- Isolates are terms that modify or specify a basic subject.
- They are categorized under the five fundamental categories (PMEST).
- For example, in the class number "Medicine, Lungs; Tuberculosis: Treatment; X-ray," "Lungs," "Tuberculosis," "Treatment," and "X-ray" are all isolates.

Facets and Isolates

- **Basic Subject:** The core or main subject of a document.
- **Facet:** A group of related terms or isolates within a fundamental category.
- **Isolate:** A fundamental unit of knowledge within CC that cannot stand alone.
- **Common Isolates (CI):** Concepts recurring across subjects (e.g., bibliography) and represented by the same number. These include Anteriorising Common Isolates (ACI) and Posteriorising Common Isolates (PCI).
- **Special Isolates:** Subject subdivisions unique to a specific main class.

Other key terms

- **Main Class:** Broad disciplines or theoretical subjects.
- **Array:** A systematic arrangement of numbers or symbols dividing a subject based on a single characteristic.
- **Facet Formula:** A predetermined order for applying facets (PMEST) to construct a class number.
- **Facet Analysis:** The process of breaking down a subject into its constituent facets.
- **Faceted Classification:** A system that breaks down subjects into their individual components (facets) which can then be combined to represent complex subjects.
- **Notation:** The system of symbols (numbers and letters) used to represent classes and isolates.
- **Connecting Symbols:** Punctuation marks or special symbols used to connect facets and isolates in a class number (e.g., comma, semicolon, colon).
- **Rounds and Levels:** Concepts accounting for the recurrence of fundamental categories within a subject.
- **Phase Relations:** Describes relationships between two or more subjects, facets, or isolates, particularly for interdisciplinary subjects. This includes Inter-subject, Intra-Facet, and Intra-Array phase relations.
- **Analytico-synthetic Approach:** The method of analyzing a subject into components and synthesizing a class number, contrasting with enumerative schemes.

These terms are fundamental to understanding CC's structure and application in organizing information.

Structure and organisation of Colon classification

Main class

In library classification systems, each document can be placed only under one class, referred to as the main class. This is done for shelving purposes because a book can have only one physical place.

Dr. Ranganathan (1967) defined the Main Class as “the fairly homogenous conventional regions of knowledge, which together form the first order array of classes which are mutually exclusive and totally exhaustive of the field of knowledge”.

The main classes in all the schemes of classification may not be the same. The classes which appear as the major divisions of the universe of knowledge are the main classes in that classified scheme. Once the knowledge is organized into a number of main classes, the next step is to mark the facets of each main class, derived from the main classes. These reflect the specific component of a subject.

Facets of a Main Class

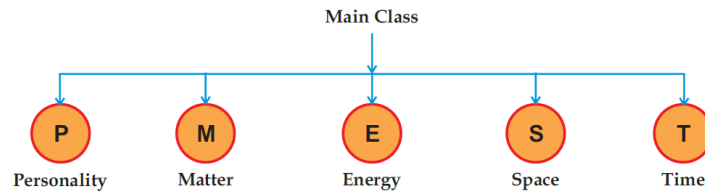
Let us understand what are facets and isolates in the context of colon classification. Facet is a generic term used to denote the components of a basic subject, i.e., basic facet or an isolate facet of a compound subject, but not deemed singularly to be a subject. Isolates are of two kinds –common isolates and special isolates.

The purpose of facets is to divide a main class into its possible divisional aspects. Another possible method for the division of a main class is to divide it first into its possible facets. The process can be termed as recognition of categories under a class.

Concept of PMEST (Fundamental Category)

The Colon Classification scheme contains both, the basic subjects and their facets (which contain isolates). To create a class number, the basic subject is named first. The isolates follow, entered according to a facet formula. This formula states that every isolate in every facet is a manifestation of one of the five fundamental categories. Dr. Ranganathan named the five fundamental categories as personality, matter, energy, space, and time (PMEST) where a subject or main class is divided.

Personality is the distinguishing characteristic of a subject. Matter is the physical material of which a subject may be composed. Energy is any action that occurs with respect to the subject. Space is the geographic component of the location of a subject. And time is the period associated with a subject.



1. Personality: According to Palmer and Wells, 'the term personality is used for the wholeness of any subject. The category Personality is related to the “things” that the subject deals with. It represents the objects of study in a particular discipline that underlies its traditional division. For example, In Medicine, Personality is the organs; in zoology, it is the animals; In Botany, it is the vegetables; in librarianship, it is the types of library and so forth. Personality is a fundamental category of great difficulty to be identified. Ranganathan suggested the Method of Residues, any entity, which is not a manifestation of “Time” nor of “Space” nor of “Energy” nor of “Matter”, should be a manifestation of “Personality”

In the facet formula the Personality isolate is represented as [P] and in the class number the personality isolate number is preceded by a comma (,).

Examples:

- **Organic Chemistry- E5**
Main Class – E (Chemistry)
Organic – 5 (P facet)
- **Rural sociology- Y31**
Main Class – Y (Sociology)
Rural – 31 (p facet)
- **Indian History- V44**
Main Class – V (History)
Indian – 44 (space isolates as personality)

2. Matter: Dr. Ranganathan postulates matter as a fundamental category capable of manifesting itself as the 'constituent of a whole'. Matter as the name suggests it is the material facet. The category Matter refers to the notion of properties or characteristics of personality. Matter consists of all kinds of materials and substances of which the things are composed.

The Matter facet is inherent in many subjects falling within a main subject. The ones enumerated in CC are: Library Science, Engineering, Sculpture, Painting and Music. For Example: In the Main class of Library Science, Matter figures as the reading material. In the class painting, Matter figures as the materials used for painting. In the class Music, Matter figures as the musical instruments, and so on.

Matter is denoted by [M] in the Skelton facet formula; and in any class number [M] is preceded/ indicated by a semi-colon (;)

The manifestations of this category include material and property of an object. Accordingly, there are three variants of Matter [M] category- Matter Property [MP], Matter Method [MM] and Matter Material [MMt]

1. Matter Property [MP]	
Ex. Main Subject	MP
Biology	Morphology Physiology
Education	Thinking Reasoning
2. Matter Method [MM]	
Ex. Main Subject	MP
Chemistry	Physical Method Fluid Method
3. Matter Material [MMt]	
Ex. Main Subject	MP
Technology	Product
Biology	Substance

Examples:

- **Gold Currency- X61;1**

Main Class – X (Economics)

Currency – 61 (p facet)

Gold – 1 (M facet)

X61;1

- **Circulation of periodicals in university libraries- 234;46:6**

Main Class – 2 (Library Science)

University libraries – 34 (p facet)

Periodicals – 46 (M facet)

Circulation – 6 (E facet)

234;46:6

3. Energy:

The category Energy is manifestation of action activities of all kinds such as actions. Dr. Ranganathan calls the facet based on the characteristic Energy, the problem facet. Thus, the fundamental Energy covers the problems, action including reactions, activities, operations, processes, techniques, treatments, etc of a main class. The activity could be mental or physical.

For example, in the class Agriculture, certain processes and actions like sowing and harvesting; units like physiology, and pathology are noticed in Zoology and Medicine, which deal with functioning; in library science, it is classification, cataloguing, indexing, dissemination, etc. Dr. Ranganathan postulates that the energy aspect in a main class may manifest itself in different rounds of energy, that is, 2E= second round of energy after 1E; 3E= third round of energy after 2E and so on.

Energy is denoted by [E] in the Skelton facet formula; and in any class number [E] is preceded/ indicated by a colon (:)

Examples:

- **Sound Velocity- C3:21**

Main Class – C (Physics)

Sound – C3

Velocity – 21 (E facet)

C3:21

- **Human Disease- L:4**

Main Class – L (Medicine)

Disease – 4 (E facet)

L:4

4. Space:

The categories Space and Time are identified through their usual meanings. According to Dr. Ranganathan, the space is manifestation of geographical areas or population clusters. Any division of Earth such as; Oil Exporting Countries, English Speaking World, NATO, SAARC, are some examples, World-Asia, South-Asia, Bangladesh, North-West Bangladesh, Central Europe, London, Hilly Areas Valley, Disserts, Coastal Areas, are some of the examples of the space category in CC.

Space is denoted by [S] in the Skelton facet formula; and in any class number [S] is preceded/ indicated by dot (.).

Kinds: Space isolates are of two kinds.

- a. Space isolates such as continents, countries, states etc, are of one kind of isolates known as Geographical Division of the world. These are described as first level of Space Isolates (S1).
- b. The other kind of Space Isolates is called ‘population cluster’ or ‘physiographical features’ or ‘orientation division’. These are described as Second Level Isolates(S2)

Examples:

- **Public Libraries in USA- 22.73**
Main Class – 2 (Library Science)
Public Library – 2 (P Facet)
USA – 73 (Space Isolate)
22.73

- **Roads of Jaipur City- D411.4437.J**
Main Class – D (Engineering)
Roads – 411 (p facet)
Rajasthan – (4437)
Jaipur – J
D411.4437.J

- **Library Science in East of Udaipur= 2.4437.U.9B**
Main Class – 2 (Library Science)
Rajasthan – (4437)
Udaipur – U
East – 9B
2.4437.U.9B

- **Travel in Fatah Sagar Lake of South Udaipur- U8.4437.U.9G.p6F**
Main Class – U (Geography)
Travel – 8 (p facet)
Rajasthan – 4437 (Space Isolate) (Political Division)
Udaipur – U (Population Division))
South – 9G (orientation Division)
Lake – p6 (Physiographical Division)
Fatah Sagar – F (Alphabetical Division)
U8.4437.U.9G.p6F

5. Time:

According to Dr. Ranganathan, “The fundamental category time occurs in every subject forming a local description of local history of any subject”. Out of the five fundamental categories, the ‘Time’ facet gives the latest difficulty in its identification. For example, the chronological factor in a subject such as 20th century poetry, medieval science, contemporary culture, all these subjects have time as a component.

In the facet formula the time isolate is represented as [T] and in the class number the time isolate number is preceded by an apostrophe (’).

Kinds: Time isolates are of two kinds.

- a. Such isolates of (T) as millennium, century, decade, year etc are of one kind of isolates known as public time based on Christian era. These are described as first level time isolates(T1).
- b. The other kind of Time isolate is called ‘Featured Time’ which includes such isolates as daytime, seasons, meteorological time isolates, etc. these are described as Second level time Isolates(T2).

Examples of Time Isolates:

- **Library Science after 1990- 2’N90 →**
Main Class - 2 (Library Science)
1990 – N90
2’N90 →
- **Political geography of France up to 1970s- U5.53’N**
Main Class – U (Geography)
Political Geography – 5 (P Facet)
France – 53 (Space Isolate)
1970s – N7
U5.53’N
- **Economic condition of India during 12th five-year plan (2010-15)- X.44’P15 P10**
Main Class - X (Economic)
India – 44
2010 – P10
2015 – P15
X.44’P15 P10

- **Rainfall in Great Britain in the winter of 1959- U2855.56.N59.n7**

Main Class – U (Geography)

Rainfall – 2855 (P Facet)

Great Britain – 56 (Space Isolate)

1959 – N59

Winter – n7

U2855.56.N59.n7

Facet analysis

Facet analysis as developed by Ranganathan is at the core of CC philosophy and methods. Class numbers for compound or complex subjects are not listed readymade. These have to be synthesized on the basis of the specific subject of the document. Ranganathan has given steps to turn a raw title into a coextensive class number based on the subject content and form of the document.

1. First of all, the specific subject of a document has to be determined. The specific subject is to be determined from the title, subtitle, preface, table of contents, or even by reading the text, as when applying other knowledge organization systems.
2. The raw title may be augmented by key words or phrases, if necessary, to fully indicate the specific subject of the document.
3. Next, the subject proper must be separated from the common isolates, which represent the tangible bibliographic elements of the document, or viewpoint of the author.
4. Then the main class in which the specific subject falls is determined.
5. Then starts the facet analysis per se into PMEST categories. The system suggests identification and separation of the categories in a subject in the order from [T] to [P], moving from the easiest category to the most elusive one.

In practical classification we start with identifying [T] and come down to [P] via [S], [E] and [M]. Because, off all the fundamental categories, personality [P] is the most concrete and most difficult to recognize. Ranganathan recommended the 'Residual Method' to spot it in the facet analysis of a subject. It means that after identifying [T], [S], [E], and [M], categories, if anything still remains in the residue, then it might be personality — as a corollary of the "five and only five fundamental categories".

Facet formula

It is not necessary for the subject of a document to be composed of all five categories. It may encompass any number of categories from one to five. On the other hand, a category may also occur more than once in the same subject. A category may manifest itself in more than one

concept in micro subjects. Recurrence of a category is accounted for and accommodated by the ingenious postulate of Rounds and Levels. The PMEST formula is, in fact, comprised of many so-called rounds and levels of facets. For example, in class O Literature, the category [P] personality occurs four times (Language, Form, Author, and Work), each at the same hierarchic level. In the subject "Treatment of human diseases", both diseases and treatment are manifestations of the first and second rounds of energy, respectively, in the sixth edition. A subject aspect "Summer of 2016" manifests two levels of Time facet. Thus, in a facet formula, facets of the same category may occur more than once to be accommodated in a logical citation order.

Ranganathan postulated that:

- Space and time occur only in the last round of the facet formula;
- Categories [P], [M], and [E] can occur in various rounds;
- Levels occur only within a round;
- Within a round [P] and [M] can also occur at many levels;
- Energy always completes a round and has no level, but only rounds.

To mechanize the arrangement of categories and their recurring but scattered facets, Ranganathan has given a very handy facet formula famous as PMEST.

In the sequence, the basic facet, invariably represented by the main class or its amplification by system (Sm), environment (Env), or specialization (Sp), precedes other facets. The grand general facet formula may be represented as follows:

(BF),[1P1],[1P2],[1P3],[1P4];[1M1];[1M2];[1M3]:[E],[2P1],[2P2];[2M1]:[2E],
[3P1],[3P2] :[3E].[S1].[S2]"[T1]"[T2]

How to Construct the Class Number?

Eight Step Method:

Ranganathan has advocated nine different steps to classify the document of a subject in natural language to artificial classificatory language of ordinal numbers. After combining all the steps based on the three planes of work, we get the eight steps of classification.

The steps as per Ranganathan's enunciation are:

Step 0	Raw Title	}	Idea Plane
Step 1	Full Title		
Step 2	Kernel Title		
Step 3	Analysed Title	}	
Step 4	Transformed Title	}	Verbal Plane
Step 5	Title in Standard Terms		
Step 6	Title in Facet	}	Notational Plane
Step 7	Class Number		
Step 8	Facet analysis		

The document describes a method for classifying library documents using a series of steps, starting from a raw title and ending with a class number. These steps involve transforming the title, identifying key terms, categorizing them, and finally, assigning a numerical code representing the subject.

Steps in Library Classification

For analysing the title of a specific subject into facets, and for giving it an appropriate class number. The steps are as given below.

Step 0: Write down the Raw Title (= Title as found in the document).

Step 1: Full title (= Title expressing each of the relevant basic and isolate ideas in the subject of the document). Deriving the Expressive Title from the Raw Title by by considering all abbreviations such as basic class or any other facet implied in the Raw Title.

Step 2: Kernel Title (= Full title except the auxiliary words and each composite term denotes a composite idea replaced by the fundamental constituent terms, which denote its fundamental constituent ideas).

Step 3: Analysed title (= Kernel Title with each kernel term marked by a symbol, which denotes the fundamental category and also the round and the level n).

Step 4: Transformed Title (= Analytical Title with the kernel terms rearranged according to the symbols of analysis attached to them).

Step 5: Title in standard terms (= Transformed title with the Kernel terms replaced, wherever necessary by their respective equivalents as given in the appropriate schedules).

Step 6: Title in Facet Numbers (= Title in standard terms with the kernel terms replaced by their equivalent numbers). Deriving the title in Facet Number from the title in

standard terms by translating the Basic Class Facet and every other facet into its Basic Class Number or the Isolate Number.

Step 7: Class number (got by removing the symbols of analysis and inserting the appropriate connecting symbols between the facet numbers in accordance with the Rules).

Step 8: Translate the synthesized class number into natural language. In this step, carry out facet analysis of the Class Number, giving a digit-by-digit interpretation and verifying the correctness of the number.

Illustration: Distribution of Prime Number

Step - 0 Raw title: Distribution of prime number

1. Full Title: In Mathematics, Distribution of Prime Number
2. Kernel Title: Mathematics, Distribution, Prime Number
3. Analysed Title: Mathematics (BS), Distribution (P2), prime number (P)
4. Transformed Title: Mathematics (BS), Distribution (P2), prime number (P)
5. Title in Standard Terms: Mathematics (BS), Distribution (P2), prime number (P)
6. Title in Focal Numbers: Mathematics (B), Distribution (B132), prime number (B131)
7. Synthesising all number: B131,2

Structure and Layout of Colon Classification

The schedule for Colon Classification is structured into three distinct parts: Rules, Schedules, and Classics & Sacred Books.

Part 1: Rules (1.1 to 1.124 pp)

- **Content:** This section covers the fundamental principles, definitions, and rules of Colon Classification. It explains how to apply the classification system to various subjects, including examples of how to construct class numbers.

Part 2: Schedules of Classification and Index (2.1 to 2.172 pp)

- **Content:** This part lists all the main classes and their corresponding facets within the Colon Classification system. It also includes an alphabetical index to help users locate specific subjects within the schedules.

Part 3: Schedules of Classics and Sacred Books with Special Names (3.1 to 3.126 pp)

- **Content:** This section provides specific schedules and guidelines for classifying important classical and sacred texts. It offers detailed information on how to categorize these works based on their content, author, and other relevant factors.

Key points about Colon Classification:

- **Facetted classification:** CC uses a facetted approach, meaning subjects are broken down into smaller, manageable parts called facets.

- **Mixed notation:** The system employs a combination of letters, numbers, and other symbols to represent different facets within a class number.
- **Main classes:** CC utilizes a set of predefined main classes that represent broad categories of knowledge.

Main classes

The sixth edition of Colon Classification is divided into three parts. Part 1 and Part 2 will be used for practical classification in this syllabus.

The entire universe of knowledge is divided into the following Main classes:

Z Generalia	▲ Spiritual experience and Mysticism
1. Universe of knowledge	MZ Humanities and Social science
2. Library Science	MZA Humanities
3. Book Science	N Fine Arts
4. Journalism	NX Literature and Language
A Natural Science	O Literature
AZ Mathematical Science	P Linguistics
B Mathematics	Q Religion
BZ Physical Sciences	R Philosophy
C Physics	S Psychology
D Engineering	Ó Social Science
E Chemistry	T Education
F Technology	U Geography
G Biology	V History
H Geology	W Political Science
HX Mining	X Economics
I Botany	Y Sociology
J Agriculture	YX Social Work
K Zoology	Z Law
KX Animal husbandry	
L Medicine	
LX Pharmacognosy	
M Useful Arts	

CC is an analytico-synthetic classification system, meaning it analyses a subject into its component parts (facets) and then synthesizes them back together using a specific order. The

subject of a document is analysed into one or more of the five fundamental categories such as Personality, Matter, Energy, Space, and Time (PMEST) and identify which of these categories are present in the subject matter. Then, these categories are synthesized in the specified order (PMEST) using connecting symbols. The connecting symbols are used to link the different facets in the synthesized class number.

Example 1:

Title: “An Introduction to the Classification of Periodicals in University Libraries in India in Nineteen Fifties”.

Step 0	Raw	An introduction to the classification of periodicals in University Libraries in India in Nineteen Fifties
Step 1	Full Title	We have to include the basic subject. In Library Science, An introduction to the Classification of periodicals in University Libraries in India in Nineteen Fifties.
Step 2	Kernel Title	Omit the auxiliary words) Library Science. Classification. Periodicals. University Library. India. Nineteen Fifties.
Step 3	Analysed Title	(Each term is associated with its fundamental category and labelled with abbreviations. Library Science [BS]. Classification [E]. periodicals [M]. University Library [P]. India [S]. Nineteen Fifties.
Step 4	Transformed Title	The terms to be rearranged as per the sequence PMEST. Library Science [BC] University Library (P) periodicals [M] Classification [E] India [S] Nineteen Fifties [T]
Step 5	Title in Standard Terms.	Terms replaced by the terms used in the scheduled. Library Science (BC) University Library (P) periodicals (M) Classification (E) India (S) 1950’s (T).
Step 6	Title in Focal Numbers	2 [BC]. 34 [P]. 46 [M]. 51 [E]. 44 [S]. N5 [T].
Step 7	Synthesised Title	234; 46: 51. 44 ’N5

Example 2: Cataloguing of Newspapers in Local Libraries in Tamil Nadu in 2000.

Main Class = Library Science = 2

Cataloguing [E] 55

Newspapers [M] 44

Local Libraries [P] 2

Tamil Nadu [S] 4411

2000 [T] P

Now connect the above numbers in [P] [M] [E] [S] [T] order using the appropriate connecting symbols.

22;44:55.4411’P

Example 3: Documentation of Theses in Research Libraries in Tirunelveli up to 1956.

Main Class = Library Science = 2

Documentation [E] 97

Theses [M] 494

Research Libraries [P] 36

Tirunelveli [S] 44133

1956 [T] N56

Now connect the above numbers in [P] [M] [E] [S] [T] order using the appropriate connecting symbols.

236;494:97.44133'N56

Example 4: X-Ray treatment for Virus Diseases of the Lungs.

Main Class = Medicine = L

Lungs [P] 45

Virus Diseases [E] 423

X-Ray Treatment [2E] 6253

Now connect the above numbers in [P] [M] [E] [S] [T] order using the appropriate connecting symbols.

L45:423:6253

Example 5: Harvesting of Wheat in Punjab during 1990s.

Main Class = Agriculture = J

Harvesting [E] 7

Wheat [P] 382

Punjab [S] 4436

1990s [T] N9

Now connect the above numbers in [P] [M] [E] [S] [T] order using the appropriate connecting symbols.

J382:7.4436'N9

Example 6: Discussion Method of Teaching Economics for Post-graduate Students in Tamil Nadu in 2000.

Main Class = Education = T

Post-graduate [P] 45

Discussion Method of Teaching Economics [E] 3(X), 98

Tamil Nadu [S] 4411

2000 [T] P

Now connect the above number in [P] [M] [E] [S] [T] order using the appropriate connecting symbols.

T45:3(X),98.4411'P

Example 7: Teaching Technique in Secondary Schools in Andhra Pradesh upto 1995.

Main Class = Education = T

Teaching Technique [E] 3

Secondary Schools [P] 2

Andhara Pradesh [S] 4416

1995 [T] N 95

Now connect the above numbers in [P] [M] [E] [S] [T] order using the appropriate connecting symbols.

T2:3.4416'N95

The Index and Its Importance in CC

The index to the schedules is a very important tool and will help you to classify quickly and effectively.

For example, if you refer the index under the term, Buddhism you will find Buddhism Q (P), 4. This means that Buddhism occurs in the Main Class Q and it belongs to the (P) Facet. The isolate number is 4. Now go to the Chapter Q in Part-2 locate the number-4 in the P Facet and confirm the number. Class number for Buddhism = Q4. Though the connecting symbol for P =, if the P is directly attached to the basic class, (comma) need not be written. Some more example is given below:

Terms	Notation as per Index	Class Number
Ability	S (E), 73	S : 73
Bio-Chemistry	E9G	E9G
Betting	MY93	MY93
Buffalo	KZ (P), 312	KZ312
Calculus	B32	B32
Diabetes	L293: 46	L293 : 46
Electrotherapy	L(E), 4(2E), 626	L: 4: 626

Thermotherapy	L(E), 4(2E), 624	L: 4: 624
Topographical Survey	U(P), 18	U18

TIME ISOLATES

For indicating the time in the [T] facet refer to the time isolates given

A	Before 9999 BC	K	1600 to 1699 AD
A1	Eozoic	L	1700 to 1799 AD
A2	Palaeozoic	M	1800 to 1899 AD
A3	Mesozoic	N	1900 to 1999 AD
A4	Cainozoic	P	2000 to 2099 AD
A5	Quaternary	Q	2100 to 2199 AD
B	9999 to 1000 BC	R	2200 to 2299 AD
C	999 to 1 BC	S	2300 to 2399 AD
D	1 to 999 AD	T	2400 to 2499 AD
E	1000 to 1099 AD	U	2500 to 2599 AD
F	1100 to 1199 AD	V	2600 to 2699 AD
G	1200 to 1299 AD	W	2700 to 2799 AD
H	1300 to 1399 AD	X	2800 to 2899 AD
I	1400 to 1499 AD	YA	2900 to 2999 AD
J	1500 to 1599 AD	YB	3000 to 3099 AD
		YC	3100 to 3199 AD

Isolates in [T2]: Featured Time

c	Day-time	n5	Autumn
d	Night	n7	Winter
c	Twilight	p	Meteorological period
n	Season	p1	Dry
n1	Spring	p5	Wet
n3	Summer	p8	Snow

SPACE ISOLATE

By using the nos. given here, you can fill-up the [S] Facet for continents, countries and districts. Also for ocean, rivers, deserts, mountains, population clusters like cities, villages etc.

There is a separate index to geographical isolates

Examples:

1. Mathematics in Ancient India B.44
2. Libraries in Tamil Nadu 2.4411
(The isolate no. for Madras (before 1956) is 441. After 1956, 4411)
3. Style of fine Arts in Rajasthan upto 1699 N.4437'K99
4. Rail fall in Great Britain in 1956 U 2885.56'N59

LANGUAGE ISOLATE

There is a separate table listing the numbers for the various languages. These language nos. have to be used at appropriate places.

LANGUAGE ISOLATE

1	Indo-European	16	Iranian
11	Teutonic	161	Avestic
11011	Gothic	162	Pahlavi
110153	Low Frisian	164	Persian
110154	Old Frisian	165	Afghan (Pushtu)
111	English	168	Urdu
112	Dutch	17	Armenian
113	German	18	Albanian
114	Swedish	191	Tocharish
115	Norwegian	192	Phyrgian
116	Danish	197	Hittite
117	Icelandic		
12	Latin	2	Semitic
121	Italian	21	Babylonian including Syrian
122	French	22	Assyrian

123	Spanish	24	Aramaic
124	Portuguese	25	Hebrew
128	Celtic	26	Phonician
1283	Welsh	28	Arabic
1285	Irish		
1287	Scotch, Gaelic		
13	Greek	3	Dravidian
14	Slavonic	31	Tamil
141	Lethic	32	Malayalam
142	Russian	33	Kanarese
143	Bulgrian	34	Tulu
144	Illyian	35	Telugu
1441	Slay	36	Kui
1442	Servian	38	Brahui
145	Polish	39	Toda, etc.
146	Bohemian		
15	Sanskrit	4	Other Asian languages
151	Prakrt		
1511	Pali	5	Other European languages
1512	Maharastri		
1516	Ardhamagadhi	6	Other African languages
1517	Magadhi		
1518	Apabhramsa	7	Other American languages
15198	Sinhalese		
152	Hindi	8	Other Australian languages
153	Panjabi		
154	Kashmiri	9	Other oceanic languages
155	Marthi		Divisions 4-9 to be divided by (GD) [Illustrative]
156	Gujarati	467	Sumerian

157	Bengali		
158	Assamese	99	Artificial languages
1591	Oriya		To be divided by (CD) [Illustrative]
1595	Nepalis	99M	Solresol

LANGUAGE DIVISIONS

99M7	Lingualumina	99M87	Esperanto
99M8	Volapuk	99N	Interlingua 'Latino Sina flex'
99M84	Blaia Zimondal	99N1	Ido
99M86	Cabe Aban	99N2	Homi-idyomo

For example:	English literature	O111	(O is Literature, 111 is English)
	Hindi literature	O152	(O is Literature, 152 is Hindi)
	Hindi language	P152	(P=Linguistics 152=Hindi)

COMMON ISOLATES

- A common isolates idea is one which is likely to occur in many compound subjects of many Basic Classes.
- Common isolates represent such concepts as bibliography, dictionary, encyclopaedia, directory, periodical, biography, committee/commission report, seminar/conference proceeding, history, criticism, investigation, learned body, etc.

Kinds: In CC- 6 common isolates are divided into the following kinds:

1. Anteriorising common isolates (ACI)
2. Posteriorising common isolates (PCI)

1. Anteriorising common isolates (ACI):

A common isolate attachable to host class number directly without a connecting symbol is an anteriorising common isolate.

Kinds of ACI:

- a) ACI applicable before space facet
- b) ACI applicable only after space facet
- c) ACI applicable only after time facet

E9Gp44 = Chemistry (M.C.), Biochemistry (Special Facet), Conference Proceedings (ACI), India [P], (the Geographical area of purview got by Geographical Device)

E9Gp44,N89 = Chemistry (M.C.), Biochemistry (Special Facet), Conference Proceedings (ACI), India [P], Year of the Conference [P2] (got by Chronological Device).

The Anteriorising Common Isolate (ACI) 'w Biography" is further divided into the following divisions:

- General
- Individual
- Autobiography
- Ana
- Letters

The facet formula for these divisions are:

General w[S], [T]

Where, [S] = Space

[1] = Time

Individual w[P]

Autobiography w[P,1]

Ana w[P],2

Letters w[P],4

'Where, [P] = Origin of Biography

In case of Individual Biography, year should be worked out to three digits. In case of collected ones, Latest Effective Decade has to be covered.

b). ACI applicable only after Space Facet

Anteriorising Common isolate applicable after Space Facet consists of two divisions:

- r Administrative report
- s Statistics (if periodical)

There is a provision to attach Time Facet directly with the ACI, 's statistics'.

Example

Title: Survey of Agricultural Libraries in India, 1989

Class Number: 24(J).44 'N894

Where,	2	= Library Science (M.C.)
	24	= Library Science (M.C.), Business Library [P]
	24(J)	= Library Science (M.C.), Agriculture Library [P] (The Isolate number for Agriculture got by Subject Device)
	24(J).44	= Library Science (M.C.) Agriculture Library [P], India [S] (Taken from Space isolate Schedule)
	24(J). 44'N89	= Library Science (M.C.), Agriculture Library [P], India[S] 1989 [T] (Taken from Time Isolate Schedule)
	24(J).44 'N8t4	= Library Science (M.C.), Agriculture Library [P]. India[S] 1989 [T], Survey (ACI)

Title: Roberts Committee report on public libraries in Great Britain (committee appointed in 1959)

Class number: 22.56'N59t

2 – Main Class (Library Science)

2 – Public library

56 - Great Britain

N59 – 1959

t – Commission report (from CI)

2. Posteriorising Common Isolates

A PCI when added to the class number of a document gives it, unlike the ACI, a posterior position over the documents with the same class number. In other words, a document fitted with a PCI will be shelved after the documents on the same subject.

- Like the ACI the PCI are also represented by the Roman smalls.
- The connecting symbols or indicator digits for each of the two kinds of PCI are different, but are the same as for the isolates belonging to Energy and Personality facets. In other words, a “:” (Colon) for the energy PCI and a “,” (Comma) for the Personality PCI are used as Connecting symbols.

- Kinds: In CC - 6 PCI are of the two kinds:

a) Energy PCI

b) Personality PCI

a) Energy PCI:

The Energy include such concepts as calculating, designing, measuring, weighing, investigation, experiment, discussion, criticism, drafting, reporting etc. All these and others are connected after the appropriate class number with the help of the connecting symbol “:” (Colon)

Example

1. Calculating the income tax of the salaried class

Class number- X724:99N:b1

X – Main class (Economics)

724 – income

99N – salaried

b1 – Calculating (from CI)

2. Observing migratory birds

Class number- K96:58:f2

K – Main class (Zoology)

96 – birds

58 – migratory

f2 – observing

3. Criticism of Hindi Poetry

Class Number : O152,1:2

Where, O = Literature (M.C.)

0152 = Literature (M.C.), Hindi Language [P](Taken form Language Isolate Schedule)

0152,1 = Literature (M.C.), Hindi Language [P], Poetry [P2]

0152,1:g = Literature (M.C.), Hindi Language [P], Poetry [P2], Criticism(PCI) (Energy Common Isolate)

b) Personality PCI

Personality PCIs are enumerated in CC – 6. these include such concepts as profession, institution, education, investigating, experimenting, discussion, yogic, learned society, industrial body etc.

The Personality PCIs have a common facet formula as under:

(MC).(S),(PCI) digit,(P),(P2):(E)'(T)

PCI is to be preceded by a comma (,)

Examples:

1. Architecture as profession in India

Class number- NA44,b

N – Main class (Fine Art)

NA – Architecture

44 – India

b – Profession

2. Guru Nanak Dev University

Class number- T.4443,e4,GND

T – Main class (Education)

4443 – Punjab

e4 – Higher education

GND – alphabetical device

3. Function of Vice – chancellor of Rajasthan University, Jaipur

Class number- T.44,e4,R,13:3

T – Main class (Education)

44 – India

e4 – higher education

R – Rajasthan (Alphabetical digit)

13:3 – Vice – Chancellor

Self-Check Exercise

Construct Class Numbers for the following titles:

1. Biography of Indian Economists (brought up to 1989)
2. Statistics of Natural Resources of Brazil (brought up to 1989)
3. Experimental Chemistry
4. Medical Profession in United States

PHASE RELATIONS

So far, we have dealt with simple and compound classes. In this section, we will deal with the complex classes. A class which comprehends two or more classes brought into mutual relation is called a phased or complex class. The constituent classes are called its phases, and their relation is known as phase relation,

A phase relation may occur between two or more main classes, within one and the same facet of a main class or within one and the same array in isolates. Therefore, the three levels of relations are:

i) Inter-class or Subject Phase Relation

i) Intra-facet Phase Relation

iii) Intra-array Phase Relation

Within each level, there can be five kinds of relation:

i) General Relation : relation which is general, i.e., more or less all comprehensive and not any other type listed in the schedule.

ii) Bias Relation : relation where phase 1 is biased towards phase 2.

iii) Comparison Relation : where phase 1 is compared with phase 2.

iv) Difference Relation : when there is difference between two phases.

v) Influence Relation : when one phase influences the other phase.

The connective symbol for a phase relation is a zero (0) and an appropriate relation indicator which is listed in Chapter 6 of schedules, page (2.28).

Let us now try to understand the different types of phase relations with the help of worked out examples:

a) Inter-Class or Subject Phase Relation

Relation between two or more main classes or subjects: As discussed earlier, there can be five different relations between the subjects:

a) General Phase Relation

Title: Relation between Philosophy and Religion

Class Number: Q0aR

Where, Q = Religion (M.C.)

Ua = Connecting symbol indicating General Relation between two
Subjects or Main Classes

R = Philosophy (M.C.)

Title: Influence of Religion on Working Class

Class Number: Y4902Q

Where, Y = Sociology (M.C.)
 Y49 = Sociology (M.C.), Working Class [P]
 0g = Connecting symbol indicating Influencing Phase Relation
 Q = Religion (M.C.)

While using influence relation, first we have to take influenced phase, i.e., Working Class (Y49) followed by influencing phase, i.e., Religion (Q). Hence the class number is Y490gQ.

b) Intra-facet Phase Relation

The interrelation between the isolates of a facet in a Main Class is known as Intra-facet Phase Relation. Intra-facet Phase Relation is of five types:

a) General Intra-facet Phase Relation

Title: Study of Administration and Circulation in Academic Libraries

Class Number: 23:60j8

Where, 2 = Library Science (M.C.)
 3 = Academic Libraries [P]
 6 = Circulation [E]
 0j = Connecting symbol indicating Intra-facet General Relation
 8 = Administration [E]

b) Bias Intra-facet Phase Relation

Title: Electronics for Nuclear Engineers

Class Number: D650k7

Where, D = Engineering (M.C.)
 65 = Electronic[P]
 Ok = Connecting symbol indicating Intra-facet Bias Relation
 7 = Nuclear Engineering

c) Comparison Intra-facet Phase Relation

Title: Jainism Compared to Buddhism

Class Number: Q30m4

Where, Q = Religion (M.C.)

- 3 = Jainism [P]
- Om = Connecting symbol indicating Intra-facet Comparison Relation
- 4 = Buddhism [P]

d) Difference Intra-facet Phase Relation

Title: Difference between Adult Education and University Education

Class Number: T30m4

- Where,
- T = Education (M.C.)
 - 3 = Adult[P]
 - On = Connecting symbol indicating Intra-facet Difference Relation
 - 4 = University[P]

e) Influence Intra-facet Phase Relation

Title: Influence of Christianity on Buddhism

Class Number: Q40r6

- Where,
- Q = Religion (M.C.)
 - 4 = Buddhism [P]
 - Or = Connecting symbol indicating Intra-facet Influence Relation
 - 6 = Christianity [P]

c) Intra-array Phase Relation

The interrelation between the two isolates of a facet which belong to the same array is known as Intra-array Phase Relation. Intra-array Phase Relation is again of five types:

4) General Intra-array Phase Relation

Title: General Study of Insane Criminal

Class Number : S630t5

- Where,
- S = Psychology (M.C.)
 - 6 = Abnormal [P]
 - 3 = Insane [P]
 - 0t = Connecting symbol indicating Intra-array General Relation
 - 5 = Criminal [P]

b) Bias Intra-array Phase Relation

Title: Chemical Method Used for Examination of Urine

Class Number: L:4030u5

Where, L = Medicine (M.C.)
4 = Pathology [2E] cum [3P]
03 = Chemical Method [2E] cum [3P]
0u = Connecting symbol indicating Intra-array Biasing Relation
5 = Examination of Urine [2E] cum [3P]

c) Comparison Intra-array Phase Relation

Title: Rural Sociology Compared to Urban Sociology

Class Number: Y310v3

Where, Y = Sociology (M.C.)
31 = Rural[P]
0v = Connecting symbol indicating Intra-array Comparison Relation
3 = Urban [P]

d) Difference Intra-array Phase Relation

Title: Difference between Saivism and Saktatism

Class Number: Q230w5

Where, Q =Religion (M.C.)
23 = Saivism [P]
Ow = Connecting symbol indicating Intra-array Difference Relation
5 = Saktatism [P]

e) Influence Intra-array Phase Relation

Title: Influence of Humidity on Temperature

Class Number: U2840y5

Where, U = Geography (M.C.)
284 = Temperature [P]
0y = Connecting symbol indicating Intra-array Influence Relation
5 = Humidity [P]

Apart from the five types of relations discussed so far, there is a Tool Phase Relation, which is represented by subject Device preceded by colon and is added to the host class. For example,

the subject Geophysics implies that Physics is used as a tool for Geology, i., there is a Tool Phase Relation between the two subjects. Therefore, the Class Number for the subject Geophysics will be:

H:(C)

Where, H = Geology (M.C.)

C = Physics (M.C.)

Self-Check Exercise

Construct Class Number for the following titles:

1. Ethics for Doctors
2. Comparison of functions of the Executive and Legislature in India
3. Notes on English Poetry and Drama
4. Influence of Kashmir Saivism on Virashaivism

ROUNDS AND LEVELS

In a compound subject, some of the fundamental categories manifest themselves more than once in a subject. This phenomenon was handled by the introduction of the postulates of rounds and levels. For example, personality, matter and energy. The first manifestation of Energy ends round 1. The second, third manifestations of energy in one and the same subject are respectively called second round energy [2E], third round energy [3E], etc.

Rounds of Manifestation

- Use of a facet more than one time in a subject.
- MC [P];[M]:[E]
- Use of rounds only in [P][M][E] such as [P][2P][3P] [M][2M][3M] [E][2E][3E]
- Energy may manifest itself in one and the same subject more than once.
- The second, Third manifestation of energy in one and the same subject are
- The second, Third manifestation of energy in one and the same subject are respectively called Second Round Energy [2E], Third Round Energy [3E].
- It is possible for manifestation of personality and Matter to occur after first round energy. These manifestations are respectively called Second Round Personality [2P] and Second Round Matter [2M].
- It is possible for manifestation of Personality and Matter to occur after Second Round Energy. These manifestations are respectively called Third Round Personality [3P] and Third Round Matter [3M]

Examples:

X-ray treatment of Lung infection L45:42:6253

L –Main Class (Medicine)

45 –Lung (P facet)

- 4 –Disease (E facet)
- 2 –Infection (2P facet)
- 6 –treatment (2E facet)
- 253 –X-ray therapy (3P facet)

Cold Storage of Milk Kz31:71:84

- Kz–Main Class (Animal husbandry)
- 31 –P Facet
- 7 –Harvest (E facet)
- 1 –Milk (2P facet)
- 84 –Cold Storage (2E facet)

Levels of Manifestation

In each round there may occur more than one manifestation of the Fundamental Categories Personality and Matter. The second, Third, etc., manifestation of Personality and Matter in one and the same round are respectively called Second Level Personality, Third Level Personality and Second Level Matter.

Symbols like the following may be used:

[P2] = Second Level Personality Facet; [P3] = Third level Personality Facet; [M2] = Second Level Matter, etc. so also [2P2], [2P3]..... [2M2] etc.

- Mostly use of levels for [P], [S], [T]
- MC[P],[P2][P3],[P4]

Examples:

Poetry of Nirala (born 1905)- O152,1N05

- O –Main Class (Literature)
- 152 –Hindi language
- 1 –Poetry N05 –1905

National Union Catalogue of USA- a14,2173

- a –Main Class (Generalia Bibliography)
- 14 –Printed book (P)
- 21 –Union Catalogue from rule part of generalia bibliography (P2)
- 73 –73 (space isolate) (P3)

Circular Voiced Consonants in English Language- P111,162

P – Main Class (Linguistic)

111 – English Language (P)

16 – Voiced consonants

2 – Circular

Example

Title: Prevention of Alcoholism in Slum Dwellers

Class Number = Y57:411:5

Where, Y = Sociology (M.C.)

Y57 = Sociology (M.C.), Slum Dwellers [P]

Y57: 411 = Sociology (M.C.), Slum Dwellers [P], Alcoholism [E] (1st Round Energy manifestation)

Y57: 411:5 = Sociology (M.C.), Slum Dwellers [P], Alcoholism [E],
Prevention [2E] (2nd Round Energy manifestation)

The fundamental category of space and time manifests itself only in the last Round in a subject.

Levels of Manifestation

Example,

Title : Code of Criminal Procedure in India

The Main Class is Z (Law)

The facet formula for the Main Class Z is

Z[P], [P2], [P3], [P4]

Where, [P] to be obtained by Geographical Device, i.e., from Space Isolate Schedule [P2], [P3], [P4] are enumerated in the Schedule for Main Class Z (Law)

In the above facet formula, we find 'Personality' manifests in four levels.

The Class Number for the above title will be Z44, 75, 15

Where, Z = Law (M.C)

744 = Law (M.C.), India [P] (Personality facet level 1)

744,75 = Law (M.C.), India [P], Criminal action [P2] (2nd level Personality manifestation)

744,75,15 = Law (M.C.), India[P], Criminal action [P2],

Procedure for criminal action (3rd level Personality manifestation [P3]).

Self-Check Exercise

Construct Class Numbers for the following titles:

1. Diagnosis of mental degeneration of the criminals
2. Prevention of heart diseases
3. Collected stories of Rabindranath Tagore
4. Indian Registration Act

MAIN CLASSES

Ranganathan explains the facet formula for each main class and then gives a number examples of Class Nos. for the Main Class. We will have a brief outline of the various Main Classes given in CC Part-II.

MAIN CLASSES

LIBRARY SCIENCE – 2

2 [P] : [M] : [E] : [28]

B- MATHEMATICS

Canonical Divisions:

- B1 Arithmetic
- B2 Algebra
- B3 Analysis
- B4 Other methods
- B5 Trigonometry
- B6 Geometry
- B7 Mechanics
- B8 Physics – Mathematics
- B9 Astronomy

Different facet formulae for the canonical Divisions are specified by DR. S.R. Ranganathan.

Facet formula for B13, B15, B16 are

[P], [P2] : [E] [2P]

Example:

Practical Elliptic Geometry B6M3:4

B = Mathematics (M.C)

B6 = Mathematics (M.C), Geometry (C.C)

B6M3 = Mathematics (M.C), Geometry (C.C), Elliptic (System)

B6M3:4 = Mathematics (M.C), Geometry (C.C), Elliptic (System) Practical [E].

C – PHYSICS

Canonical Divisions:

C1 Fundamentals

C2 Properties of Matter

C3 Sound

C4 Heat

C5 Light Radiation

C6 Electricity

C7 Magnetism

C8 Cosmic Hypothesis

Except C1 and C8 all other Canonical Divisions have separate facet Formulae:

D – ENGINEERING

Facet formula = D[P], [P2]: [E] [2P]

Foci in [P] = Work

[P] 2 = Part (for all but D6)

Field of application for D6

[E] [2P] = Problem

D1 Civil Engineering

D2 Irrigation and Drainage Work

D3 Building

D4 Transport – Track

D5 Transport – Vehicle

D6 Mechanical Engineering

D7 Nuclear Engineering

D8 Municipal Sanitary Engineering

There are different sets of special isolates for different isolates in the first facet.

Examples

E – CHEMISTRY

Facet Formula is E[P] : [E] [2P]

[P] – Substance

[E] [2P] – Problem

- E1 to E4 Inorganic Substances
- E5 Organic Chemistry
- E6 Chemistry of Acids
- E7 Aromatic Compounds
- E92 Z2 Chemistry of Proteins

Examples

Title: Export of Textiles from India

Class Number: X8(M7): 545.44

Where,	X	= Economics (M.C.)
	X8	= Economics (M.C.), Industry [P]
	X8(M7)	= Economics (M.C.), Industry [P] Textile (got by Subject Device)
	X8(M7):545	= Economics (M.C.), Textile Industry [P], Export [E]
	X8(M7):545.44	= Economics (M.C.), Textile Industry [P], Export [E], India [S] (Taken from Space Isolate Schedule)

Title: Value of Paper Money

Class Number: X61;4:7

Where,	X	= Economics (M.C.)
	X61	= Economics (M.C.), Money [P]

X61;4 = Economics (M.C.), Money [P], Paper [M]

X61;4:7 = Economics (M.C.), Money [P], Paper [M], Value [E]

Title: Cooperative Paper Industry

Class Number: XM, 8 (M13)

Where X = Economics (M.C)

XM = Economics (M.C), Cooperative (System Facet)

XM, 8 = Economics (M.C), Cooperative (System Facet), Industry [P]

XM, 8 (IMI3) = Economics (M.C), Cooperative (System Facet), Industry [P],
Paper (derived through Subject Device)

F – TECHNOLOGY

Facet Formula – F [P] : [E] [2P]

G – BIOLOGY

Facet Formula G [P] : [E] [2P]

Where, Foci in [P] = Organ and special grouping

Foci in [E] [2P] = Problem

Title: Respiratory System in Living Organisms

Class Number: G4

Where, G = Biology(M.C.)

G4 = Biology (M.C.), Respiratory System [P] (Taken from Main Class ‘L
Medicine’)

Title: Studies in Marine Biology Class Number: G9555

Where, G = Biology (M.C.)

G9555 = Biology (M.C.), Marine [P]

Title . Chemical Effect of Enzymes

Class Number: G:33E; (B 982)

Where, G = Biology (M.C.)

G:33 = Biology (M.C.) Metabolism (E)
 G:33E = Biology (M.C.), Metabolism G], Chemical Effect [2P]
 G:33E;(E982) = Biology (M.C.), Metabolism (E), Chemical Effect [2P],
 Enzymes [2M] (Taken from Main Class 'E- Chemistry')

Title: Alkaline Metabolism of Tissues Class

Number: G12:33;(E92)

Where, G = Biology (M.C.)
 G12 = Biology (M.C.), Tissue(P)
 G12:33 = Biology (M.C.), Tissue [P], Metabolism IE]
 G12:33;(E92) = Biology (M.C.), Tissue[P], Metabolism (E),

H – GEOLOGY

H1 Mineralogy, H2 Petrology, H6 Palaeontology

H7 Economic Geology, H8 Cosmic Hypothesis

Facet formula is given individually for most of the Canonical Classes. Canonical Class 'H3 Structural geology', 'H4 Dynamic geology' and 'HS Stratigraphy' have been further divided into canonical divisions.

Now let us discuss these Canonical Classes one by one,

IN Mineralogy: It deals with scientific study of minerals. The facet formula for the Canonical class HI Mineralogy is:

HI (P]: (E] (2P]

Examples

Title: Crystallography of Topaz

Class Number: H195:8

Where, H = Geology (M.C.)
 H1 = Geology (M.C.), Mineralogy (C.C.)
 H195 = Geology (M.C.), Mineralogy DC “.], Topaz [P]
 H195:8 = Geology (M.C.), Mineralogy (C.C.), Topaz [P],
 Crystallography

Title: Method of Gold Prospecting

Class Number: H1118:15

Where, H = Geology (M.C.)
 HI = Geology (M.C.J, Mineralogy (C.C.)
 HI118 = Geology (M.C.), Mineralogy (C.C.), Gold[P] ,
 HI118:15 = Geology (M.C.), Mineralogy (C.C.), Gold [P], Prospecting [E]

Title: Genesis of Metamorphic Rock

Class Number: H22:16

Where, H = Geology [M.C.]
 H2 = Geology (M.C.), Petrology (C.C.)
 H22 = Geology (M.C.), Petrology (C.C.), Metamorphic Rock [P]
 H22:16 = Geology (M.C.), Petrology (C.C.), Metamorphic Rock [P], Genesis [E] (Taken from Foci [E] cum [2] of Canonical Class ‘HI Mineralogy’)

Examples:

- Genesis of Diamond H191:16
- Volcanos France H4115.53
- Earthquakes of Japan H4132.42
- Mineral Resources of Burma H7.438
- Platinum Ores of South Africa H71879.63
- Mathematical Crystallography H1:82:(B)

HZ – MINING

Facet Formula [P] Substance

Mining is that branch of science which deals with the methods of excavation of ores and minerals from the earth.

The facet formula for the Main Class 'HZ Mining' is:

HZ(P), [P2):(E)[2P]

Where, Foci in [P] - Substance
 Foci in [E] [2P] - Problem

Foci in (P) is same as that of Canonical Class ‘HI Mineralogy’ which means the isolates under Substance Facet [P] of Main Class ‘E Chemistry’ are to be used. Foci in [P2] and (E) [2P] are enumerated in the Schedule.

Title: Dangen of Underground Transport in the Copper Mines

Class Number: HZ113,5:4

Where, HZ = Mining (M.C.)

HZ113 = Mining (M.C.), Copper [P] (Taken from Main Class 'E
Chemistry')

HZ113,5 = Mining (M.C.), Copper [P], Underground Vehicle [P2]

HZ113,5:4 = Mining (M.C.), Copper[P], Underground Vehicle[P2], Danger

Title: Lighting facility in the Tunnels of Coal Mines

Class Number: HZ551,3:55

Where, HZ = Mining (M.C.)

HZ551 = Mining (M.C.), Coal [P] (Taken from Main Class
'F Technology')

HZ551,3 = Mining (M.C.), Coal [P], Tunnels [P2]

HZ551,3:55 = Mining (M.C.), Coal [P], Tunnels'[P2], Lighting [E]

Self Check Exercise

Construct Class Numbers for the following titles:

- Artificial Production of Pearls
- Cretaceous Fish Fossils
- Occurrence of iron ore Deposits
- Problems of Deep Boring in Petroleum Mines
- Excavation of Pit in a Coal Mine

I – BOTANY

Facet Formula [P] Natural Group

[P2] Organ

[E] [2P] Problem

Example:

Microscopic Study of Protozoa

Class Number: I121 : 19

Where, I = Botany (M.C.)

121 = Botany (M.C.), Protozoa [P]

121:19 = Botany (M.C.), Protozoa [P], Microscopy [E] (Taken from the
Main Class 'G Biology')

Classification of Desert Plants

Class Number: II95121:11

Where, I = Botany (M.C.)

195121:11 = Botany (M.C.), Desert (P) (taken from the Main Class 'G Biology')

195121:11 = Botany (M.C.), Desert[P], Classification (E) (Taken from the Main Class 'G Biology')

J – AGRICULTURE

Facet Formula J [P]: [E] [2P] : 2[E]

Foci in [P] = plant

[E] [2P] = problem

[2E] = operation

Foci in [P] is divided into 3 parts. The first digit of a Plant Number [P] is Utility Number, the second is Part Number, the third is either Genus Number or Species Number. If the third digit represents Genus, the fourth digit will represent Species. The later digits of a Plant Number represent a Cultivar.

Examples

Tomato = 37943

Where, 3=Utility number for food

7 = Part number for fruit

9 = Genus number

43 = Species number

Title : Tillage of Soil for Wheat Cultivation

Class Number: J382:1:2

Where, J = Agriculture (M.C.)

J382 = Agriculture (M.C.), Wheat [P]

J382:1 = Agriculture (M.C.), Wheat[P], Soil [B]

Title: Prevention of Bacterial Disease of Grape Plants

Class Number: J374:424:5

Where, J = Agriculture (M.C.)

J374 = Agriculture (M.C.), Grape Plant [P]

J374:4 = Agriculture (M.C.), Grape Plant tP], Disease (E)

J374:424 = Agriculture (M.C.), Grape Plant [P], Disease (E), Bacteria[2P] (Taken from

Main Class 'L Medicine')

J374:424:5 = Agriculture (M.C.), Grape Plant [P], Disease [E], Bacteria[2P],
Preventive Step [2E] (Taken from Main Class 'L Medicine') 1

Self Check Exercise

Construct Class Numbers for the following titles:

- a) Improvement of Soil for Cashew nut Plantatioq
- b) Green Manures Application for Feed Crops
- c) Physiology of Saffron Flower
- d) Storing of Tomato Seeds for Propagation
- e) Fungus Disease of Vegetable Plants
- l) Cold Storage of Potatoes
- g) Transplantation of Rose Stems

K – ZOOLOGY

K2 – Animal Husbandry

L – MEDICINE

Medicine is the science of treating and understanding diseases of human beings. The facet formula for the Main Class Medicine is:

L(PJ:[E][2P]

Where, Foci in [P] - Organ
Foci in (E) - Problem
Foci in [2P] - Cause (for 4 Disease)

There is also provision for[2E][3E] for Isolate '4
Disease of[E] which stands for Handling'.

Facet Formula L [P] : [E] [2P] : [2E] [3P]

[P] = Organ

[E] = problem

[2P] = Cause for 4 Disease of E

The Main Class 'N' Fine Arts admits of being divided by style. Style is individualized by the country and the century of its origin. It shows that style is a joint manifestation of personality in two levels. Accordingly the following table may be applied to any canonical class of the

[MC] N.

[P] - Region

[P2] - Epoch

[P], [P2] - Style

O – LITERATURE

Facet Formula O[P], [P2], [P3], [P4]

[P1] - Language of the work

[P2] - Form

[P3] - Author

[P4] - Work

Examples

Title: Abhigyanam Shankuntalam of Kalidas (Kalidas was born in A.D. 40 and this was his first work)

Class Number: 015, 2D40,1

Where, O = Literature (M.C.)

015 = Literature (M.C.), Sanskrit [P] (Taken from Language Isolate Schedule)

015,2 = Literature (M.C.), Sanskrit [P], Drama [P2]

015,2D40 = Literature (M.C.), Sanskrit [P], Drama [P2], Author Number [P3] (got by Chronological Device)

0152D40,1 = Literature (M.C.), Sanskrit [P], Drama [P2], Author Number [P3], Work Number [P4]

Title: Hamlet (Written by Shakespeare, Author born in 1564, This is his 37th work)

Class Number: 0111,2J64,55

'Where, O = Literature (M.C.)

0111 = Literature (M.C.), English [P].

O2 = Literature (M.C.), English [P] (Taken from Language Isolate Schedule), Drama [P2]

0111, 2J64 = Literature (M.C.), English [P], Drama [P2], Author Number [P3] (got by Chronological Device)

Literature (M.C.), English [P], Drama [P2], Author Number [P3], Work Number [P4]

(where the 1st digit represents the group number and the 2nd digit represents the serial number in the group)

P – LINGUISTICS

Facet Formula is P [P], [P2] [P3] : [E] [2P]

Foci in [P] - Language

[P2] - Variant, Stage

[P3] - Element

[E] [2P] - Problem

Examples

Title: Bengali Language

Class Number: P157

‘Where, P = Linguistics (M.C.)

P157 = Linguistics (M.C.), Bengali [P] (Taken from Language Isolate Schedule)

Title: Hindi Dialect Spoken in South India

Class Number: P152,9D442

‘Where, P = Linguistics M.C.)

P152 = Linguistics (M.C.), Hindi [P] (Taken from Language Isolate Schedule)

P152,9D = Linguistics (M.C.), Hindi [P], Dialect [P2]

P152,9D442 = Linguistics (M.C.), Hindi [P], Dialect [P2], South India (Taken from Space Isolate Schedule) y

Title: Modern English Dialect

Class Number: P111,J,9D

Where, P = Linguistics (M.C.)

P111 = Linguistics (M.C.), English [P] (Taken from Language Isolate Schedule)

P111,J = Linguistics (M.C.),English [P}, Modern [P2] (Stage Facet)
P11LJ9D = Linguistics (M.C.), English [P], Modern [P2] (Stage Facet),
Dialects [P2] (Variant Facet)

Q – RELIGION

Facet Formula is Q [P] : [E] [2P]

Foci in [P] - Religion

[E] cum [2P] - Problem

Examples

Title: Preachings of Buddha

Class Number: Q4:51

Where Q = Religion (M.C.)

Q4 = Religion (M.C.), Buddhism [P]

Q4:51 = Religion (M.C.), Buddhism, [P], Preaching [E]

Title: Post-Vedic Upanishads

Class Number: Q2:24

Where, Q = Religion(M.C))

Q2 = Religion (M.C.), Hinduism (Post-Vedic) [P]

Q2:24 = Religion (M.C.), Hinduism (Post-Vedic) [P], Upanishad [E]

R – PHILOSOPHY

Prof. Ranganathan divides the main class 'R' along Canonical lines.

R1 Logic

R2 Epistemology

R3 Metaphysics

R4 Ethics

R5 Aesthetics

R6 Favoured Systems (Indian Philosophy)

R7 Favoured System (II)

R8 Other Systems

The canonical classes like 'R3', 'R4' and 'R6' admit of classification on the basis of definite and appropriate characteristics, and they have different facet formulae.

Examples

Title: Hindu Materialism

Class Number: R33, (Q2)

Where, R = Philosophy (M.C.)
R3 = Philosophy (M.C.), Metaphysics (C.C.)
R33 = Philosophy (M.C.), Metaphysics (C.C.), Materialism [P]
'R33,(Q2) = Philosophy (M.C.), Metaphysics (C.C.), Materialism [P], i
Hinduism [P2] (got by Subject Device)

Title: Christian Social Ethics

Class Number: R43, (Q6)

Where, R = Philosophy (M.C) Humanities and Social Sciences
R4 = Philosophy (M.C.), Ethics (C.C:)
R43 = Philosophy (M.C.), Ethics (C.C.), Social-Ethics [P]
R43, (Q6) = Philosophy (M.C.), Ethics (C.C.), Social Ethics [P],
Christianity[P 2] (got by Subject Device)

S – PSYCHOLOGY

Facet Formula S [P] : [E] [2P]

Foci in [P] - Entity

[E] [2P] - Problem

Examples

Title: Psychology of Japanese

Class Number: S742

'Where, S = Psychology (M.C.)
S7 = Psychology (M.C.), Race [P]
S742 = Psychology (M.C.), Race [P], Japanese (Taken from the Space Isolate

Schedule)

Title: Psychoanalysis of Joy of Children

Class Number: SM9, 1:523

Where, SM9 = Psychoanalysis (System Facet)

SM9, 1 = Psychoanalysis (System Facet), Child [P]

SM9, 1:523 = Psychoanalysis (System Facet), Child [P], Joy [E]

Title: Theories of personality S:7

Here [MC] is Psychology. Personality falls under [E] cum [2P]

Psychology [MC] S

Personality [E] cum [2P] 7

Therefore S : 7

Title: Clinical – Psychology of aging S38:86

Here [MC] is Psychology. Clinical Psychology comes under [E] cum [2P].

Aging is Foci in [P].

[MC] [P] [E] cum [2P]

Psychology Old Age Clinical psychology S 38 86

Title: Anger of children - Class Number S15 : 524

S - Psychology (M.C)

S15 - Psychology (M.C), Children [P]

S15 : 524 - Psychology (M.C), Children [P], Anger [E]

Title: Psycho-analysis of joy of Women : Class No. SM9, 55 : 523

S - psychology (M.C)

SM9, 55 - psychology (M.C), psychoanalytic (system by (C.D)

SM9, 55: 523 - psychology (M.C), psychoanalytic (system by (C.D),

Female [P], Joy [E]

Title: Fear of Women

Class Number S55 : 526

S - psychology (M.C)

S55 - psychology (M.C), Female [P]

S55 : 526 - psychology (M.C), Female [P], Fear [E]

T – EDUCATION

Facet Formula is T[P] : [E] [2P], [2PZ]

Foci in [P] - Education

[E] – Problem

[2P] - Subject or method

[2P2] - Method

Examples

Title: Play Method of Teaching Pre-school Children

Class Number: T13:396

‘Where, T = Education (M.C.)

T13 = Education (M.C.), Pre-school Child [P]

T13:3 = Education (M.C.), Pre-school Child [P], Teaching Technique

T13:396 = Education (M.C.), Pre-school Child [P], Teaching Technique Play Method [2P]

Title: Experiment Method of Teaching Physics to Post-graduate Students

Class Number: T45:3 (C), 8

Where, T Education (M.C.)

T45 Education (M.C.), Post-graduate [P]

T45:3 Education (M.C.), Post-graduate [P], Teaching Technique

T45:3(C) Physics [2P] (Subject Facet got by Subject Device)

T45:3(C),8 Education (M.C.), Post-graduate [P], Teaching Technique Physics [2P],
Experiment Method [2P2]

Title: Story Method of Teaching Pre-school Children: Class number T13 : 393

T - Education (M.C)

T13 - Education (M.C), pre-school child [P]

T13 : 3 - Education (M.C), pre-school child [P], Teaching Technique [E]

T13 : 339 - Education (M.C), pre-school child [P], Teaching Technique [E], Story Method [2P]

Title: Discussion Method of Teaching Economics to Post-Graduate Students

Class number T45 : 3(X), 98

T - Education (M.C)

T45 - Education (M.C), post-graduate [P]

T45 : 3 - Education (M.C), post-graduate [P], Teaching Technique [E]

T45 : 3(X) - Education (M.C), post-graduate [P], Teaching Technique [E], Economics [2P],

(Subject Facet got by Subject Device)

T45 :3(X), 98 - Education (M.C), post-graduate [P], Teaching Technique [E], Economics [2P]

Discussion method [2P2]

Title: Methods of teaching algebra in Basic elementary school:

Class Number TN3, 15 : 3(B2)

T - Education (M.C)

TN3 - Education (M.C), Basic (system by C.D)

TN13 : 15 - Education (M.C), Basic (system by C.D), elementary [P]

TN3 : 15 : 3- Education (M.C), Basic (system by C.D), elementary [P], Teaching technique [E]

TN3 : 15 :3 (B2) - Education (M.C), Basic (system by C.D), elementary [P], Teaching
technique [E], Algebra (S.D)

U – GEOGRAPHY

Facet Formula U [P], [S] [T]

Foci in [P] includes mathematical geography, physical geography, biography, anthropo-geography and economic geography. The science of meteorology is also there.

Examples

Title: Rainfall in Japan brought upto 1950's

Class number U 2855.42 N5

U - Geography (M.C)

U2855 - Geography (M.C), Rainfall [P]

U2855,42 - Geography (M.C), Rainfall [P], Japan [S]

U2855,42,N5 - Geography (M.C), Rainfall [P], Japan [S], 1950 [T]

V – HISTORY

Facet Formula V [P], [P2] :[E] [2P] [T]

Foci in [P] - Community

[P2] - Part

[E] [2P] - Problem

Foci in [P] is to be got by Geographical Device (GD). Geographical Device (GD) is used in CC quite often.

Examples

Title: Functions of the President of India

Class Number: V44, 1:3

Where, V = History (M.C.)
V44 = History (M.C.), India [P] (got from the Space Isolate Schedule)
V44,1 = History (M.C.), India [P], Head [P2] (This represents President) [
V44,1:3 = History (M.C.), India [P], Head [P2], Function [E]

Title: India's Defence Policy from 1947 onwards

Class Number: V44:19(zP) 'N47—>

Where, V = History (M.C.)
V44 = History (M.C.), India [P]
V44:19 = History (M.C.), India [P], Foreign Policy (Host Class)
V44:19(zP) = History (M.C.), India [P], Foreign Policy (Host Class),
Defence [P]
V44:19(zP) 'N47 → = History (M.C.), India [P], Foreign Policy (Host Class), Defence
[P], 1947 onwards [T]

Title: India's Geographical Relations with Great Britain from 1960 onwards

Class Number V44 : 1956, (U) N60—

V - History (M,C)

V44 - History (M,C) India [P]

V44 : 19 - History (M,C), India [P], Foreign Policy (Host Class)

V44 : 1956, (U) - History (M,C), India [P], Foreign Policy (Host Class), Great Britain [P],
Geographical [P2] (got by subject device)

V44 : 1956, (U) N60 - History (M,C), India [P], Foreign Policy (Host Class), Great Britain [P], Geographical [P2] 1960 onwards [T]

Title: India's Defence Policy from 1947 onwards

Class number V44 :19 (zP) N47

V = History (M, C)

V44 = History (M, C), India [P]

V44 : 19 = History (M, C), India [P], Foreign Policy (Host Class)

V44 : 19 (zP) = History (M, C), India [P], Foreign Policy (Host Class), Defence [P]

V44: 19 (zP) N47= History (M, C), India [P], Foreign Policy (Host Class), Defence [P] 1947 onwards [T]

W – POLITICAL SCIENCE

Facet Formula W [P], [P2] : [E] [2P]

Foci in [P] - Types of State

[P2] - part

[E] [2P] - Problem

Foci in [P] is enumerated in the schedule and Foci in [P2] and [E] cum are same as that of Main Class V History.

Title: Civic right and duties

Class Number W : 5

W - Political Science (M, C)

W - Political Science (M, C), Rights and duties [E]

Title: Functions of Prime Minister in a Democratic Country

Class Number: W6,21:3

Where, W = Political Science (M, C)

W6 = Political Science (M.C.), Democracy [P]

W6,21 = Political Science (M.C.), Democracy [P], First Minister [P2]

(Taken from Main Class 'V History')

W6,21:3. = Political Science (M.C.), Democracy [P], First Minister [P2],
Functions [E] (Taken from Main Class 'V History')

X – ECONOMICS

Facet Formula X [P] : [E] [2P]

Foci in [P] - Business

[E] [2P] - problem

Foci in the Business facet [P] and the problem facet [E] [2P] is enumerated in the schedule. If we look carefully we will notice that the isolate idea transport occurs both in the Business Facet [P] and Problem Facet [E] [2P]. The isolate number 4 Transport under foci in [P] should be used for books on the business or transport. On the other hand isolate number 4 Transport under foci in [E] [2P] should hold only books that deal with the process of the actual transport of specific commodities.

Examples

Title: Value of paper Money

Class Number X61 , 4:7

X - Economics (M, C)

X61 - Economics (M, C), Money [P]

X61 : 4 - Economics (M, C), Money [P], Paper [M]

X61 : 4 ; 7 - Economics (M, C), Money [P], Paper [M], Value [E]

Title: Rate of Interest in Savings Bank

Class No. X627 : 11

X - Economics (M, C)

X627 - Economics (M, C), Savings Bank [P]

X627 : 11 - Economics (M, C), Savings Bank [P] Rate of Interest [E](Special isolate enumerated separated at the end of the schedule of Main class 'X Economics')

Y SOCIOLOGY

Facet Formula Y [P] : [E] [2P] : [2E] [3P]

Foci in [P] - Group

[E] - Problem

Title: Hindu Law

Class No. Z9Q2)

Where, Z = Law (M, C)

Z (Q2) = Law (M, C), Hindu [P] (got by Subject Device)

Title: Indian Criminal procedure Code

Class No. Z44, 7, 15

Where, Z = Law (M, C)
Z44 = Law (M, C), India [P] (got by Geographical Device)
Z44,7 = Law (M, C), India [P] cause of action [P2]
Z44, 7, 15 = Law (M, C) India [P] cause of action (P2), criminal (P3)

Following are three examples given for your guidance in identifying the fundamental categories and assigning them to appropriate facets.

Transplanting rice seedlings in India in the monsoon

Agriculture – J (main class BS/BF)
Rice - Plant [1P1] - 381
Seedling - Organ [IP2] - 91
Transplanting - Action or energy [E] - D
India - S - pace [S] - 44
Monsoon - Time [T] - v

You also know the connecting symbols for each fundamental category. The number is, therefore, J,381,91:D.44 `v

Treatment for headaches

Medicine - L(BS/BF0)
Head - Organ[1P1]
Disease - Property[MP]-4
Ache - Pain(part of the disease)-17
Treatment - Action[E]-6

Hence, the final 'number is L,18; 417:6

William Shakespeare : Merchant of Venice

Literature - O(BS/BF)
Language - English'[IP1] - III (from the language schedule)
Form - Drama [1P2] - 2
Author - Shakespeare, 1564 [1P3] - J64

(chronological device)

Work - Merchant of Venice [1P4] - M+V

(alphabetical device)

The final number is, therefore, 0,111,2J64, M+V 67

COMMON ISOLATES IN COLON CLASSIFICATION

Common Isolates

- A common isolates idea is one which is likely to occur in many compound subjects of many Basic Classes.
- Common isolates represent such concepts as bibliography, dictionary, encyclopaedia, directory, periodical, biography, committee/commission report, seminar/conference proceeding, history, criticism, investigation, learned body, etc.

Kinds: In CC- 6 common isolates are divided into the following kinds:

1. Anteriorising common isolates (ACI)
2. Posteriorising common isolates (PCI)

1. Anteriorising common isolates (ACI):

A common isolate attachable to host class number directly without a connecting symbol is an anteriorising common isolate.

Kinds of ACI:

- a) (ACI) applicable before space facet
- b) (ACI) applicable only after space facet
- c) (ACI) applicable only after time facet

Examples: (ACI) before space facet

Bibliography of Library Science

2a

2 – Main Class (Library Science)

a – bibliography from common isolate

Encyclopaedia of sports (India, 1947)

MYk44, N47

M – Main Class (Useful Art)

MY – Sports

k – encyclopaedia from CI

44 – India from space isolate

N47 – 1947

Biography of SR Ranganathan (1893)

2wM92

2 – Main Class (Library Science)

w – Biography from CI

M92 – 1892

States man year book, UK, 1868

n56,M68

n – Serial (Main Class) from CI

56 – UK from space isolate

M68 – 1868

y7 case study: following cases we should apply y7:

- The class number for the biography of a person whose importance is due to the part played by him in the development of the history of a geographical area by adding (ACI) number 'y7'
- The biography of a person, whose importance is due mainly to his association with some other person of importance, either as a relative or as a friend, or in any other manner, is to be given the class number of the biography of that person of importance.

Examples:

Biography of Jawaharlal Nehru. V44y7M89

V- Main class (History)

44 – India

y7 – Biography

M89 – 1889

Example: ACI (applicable after space facet)

Report of the reserve bank of India for 1990. X621.44r'N90

X – Main Class (Economics)

621 – Reserve bank

44 – India

r – Report (from CI)

N90 – 1990

Population statistics (Monthly since,1975). Y:5sN75

Y – Main Class (Sociology)

5 – Demography/population

s – Statistics (from CI)

N75 – 1975

Example: ACI (applicable after Time facet)

Roberts Committee report on public libraries in Great Britain (committee appointed in 1959)

22.56'N59t

2 – Main Class (Library Science)

2 – Public library

56 - Great Britain

N59 – 1959

t – Commission report (from CI)

Indian trade union: a survey conducted in 1966

X:97D.44'N66t4

X – Main Class (Economics)

97D – Trade union

44 – India

N66 – 1966

t4 – Survey (from CI)

2. Posteriorising Common Isolates (PCI):

- A PCI when added to the class number of a document gives it, unlike the ACI, a posterior position over the documents with the same class number. In other words, a document fitted with a PCI will be shelved after the documents on the same subject.
- Like the ACI the PCI are also represented by the Roman smalls.
- The connecting symbols or indicator digits for each of the two kinds of PCI are different, but are the same as for the isolates belonging to Energy and Personality facets. In other words, a “:” (Colon) for the energy PCI and a “,” (Comma) for the Personality PCI are used as Connecting symbols.

Kinds: In CC - 6 PCI are of the two kinds:

- a) Energy PCI
- b) Personality PCI

a) Energy PCI: The Energy include such concepts as calculating, designing, measuring, weighing, investigation, experiment, discussion, criticism, drafting, reporting etc. All these and others are connected after the appropriate class number with the help of the connecting symbol “:” (Colon)

Examples of Energy PCI:

Calculating the income tax of the salaried class. X724:99N:b1

- X – Main class (Economics)
- 724 – income
- 99N – salaried
- b1 – Calculating (from CI)

Observing migratory birds. K96:58:f2

- K – Main class (Zoology)
- 96 – birds
- 58 – migratory
- f2 – observing

b) Personality PCI: Personality PCIs are enumerated in CC – 6. these include such concepts as profession, institution, education, investigating, experimenting, discussion, yogic, learned society, industrial body etc.

Facet Formula

The Personality PCIs have a common facet formula as under:

(MC).(S),(PCI) digit,(P),(P2):(E)'(T)

PCI is to be preceded by a comma (,)

Examples:

Architecture as profession in India. NA44,b

N – Main class (Fine Art)

NA – Architecture

44 – India

b – Profession

Guru Nanak Dev University. T.4443,e4,GND

T – Main class (Education)

4443 – Punjab

e4 – Higher education

GND – alphabetical device

Function of Vice – chancellor of Rajasthan University, Jaipur. T.44,e4,R,13:3

T – Main class (Education)

44 – India

e4 – higher education

R – Rajasthan (Alphabetical digit)

13:3 – Vice – Chancellor

MLSU University in India. T.44,e4,M

T – Main class (Education)

44 – India

e4 – higher education

M – (Alphabetical digit)

ROUNDS AND LEVELS

In a compound subject, some of the fundamental categories manifest themselves more than once in a subject. This phenomenon was handled by the introduction of the postulates of rounds and levels. For example, personality, matter and energy. The first manifestation of Energy ends round 1. The second, third manifestations of energy in one and the same subject are respectively called second round energy [2E], third round energy [3E], etc.

Take, for instance, a subject like *Treatment of brain tumour by radium therapy*. In this, we have the fundamental, categories brain FET tumour [A], treatment [ER]-, and radium therapy [E], 11 (E), thus, repeats itself. Such repetition of any of to three (R M and E) fundamental categories is called round of fundamental category. These rounds are indicated as [IPI], [2PI], [113], [2E]; [1Mi], [2M1] and so on.

Let us take another example: *King Lear by Shakespeare*. First you must find what fundamental categories are present in this subject. The basic class is, of course; literature. The isolates are, language, form of literature, author and his work. All these isolates, I under the fundamental category personality. They, therefore, belong to the personality facet. These occurrences are referred to as levels of personality and they all fall in the first round. They are, therefore, indicated as [1P1],[1P2],[1P3],[1P4]. They are read as first level; first round, second level; first round, third level; and first round, fourth level.

DEVICES IN COLON CLASSIFICATION

Devices in library classification as components used for forming or sharpening a facet in an analytico-synthetic classification scheme. Based on the characteristic used for this purpose, they are called as chronological device, geographical device, etc. These devices are used by classification systems wherever helpful and possible and are applicable both in the idea plane as well as in the notational plane.

Types of Devices

- Chronological devices
- Geographical devices
- Subject devices
- Mnemonic devices
- Alphabetical devices
- Superimposition devices

Chronological devices

This device is used for epoch of origin (Date of origin)

Examples:

- DDC Scheme 2 :51M
- Bibliography classification scheme 2:51N34
- Colon classification Scheme 2:51N3

Where, the number for Colon Classification is 2:51N3, where N3(1930s) is a chronological device to indicate that CC was evolved in the 1930s.

Similarly, the number for Rabindranath Tagore is 0,157,1M61. Here, M61 stands for 1861, the year of birth of Rabindranath Tagore.

Geographical devices

The Geographical devices (GD) consist in using the appropriate characteristic like continent, country, state, district, etc.

Examples

The number for Indian Immigrants in the USA is Y,6J73A44

where 73 and 44 are geographical device.

Y,6J - immigrants

73 – USA (geographical device)

A - added as per the rule

44 – India (geographical device)

Similarly, the number for Rajasthani Hindi is 152 = d4437

Where, 152 is Hindi

= is the connecting symbol

d is the symbol for dialect

4437 is Rajasthan from the schedule of space isolates.

Examples,

- History of Indian V44
- American Law Z7
- British law Z56

Subject devices

The subject devices consist in using the appropriate class (subject) for the of an isolate.

The number for Medical college library is 2, J3 (L)

In the above example, in library science, 2,J3 represents college libraries to which is added (L) from the main class L **Medicine** to derive medical college library by subject device.

Similarly, for Hindu Law the number is Z,(Q,2) where Z is law, and (Q,2) is Hindu religion from the main class Q **Religion**.

- Medical library 24(L)
- Agriculture library 24(J)
- Computer D6, 8 (B)

Alphabetical devices

The Alphabetical Devices (AD) consist in using the first or the first two or the first Three etc. initial letter (all in caps) of the name of an entity, existential or conceptual, for the formation or the subdivision of an isolate.

Example:

1. The number for Gora, a novel by Rabindranath Tagore is 0,157,3M61,G
Here, G stands for Gora
2. Similarly, the number for Home and the world a novel by Tagore is 0,157,3M61, H+W.
Here, the initial letters of the two words in the title are connected, using the plus sign (+) and H for Home + W for World.
3. D93CM Maruti motor car. D93C is for motor cars and M stands for Maruti
4. J,381B Basmati rice, where J,381 is rice' and B is-for Basmati.

Superimposition devices

When an isolate is not scheduled in facet but can be regarded as the mutual denudation of two of the scheduled isolate it is called super-imposition devices

National science library 213 – 4(A)

National Medical library 213 – 4(L)

National Agriculture library 213 – 4 (J)

DEWEY DECIMAL CLASSIFICATION (DDC)

Classification of documents using DDC

Objectives

In this Unit we introduce you to the Tables and Schedules of Dewey Decimal Classification (DDC). You have to use the tables very frequently along with the Schedules for building a Class Number.

After going through this unit, you will be able to:

- Understand the main classes and their divisions and sub-divisions represented in the schedules; understand the nature and utility of the auxiliary tables;
- Apply these tables for synthesis or the number-building process;
- Apply the instructions and guidelines provided at various points in the schedules; and
- Build class numbers for titles falling under various branches of main classes using notation from tables and schedules.

Introduction

The Dewey Decimal Classification (DDC) system is a general knowledge organization tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and first published in 1876. The DDC is published by OCLC Online Computer Library Center, Inc owns all copyright rights in the DDC and licenses the system for a variety of uses.

The DDC is the most widely used classification system in the world. Libraries in more than 135 countries use the DDC to organize and provide access to their collections. Libraries of every type use Dewey numbers on a daily basis. The DDC has been translated into over thirty languages.

Knowledge of the DDC

To assign a notation to the title, one need to understand the structure of the DDC schedules and tables; the division of classes; and their hierarchical or sequential arrangement. You must also know the rules for number-building, i.e., the grammar of the DDC.

As a classifier you are supposed to act as a matchmaker, i.e. matching the specific subject of the book with the suitable number from the schedules. In order to do so, you need to possess a broader view of knowledge and its various classes and the trends of the media of current knowledge being published.

Volumes:

Volume 1: Introduction and Tables

This volume containing prefatory material and seven auxiliary tables and gives a brief history of DDC. The Editor's Introduction explains in details, the structure of the scheme, its various plans, its fine features and full instructions on its use. It also provides guidance in determining the subject of a book in general and subsequently, in locating the appropriate class number. It also provides rules to further synthesise a number either from the schedules or from any of the auxiliary tables or by both.

Auxiliary Tables

The second part of the Volume 1 (23rd edition) is devoted to the six auxiliary tables. These are:

- T1- Standard Subdivisions,
- T2- Geographic areas, Historical periods, Biography
- T3- Subdivisions of for the arts, for Individual Literatures, for specific literacy forms
 - T3A- Subdivisions for works by or about individual authors
 - T3B- Subdivisions for works by or about more than one authors
 - T3C- Notation to be added where instructed in T3B
- T4- Subdivisions of Individual Languages and language families,
- T5- Racial, Ethnic, National Groups,
- T6- Languages,

Summaries

There are three summaries outlines of the scheme given in the order of their increasing details. The First Summary, also called the **Ten Main Classes** is the broadest of the division of the entire universe of knowledge. You can remember this summary even on first reading. These ten main classes have further divided into ten branches called **divisions**. This is called the Second Summary or **The 100 Divisions** of DDC and it is useful to remember this summary also. These 100 divisions are again divided into 20 sub-branches called **sections**. Which is also called as third summary or the **1000 sections and** there is no need to remember all these 1,000 sections, unless you want to become a super expert.

An extract from the First Summary (300), Second Summary of the Division of the 300 Social Sciences and Third Summary of the Division 330 Economic as an example is reproduced below:

I Summary	II Summary	III Summary
000 Computer science, information & general works	300 Social sciences	330 Economics
100 Philosophy & psychology	310 Statistics	331 Labor Economics
200 Religion	320 Political Science	332 Financial Economics
300 Social sciences	330 Economics	333 Land Economics
400 Language	340 Law	334 Cooperatives
500 Science	350 Public Administration	335 Socialism and Related Systems
600 Technology	360 Social Problems and Services	336 Public Finance
700 Arts & recreation	370 Education	337 International Economics
800 Literature	380 Commerce (Trade)	338 Production
900 History & geography	390 Customs, Etiquette, Folklore	339 Macroeconomics and Related Topics

Volume 2 and 3: Schedules

The schedules are a long table of all DDC numbers given in numerical order and showing hierarchical relations of subjects. In other words, it is a series of numbers in the order of their increasing ordinal value. It is the core and central part of the DDC system. To understand the correct and efficient use of the schedules, it is necessary to understand various notes and instructions provided under various entries.

Hierarchy

Hierarchy means the sequence of subjects in their successive subordination. Hierarchy also means the arrangement as per the increasing specificity of subjects as we go down the chain. This whole-part relationship or increasing specificity of subjects is shown by the addition of a digit to the number on the left side and the shift of indentation of the verbal heading to the right side.

For Example:

- 300 Social sciences
- 330 Economics
- 332 Financial economics
- 332.4 Money
- 332.41 Value of money
- 332.414 Factors affecting fluctuations in value

In the above case each heading is subordinated to the immediately upper heading.

Sequence of Numbers

The entire schedule has been arranged in a single numerical sequence from 001-999. To reach any number the usual page numbers do not help. Here one has to proceed through the numerical order or decimal fractions. For the convenience of the users, the three-digit section number is always written on both the top corners of the page. It has immense locational value.

Volume-4: Relative Index

Volume 4 of the set is devoted to the Relative Index consisting of 963 pages. The index is always an important part of any classification system. In DDC, it is called Relative Index, which is better than other alphabetical indexes and is considered an important and enduring contribution of Melvil Dewey to library classification. Relative Index is a kind of Index which not only arranges the concepts and their terms in an alphabetical sequence but also shows the relationship between the terms and the contexts in which the subjects appear in the schedule. It is not only a key to the classified schedules, but also makes an independent approach to classification. Thus, it is not an optional part but an integral part of DDC.

Steps in assigning Classification Numbers

Two things are very essential in classification i.e. analysis and synthesis. A classifier first analyses the subject into different facets and then synthesise them. Subject analysis is an intellectual work and like diagnosing the real contents and after that notation is assigned to that subject by using the classification scheme. A classifier is free to use any reference tools and sometimes consult any subject experts in the subject analysis process.

Classification involves two major steps which are: ascertain subject content of the book, and assigning the classification number.

Step 1: Ascertain the Subject of the Book

To do this one must first decide what the book is about (intellectual or subject content). The book must be examined carefully for the purpose and to get all aspects of the topic covered in the document. Most of the time the 'title' of the book is reliable indicator of the subject but many a times the title itself is misleading. So along with title the classifier must always look into subtitle, book jacket, and content page. If the classifier is still not able to determine the subject of the book from its cover page and content page, then he will need to take help from a reference source, catalogue records, online catalogues, experienced colleagues, etc.

Follow following steps when ascertaining subject content of a book:

- Examine the book/document carefully for subject analysis;
- Identify the topic or topics treated in the book as well as all aspects of the topic;
- If there are more than one topic treated in the book decide the main topic;
- The topic which best describes the subject of the book and which a user is most likely to search should be identified;

- Identify the main class of the topic treated in the book. This main class will guide the physical location of the book in the stack area;
- After subject analysis the other thing which needs classifier's consideration is place, time and form of the document; and
- The other important aspect to examine is whether the book is meant for a specific category of users.

Step 2: Assigning Classification Number

For assigning a number to the subject identified in Step 1 you need a tool called Classification Scheme (also called Classification System). A basic familiarity with the classification system in use in a library is vital to classify books, documents and assign them a class number. It is the duty and responsibility of the library administration to decide which one classification scheme to use for document classification in a library. While taking decision on this matter, it is important to take into consideration the following points:

- What is the size and subject of the collection
- What is the nature of the collection
- Who are users of the collection
- Revision policy of the scheme to be selected

DDC is an enumerative scheme of classification. In the enumerative scheme of classification, the starting point is to consult the index and before proceeding to the pinpointed location in the schedules. But remember not to rely solely on index alone. In DDC you need not to worry much about simple subjects as they are taken directly from the schedule. DDC provides summaries of the schedules which will help you to understand and familiarise with the broad structure of the scheme.

The DDC is also hierarchical number system that organises the whole universe of knowledge into main classes. In general, main class is the highest level of classification in the universe of knowledge. It is the broadest possible subject area of knowledge division. What body of knowledge will constitute a main class will however vary from one classification scheme to another.

Number Building Notes

Any number in the schedules (Vol.2 and 3) (and in some cases in Tables 1-6 also) can be further extended by:

- 1) Any of the six tables 1-6 (in Vol. 1).
- 2) Any number or part of it in the schedules (Vol.2 and 3).

The extension (called synthesis or number building) can be with or without instructions.

Without Instructions by the Editor

Any Standard Subdivision in Table 1 can be added to any original or extended number in the schedules, Vol.2. By extending this provision any number in Table 2 Areas, in Table 5 Racial, Ethnic National Groups and Table 7 Persons can be added through the Standard Subdivisions 09,088 and 089.

With Instructions Only

Direct use of numbers from Tables 2-7 (Vol. 1) can be made only on instructions given in an entry. Similarly, a number in the schedules can be extended by another whole or part number in the schedules only on instructions given in the form of: “Add to the base number... the number following...”. Such kind of instruction is invariably followed by an example given as an illustration.

a) Individual “add to” Instructions

When you are given an “add to” instruction, it is essentially accompanied by an example. On the basis of that readymade number, given as example, you can coin the number for the document you are classifying. There is ample step by step guidance in the Schedules to build on the base number. Such notes are appended to a specific entry.

b) Collective Instruction

Sometimes an “add to” instruction applies to a series of numbers all occurring on a single page of the schedules. In, such a case, all those numbers which have to be further synthesised are marked with an asterisk (*), and at the foot of the particular page there is another asterisk and a note giving add-to instructions. This footnote applies to all the asterisk marked numbers. This is done only to avoid repetition of the same instructions time and again.

For example, on page 616 of the schedules a series of numbers from 494.811 to 495.8 have been marked with an asterisk. Then at the foot of this page with another asterisk there is an instruction reading-, “Add to base number as instructed under 420-490”. It simply means that all these numbers, if desired, can be further extended, as per instruction given under the class numbers 420-490 (at page 600 of the schedules). These “add-to notes” are the backbone of the number building equipment of DDC. And these “add-to notes” are a major operational asset in the correct use of the DDC.

Summaries

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

SECOND SUMMARY (The Hundred Divisions)

000 Computer science, knowledge & systems

- 010 Bibliographies
- 020 Library & information sciences
- 030 Encyclopedias & books of facts
- 040 [Unassigned]
- 050 Magazines, journals & serials
- 060 Associations, organizations & museums
- 070 News media, journalism & publishing
- 080 Quotations
- 090 Manuscripts & rare books

100 Philosophy

- 110 Metaphysics
- 120 Epistemology
- 130 Parapsychology & occultism
- 140 Philosophical schools of thought
- 150 Psychology
- 160 Logic
- 170 Ethics
- 180 Ancient, medieval & eastern philosophy
- 190 Modern western philosophy

200 Religion

- 210 Philosophy & theory of religion
- 220 The Bible
- 230 Christianity & Christian theology
- 240 Christian practice & observance
- 250 Christian pastoral practice & religious orders
- 260 Christian organization, social work & worship
- 270 History of Christianity
- 280 Christian denominations
- 290 Other religions

300 Social sciences, sociology & anthropology

- 310 Statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration & military science
- 360 Social problems & social services
- 370 Education
- 380 Commerce, communications & transportation
- 390 Customs, etiquette & folklore

400 Language

- 410 Linguistics
- 420 English & Old English languages
- 430 German & related languages
- 440 French & related languages
- 450 Italian, Romanian & related languages
- 460 Spanish & Portuguese languages
- 470 Latin & Italic languages
- 480 Classical & modern Greek languages
- 490 Other languages

500 Science

- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Earth sciences & geology
- 560 Fossils & prehistoric life
- 570 Life sciences; biology
- 580 Plants (Botany)
- 590 Animals (Zoology)

600 Technology

- 610 Medicine & health
- 620 Engineering
- 630 Agriculture
- 640 Home & family management
- 650 Management & public relations
- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Building & construction

700 Arts

- 710 Landscaping & area planning
- 720 Architecture
- 730 Sculpture, ceramics & metalwork
- 740 Drawing & decorative arts
- 750 Painting
- 760 Graphic arts
- 770 Photography & computer art
- 780 Music
- 790 Sports, games & entertainment

800 Literature, rhetoric & criticism

- 810 American literature in English
- 820 English & Old English literatures
- 830 German & related literatures
- 840 French & related literatures
- 850 Italian, Romanian & related literatures
- 860 Spanish & Portuguese literatures
- 870 Latin & Italic literatures
- 880 Classical & modern Greek literatures
- 890 Other literatures

900 History

- 910 Geography & travel
- 920 Biography & genealogy
- 930 History of ancient world (to ca. 499)
- 940 History of Europe
- 950 History of Asia
- 960 History of Africa
- 970 History of North America
- 980 History of South America
- 990 History of other areas

THIRD SUMMARY (The Thousand Sections)

000	Computer science, information & general works	050	General serial publications
001	Knowledge	051	Serials in American English
002	The book	052	Serials in English
003	Systems	053	Serials in other Germanic languages
004	Data processing & computer science	054	Serials in French, Occitan & Catalan
005	Computer programming, programs & data	055	In Italian, Romanian & related languages
006	Special computer methods	056	Serials in Spanish & Portuguese
007	[Unassigned]	057	Serials in Slavic languages
008	[Unassigned]	058	Serials in Scandinavian languages
009	[Unassigned]	059	Serials in other languages
010	Bibliography	060	General organizations & museum science
011	Bibliographies	061	Organizations in North America
012	Bibliographies of individuals	062	Organizations in British Isles; in England
013	[Unassigned]	063	Organizations in central Europe; in Germany
014	Of anonymous & pseudonymous works	064	Organizations in France & Monaco
015	Bibliographies of works from specific places	065	Organizations in Italy & adjacent islands
016	Bibliographies of works on specific subjects	066	In Iberian Peninsula & adjacent islands
017	General subject catalogs	067	Organizations in eastern Europe; in Russia
018	Catalogs arranged by author, date, etc.	068	Organizations in other geographic areas
019	Dictionary catalogs	069	Museum science
020	Library & information sciences	070	News media, journalism & publishing
021	Library relationships	071	Newspapers in North America
022	Administration of physical plant	072	Newspapers in British Isles; in England
023	Personnel management	073	Newspapers in central Europe; in Germany
024	[Unassigned]	074	Newspapers in France & Monaco
025	Library operations	075	Newspapers in Italy & adjacent islands
026	Libraries for specific subjects	076	In Iberian Peninsula & adjacent islands
027	General libraries	077	Newspapers in eastern Europe; in Russia
028	Reading & use of other information media	078	Newspapers in Scandinavia
029	[Unassigned]	079	Newspapers in other geographic areas
030	General encyclopedic works	080	General collections
031	Encyclopedias in American English	081	Collections in American English
032	Encyclopedias in English	082	Collections in English
033	In other Germanic languages	083	Collections in other Germanic languages
034	Encyclopedias in French, Occitan & Catalan	084	Collections in French, Occitan & Catalan
035	In Italian, Romanian & related languages	085	In Italian, Romanian & related languages
036	Encyclopedias in Spanish & Portuguese	086	Collections in Spanish & Portuguese
037	Encyclopedias in Slavic languages	087	Collections in Slavic languages
038	Encyclopedias in Scandinavian languages	088	Collections in Scandinavian languages
039	Encyclopedias in other languages	089	Collections in other languages
040	[Unassigned]	090	Manuscripts & rare books
041	[Unassigned]	091	Manuscripts
042	[Unassigned]	092	Block books
043	[Unassigned]	093	Incunabula
044	[Unassigned]	094	Printed books
045	[Unassigned]	095	Books notable for bindings
046	[Unassigned]	096	Books notable for illustrations
047	[Unassigned]	097	Books notable for ownership or origin
048	[Unassigned]	098	Prohibited works, forgeries & hoaxes
049	[Unassigned]	099	Books notable for format

Philosophy & Psychology

<p>100 Philosophy & psychology 101 Theory of philosophy 102 Miscellany 103 Dictionaries & encyclopedias 104 [Unassigned] 105 Serial publications 106 Organizations & management 107 Education, research & related topics 108 Kinds of persons treatment 109 Historical & collected persons treatment</p> <p>110 Metaphysics 111 Ontology 112 [Unassigned] 113 Cosmology 114 Space 115 Time 116 Change 117 Structure 118 Force & energy 119 Number & quantity</p> <p>120 Epistemology, causation & humankind 121 Epistemology 122 Causation 123 Determinism & indeterminism 124 Teleology 125 [Unassigned] 126 The self 127 The unconscious & the subconscious 128 Humankind 129 Origin & destiny of individual souls</p> <p>130 Parapsychology & occultism 131 Parapsychological & occult methods 132 [Unassigned] 133 Specific topics in parapsychology & occultism 134 [Unassigned] 135 Dreams & mysteries 136 [Unassigned] 137 Divinatory graphology 138 Physiognomy 139 Phrenology</p> <p>140 Specific philosophical schools 141 Idealism & related systems 142 Critical philosophy 143 Bergsonism & intuitionism 144 Humanism & related systems 145 Sensationalism 146 Naturalism & related systems 147 Pantheism & related systems 148 Eclecticism, liberalism & traditionalism 149 Other philosophical systems</p>	<p>150 Psychology 151 [Unassigned] 152 Perception, movement, emotions & drives 153 Mental processes & intelligence 154 Subconscious & altered states 155 Differential & developmental psychology 156 Comparative psychology 157 [Unassigned] 158 Applied Psychology 159 [Unassigned]</p> <p>160 Logic 161 Induction 162 Deduction 163 [Unassigned] 164 [Unassigned] 165 Fallacies & sources of error 166 Syllogisms 167 Hypotheses 168 Argument & persuasion 169 Analogy</p> <p>170 Ethics 171 Ethical systems 172 Political ethics 173 Ethics of family relationships 174 Occupational ethics 175 Ethics of recreation & leisure 176 Ethics of sex & reproduction 177 Ethics of social relations 178 Ethics of consumption 179 Other ethical norms</p> <p>180 Ancient, medieval & eastern philosophy 181 Eastern philosophy 182 Pre-Socratic Greek philosophies 183 Socratic & related philosophies 184 Platonic philosophy 185 Aristotelian philosophy 186 Skeptic & Neoplatonic philosophies 187 Epicurean philosophy 188 Stoic philosophy 189 Medieval western philosophy</p> <p>190 Modern western philosophy 191 Philosophy of United States & Canada 192 Philosophy of British Isles 193 Philosophy of Germany & Austria 194 Philosophy of France 195 Philosophy of Italy 196 Philosophy of Spain & Portugal 197 Philosophy of former Soviet Union 198 Philosophy of Scandinavia 199 Philosophy in other geographic areas</p>
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Religion

<p>200 Religion</p> <p>201 Religious mythology & social theology</p> <p>202 Doctrines</p> <p>203 Public worship & other practices</p> <p>204 Religious experience, life & practice</p> <p>205 Religious ethics</p> <p>206 Leaders & organization</p> <p>207 Missions & religious education</p> <p>208 Sources</p> <p>209 Sects & reform movements</p> <p>210 Philosophy & theory of religion</p> <p>211 Concepts of God</p> <p>212 Existence, knowability & attributes of God</p> <p>213 Creation</p> <p>214 Theodicy</p> <p>215 Science & religion</p> <p>216 [Unassigned]</p> <p>217 [Unassigned]</p> <p>218 Humankind</p> <p>219 [Unassigned]</p> <p>220 Bible</p> <p>221 Old Testament (Tanakh)</p> <p>222 Historical books of Old Testament</p> <p>223 Poetic books of Old Testament</p> <p>224 Prophetic books of Old Testament</p> <p>225 New Testament</p> <p>226 Gospels & Acts</p> <p>227 Epistles</p> <p>228 Revelation (Apocalypse)</p> <p>229 Apocrypha & pseudepigrapha</p> <p>230 Christianity & Christian theology</p> <p>231 God</p> <p>232 Jesus Christ & his family</p> <p>233 Humankind</p> <p>234 Salvation & grace</p> <p>235 Spiritual beings</p> <p>236 Eschatology</p> <p>237 [Unassigned]</p> <p>238 Creeds & catechisms</p> <p>239 Apologetics & polemics</p> <p>240 Christian moral & devotional theology</p> <p>241 Christian ethics</p> <p>242 Devotional literature</p> <p>243 Evangelistic writings for individuals</p> <p>244 [Unassigned]</p> <p>245 [Unassigned]</p> <p>246 Use of art in Christianity</p> <p>247 Church furnishings & articles</p> <p>248 Christian experience, practice & life</p> <p>249 Christian observances in family life</p>	<p>250 Christian orders & local church</p> <p>251 Preaching</p> <p>252 Texts of sermons</p> <p>253 Pastoral office & work</p> <p>254 Parish administration</p> <p>255 Religious congregations & orders</p> <p>256 [Unassigned]</p> <p>257 [Unassigned]</p> <p>258 [Unassigned]</p> <p>259 Pastoral care of families & kinds of persons</p> <p>260 Social & ecclesiastical theology</p> <p>261 Social theology</p> <p>262 Ecclesiology</p> <p>263 Days, times & places of observance</p> <p>264 Public worship</p> <p>265 Sacraments, other rites & acts</p> <p>266 Missions</p> <p>267 Associations for religious work</p> <p>268 Religious education</p> <p>269 Spiritual renewal</p> <p>270 History of Christianity & Christian church</p> <p>271 Religious orders in church history</p> <p>272 Persecutions in church history</p> <p>273 Doctrinal controversies & heresies</p> <p>274 History of Christianity in Europe</p> <p>275 History of Christianity in Asia</p> <p>276 History of Christianity in Africa</p> <p>277 History of Christianity in North America</p> <p>278 History of Christianity in South America</p> <p>279 History of Christianity in other areas</p> <p>280 Christian denominations & sects</p> <p>281 Early church & Eastern churches</p> <p>282 Roman Catholic Church</p> <p>283 Anglican churches</p> <p>284 Protestants of Continental origin</p> <p>285 Presbyterian, Reformed & Congregational</p> <p>286 Baptist, Disciples of Christ & Adventist</p> <p>287 Methodist & related churches</p> <p>288 [Unassigned]</p> <p>289 Other denominations & sects</p> <p>290 Other religions</p> <p>291 [Unassigned]</p> <p>292 Greek & Roman religion</p> <p>293 Germanic religion</p> <p>294 Religions of Indic origin</p> <p>295 Zoroastrianism</p> <p>296 Judaism</p> <p>297 Islam, Babism & Bahai Faith</p> <p>298 (Optional number)</p> <p>299 Religions not provided for elsewhere</p>
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Social Sciences

<p>300 Social sciences</p> <p>301 Sociology & anthropology</p> <p>302 Social interaction</p> <p>303 Social processes</p> <p>304 Factors affecting social behavior</p> <p>305 Social groups</p> <p>306 Culture & institutions</p> <p>307 Communities</p> <p>308 [Unassigned]</p> <p>309 [Unassigned]</p> <p>310 Collections of general statistics</p> <p>311 [Unassigned]</p> <p>312 [Unassigned]</p> <p>313 [Unassigned]</p> <p>314 General statistics of Europe</p> <p>315 General statistics of Asia</p> <p>316 General statistics of Africa</p> <p>317 General statistics of North America</p> <p>318 General statistics of South America</p> <p>319 General statistics of other areas</p> <p>320 Political science</p> <p>321 Systems of governments & states</p> <p>322 Relation of state to organized groups</p> <p>323 Civil & political rights</p> <p>324 The political process</p> <p>325 International migration & colonization</p> <p>326 Slavery & emancipation</p> <p>327 International relations</p> <p>328 The legislative process</p> <p>329 [Unassigned]</p> <p>330 Economics</p> <p>331 Labor economics</p> <p>332 Financial economics</p> <p>333 Economics of land & energy</p> <p>334 Cooperatives</p> <p>335 Socialism & related systems</p> <p>336 Public finance</p> <p>337 International economics</p> <p>338 Production</p> <p>339 Macroeconomics & related topics</p> <p>340 Law</p> <p>341 Law of nations</p> <p>342 Constitutional & administrative law</p> <p>343 Military, tax, trade & industrial law</p> <p>344 Labor, social, education & cultural law</p> <p>345 Criminal law</p> <p>346 Private law</p> <p>347 Civil procedure & courts</p> <p>348 Laws, regulations & cases</p> <p>349 Law of specific jurisdictions & areas</p>	<p>350 Public administration & military science</p> <p>351 Public administration</p> <p>352 General considerations of public administration</p> <p>353 Specific fields of public administration</p> <p>354 Administration of economy & environment</p> <p>355 Military science</p> <p>356 Infantry forces & warfare</p> <p>357 Mounted forces & warfare</p> <p>358 Air & other specialized forces</p> <p>359 Sea forces & warfare</p> <p>360 Social problems & services; associations</p> <p>361 Social problems & social welfare in general</p> <p>362 Social welfare problems & services</p> <p>363 Other social problems & services</p> <p>364 Criminology</p> <p>365 Penal & related institutions</p> <p>366 Associations</p> <p>367 General clubs</p> <p>368 Insurance</p> <p>369 Miscellaneous kinds of associations</p> <p>370 Education</p> <p>371 Schools & their activities; special education</p> <p>372 Elementary education</p> <p>373 Secondary education</p> <p>374 Adult education</p> <p>375 Curricula</p> <p>376 [Unassigned]</p> <p>377 [Unassigned]</p> <p>378 Higher education</p> <p>379 Public policy issues in education</p> <p>380 Commerce, communications & transportation</p> <p>381 Commerce</p> <p>382 International commerce</p> <p>383 Postal communication</p> <p>384 Communications; telecommunication</p> <p>385 Railroad transportation</p> <p>386 Inland waterway & ferry transportation</p> <p>387 Water, air & space transportation</p> <p>388 Transportation; ground transportation</p> <p>389 Metrology & standardization</p> <p>390 Customs, etiquette & folklore</p> <p>391 Costume & personal appearance</p> <p>392 Customs of life cycle & domestic life</p> <p>393 Death customs</p> <p>394 General customs</p> <p>395 Etiquette (Manners)</p> <p>396 [Unassigned]</p> <p>397 [Unassigned]</p> <p>398 Folklore</p> <p>399 Customs of war & diplomacy</p>
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Language

- 400 Language
- 401 Philosophy & theory
- 402 Miscellany
- 403 Dictionaries & encyclopedias
- 404 Special topics
- 405 Serial publications
- 406 Organizations & management
- 407 Education, research & related topics
- 408 Kinds of persons treatment
- 409 Geographic & persons treatment

- 410 Linguistics
- 411 Writing systems
- 412 Etymology
- 413 Dictionaries
- 414 Phonology & phonetics
- 415 Grammar
- 416 [Unassigned]
- 417 Dialectology & historical linguistics
- 418 Standard usage & applied linguistics
- 419 Sign languages

- 420 English & Old English
- 421 English writing system & phonology
- 422 English etymology
- 423 English dictionaries
- 424 [Unassigned]
- 425 English grammar
- 426 [Unassigned]
- 427 English language variations
- 428 Standard English usage
- 429 Old English (Anglo-Saxon)

- 430 Germanic languages; German
- 431 German writing systems & phonology
- 432 German etymology
- 433 German dictionaries
- 434 [Unassigned]
- 435 German grammar
- 436 [Unassigned]
- 437 German language variations
- 438 Standard German usage
- 439 Other Germanic languages

- 440 Romance languages; French
- 441 French writing systems & phonology
- 442 French etymology
- 443 French dictionaries
- 444 [Unassigned]
- 445 French grammar
- 446 [Unassigned]
- 447 French language variations
- 448 Standard French usage
- 449 Occitan & Catalan

- 450 Italian, Romanian & related languages
- 451 Italian writing systems & phonology
- 452 Italian etymology
- 453 Italian dictionaries
- 454 [Unassigned]
- 455 Italian grammar
- 456 [Unassigned]
- 457 Italian language variations
- 458 Standard Italian usage
- 459 Romanian & related languages

- 460 Spanish & Portuguese languages
- 461 Spanish writing systems & phonology
- 462 Spanish etymology
- 463 Spanish dictionaries
- 464 [Unassigned]
- 465 Spanish grammar
- 466 [Unassigned]
- 467 Spanish language variations
- 468 Standard Spanish usage
- 469 Portuguese

- 470 Italic languages; Latin
- 471 Classical Latin writing & phonology
- 472 Classical Latin etymology
- 473 Classical Latin dictionaries
- 474 [Unassigned]
- 475 Classical Latin grammar
- 476 [Unassigned]
- 477 Old, postclassical & Vulgar Latin
- 478 Classical Latin usage
- 479 Other Italic languages

- 480 Hellenic languages; classical Greek
- 481 Classical Greek writing & phonology
- 482 Classical Greek etymology
- 483 Classical Greek dictionaries
- 484 [Unassigned]
- 485 Classical Greek grammar
- 486 [Unassigned]
- 487 Preclassical & postclassical Greek
- 488 Classical Greek usage
- 489 Other Hellenic languages

- 490 Other languages
- 491 East Indo-European & Celtic languages
- 492 Afro-Asiatic languages; Semitic languages
- 493 Non-Semitic Afro-Asiatic languages
- 494 Altaic, Uralic, Hyperborean & Dravidian
- 495 Languages of East & Southeast Asia
- 496 African languages
- 497 North American native languages
- 498 South American native languages
- 499 Austronesian & other languages

Science

- | | | | |
|-----|--|-----|--|
| 500 | Natural sciences & mathematics | 550 | Earth sciences |
| 501 | Philosophy & theory | 551 | Geology, hydrology & meteorology |
| 502 | Miscellany | 552 | Petrology |
| 503 | Dictionaries & encyclopedias | 553 | Economic geology |
| 504 | [Unassigned] | 554 | Earth sciences of Europe |
| 505 | Serial publications | 555 | Earth sciences of Asia |
| 506 | Organizations & management | 556 | Earth sciences of Africa |
| 507 | Education, research & related topics | 557 | Earth sciences of North America |
| 508 | Natural history | 558 | Earth sciences of South America |
| 509 | Historical, geographic & persons treatment | 559 | Earth sciences of other areas |
| 510 | Mathematics | 560 | Paleontology; paleozoology |
| 511 | General principles of mathematics | 561 | Paleobotany; fossil microorganisms |
| 512 | Algebra | 562 | Fossil invertebrates |
| 513 | Arithmetic | 563 | Fossil marine & seashore invertebrates |
| 514 | Topology | 564 | Fossil mollusks & molluscoids |
| 515 | Analysis | 565 | Fossil arthropods |
| 516 | Geometry | 566 | Fossil chordates |
| 517 | [Unassigned] | 567 | Fossil cold-blooded vertebrates; fossil fishes |
| 518 | Numerical analysis | 568 | Fossil birds |
| 519 | Probabilities & applied mathematics | 569 | Fossil mammals |
| 520 | Astronomy & allied sciences | 570 | Life sciences; biology |
| 521 | Celestial mechanics | 571 | Physiology & related subjects |
| 522 | Techniques, equipment & materials | 572 | Biochemistry |
| 523 | Specific celestial bodies & phenomena | 573 | Specific physiological systems in animals |
| 524 | [Unassigned] | 574 | [Unassigned] |
| 525 | Earth (Astronomical geography) | 575 | Specific parts of & systems in plants |
| 526 | Mathematical geography | 576 | Genetics & evolution |
| 527 | Celestial navigation | 577 | Ecology |
| 528 | Ephemerides | 578 | Natural history of organisms |
| 529 | Chronology | 579 | Microorganisms, fungi & algae |
| 530 | Physics | 580 | Plants (Botany) |
| 531 | Classical mechanics; solid mechanics | 581 | Specific topics in natural history |
| 532 | Fluid mechanics; liquid mechanics | 582 | Plants noted for characteristics & flowers |
| 533 | Gas mechanics | 583 | Dicotyledons |
| 534 | Sound & related vibrations | 584 | Monocotyledons |
| 535 | Light & infrared & ultraviolet phenomena | 585 | Gymnosperms; conifers |
| 536 | Heat | 586 | Seedless plants |
| 537 | Electricity & electronics | 587 | Vascular seedless plants |
| 538 | Magnetism | 588 | Bryophytes |
| 539 | Modern physics | 589 | [Unassigned] |
| 540 | Chemistry & allied sciences | 590 | Animals (Zoology) |
| 541 | Physical chemistry | 591 | Specific topics in natural history |
| 542 | Techniques, equipment & materials | 592 | Invertebrates |
| 543 | Analytical chemistry | 593 | Marine & seashore invertebrates |
| 544 | [Unassigned] | 594 | Mollusks & molluscoids |
| 545 | [Unassigned] | 595 | Arthropods |
| 546 | Inorganic chemistry | 596 | Chordates |
| 547 | Organic chemistry | 597 | Cold-blooded vertebrates; fishes |
| 548 | Crystallography | 598 | Birds |
| 549 | Mineralogy | 599 | Mammals |

Technology

- 600 Technology
- 601 Philosophy & theory
- 602 Miscellany
- 603 Dictionaries & encyclopedias
- 604 Special topics
- 605 Serial publications
- 606 Organizations
- 607 Education, research & related topics
- 608 Inventions & patents
- 609 Historical, geographic & persons treatment

- 610 Medicine & health
- 611 Human anatomy, cytology & histology
- 612 Human physiology
- 613 Personal health & safety
- 614 Incidence & prevention of disease
- 615 Pharmacology & therapeutics
- 616 Diseases
- 617 Surgery & related medical specialties
- 618 Gynecology, obstetrics, pediatrics & geriatrics
- 619 [Unassigned]

- 620 Engineering & allied operations
- 621 Applied physics
- 622 Mining & related operations
- 623 Military & nautical engineering
- 624 Civil engineering
- 625 Engineering of railroads & roads
- 626 [Unassigned]
- 627 Hydraulic engineering
- 628 Sanitary & municipal engineering
- 629 Other branches of engineering

- 630 Agriculture & related technologies
- 631 Techniques, equipment & materials
- 632 Plant injuries, diseases & pests
- 633 Field & plantation crops
- 634 Orchards, fruits & forestry
- 635 Garden crops (Horticulture)
- 636 Animal husbandry
- 637 Processing dairy & related products
- 638 Insect culture
- 639 Hunting, fishing & conservation

- 640 Home & family management
- 641 Food & drink
- 642 Meals & table service
- 643 Housing & household equipment
- 644 Household utilities
- 645 Household furnishings
- 646 Sewing, clothing & personal living
- 647 Management of public households
- 648 Housekeeping
- 649 Child rearing & home care of persons

- 650 Management & auxiliary services
- 651 Office services
- 652 Processes of written communication
- 653 Shorthand
- 654 [Unassigned]
- 655 [Unassigned]
- 656 [Unassigned]
- 657 Accounting
- 658 General management
- 659 Advertising & public relations

- 660 Chemical engineering
- 661 Industrial chemicals
- 662 Explosives, fuels & related products
- 663 Beverage technology
- 664 Food technology
- 665 Industrial oils, fats, waxes & gases
- 666 Ceramic & allied technologies
- 667 Cleaning, color & coating technologies
- 668 Technology of other organic products
- 669 Metallurgy

- 670 Manufacturing
- 671 Metalworking & primary metal products
- 672 Iron, steel & other iron alloys
- 673 Nonferrous metals
- 674 Lumber processing, wood products & cork
- 675 Leather & fur processing
- 676 Pulp & paper technology
- 677 Textiles
- 678 Elastomers & elastomer products
- 679 Other products of specific materials

- 680 Manufacture for specific uses
- 681 Precision instruments & other devices
- 682 Small forge work (Blacksmithing)
- 683 Hardware & household appliances
- 684 Furnishings & home workshops
- 685 Leather, fur goods & related products
- 686 Printing & related activities
- 687 Clothing & accessories
- 688 Other final products & packaging
- 689 [Unassigned]

- 690 Buildings
- 691 Building materials
- 692 Auxiliary construction practices
- 693 Specific materials & purposes
- 694 Wood construction & carpentry
- 695 Roof covering
- 696 Utilities
- 697 Heating, ventilating & air-conditioning
- 698 Detail finishing
- 699 [Unassigned]

Arts and Recreation

- | | |
|---|---|
| 700 The arts; fine & decorative arts | 750 Painting & paintings |
| 701 Philosophy of fine & decorative arts | 751 Techniques, equipment, materials & forms |
| 702 Miscellany of fine & decorative arts | 752 Color |
| 703 Dictionaries of fine & decorative arts | 753 Symbolism, allegory, mythology & legend |
| 704 Special topics in fine & decorative arts | 754 Genre paintings |
| 705 Serial publications of fine & decorative arts | 755 Religion |
| 706 Organizations & management | 756 [Unassigned] |
| 707 Education, research & related topics | 757 Human figures |
| 708 Galleries, museums & private collections | 758 Other subjects |
| 709 Historical, geographic & persons treatment | 759 Historical, geographic & persons treatment |
|
 |
 |
| 710 Civic & landscape art | 760 Graphic arts; printmaking & prints |
| 711 Area planning | 761 Relief processes (Block printing) |
| 712 Landscape architecture | 762 [Unassigned] |
| 713 Landscape architecture of trafficways | 763 Lithographic processes |
| 714 Water features | 764 Chromolithography & serigraphy |
| 715 Woody plants | 765 Metal engraving |
| 716 Herbaceous plants | 766 Mezzotinting, aquatinting & related processes |
| 717 Structures in landscape architecture | 767 Etching & dry point |
| 718 Landscape design of cemeteries | 768 [Unassigned] |
| 719 Natural landscapes | 769 Prints |
|
 |
 |
| 720 Architecture | 770 Photography, photographs & computer art |
| 721 Architectural structure | 771 Techniques, equipment & materials |
| 722 Architecture to ca. 300 | 772 Metallic salt processes |
| 723 Architecture from ca. 300 to 1399 | 773 Pigment processes of printing |
| 724 Architecture from 1400 | 774 Holography |
| 725 Public structures | 775 Digital photography |
| 726 Buildings for religious purposes | 776 Computer art (Digital art) |
| 727 Buildings for education & research | 777 [Unassigned] |
| 728 Residential & related buildings | 778 Fields & kinds of photography |
| 729 Design & decoration | 779 Photographs |
|
 |
 |
| 730 Plastic arts; sculpture | 780 Music |
| 731 Processes, forms & subjects of sculpture | 781 General principles & musical forms |
| 732 Sculpture to ca. 500 | 782 Vocal music |
| 733 Greek, Etruscan & Roman sculpture | 783 Music for single voices; the voice |
| 734 Sculpture from ca. 500 to 1399 | 784 Instruments & instrumental ensembles |
| 735 Sculpture from 1400 | 785 Ensembles with one instrument per part |
| 736 Carving & carvings | 786 Keyboard & other instruments |
| 737 Numismatics & sigillography | 787 Stringed instruments |
| 738 Ceramic arts | 788 Wind instruments |
| 739 Art metalwork | 789 (Optional number) |
|
 |
 |
| 740 Drawing & decorative arts | 790 Recreational & performing arts |
| 741 Drawing & drawings | 791 Public performances |
| 742 Perspective | 792 Stage presentations |
| 743 Drawing & drawings by subject | 793 Indoor games & amusements |
| 744 [Unassigned] | 794 Indoor games of skill |
| 745 Decorative arts | 795 Games of chance |
| 746 Textile arts | 796 Athletic & outdoor sports & games |
| 747 Interior decoration | 797 Aquatic & air sports |
| 748 Glass | 798 Equestrian sports & animal racing |
| 749 Furniture & accessories | 799 Fishing, hunting & shooting |

Literature

- | | |
|--|--|
| <p>800 Literature & rhetoric
 801 Philosophy & theory
 802 Miscellany
 803 Dictionaries & encyclopedias
 804 [Unassigned]
 805 Serial publications
 806 Organizations & management
 807 Education, research & related topics
 808 Rhetoric & collections of literature
 809 History, description & criticism</p> <p>810 American literature in English
 811 American poetry in English
 812 American drama in English
 813 American fiction in English
 814 American essays in English
 815 American speeches in English
 816 American letters in English
 817 American humor & satire in English
 818 American miscellaneous writings
 819 (Optional number)</p> <p>820 English & Old English literatures
 821 English poetry
 822 English drama
 823 English fiction
 824 English essays
 825 English speeches
 826 English letters
 827 English humor & satire
 828 English miscellaneous writings
 829 Old English (Anglo-Saxon)</p> <p>830 Literatures of Germanic languages
 831 German poetry
 832 German drama
 833 German fiction
 834 German essays
 835 German speeches
 836 German letters
 837 German humor & satire
 838 German miscellaneous writings
 839 Other Germanic literatures</p> <p>840 Literatures of Romance languages
 841 French poetry
 842 French drama
 843 French fiction
 844 French essays
 845 French speeches
 846 French letters
 847 French humor & satire
 848 French miscellaneous writings
 849 Occitan & Catalan literatures</p> | <p>850 Italian, Romanian & related literatures
 851 Italian poetry
 852 Italian drama
 853 Italian fiction
 854 Italian essays
 855 Italian speeches
 856 Italian letters
 857 Italian humor & satire
 858 Italian miscellaneous writings
 859 Romanian & related literatures</p> <p>860 Spanish & Portuguese literatures
 861 Spanish poetry
 862 Spanish drama
 863 Spanish fiction
 864 Spanish essays
 865 Spanish speeches
 866 Spanish letters
 867 Spanish humor & satire
 868 Spanish miscellaneous writings
 869 Portuguese literature</p> <p>870 Italic literatures; Latin literature
 871 Latin poetry
 872 Latin dramatic poetry & drama
 873 Latin epic poetry & fiction
 874 Latin lyric poetry
 875 Latin speeches
 876 Latin letters
 877 Latin humor & satire
 878 Latin miscellaneous writings
 879 Literatures of other Italic languages</p> <p>880 Hellenic literatures; classical Greek
 881 Classical Greek poetry
 882 Classical Greek dramatic poetry & drama
 883 Classical Greek epic poetry & fiction
 884 Classical Greek lyric poetry
 885 Classical Greek speeches
 886 Classical Greek letters
 887 Classical Greek humor & satire
 888 Classical Greek miscellaneous writings
 889 Modern Greek literature</p> <p>890 Literatures of other languages
 891 East Indo-European & Celtic literatures
 892 Afro-Asiatic literatures; Semitic literatures
 893 Non-Semitic Afro-Asiatic literatures
 894 Altaic, Uralic, Hyperborean & Dravidian
 895 Literatures of East & Southeast Asia
 896 African literatures
 897 North American native literatures
 898 South American native literatures
 899 Austronesian & other literatures</p> |
|--|--|

History and Geography

- 900 History & geography
- 901 Philosophy & theory
- 902 Miscellany
- 903 Dictionaries & encyclopedias
- 904 Collected accounts of events
- 905 Serial publications
- 906 Organizations & management
- 907 Education, research & related topics
- 908 Kinds of persons treatment
- 909 World history

- 910 Geography & travel
- 911 Historical geography
- 912 Atlases, maps, charts & plans
- 913 Geography of & travel in ancient world
- 914 Geography of & travel in Europe
- 915 Geography of & travel in Asia
- 916 Geography of & travel in Africa
- 917 Geography of & travel in North America
- 918 Geography of & travel in South America
- 919 Geography of & travel in other areas

- 920 Biography, genealogy & insignia
- 921 (Optional number)
- 922 (Optional number)
- 923 (Optional number)
- 924 (Optional number)
- 925 (Optional number)
- 926 (Optional number)
- 927 (Optional number)
- 928 (Optional number)
- 929 Genealogy, names & insignia

- 930 History of ancient world to ca. 499
- 931 China to 420
- 932 Egypt to 640
- 933 Palestine to 70
- 934 India to 647
- 935 Mesopotamia & Iranian Plateau to 637
- 936 Europe north & west of Italy to ca. 499
- 937 Italy & adjacent territories to 476
- 938 Greece to 323
- 939 Other parts of ancient world to ca. 640

- 940 History of Europe
- 941 British Isles
- 942 England & Wales
- 943 Central Europe; Germany
- 944 France & Monaco
- 945 Italian Peninsula & adjacent islands
- 946 Iberian Peninsula & adjacent islands
- 947 Eastern Europe; Russia
- 948 Scandinavia
- 949 Other parts of Europe

- 950 History of Asia; Far East
- 951 China & adjacent areas
- 952 Japan
- 953 Arabian Peninsula & adjacent areas
- 954 South Asia; India
- 955 Iran
- 956 Middle East (Near East)
- 957 Siberia (Asiatic Russia)
- 958 Central Asia
- 959 Southeast Asia

- 960 History of Africa
- 961 Tunisia & Libya
- 962 Egypt & Sudan
- 963 Ethiopia & Eritrea
- 964 Northwest African coast & offshore islands
- 965 Algeria
- 966 West Africa & offshore islands
- 967 Central Africa & offshore islands
- 968 Southern Africa; Republic of South Africa
- 969 South Indian Ocean islands

- 970 History of North America
- 971 Canada
- 972 Middle America; Mexico
- 973 United States
- 974 Northeastern United States
- 975 Southeastern United States
- 976 South central United States
- 977 North central United States
- 978 Western United States
- 979 Great Basin & Pacific Slope region

- 980 History of South America
- 981 Brazil
- 982 Argentina
- 983 Chile
- 984 Bolivia
- 985 Peru
- 986 Colombia & Ecuador
- 987 Venezuela
- 988 Guiana
- 989 Paraguay & Uruguay

- 990 History of other areas
- 991 [Unassigned]
- 992 [Unassigned]
- 993 New Zealand
- 994 Australia
- 995 Melanesia; New Guinea
- 996 Other parts of Pacific; Polynesia
- 997 Atlantic Ocean islands
- 998 Arctic islands & Antarctica
- 999 Extraterrestrial worlds

Working examples

Simple titles

Library and information sciences	020
Public administration	350
Mathematical physics	530.15
Social problems and social welfare	361
Christian missions	266
Polarization of light	535.52
International economics	337
Statistical mathematics	519.5
Drugs	615.1
Solid-state physics	530.41
Moral theology in Judaism	296.385
Trial procedure in criminal law	345.075
Applied numerical analysis	519.4
Data processing	001.6
Raman spectroscopy	535.846
Education and documentary motion films	791.435 3
Public finance	336

Complex Titles

Let us take the title whose worked out number has been given in the Schedules. Now we will analyse the different steps given in the Schedules for this worked out examples.

Examples:

Title: Administration of secondary school libraries

Class Number: 025.197 822 3

Analysis:

025.19 = Administration of specific types of libraries (Add to base number 025.19 the numbers following 02 in 026 -027)

027.8223 = Secondary school libraries

Synthesis:

025.19 +027.822 3

025.19+7.822 3 = 025.197 822 3

The above one was an example of simple synthesis. Let us now take an example involving double synthesis:

Title: Administration of Law libraries

Class Number: 025.196 34

Analysis:

025.19 = Administration of specific types of libraries (Add to base number 025.19 the numbers following 02 in 026 - 027)

026 = Special Library (Add 001 - 999 to base number 026)

340 = Law

026 + 340 026.34 = Law Library (Now going back to 025.19 we are to add to this base number the number following 02 in 026.34)

Synthesis:

025.19 + 026.34

025.19 + 6.34 = 025.196 34

Title: International law for trade in tobacco

Class Number: 341.754 713 71

Analysis:

341 = International law

341.754 7 = International law for trade in specific commodities (Add to base number 341.754 7 the numbers following 380.14 in 380.141; - 380.145)

380.141 = Commerce in products of agriculture

For specific number of Tobacco there is an instruction under 380.141 which says (Add to base number 380.141 the number following 63 in 633-638)

633.71 = Tobacco We will add the number following 63 in 633.71, i.e., 371 to the base number 380.141

Synthesis:

380.141 + 633.71

380.141 + 3.71 = 380.141371

This is the number for Tobacco Trade. Now again going back to original base 341.7547 where we are to add to this number the number following 380.14 in 380.141 371. Now adding this number to 341.754 7 we get: 341.754 7 + 380.141 371 = 341.754 71371

Repeating the process: 341.754 7 (Base Number) + 1 (From 380.141) + 371 (From 633.71).

The number for International Law for Trade in Tobacco is 341.754 713 71

Title: Wages of women in the textile industry

Class Number: 331.428 77

This is a subject of economics.

Analysis:

331.4 = Women workers

331.41-.42331.28 == Specific aspects of employment of women (Now, there is an instruction to add to the base number 33 L4 the numbers following 331 in 331.1-331.2)

Wages in specific industries...

Synthesis:

Thus, the wages of $331.4 + 331.28 - 331.4 + 28 =$ women in (manufacturing) industry is
 $331.4 + 331.28$
 $331.4 + 28 = 331.428$

Analysis:

$331.282 - .289 =$ Extractive, manufacturing, construction
 (Add to the base number 331.28 the numbers following 6 in 620-690) (Now 331.28 is further extended by the numbers following 6 in 620 - 690)
 677 Textile

We will add to base number 331.28 the number following 6 in 677.

Synthesis:

$331.28 + 677$ $331.28 + 77 = 331.2877$

Hence, the number for Wages of women in the textile industry will be:

331.4 Women Labour
 28 from 331.28 = Wages
 77 from 677 = Textile industry

Synthesis:

$331.4 + 331.28 + 677$
 $331.4 + 28 + 77 = 331.428 77$

Title: Foreign Ministry of the Government of India

Class Number 354,540 61

Analysis:

354 = Public international organizations and specific central governments other than those of United States
 $354.3 - 9 =$ Specific central governments other than those of United States
 (Add "Areas" notation 3-9 form Table 2 to base number 354 then also add further as the table provided under 354.3 - .9)
 -54 (Table 2) = India
 06 Specific executive departments and ministries of cabinet rank (Special Table provided under 354.3 - .9) (Under 06 there is an instruction Add to 06 the number following 351.0 in 351.01 - 351.08)
 $351.01 =$ Foreign ministry

Synthesis:

$354 + - 54 + 06 + 351.01$
 $354 + - 54 + 06 + 1 = 354.540 61$

Title: Atomic structure of uranium

Class Number: 546.431 44

Analysis:

546.431 = *Uranium (Add as instructed under 546)

4 = Theoretical chemistry (listed under 546) the digit 4 is further amplified.

(Add to 4 the numbers following 541.2 in 541.22 - 541.28)

541.24 = Atomic structure

4 + 541.24

4+ 4 = 44

Synthesis:

546.431 + 4 +541.24

546.431 +4 +4 = 546.431 44

Title: Photography of Hindu religious festivals

Class Number: 778.9894536

Analysis:

770 = Photography

778.9 = Photography of specific subjects

Add to the base number 778.9 the numbers following 704.94 in 704.942 - 704.949)

704.948 = Religion and religious symbols

704.9489 = Other religions (Add to base no. 704.9489 the numbers following 29 in 292 - 299)

294.5 = Hindu Religion

But in this example, we need a number for Hindu Religious Festivals.

294.51-53 = Relationships, doctrines, public worship (Add to base number 294.5 the numbers following 291 in 291.1 - 291.3).

291.36 = Religious festivals

So, we will add 36 number following 291

294.5 + 291.36

294.5 + 36 = 294.536

294.536 = Hindu religious festivals

Now we will again go back to 704.9489 to add the number following 29 in 294.536

704.9489 + 294.536

704.9489 + 4.536 = 704.948 945 36

704.948 945 36 = Art Hindu religions festivals

Now we will again go back to 778.9

Here we are told to add the number following 704.94 in 704.948 945 36

Synthesis:

778.9 + 704.948 945 36

778.9 + 8 945 36 = 778.989 4536

Use of Auxiliary Tables

There are six Auxiliary Tables in 23rd edition viz., T1 Standard Subdivisions, T2 Areas, T3 Subdivisions of Individual Literatures, T4 Subdivisions of Individual Languages, T5 Racial, Ethnic, National Groups, T6 Languages which support the schedules. A table has been defined as “a sequence of dependant notation indicating various special concepts used repeatedly with a variety of subjects and disciplines”. The use of these six tables in the number building process is presented in the following subsections with suitable worked out examples.

TABLE 1: STANDARD SUBDIVISIONS

Table 1 is very frequently used in DDC. The dash or hyphen (-) preceding each number never stands alone. The hyphen (-) is omitted when you add a specific number from Table 1 to the base number from the Schedules.

Examples:

Title: Study and teaching of library classification

Class Number: 025.420 7

Analysis:

020 = Library and Information Science

025.42 = Library classification

-07 (Table 1) = Study and teaching

Synthesis:

$025.42 + -07 = 025.420\ 7$

Title: Formula in Physics

Class Number: 530.212

Analysis:

530 = Physics

-0212 (Table 1) = Formulas

Synthesis:

$530 + -0212$

$53 + -0212 = 530.212$

Title: Dictionary of science

Class Number: 503

Analysis:

500 = Science

- 03 (Table 1) = Dictionary

Synthesis:

$500 + -03$

$5 + -03 = 503$

Title: A journal on Hinduism

Class Number: 294.505

Analysis:

294.5 = Journalism
-05 (Table 1) = Serial

Synthesis:

$294.5 + -05 = 294.505$

Title: Research in mammals

Class Number: 599.007 2

Analysis:

599 = Mammals
(.001 -.009 standard subdivisions)
-0072 (Table 1) = Research
(Instead of -072 we are using -0072 as instructed)

Synthesis:

$599 + -0072 = 599.007 2$

Using Three Zeroes: There are cases when a standard subdivision is attachable even with three zeroes as per instructions.

Take for example, the class 351 Central governments:

351.0001 Philosophy and theory of Central governments
(351.0002-.0003 standard subdivisions)

Title: A journal on central governments

Class Number: 351.000 5

Analysis:

351 = Central governments
-0005 (Table 1) = Journal (Zeros are added as instructed)

Synthesis:

$351 + -0005 = 351.000 5$

Title: A journal on curriculum

Class Number: 375.000 5

Analysis:

375 = Curriculums (.0001 -.0008 standard subdivisions Notations from Table 1)
-0005 (Table 1) = Journal

Synthesis:

$375 + -0005 = 375.000 5$

There are no fixed rules regarding the number of zeroes in a Standard Subdivision. You are simply to look for any special instruction or the pattern for adding Standard Subdivisions. These instructions/patterns are given under the entry.

Self-Check Exercise

Build class numbers for the following titles:

1. Dictionary of physical chemistry.
2. History of science
3. Study and teaching of astronomy
4. Manual of (human) diseases
5. A Journal on the US government.
6. An audiovisual on the history of Central Europe
7. Tables, and formulas in economics
8. International organisations on human diseases
9. Dictionary of law
10. Scientific principles in chemistry
11. Serial publications in astronomy
12. Correspondence courses in public administration
13. International organisations in trade
14. History of philosophy

TABLE 2: AREAS

Table 2 is also one of the important and frequently used tables in DDC for synthesising a class number. Table 2 includes areas, regions, places in general (-1), which include geographical features, population clusters, political and economic groups. It also includes “Add to” from Schedules and “Add from” Tables. You will find in DDC “Add to” instruction throughout the schedule for the use of area subdivisions from Table 2 to the base number.

Take for example

327.3 –.9 = Foreign policies and foreign relations between specific nations

Add “Areas” notation 3-9 from Table 2 to base number 327, e.g., Foreign Policy of United Kingdom 327.41 (Table 2).

Examples

Title: Elementary education in India

Class Number: 372.954

Analysis:

372 = Elementary education

372.91 - .99 = Geographical treatment

(Add “Areas” notation 1-9 from Table 2 to base number 372.9)

-54 (Table 2) = India

Synthesis:

372.9 + - 54 = 372.954

Title: Geography of the USA

Class Number: 917.3

Analysis:

910 = General Geography

-73 (Table 2) = USA

Synthesis:

910 + - 73

91 + -73 = 917.3

Title: Commercial banks in India

Class Number: 332.120 954

Here the core subject is “commercial banks”. Its class number is 332.12. Under this entry, there is no provision for its geographical treatment. Hence, we will add area notation through the *ss*-091, or -093-099.

Analysis:

332.12 = Commercial banks

-09 (Table 1) = Historical and geographical treatment

-54 (Table 2) = India

Synthesis:

332.12+ -09 + -54 = 332.120 954

Title: Women labour in China

Class Number: 331.409 51

Here the core subject is “women labour or women workers”. Its class number is 331.4. Under 331.4 and its subdivisions, there is no provision for the addition of an area number. Hence, we will add area number through the *ss*-09. The number for China in Table 2 is -51.

Analysis:

331.4 = Women workers

-09 (Table 1) = Historical and geographical treatment

-51 (Table 2) = China

Synthesis:

331.4 + -09 + -51 = 331,409 51

Title: Freedom of speech in Communist countries

Class Number: 323.443 091 717

Analysis:

323.443 = Freedom of speech

-09 (Table 1) = Historical and geographical treatment

-1717 (Table 2) = Communist bloc

Synthesis:

323.443 + -09 + -1717 = 323.443 091 717

Adding the Area Table without Instruction: Where there is no such instruction to add from Table 2, then the area number can be added through the standard subdivision 09 from Table 1.

Title: Civil Rights in Communist Countries

323.4 Civil Rights

$323.4+09(T1) +1717(T2) = 323.409 171 7$

(1717= Communist Countries in Table 2)

Title: Standard of living in villages

$339.47+09(T1) +1734(T2) = 339.470 917 34$

(1734 = Villages in Table 2)

Title: Economics of labour in India

$331+09(T1) +54(T2) =331.095 4$

On instruction two areas can be added interposing a zero between them.

Title: Foreign relations between USA and India

$327+54(T2) (\text{India}) +0+73(T2) (\text{USA}) = 327.540 73$

(54 = India in Table 2; 73 = USA in Table 2)

Self-Check Exercise

Build class numbers for the following titles with the help of Area Table

1. Costumes of Gujarat
2. Foreign policy of China
3. Taxes and taxation in Kuwait
4. University libraries in UK
5. Political rights in Afghanistan
6. Child, labour in developing countries
7. Birds of Burma
8. Insurance system in communist countries
9. Economic policies of the United States of America
10. Foreign relations between India and Russia
11. Migration from Asian countries to the USA
12. Trade agreements between India and Italy

TABLE 3: SUBDIVISIONS OF INDIVIDUAL LITERATURES

The subdivisions under Table 3 consist of specific literary forms -1 to -7, miscellaneous writing -8, and specific periods -81 to -89. The notation from Table 3 is never used alone but may be used as required with the base number for individual literature identified by * under 810-890 (schedules). Tables 3 is supplemented by Table 3-A and 3-B followed by table 3-C which provides additional elements for building numbers with Table 3-B.

Examples

Title: Idealism in English poetry

Class Number: 821.13

Analysis:

820 = English literature
-1 (Table 3) = Poetry
13 (Table 3-A) = Idealism

Synthesis:

$820 + - 1 + 13$
 $82 + - 1 + 13 = 821.13$

Title: German short stories

Class Number: 833.01

Analysis:

830 = German literature
-301 (Table 3) = Short stories

Synthesis:

$830 + -301$
 $83 + -301 = 833.01$

Title: Critical appraisal of Kannada poetry

Class Number: 894.814109

Analysis:

894.814 = Kannada literature
-1 (Table 3) = Poetry
- 09 (Table 3) = Critical appraisal

Synthesis:

$894.814 + - 1 + -09 = 894.814 109$

Title: Paradise Lost by John Milton (1608-1674)

It is a post-Elizabethan English poetry.

Class Number: 821.4

Analysis:

82 = English literature
-1 (Table 3) = Poetry
4 = Period (1608 -1674) (Vol. 2, p. 1403)

Synthesis:

$82 + -1 + 4 = 821.4$

Title: Poetry of John Keats (1795-1821)

He was an English poet of the Romantic period.

Class Number: 821.7

Analysis:

82 = English literature

-1 (Table 3) = Poetry

7 = Period (1795 - 1821) (Vol. 2, p. 1404)

Synthesis:

$82 + 1 + 7 = 821.7$

Title: Hindi poetry of Jai Shanker Prasad (1890)

Class Number: 891.431 6

Analysis:

891.43 = Hindi literature

-1 (Table 3) = Poetry

6 = Period (Vol. 2, p. 1422)

Synthesis:

$891.43 + -1 + 6 = 891.431 6$

Title: Godan by Prem Chand (1880-1936)

Class Number: 891.433 5

Analysis:

891.43 = Hindi literature

-3 (Table 3) = Fiction

5 = Period (Vol. 2, p. 1422)

Synthesis:

$891.43 + -3 + 5 = 891.433 5$

Title: (Bengali) Plays of Tagore (1861-1941)

Class Number: 891.442 5

Analysis:

891.44 = Bengali literature

-2 (Table 3) = Drama

5 = Period (Vol. 2, p. 1422)

Synthesis:

$891.44 + -2 + 5 = 891.442 5$

Anthologies and Literary Criticism of Literature in Specific Languages

Title: History of English literature

Class Number: 820.9

Analysis:

82 = English literature
- 09 (Table 3) = History

Synthesis:

$82 + - 09 = 820.9$

Title: History of 20th century English literature

Class Number: 820.900 91

Analysis:

82 = English literature
-09 (Table 3) = History
-09001 -09009 (Table 3) = Literature from specific periods
(Add to 0900 the notation from the period table for the specific literature)
91 = 20th Century

Synthesis:

$82+ -0900 + 91 = 820.900 91$

Title: An anthology of German poetry

Class Number: 831.008

Analysis:

830 = German literature
-1008 (Table 3) = Anthology

Synthesis:

$830+ -1008$
 $83 + -1008 = 831.008$

Title: Anthology of English literature displaying romanticism

Class Number: 820.80145

Analysis:

82 = English literature
-08 (Table 3) = Collections (In more than one form by more than one author)
(Add to 080 notations 01-99 from Table 3-A)
-145 (Table 3-A) = Romanticism

Synthesis:

$82 + -080 + -145 = 820.801 45$

Self-Check Exercise

Build class numbers for the following titles with the help of Table-3

1. English Poetry of John Donne (1572-1632)
2. History of Urdu literature
3. Dictionary of Hindi Epic poetry
4. Anthology of one-act plays in German
5. Collections of English poetry for children

TABLE 4: SUBDIVISIONS OF INDIVIDUAL LANGUAGES

Table 4 Subdivisions of Individual Languages is never used alone, but may be used as required with the base numbers for individual languages identified by * asterisk under 420 - 490 in the schedule.

Title: Sanskrit grammar

It is a subject of the Sanskrit language. Its base number is 491.2 which is an asterisked number. "Grammar" is a linguistic aspect whose number in Table 4 is -5. Hence the complete class number is: 491.25

Analysis:

$$491.2 = *Sanskrit\ language$$
$$-5\ (Table\ 4) = Grammar$$

Synthesis:

$$491.2 + -5 = 491.25$$

Title: A dictionary of Hindi language

Class Number: 491.433

Analysis:

$$491.43 = *Hindi\ language$$
$$-3\ (Table\ 4) = Dictionary$$

Synthesis:

$$491.43 + -3 = 491.433$$

Title: English words in Hindi

Class Number: 491.432 421

Analysis:

$$491.43 = Hindi\ language$$
$$-24\ (Table\ 4) = Foreign\ elements\ (Add\ "Languages"\ notation\ 1-9\ from\ Table\ 6\ to\ -24)$$
$$-21\ (Table\ 6) = English$$

Synthesis:

$$491.43 + -24 + -21 = 491.432\ 421$$

Title: German-French dictionary

Class Number: 433.31

Analysis:

430 = German language

-3 (Table 4) = Dictionary

-31 (Table 6) = French language

Synthesis:

$430 + - 3 + - 31$

$43 + - 3 + - 31 = 433.31$

Self-Check Exercise

Classify the following titles pertaining to the Table-4

1. Pronunciation of Bengali language
2. Sanskrit palaeography
3. Translating Hindi in other languages
4. Study of modern Persian (Farsi) words
5. Grammar of Portuguese language
6. Grammar of Konkani language
7. Dialects of Hindi language

TABLES 5: RACIAL, ETHNIC, NATIONAL GROUPS

The notation in this Table is never used alone but may be used as required either directly or with “Add to” instruction or through the interposition of notation -089 from Table 1, with any number from Schedules.

Examples

Title: Religion of Bantus

Class Number: 299.683

Analysis:

299.6 = Religion of Black African and Negro Origin

299.68 = Of specific groups and tribes

(Add to base number 299.68 the numbers following 96 in Racial, Ethnic, National Groups” notation 961 - 969 from Table 5).

- 963 (Table 5) = Bantus

Synthesis:

$299.68 + - 963$

$299.68 + 3 = 299.683$

Title: Japanese cooking

Class Number: 641. 592 956

Analysis:

641.592 = Ethnic cookery

(Add "Racial, Ethnic, National Groups" notation 03 –99 from Table 5 to base number 641. 592).

- 956 (Table 5) = Japanese

Synthesis: $641.592 + - 956 = 641. 592 956$ **Title: North American native races**

Class Number: 572. 897

Analysis:

572 = Human races

572. 8 = Specific human races

(Add "Racial, Ethnic, National Groups" notation 01 – 99 from Table 5 to base number 572. 8)

- 97 (Table 5) = North American Native Races

Synthesis: $572. 8 + - 97 = 572. 897$ **Title: A social study of German nationals in the USA**

Class Number: 305.831 073

Analysis:

305.8 = Social stratification of racial, ethnic, national groups (Add "Racial, Ethnic, National Groups" notation 01- 99 from Table 5 to base number 305.8... add 0 bid to the result add "Areas" notation 1-9 from Table 2)

-31 (Table 5) = Germans

0 = Facet Indicator

-73 (Table 2) = United State

Synthesis: $305.8 + -31 + 0 + -73 = 305.831 073$ **Title: Education of Bengali children in UK**

Class Number: 371.979 144 041

Analysis:

371.97 = Students exceptional because of racial, ethnic, national origin

(Add "Racial, Ethnic, National Groups" notation 01- 99 from Table 5 to base number 371.97 then add 0 and to the result add "Areas" notation 1-9 from Table 2)

-9144 (Table 5) = Bengali

0 = Facet Indicator

-41 (Table 2) = UK

Synthesis:

$$371.97 + -9144 + 0 + -41 = 371.979\ 144\ 041$$

-089 Treatment among specific, racial, ethnic, national groups Here we are instructed to add 01-99 from Table 5 to base number -089.

Title: Development of hockey among Punjabi people

Class Number: 796.355 089 914 2

Analysis:

796.355 = Field hockey

-089 (Table 1) = Treatment among specific racial, ethnic, national groups

(Add “Racial, Ethnic, National Groups” notation 01- 99 from Table 5 to base number -089)

-9142 (Table 5) = Punjabis

Synthesis:

$$796.355 + -089 + -9142 = 796.355\ 089\ 914\ 2$$

Self-Check Exercise**Build class numbers for the following titles with the help of Table-5**

1. Ethno-psychology of Brazilians
2. Folksongs of Gypsies
3. Bengali dishes
4. A social study of Nepalis in India
5. Migrant Labour of Nepali origin in India
6. Use of libraries by Indians in UK
7. Labour-unions of Indians in USA

TABLE 6: LANGUAGES

Table 6 Languages never used alone, but may be used with those numbers from the schedules and other tables to which the classifier is instructed to add notation from Table 6. The use of this table is mostly confined to the main classes, 400 Language and 800 Literature.

Title: Sanskrit grammar

It is a subject of the Sanskrit language. Its base number is 491.2 which is an asterisked number. “Grammar” is a linguistic aspect whose number in Table 4 is -5. Hence the complete class number is: 491.25

Analysis:

491.2 = *Sanskrit language

-5 (Table 4) = Grammar

Synthesis:

$$491.2 + -5 = 491.25$$

Title: A dictionary of Hindi language

Class Number: 491.433

Analysis:

491.43 = *Hindi language

-3 (Table 4) = Dictionary

Synthesis:

491.43 + -3 = 491.433

Title: Russian English Dictionary

Class Number: 491.732 1

Analysis:

491.7 = Russian language

-3 (Table 4) = Dictionary

-21 (Table 6) = English

Synthesis:

491.7 + -3 + -21 = 491.7321

Title: Tamil Hindi Dictionary

Class Number: 494.811 391 431

Analysis:

494.811 = Tamil language

-3 (Table 4) = Dictionary

-91431 (Table 6) = Hindi

Synthesis:

494.811+ -3+ -91431 = 494.811 391 431

A Tamil Hindi Dictionary in Hindi speaking area will be more useful if it is first classified in Tamil. The same dictionary in Tamil speaking area will be:

Title: Tamil Hindi Dictionary

Class Number: 494.433 948 11

Analysis:

494.43 = Hindi language

-3 (Table 4) = Dictionary

-94811 (Table 6) = Tamil

Synthesis:

494.43+ -3 + -94811 = 494.433 948 11

Hence you will note here that the class number for a bilingual dictionary will vary according to the library where it is classified. A question may arise under which language it is to be classified first when two languages are equally useful. Table 4 prescribes another rule for such contingencies. A Spanish Greek Dictionary in our country can be classified under any one. But the rule says such dictionaries be first classified under the language coming later in sequence.

Title: Bengali language encyclopaedias

Class Number: 039.914 4

Analysis:

039 = Encyclopaedias in other languages

(Add “Languages” notation 2-9 from Table 6 to base number 039)

-9144 (Table 6) = Bengali language

Synthesis:

$039 + -9144 = 039.914 4$

Title: Bible in Hindi

Class Number: 220.591 43

Analysis:

220.5 = Bible, Modern versions and translations

220.53 -.59 = In other languages

(Add “Languages” notation 3-9 from Table 6 to base number 220.5)

-9143 (Table 6) = Hindi

Synthesis:

$220.5 + -9143 = 220.591 43$

Title: A social study of English-speaking people

Class Number: 305.721

Analysis:

305 = Social stratification

305.7 = Language groups

(Add “Languages” notation 1-9 from Table 6 to base number 305.7) (Add

“Languages” notation 1-9 from Table 6 to base number 305.7)

-21 (Table 6) = English

Synthesis:

$305.7 + -21 = 305.721$

Title: French words and phrases used in English

Class Number: 422.441

Analysis:

420 = English language

-24 (Table 4) = Foreign elements

(Add “Languages” notation 1-9 from Table 6 to -24)

-41 (Table 6) = French

Synthesis:

$420 + -24 + -4142 + -24 + -41 = 422.441$

Here it is the English language, which will form the base number.

Title: A social study of Bengalis

Class Number: 305.791 44

Analysis:

305 = Social stratification

305.7 = Language groups

(Add “Languages” notation 1-9 from Table 6 to base number 305.7)

-9144 (Table 6) = Bengali

Synthesis:

$305.7 + -9144 = 305.791\ 44$

As per instructions under 305.7 the number got by the addition of Table 6 to 305.7, it can further be extended by Table 2 through 0 (Zero) as a facet indicator. For example:

Title: A social study of Bengalis in England

Class Number: 305.791440 42

Analysis:

305 = Social stratification

305.7 = Language groups

(Add “Languages” notation 1-9 from Table 6 to base number 305.7... then add 0 and to the result add “Areas” notation 1-9 from Table 2)

.9144 (Table 6) = Bengali

0 = Facet Indicator

-42 (Table 2) = England

Synthesis:

$305.7 + -9144 + 0 + -42 = 305.791\ 440\ 42$

Title: Hindi Vishv Kosh - a general encyclopaedia in Hindi language

Class Number: 039.914 3

Analysis:

039 = Encyclopaedia in other languages

(Add “Languages” notation 2-9 from Table 6 to base number 039)

-9143 (Table 6) = Hindi

Synthesis:

$039 + -9143 = 039.914\ 3$

Self-Check Exercise

Build class numbers for the following titles with the help of Table-4

1. German-English Dictionary
2. Hindi-Telugu Dictionary
3. General encyclopaedia in Bengali language
4. Bible in Urdu language
5. A grammar of Egyptian language
6. French- as second language in secondary schools
7. Chinese proverbs
8. Calligraphy in Russian language
9. Sanskrit words in Bengali language: a study
10. Learning French through English

SCHEDULES

In the preceding sections and sub-sections, you have been introduced to the seven auxiliary Tables (1-7) and the number-building process with suitable worked out examples. In the following sections and sub-sections, you will be introduced to Schedules, i.e., the main classes and their divisions. The worked-out examples under each Main Class will give an idea as to the nature of the titles and the need for following “Add to” instructions to be found at various points in the Schedules to build appropriate Class Numbers.

000- Generalities

The schedule of this Main Class not only deals with general aspects of knowledge but also some specific disciplines/subject fields such as Bibliography 010, Library and Information Sciences 020, Museology 060, Journalism, Publishing, Newspapers 070 and Book Rarities 090. This class is also known as the hold-all class. The second and third summaries in DDC, Vol. 1, will provide you an idea of the divisions and sections of this Main Class. The following worked out examples cover some of the important divisions of this Main Class.

Examples:

Title: British National Bibliography

Class Number: 015.41

Analysis:

015 = Bibliographies from specific places

(Add “Areas” notation 1-9 from Table 2 to base number 015)

-41 (Table 2) = Britain

Synthesis:

$015 + - 41 = 015.41$

Title: Classification of Botany

Class Number: 025.465 81

Analysis:

025.46 = Classification of specific disciplines and subjects

(Add 001 - 999 to base number 025.46)

581 (Vol. 2, p.763) = Botany

Synthesis:

$025.46 + 581 = 025.465 81$

Title: German incunabula

Class Number: 093.094 3

Analysis:

093 = Incunabula

-09 (Table 1) = Geographical treatment

-43 (Table 2) = Germany

Synthesis:

$093 + - 09 + - 43 = 093.094 3$

Self-Check Exercise

Assign class numbers to the following titles:

1. Journalism in developing countries
2. Catalogue of Persian manuscripts
3. Data processing in banking
4. Bibliographies of Nuclear physics
5. Selection and acquisition of motion pictures

100- Philosophy and Related Disciplines

This Main Class includes two important branches of the Universe of Knowledge, i.e., philosophy and psychology. The important branches are metaphysics, epistemology, logic, ethics, ancient, medieval and oriental philosophies and modern western philosophies. The second and third summaries in DDC, Vol. 1, provide you an idea of the divisions and sections of this Main Class. The following worked out examples cover some of the divisions of this Main Class.

Examples

Title: A survey of research in child psychology

Class Number: 155.407 23

Analysis:

155.4 = Child psychology
-0723 (Table 1) = Research survey

Synthesis:

$155.4 + - 0723 = 155.407\ 23$

Title: Psychology for teachers

Class number: 150.243 72

Analysis:

150 = Psychology
-024 (Table 1) = Works for specific types of users
(Add to "Persons" notation 03-99 from Table 7 to base number-024)
-372 (Table 7) = Teachers

Synthesis:

$150 + - 024 + - 372$
 $15 + - 024 + -372 = 150.243\ 72$

Title: Ethics of painters

Class Number: 174.975

Analysis:

174.9 = Ethics of other professions and occupations
(Add "Persons" notation 09-99 from Table 7 to base number 174.9)
-75 (Table 7) = Painters

Synthesis:

$174.9 + -75 = 174.975$

Title: Hindu philosophy

Class Number: 181.045

Analysis:

181 = Oriental philosophy

181.04 - .09 = Based on specific religions

(Add to base number 181.0 the numbers following 29 in 294-299)

294.5 (Vol. 2) = Hinduism

Synthesis:

181.0 + 294.5

181.0 + 4 .5 = 181.045

Self-Check Exercise

Assign class numbers to the following titles:

1. Dictionary of astrology
2. Psychology of Indians
3. Ethics of musicians
4. Buddhist philosophy
5. Canadian philosophy

200- Religion

This Main Class is mostly devoted to the various aspects of Christianity. Most parts of the notation 210-289 are devoted to Christianity. Other religions of the world are listed at 292-299. The divisions and sections of this Main Class are listed under second and third summaries (Vol.1). The following worked out examples cover some of the important branches of religion.

Examples**Title: Bible in German language**

Class Number: 220.531

Analysis:

220.5 = Modern versions and translations of Bible

220.53-.59 = In other Languages

(Add "Languages" notation 3-9 from Table 6 to the base number 220.5)

-31 (Table 6) = German

Synthesis:

220.5 + - 31 = 220.531

Title: Worship in Buddhism

Class Number: 294.344 3

Analysis:

294.34 = Doctrines and practices in Buddhism-

(Add to base number 294.34 the numbers following 291 in 291.2-291.4)

291.43 = Worship

Synthesis:

294.34 + 291.43

294.34 + 43 = = 294.344 3

Title: Sacred books of Jainism

Class Number: 294.482

Analysis:

294.4 = Jainism

294.41- .48 = Jainism, general principles

(Add to base number 294.4 the numbers following 291 in 291.1-291.8)

291.82 = Sacred books

Synthesis:

294.4 + 291.82

294.4 + 82 = 294.482

Title: Hindu religious gurus

Class Number: 294.561

Analysis:

294.5 = Hinduism

294.56-.57 = Leader organisations, activities

(Add to base number 294.5 the numbers following 291 in 291.6-291.7)

291.61 = Religious gurus

Synthesis:

294.5 + 291.61

294.5 + .61 = 294.561

Self-Check Exercise

Assign class numbers to the following, titles:

1. English version of New Testament
2. Religious freedom in Buddhism
3. Worship in Jainism
4. Sikh religious organisations
5. Translations of Babylonian Talmund

300- Social Sciences

All the important disciplines in the social science are listed in this Main Class. Some of the disciplines such as psychology, history and geography are listed under 150 and 900, separating from the Main Class 300. At several places in the schedules for social sciences you will find special tables. The notation from these tables have to be applied to those divisions identified by an asterisk. The divisions and sections falling under social sciences are found in Vol.1, p.476 under second summary and third summary. The following worked out examples cover some of the important branches of social sciences.

Examples

Title: Indians in the United States

Class Number: 305.891 411 073

Analysis:

305.8 = Social stratification of Racial, Ethnic, National Groups
(Add "Racial, Ethnic, National Groups" notation 01- 99 from Table 5 to base number 305.8 then, unless it is redundant, add 0 to the result, and add "Areas" notation 1-9 from Table 2)

- 91411 (Table 5) = Indians
- 0 (Vol. 2, p.207) = Facet Indicator
- 73 (Table 2) = United States

Synthesis:

$305.8 + - 91411 + 0 + - 73 = 305.891\ 411\ 073$

Title: Election law of India

Class Number: 342.540 7

Analysis:

- 342 = Constitutional and administrative law
- 342.3-.9 = Specific jurisdictions and areas
(Add "Areas" notation 3-9 from Table 2 to base number 342)
- 54 (Table 2) = India
- 342.07 = Election law

Synthesis:

$342 + -54 + 342.07$
 $342 + -54 + 07 = 342.540\ 7$

Title: Cabinet government in France

Class Number: 354.440 4

Analysis:

- 354 = Public international organisations and specific central governments other than those of United States
- 354.3-.9 Specific central governments other than those of the United States
(Add "Areas" notation 3-9 from Table 2 to base number 354)
- 44 (Table 2) = France
- 04 = Cabinet (Special divisions listed under 354.3-.9)

Synthesis:

$354 + - 44 + 04 = : 354.440\ 4$

Title: Admission procedure in elementary schools

Class Number: 372.121 6

Analysis:

- 372 = Elementary education
- 372.11-.18 = Organisation and administration
(Add to base number 372.1 the number following 371 in 371.1-371.8)
- 371.216 = Admission procedures

Synthesis:

$$372.1 + 371.216$$

$$372.1 + .216 = 372.121\ 6$$

Self-Check Exercise

Assign the class numbers to the following titles:

1. Religious holidays of Hinduism
2. Trade agreements between India and Russia
3. Counselling and guidance of drug addicts
4. Government corporations in France
5. Law of evidence in Canada. :

400- Language

The Main Class Language 400 includes important languages of the world. The other major and minor languages of the world are listed under Table 6 Languages. Various aspects of languages such as etymology, dictionaries, structural systems, etc., are listed under Table 4 Subdivisions of Individual Languages. Individual languages identified by an * asterisk in the schedules listed under 420-490 have to be further expanded by taking notation from Table 4.

Examples: Title: Structure of Hindi

Class Number: 491.435

Analysis:

$$491.43 = *Hindi$$

(Add to base number as instructed under 420- 490 “Under each language identified by *, add

“Subdivisions of Individual Language” notation

01-86 from Table 4 to designated base number)

- 5 (Table 4) = Structure

Synthesis:

$$491.43 + - 5 = 491.435$$

Title: English-Telugu dictionary

Class Number: 423.948 27

Analysis:

$$420 = \text{English language}$$

-32'to-39 (Table 4) = Bilingual dictionaries

(Add “Languages” notation 2-9 from Table 6 to-3)

-94827 (Table 6) = Telugu

Synthesis:

$$420 + - 3 + - 94827$$

$$42+ -3+ -94827 = 423.948\ 27$$

Title: Pronunciation of French

Class Number: 441. 81

Analysis:

440 = French language

441 = Written and spoken codes of standard French

-81 (Table 4) = Pronunciation

Synthesis:

441 +- 81 = 441.81

Title: Sanskrit words in Kanada

Class Number: 494.814 249 12

Analysis:

494.814 = Kanada

-24. (Table4) Foreign elements

(Add "Languages" notation 1-9 from Table 6 to -24)

-912 (Table s-6) = Sanskrit

Synthesis:

494.814 +-24+ -912 = 494.814 249 12

Self-Check Exercise

Assign the class numbers to the following titles:

1. Spanish phonology
2. Homonyms in Italian language dictionaries
3. Portuguese paleography
4. Tamil vocabulary
5. Chinese language readers

500- Pure Sciences

This Main Class covers important branches of pure sciences such as Mathematics, astrology, physics, chemistry, geology, biology, botany and zoology. The branches have been minutely divided, At certain places in the schedules you will find use of special tables to achieve synthesis for number building.

Examples: Title: Size of Venus

Class Number: 523.421

Analysis:

523.42 = *Venus

(Add as instructed under 523.41-523.48) (Add to each subdivision identified by * the numbers following 523.3 in 523.31-523.37)

523.31 = Size

Synthesis:

523.42 + 523.31

523.42 + 1 = 523.421

Title: Forecasting snowstorms:

Class Number: 551.645 5

Analysis:

551 = Geology, meteorology, general hydrology

551.64 Forecasting of specific elements and phenomena

(Add to base number 551.64 the numbers following 551.5 in 551.51-551.57)

551.555 = Snowstorms

Synthesis:

$551.64 + 551.555$

$551.64 + 55 = 551.645 5$

Title: Pathology of rose plants

Class Number: 583.372 042

Analysis:

583.372 = *Roses

(Add as instructed under 582-589)

04 (Vol. 2) = General principles (Listed under 582-589)

(Add to 04 the number following 581 in 581.1-581.8)

581.2 = Pathology

Synthesis:

$583.372 + 04 + 581.2$

$583.372 + 04 + 2 = 583.372 042$

Title: Respiratory organs of amphibians

Class Number: 597.604 42

Analysis:

597.6 = *Amphibians

(Add as instructed under 592-599)

04 (Vol. 2) = General principles (Listed under 592-599)

(Add to 04 the numbers following 591 in 591.1-591.8)

591.42 = Respiratory organs

Synthesis:

$597.6 + 04 + 591.42$

$597.6 + 04 + 42 = 597.604 42$

Self-Check Exercise

Assign class numbers to the following titles:

1. Bird watching in India
2. Botanical gardens in USA
3. Fresh water microorganisms
4. Geomorphology of China
5. Quantitative analysis of hydrocarbons

600- Technology (Applied Sciences)

In this Main Class a very detailed and elaborate treatment has been given to all branches of technology. At different places in the schedules you will find Special Tables to assist in number building. The Tables have enhanced the synthetic feature in DDC. This Main Class covers important subject fields such as medical sciences, engineering, agriculture, home economics, management, chemical engineering, manufacturing and buildings.

Examples: Title: Treatment of gastric ulcers

Class Number: 616.334 06

Analysis:

616.334 = *Gastric ulcers

(Add as instructed under 616.1-616.9)

06 (Vol. 2, p.869) = Therapy (Listed under 616.1-616.9)

Synthesis:

616.334 + 06 = 616.334 06

Title: Testing of copper material

Class Number: 620.182 028 7

Analysis:

620.182 = *Copper (material)

(*Add as instructed under 620.12-620.19)

0287 (Vol. 2) = Testing and measurement (Listed under 620.12- 620.19)

Synthesis:

620.182 +0287 = 620.182 028 7

Title: Fungus diseases of grapes

Class Number: 634.824

Analysis:

634.82 = Grape diseases

= (Add to base number 634.82 the numbers following 632 in .632.1-6319)

632.4. = Fungus diseases

Synthesis:

634.82 + 632.4

634.82 + 4 = 634.824

Title: Sheep wool fabrics

Class Number: 667.316 4

Analysis:

677.31 = Sheep wool

677.312-.317 = Techniques, etc.

(Add to base number 677.31 the numbers following 677,028 in 677.0282-677.0287)

677.028 64 = Fabrics

Synthesis:

$$677.31 + 677.028\ 64$$

$$677.31 + 64 = 677.316\ 4$$

Self-Check Exercise**Assign the class numbers to the following titles:**

1. Plastic building material's
2. Zinc welding
3. Chinese-cookery
4. Fungus diseases of wheat
5. Surgical therapy of digestive system

700- The Arts

In this Main Class, important branches of fine arts, viz., civic art, architecture, plastic arts, drawing arts, painting, graphic arts, photography, music and recreational arts have been enumerated. Under each art, aspects like description, critical appraisal, techniques, procedures, apparatus, equipment and materials have been listed. The fine arts have been broadly grouped under fine, decorative, literary, performing and recreational arts.

Examples: Title: Remodelling of industrial buildings

Class Number: 725.402 86

Analysis:

725.4 = industrial buildings

(*Add as instructed under 721-729)

0286 (Vol. 2) = Remodelling (Listed under 721-729)

Synthesis:

$$725.4 + 0286 = 725.402\ 86$$

Title: Religious symbolism in Iconography

Class Number: 731.88

Analysis:

731.8 = Iconography

731.82-.89 = Specific subjects in Iconography

(Add to base number 731.8 the numbers following 704.94 in 704.942-704.949)

704.948 = Religious symbolism

Synthesis:

$$731.8 + 704.94\ 8$$

$$731.8 + 8 = 731.88$$

Title: Preservation of rugs and carpets

Class Number: 746.704 88

Analysis:

746.7 = *Rugs and carpets

(*Add as instructed under 746)

0488 (Vol. 2)= preservation (Listed under 746)

Synthesis:

746.7+ 0488 = 746.704 88

Title: Mythology and legend in water colour painting

Class Number: 751.422 47

Analysis:

751.4224 = Water colour painting techniques by subject

(Add to base number 751.4224 the numbers following 704.94 in 704.942-704.949)

704.947 = Mythology and legend

Synthesis:

751.422 4 + 704.947

751.422 4 + 7 = 751.422 47

Self-Check Exercise

Assign the class numbers to the following titles:

1. Personnel management of athletic games
2. Violin concerts and recitals
3. Motion picture photography of mammals
4. Silver vases
5. Remodelling of hotels and motels

800- Literature

This Main Class includes important literatures of the world including literary forms such as poetry, drama, fiction, essays, speeches, letters, etc. The basic arrangement is first by language followed by forms and period. This Main Class is supported by Table 3 and Table 3-A and Table 6 for specific languages. Indian literatures are; listed under 891 and 894.

Examples**Title: English short stories of early 20th century**

Class Number: 823.019 12

Analysis:

820 = English literature

- 301 (Table 3) = Short stories

912 (Vol. 2) = Early 20th century (Period)

Synthesis:

820 + - 301 + 912

82 + - 301 + 912 = 823.019 12

Title: Critical appraisal of idealism in French poetry

Class Number: 841.009 13

Analysis:

840 = French literature

-1009 (Table 3) = Critical appraisal of poetry

(Add to - 1009 notation 1-9 from Table 3-A)

13 (Table 3:A) = Idealism

Synthesis:

$840 + - 1009 + 13$

$84 + - 1009 + 13 = 841.009 13$

Title: Collection of Spanish essays

Class Number: 864.008

Analysis:

.860 = Spanish literature

-4 (Table 3) = Essays

-400M009(Table3) = Standard subdivisions

(Add to -400 the numbers following -100 in -1001- 1009)

-1008 (Table 3) = Collection

Synthesis:

$860 + - 400 + - 1008$

$864 - .400 + - 8 = 864.008$

Title: Collection of modern Telugu poetry

Class Number: 894.827 100 87

Analysis:

894.827 = Telugu literature

-1008 (Table 3) = Collection of poetry

7 (Vol. 2, p. 1430) = Modern period

Synthesis:

$894.827 + - 1008 + 7 = 894.827 100 87$

Self-Check Exercise

Assign the class numbers to the following titles:

1. Critical appraisal of comedy in Tamil drama
2. Collection of Panjabi poetry
3. Japanese historical fiction of late 20th century
4. Sanskrit poetry displaying religious concepts
5. Persians' quotations

900- General Geography and History

This Main Class includes important subjects such as geography, history and biography. At a few places in the schedules, you will find special tables to facilitate number building. For important countries you will also find the historical periods.

Examples

Title: Travel in ancient India

Class Number: 913.404

Analysis:

913 = Travel in ancient world

913.1-.9 = Continents, countries, etc.

(Add "Areas" notation 31- 39 from Table.2 to base number 91 then add as further...)

-34 (Table 2) = Ancient India

04 (Vol. 2) = Travel (Listed under 913.1-.9)

Synthesis:

$913 + -34 + 04$

$91 + -34 + 04 = 913.404$

Title: Geography of Brazil

Class Number: 918.1

Analysis:

918 = *Geography of South America

(*Add as instructed under 914-919)

(Add "Areas" notation 4-9 from Table 2 to base number 91)

-81 (Table 2) = Brazil

Synthesis:

$918 + - 81$

$91 + - 81 = 91.8.1$

Title: Dictionary of Indian National Biography

Class Number: 920.054

Analysis:

920.03-.09 = General collections of biography

(Add "Areas" notation 3-9 from Table 2 to base number 920.0)

-54 (Table 2) = India

Synthesis:

$920.0 + - 54 = 920.054$

Title: Study and teaching of independent India's history

Class Number: 954.040 7

Analysis:

954.04 = Independent India
- 07 (Table 1) = Study and teaching

Synthesis:

954.04 + - 07 = 954.040 7

Title: Historians of Mauryan period of India

Class Number: 934.040 072 02

Analysis:

934.04 = *India, Mauryan period
= (*Add as instructed under 930-990)
007202 (Vol. 2) = Historians (Listed under 930-990)

Synthesis:

934.04 + 007202 = 934.040 072 02

Self-Check Exercise

Assign the class numbers to the following titles:

1. Travel in USA
2. History of tropical regions
3. Travels in Indian ocean
4. Maps of southern hemisphere
5. Indian genealogy

SUMMARY

In the above section you have been introduced to the six auxiliary tables, viz., T1- Standard Subdivisions, T2- Areas, T3- Subdivisions of Individual Literatures, T4- Subdivisions of Individual Languages, T5- Racial, Ethnic, National, Groups, and T6- Languages. Schedules for classification includes main classes, viz., Generalia-000, Philosophy and Related discipline-100, Religion-200, Social Sciences-300, Language-400, Pure Sciences-500, Technology-600, The Arts-700, Literature-800 and the General Geography and History-900.

The auxiliary tables help in synthesising or number building in DDC. These six tables have to be used along with schedules. You have been introduced to the main divisions of each main class and various types of add notes found in the schedules. These add notes are to be followed carefully for synthesis process in construction of a class number for simple, compound and complex subjects using the schedules and tables of DDC.

25CLISP01: Information Processing – Cataloguing (Practice)

Information Processing – Cataloguing (Practice)

Classification of Books and Other Documents Using Colon Classification and Dewey Decimal Classification (23rd Edition) and Preparation of Catalogue entries for Books and Serials using AACR- II Rev. (2008) and Classified Catalogue Code (CCC).

Objectives of the Module

The objectives of the module are as follows:

4. To define Entry, Main entry and Added entries according to CCC and AACR2.
5. To explain the various sections of main entry.
6. To explain the sections of various added entries.

After reading this Unit, you will be able to:

7. understand the fundamental structure of CCC and AACR-2R;
8. know the rules for different entries given in these codes;
9. prepare different kinds of entries using these codes; and
10. describe the process of cataloguing different types of documents

Introduction

The classified catalogue code (CCC) is one of the code of cataloguing formulated by Dr. S.R. Ranganathan, the father of Library Science in India in 1934. This code (CCC) is practicing in some of the libraries in India and it is probably the only code of cataloguing which is having classified approach to document.

Dr. S.R. Ranganathan was of the firm belief that a subject approach through a classified catalogue is more helpful in satisfying the users need. This led to the formulation of “Classified Catalogue Code.”

Holdings of the library are revealed to the readers through the various entries of catalogue, so that readers may have access to the resources of the library and select the material of their choice. In libraries either the classified catalogue or dictionary catalogue is prepared. In this module we will confine ourselves with the classified catalogue prepared according to CCC of Dr. S.R. Ranganathan.

Entry

Cataloguing can be defined as the process of making entries of documents. It is an art by which we record each and every document in the library. 'An entry is a single record of a document. For every single document many entries may be prepared. The number of entries usually depend upon the different possible approaches by which users look for it in the library catalogue'.

The entries are of two kinds, namely, main entry and the added entries.

Main Entry

The entry which gives full information about a particular document is called the Main Entry. The main entry is a basic record which gives full information about a particular document. "Specific entry giving maximum information about the whole of a document. All the other entries relating to the document are normally derived from the main entry". Each document gets one main entry. The tracing of the entry given at its back, indicates which other entries have been prepared. In a classified catalogue, the main entry is prepared under the call number of the document.

Added Entry

An added entry is the secondary record of a document other than the Main Entry. The AACR-II Glossary defines it as 'an entry additional to the main entry, by which an item is represented in the catalogue'. Added entries may be prepared under joint author(s), the collaborator(s), (i.e., translator, editor, illustrators, reviser, adapter, etc.), the title, the series etc. These entries assist the users, who may look under these headings to know whether the document is available in the library and if available what is its relative location alongwith other documents on the library shelves.

Kind of Added Entries

Class Index Entries

Class index entries are provided under subject headings derived through chain procedure from the class number in the main entry or cross reference entry. They satisfy the subject approach of the users. These are general added entries which act as an alphabetical key or an index to the classified part of the catalogue.

Book Index Entries

Book index entries are provided under author(s), collaborator(s), title and series of a document. The number of entries to be included varies. These are specific added entries which satisfy the approach of the users through author(s), collaborator(s), title and series.

Cross Reference Index Entries

Cross reference index entries are prepared under such appropriate alphabetical headings, which have not been covered by either the class index or book index entries and there is a possibility of an approach under it. These are prepared under headings which are likely to be referred from by the users. Referred-from headings refer him to referred- to headings, which further lead him to bibliographical entries. These are general added entries. Editor of series entry Pseudonym-real-name entry are examples of cross reference index entry.

CLASSIFIED CATALOGUE CODE (CCC)

MAIN ENTRY

Main entry is the basic entry and it contains all the necessary bibliographical information required for the document being catalogued. CCC defines main entry as ‘a specific entry giving maximum information about the whole of a document. All the other entries-specific or general-relating to the document, are normally derived from the main entry’. The main entry is also known as comprehensive entry.

Structure of the main entry

In classified catalogue the main entry is prepared under the call number. Every entry has normally three parts i.e. Heading, Description and Address. Each of the part is further elaborated as sections. The main entry in CCC consists of six sections.

1. Leading Section
2. Heading Section
3. Title Section
4. Note Section
5. Accession Number Section
6. Tracing Section

1. Leading Section: This section consists of the Call Number of the book. It is recorded on the leading line from the first vertical. After class number, the book number is to be written after leaving a double space. It serves as the address of the document to facilitate its recall from the library shelf.

2. Heading Section: It starts from the second vertical on the next line of leading line. This section consists of the name of personal author/ corporate author or authors with individualizing element. As per the rule entry element is given in block letters, secondary element is given in ordinary hand in circular brackets and Individualizing element is given in other circular brackets. At the end of this section a full stop is used.

3. Title Section: This section will start on the next line from second vertical. This section is further divided into following three subsections:

- (i) Title, subtitle or explanatory title.
- (ii) Edition statement (Other than First edition).
- (iii) Number of volumes and Collaborator statement.

4. Note Section: On the next line note section will commence from the second vertical and continuation if any will commence from the first vertical. It consists of series note, extract note, change of title note. Generally series note is generally given on the Half title page of the book. As per rule, series note is consist successively of (i) the name of the series; (ii) a full stop; (iii) the words 'Ed by' followed by the pure name (s) of the Editor (s) of the series, if the series has editor (s), (iv) a full stop, and (v) the series number.

5. Accession Number: Accession number section is to begin at the First vertical of the bottom most line. As per rule, no full stop is to be put at the end of accession number section. It is recorded to serve as a link between the catalogue and the accession register.

6. Tracing Section: It is recorded on the back of main entry card and contains the information on the various entries made for a work (Class index entries, Book index entries, Cross reference index entries and Cross reference entries). It is intended to enable the staff to trace the additional entries prepared.

Now let us study the sections of Main entry and Added entries with illustrations through cataloguing of a title page.

Skeleton card of main entry according to CCC

Front Portion of Main Entry Card

		Leading Section
		Heading Section Title Section Note Section
	Accession Number	○

Front portion of the card

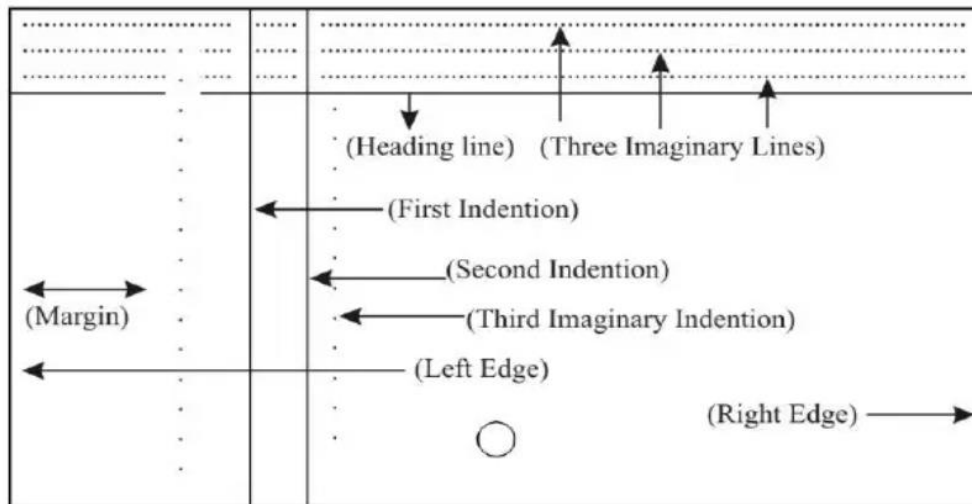
		Class Number + Book Number +Collection Number
		SURNAME (Forename) (Date of the birth-Date of the Death). Main title: Sub title. ED - . Ed. by - -. Tr. by - - (Name of the series. Ed. by - -. Series Number).
	Accession Number	○

**SKELTON CARD OF TRACING SECTION OF MAIN ENTRY
(Back side of the main entry card)**

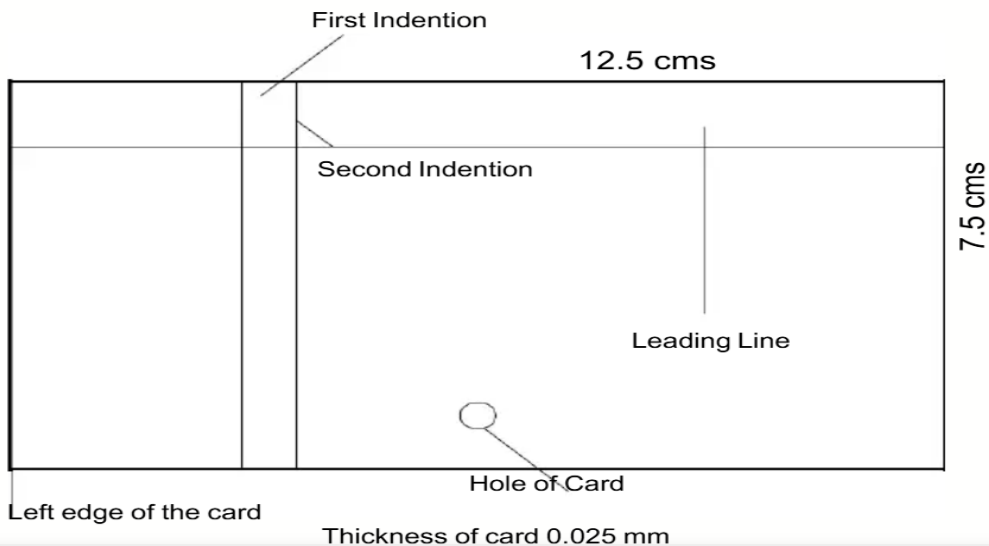
Class Reference Entries	○ Class Index Entries
.....
.....
.....
	Book Index Entries

	Cross Reference Index Entries


Structure of the catalogue card



Classified catalogue

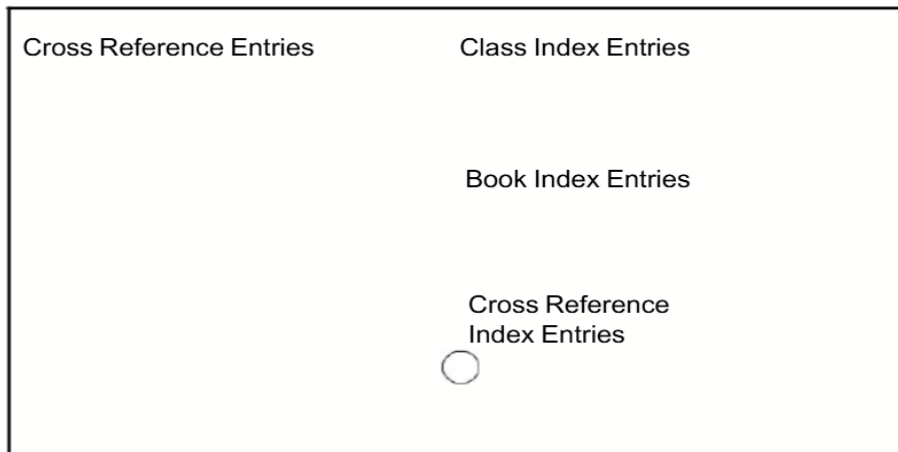


Front portion of Main Entry in CCC

	Call Number (Class No. + Book No. + Collection No.)
	SURNAME OR PERSONAL NAME (Forename) (Year of birth - Year of death.). Main title : Subtitle or Explanatory Title: Subtitle Edition. Collaborator statement. Notes (Name of the Series)
	Accession Number 

Note: Tracing Section to be given on the back of the Main Card.

Back portion of Main Entry in CCC (Tracing)



Example:

Classified catalogue code with additional rules for dictionary catalogue code

S R Ranganathan.

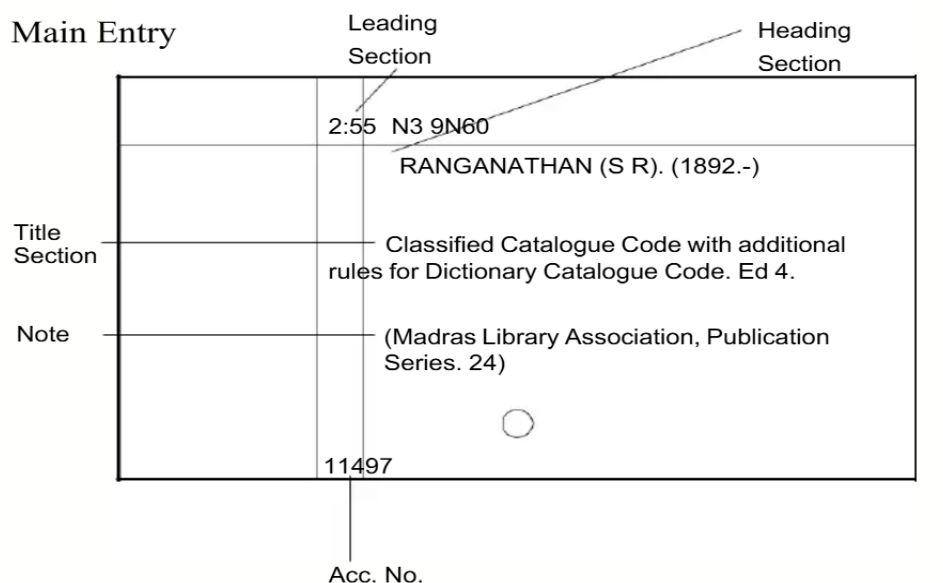
Edition 4.

Madras, Madras library association, 1960.

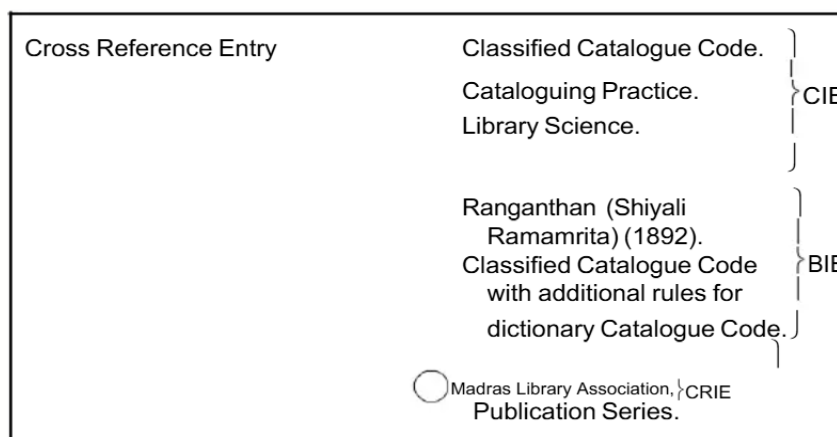
Other information:

- Class No. 2:55N3 9N60
- Acc. No. 11497
- Madras library association, publication series, 24

Main entry



Tracing Section Back of the Main Entry Card



A catalogue card has 6 sections:

- 1) **Call Number:** The Leading section (call Number) in Classified Catalogue Code commenced from the first indention on the leading line with call no.
- 2) **Heading Section:** It Commenced from the second indention on the line below the leading section. It contains the creator of document(author) and the continuation line start from second indention.
- 3) **Title section:** It starts from the second indention on the below of heading section. It contains the title of document.
- 4) **Note Section:** The Note section than also starts from second indention. If any document has more than one note than each note has to be given separately ain fresh line starts from second indention.
- 5) **Accession Number Section:** To be given on the bottom -most line and will commence from the first vertical.
- 6) **Tracing Section:** It is last section in the classified catalogue code given on the back side of main card. It contains heading of all the added entries.

Punctuation marks and style of writing

- In the leading section (call no.) class number and book should be separated from each other with a double space. No punctuation mark is required after call number and Book number. The call number must be written in pencil in a catalogue card as these are subject to change.
- In the heading section, the surname of the author should be written in capital letter i.e. RANGANATHAN (SR) as Forename in circular brackets in running letters. The full stop(.) without circular brackets is to be put at the end of the section.
- Title section: Excluding all initial article (A, An & the) and honorific word, the title of the document is to be recorded in the main entry. A colon (:) is to be put between main title and subtitle or explanatory title if any. A full stop(.) is to be put before giving information regarding edition, if any. A full stop (.) is to be put before giving

information regarding collaborators, if any viz. editor, translator, illustrator, compiler. A full stop (.) is to be put at the end of the section.

- If series is given in any document, it should be enclosed with circular brackets ().
- There is no punctuation mark given by Dr. SR Ranganathan in Accession number.

Some of the abbreviations used in CCC

Full	Abbreviated
Joint author	J Auth.
Edition	Ed.
Editor	Ed.
Translator	Tr.
Illustrator	Ill.

WORKING EXAMPLES

Single personal author

Dr. Ranganathan explained personal author in Classified Catalogue Code (CCC) rules as under:

- Name of a person as author
- Name of joint (two or more persons) as author
- The name of any corporate body as authors
- The name of both person or corporate bodies as author and
- The name of joint corporate authors

The Classified Cataloguing Code Rule (CCC, Ch. MA) have provision for the single author. The rule states that the personal author uses in the heading of the main entry by the rendering surname of the author. The CCC also advocates not to use the initials and honorific words like Rai Sahib, Sir or Padma Shri, etc. and degrees like Dr., Prof., Ph.D. etc needed to be omitted.

Introduction to physics

Benett Hopkins

London, Medallion press, 1955

2nd edition

Other information:

Call No. C N55

Acc. No. 4489

Pages – 455

Size – 26x24 cm.

Main Entry

	C N55	
		HOPKINS (Benett). Introduction to physics. Ed 2.
	4489	○
Tracing		Physics. Hopkins (Benett). Introduction to physics.
		○

Note: For the purpose of deriving class index entries, the classification number is to be open using sought link, unsought link and false link. Accordingly, in the below example only one sought links is found i.e. Physics representing 'C' in the colon classification. Further in all the CIEs the class number in the BIEs the call No. is to be written by pencil.

Class Index Entry

		PHYSICS.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. C
		○

Book Index Entry (Author)

	HOPKINS(Benett).	
	Introduction to physics. Ed2.	C N55

Book Index Entry (Title)

	INTRODUCTION TO physics.	
	By Hopkins.Ed 2.	C N55

Two personal authors

The CCC Rule define that in case of the title page consist with the two names of only two joint authors, both names can be used on the heading as in the sequence they occurred with conjunction 'and' to be used while rendering the heading.

Further, as the rule state that in such cases the book index entry will be made of the permutation of the names in the main entry.

The rule also state that book index entry can also be rendered under the collaborators like editors, illustrator, translator, etc.



Title:

Mathematics: New aspects
by
S.N. Roy and Bipin Ghosh
New era publications, New Delhi,
2011

Other information

- Call No. B P11
- Acc. No. 3458
- Pages: iv, 350
- Size: 20x18 cm

Main Entry

	B	P11
	3458	ROY (S. N.) and GHOSH (Bipin). Mathematics: New aspects. 
Tracing		Mathematics. Roy (M.N.) and Ghosh (Bipin). Ghosh (Bipin) and Roy (M.N.). Mathematics. 

Class Index Entry

		MATHEMATICS.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number B

Book Index Entry (Author)

		ROY(M.N.) and GHOSH (Bipin).
		Mathematics. B P11

Book Index Entry (Joint Author)

		GHOSH(Bipin) and ROY(M.N.).
		Mathematics. B P11

Book Index Entry (Title)

		MATHEMATICS: New aspects.
		By Roy and Ghosh. B P11

Title:

Education in India

By

Jatin Rai

Siddharth Mishra

Golden publishers, New Delhi

2014

Other information

- Call No. T.44’P 14
- Acc. No. 2386
- Pages: vi+ 520
- Size: 26x24 cm

Main Entry

		T.4 4 P 14
		RAI (Jatin) and MISHRA (Siddharth). Education in India.

2386

Tracing	India, Education. Education. Rai (Jatin) and Mishra (Siddharth). Mishra (Siddharth) and Rai (Jatin). Education in India.
---------	--

Class Index Entry

		INDIA, EDUCATION.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number T.44

Class Index Entry

		EDUCATION.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. T

Book Index Entry (Author)

		RAI (Jatin) and MISHRA (Siddharth).
		Education in India. T.44 P14

Book Index Entry (Joint Author)

		MISHRA (Siddharth) and RAI (Jatin).
		Education in India. T.44 P 14

Book Index Entry (Title)

		EDUCATION IN india.
		By Rai and Mishra. T.44 P 14

Three or more personal authors

Dr. S. R. Ranganathan prescribes that if a book written by three or more personal authors, the reader generally does not remember all the names and often refers the book by the author whose name is mentioned first on the title page of a documents. The CCC has provision for three and more personal author which state that:

- The name of the first author alone to be used as the heading and after the first name and others is to be followed in the main entry.
- The book index entry is to be prepared for the author mentioned first on the title page of the document along with the word ‘and others’.
- No book index entry for second or third author i.e. other than the first author has to be prepared

The rule states that in case if the title page consist with name of three and more joint authors, the first author alone to be used in the heading of the main entry by adding the phrase and others. No Book Index Entry for other authors i.e. other than the first author has to be prepared.

Title:

Introduction to Political Science

By

John King Gamble

Zachary T Irwin

Charles. M Redenius

James W Weber

Prentic-Hall, Inc.

New Jersey

2017

Other Information

- Call No.: W M17
- Acc No. : 71717

Main Entry

	W	M71
	71717	GAMBLE (John King) and others. Introduction to political science.

Class Index Entry

		POLITICAL SCIENCE.
		For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number W

Book Index Entry

		GAMBLE (John King) and others.
		Introduction to political science. W P17

Title:

Employment in India

By

Aman Verma
Karan Patel and
Ravi Sharma

Indian Press, New Delhi

2012

Other information

- Call no. : Y:433.44 P12
- Accession No. : 556
- Pages : xi,234
- Size : 21x19 cm

Main Entry

	Y:433.44 P12	
	556	VERMA (Aman) and others. Unemployment in India.
Tracing		India, Unemployment, Destitution, Social Pathology, Sociology. Unemployment, Destitution, Social Pathology, Sociology. Destitution, Social Pathology, Sociology. Social Pathology, Sociology. Sociology. Verma (Aman) and others. Unemployment in India.

Class index entry (Subject)

		INDIA, UNEMPLOYMENT, DESTITUTION, SOCIAL PATHOLOGY, SOCIOLOGY.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. Y:433.44

Class index entry (Subject)

		UNEMPLOYMENT, DESTITUTION, SOCIAL PATHOLOGY, SOCIOLOGY.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. Y:433

Class index entry (Subject)

		DESTITUTION, SOCIAL PATHOLOGY, SOCIOLOGY.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. Y:43

Class index entry (Subject)

		SOCIAL PATHOLOGY, SOCIOLOGY.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. Y:4

Class index entry (Subject)

		SOCIOLOGY.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. Y

Book index entry for author

		VERMA (Aman) and others.
		Unemployment in India. Y:433.44 P12

Book index entry for title

		UNEMPLOYMENT IN India.
		By Verma and others. Y:433.44 P12

Title: Financial management: Theory and Practical

By

Arun Kumar
Rachana Sharma

Atlantic publishers and distributors, New Delhi

2015

Other information

- Call No. : X56:8 P15
- Acc No. : 5678
- Pages. : V.629p
- Size. : 24 cm
- ISBN. : 81-7156-729-0

Main Entry

	X 56	:8 P15
		ARUN KUMAR and SHARMA (Rachna). Financial management: Theory and practice.
	56898	

Class index entry (Subject)

	ECONOMICS.
	For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number. X

Class index entry (Subject)

	COMMERCE.
	For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number X5

Class index entry (Subject)

	MANAGEMENT
	For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number X56

Book Index Entry for author

	ARUN KUMAR and SHARMA (Rachana).
	Financial Management. X56:8 P15

Book Index Entry for author

	SHARMA (Rachana) and ARUN KUMAR.
	Financial Management. X56: 8 P15

Book Index Entry for title

	FINANCIAL MANAGEMENT
	By Arun Kumar and Sharma X56: 8 P15

Document with series statement

According to the Classified Catalogue Code (CCC), cataloguing a book with a series involves creating a book index entry under the series name and number.

1. Leading section: Name of the series is given in Block letters followed by full stop.
2. Second section: The series serial number or its substitute starting from first vertical.
3. The third section contains the author's name, followed by colon(:), the short title of the book followed by edition statement and a full stop at the end of the section.
4. Index Number section: Call number of the book is to be given in pencil as far to the right as possible

Example,

FIVE LAWS OF LIBRARY SCIENCE

By

S.R. Ranganathan

(2nd reprinted edition)

Bangalore, Sarda Ranganathan Endowment for Library Science

1996

Other Information

- Call No. : 2 N 96
- Acc. No. : 44115
- Pages. : xii, 285
- Size. : 24 cm.
- Series : H.T.P Madras Library Association, Publication Series, 1;
- Series : Ranganathan library Science Series 4.
- RANGANATHAN (Shiyali Ramamrita) (1892-1972).

Main entry

	2 N96	
	44115	RANGANATHAN (Shiyali Ramamrita) (1892-1972). Five laws of library science. Ed 2. (Madras Library Association, publication Series.1). (Ranganathan library science series.4).

Tracing

	Library science. Ranganathan (Shiyali Ramamrita) (1892-1972). Madras Library Association, publication Series. Ranganathan library science series.
--	--

Class Index Entry

	LIBRARY SCIENCE.	
	For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number	2

Document with Collaborators

We come across books with the name of the authors along with some other names who are associated with the author(s). Such persons who are associated with the publication of a document are called collaborators. The definition in *Classified Catalogue Code* of a collaborator is "a person associated with a work and/or its author or authors in a secondary capacity not amounting to authorship, for example, director, guide, assistant, commentator, illustrator, engraver translator, reviser, editor, reporter, writer of introduction or foreword, epitomiser, adapter, librettist, writer of the words in a musical composition, writer of the words in a pictorial book."

In several cases books become known by the collaborators and hence, there arises a need to represent them in the catalogue. According to the *Classified Catalogue Code* their names are entered in the Main Entry after the statement of title. A separate Book Index Entry is made under the name of the collaborator or collaborators. There are several instances when more than one collaborator is associated with the publication of the book and, in such cases, names of all the collaborators may have to be rendered.

In the Main Entry the information relating to the title section may consist of one or two sentences or at times even a paragraph. This information is generally gathered by consulting both sides (front side as well as back side) of the title page. It may consist of the following aspects:

- i) The Title;
- ii) Information regarding the edition; and
- iii) Information regarding collaborator(s).

The name of the collaborators is to be written in the title statement as in the title page, without any permutation of the words in the name. If there are two collaborators of any one kind both are to be written after the title statement but, if there are three or more, then only the first name is to be written followed by the word "and others,".

Based on this discussion we will work out two examples.

Example

An Autobiography or the Story of My Experiments with Truth

By

M.K. Gandhi

Translated from Original in Gujarati

By Mahadev Desai

Navajivan Publishing House

Ahmedabad

Other Information:

Call No. : zG HO
Acc. No. : 4225
Edition. : 2nd
Date of Publication. : 1940

Main entry

	zG	HO
	42	25 GANDHI (Mohandas Karamchand) Autobiography or the story of my experiments with truth. Ed 2. Tr. From Gujarath by Mahadev Desai.

It may be explained here that under the classification rule of Colon Classification, 6th edition, zG is both for Gandhiana and for Gandhi.

Class Index Entry

	GA	NDHIANA
		For documents in this class and its subdivisions, see the classified part of the catalogue under the class number. zG

Book index entry for Author

	GA	NDHI (Mohandas Karamchand)
--	----	----------------------------

		Autobiography or the story of my experiments with truth. Ed 2. zG HO
--	--	---

Book index entry for Collaborator (Translator)

	DE	SAI (Mahadev), <u>Tr.</u>
		Gandhi: Autobiography or the story of my experiments with truth. Ed 2. zG HO

Book index entry for Title

	MY	EXPERIMENTS with truth. Ed 2.
		By Gandhi zG HO

Tracing

<p>Gandhi (Mahatma)</p> <p>Gandhiana.</p> <p>Gandhi (Mohandas Karamchand).</p> <p>Desai (Mahadev), Tr.</p> <p>My experiments with truth</p> <p>○</p>
--

Example

Endeavours in Psychology

Selections from the Personology of
Henry A. Murray

Edited by
Edwin S. Shneidman

Other Information:

- Class No. S M6
- Acc. No. 7018
- Date of Publication:1986

Main entry

	S	M6
	Shneidman	MURRAY (Henry A) Endeavours in Psychology. Ed by Edwin S. 7018

Class Index Entry

	PSYCHOLOGY	
		For documents in this class and its subdivisions, see the classified part of the catalogue under the class number. S

Book index entry for Author

	MURRAY (Henry A).	
	Endeavours in Psychology.	S M6

Book index entry for Collaborator

	SHNEIDMAN (Edwin S), <u>Ed.</u>	
	Murray: Endeavours in Psychology.	S M6

Tracing

Psychology
Murray (Henry A)
Shneidman (Edwin S), <u>Ed.</u>

Periodical (Journal) publications

Example 1

The Indian economic review

Vol. XXIV.

January-June 1988 Number 1

Other Information:

- Class No.: Xm44, N65
- Acc. No: 4856-4561; 5865-5878
- Periodicity: One volume per year.
- Year of Publication: 1965
- Library Holdings: Vols. 8-13 and 16-34 and still being received in the library.

Main entry

	Xm44, N65	
		INDIAN ECONOMIC review [1V per year. VI - ; 1965 -]. This library has V8-13; 1972 -77. V – 16 -34; 1980 – 98. 8 - 13; 1972 - 77 N72 - N77 4856 - 61 16 - 34; 1980 - 98 N80 - N98 5865 - 83

Class Index Entry (specific)

	INDIAN ECONOMIC review	
		Xm44,N65

Class Index Entry (Generic)

	PERIODICAL	
		Indian economic review Xm44, N65 Xm44, N65

Class Index entry (Optional)

	INDIA, PERIODICAL, ECONOMICS	
		Xm44

Class Index entry (Optional)

	PERIODICAL, ECONOMICS	
		Xm44

Class Index entry (Optional)

	ECONOMICS	
		Xm44

Tracing

Economics. Periodical, Economics. India, Periodical, Economics. Indian Economic review Periodical. ○

Example 2

Journal of Indian Council of Philosophical Research

Volume VI

Number 1 Sept. 1987

Editor

D.P. Chattopadhyaya

Indian Council of Philosophical Research

New Delhi

Other Information:

- Class No. Rm44, N82
- Acc. No. 6398-6409
- Periodicity: One volume per year.
- Year of Publication: 1982
- Library Holdings: Volume number one onwards.

Main entry

	Rm44,N2	
	1 - 17;	JOURNAL, Philosophical (Indian Council of Philosophical Research) [1V per year. VI - ; 1982 -]. This library has V1-17; 1982 -98. 1982 - 98 N82 - N98 6398 - 6414

Class Index Entry (Specific)

	JOURNAL, Philosophical (Indian Council of - Research	
		Rm44,N82

		PHILOSOPHICAL (Indian Council of -
		Research), Journal Rm44,N82

Class Index Entry (Generic)

		PERIODICAL
		Journal, Philosophical (Indian Council of – Research Rm44,N82

		PERIODICAL
		Philosophical (Indian Council of – Research), Journal Rm44,N82

Class Index Entry (Optional)

	INDIA, PERIODICAL, PHILOSOPHY	
		Rm44,N82

Class Index Entry (Optional)

	PERIODICAL, PHILOSOPHY	
		Rm44,N82

Class Index Entry (Optional)

	PHILOSOPHY	
		Rm44,N82

Cross reference index entry

	INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH	
		<u>See</u> PHILOSOPHICAL (Indian Council of - Research)

Tracing

	Philosophy, ○ Periodical, Philosophy India, Periodical, Philosophy. Journal, Philosophical (Indian council of – Research), Journal Periodical, Periodical Economics. Indian council of Philosophical Research
--	---

Pseudonym

Classified Catalogue Code defines a pseudonym as one, who assumes a false or fictitious name or any other appellations different from the real name. The basic rule in CCC is to restrict oneself to the information contained on the title page. You have to enter the name of the author as given in the title page. However, the real name of the author is to be given either in circular bracket or square bracket in case the Author Entry is pseudonymous. If the title page provides the real name of the author in a subordinated manner, it is to be added in circular bracket but if the name is taken from outside the title page it is to be added in square brackets. In case the pseudonym of the author is given first and the real name of the author subordinated in the title page, the real name of the author is to be added in circular brackets after the Descriptive Element 'Pseud.' The real name of the author is to be preceded by the symbol 'ie'. The bracket is to be preceded by a comma. The words in the real name are to be written in their natural sequence."

Main entry

		<i>0111,3M19,S K2</i>
		<i>ELIOT (George), Pseud, (ie Mary Ann Evans). Silas Marner.</i>
	<i>4148</i>	

Class index entry

		<i>SILAS MARNER, ELIOT (George), Pseud.</i>
		<i>For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number 0111,3M19,S</i>

Book index entry for Author

		<i>ELIOT (George), Pseud., (ie Mary Ann Evans).</i>
		<i>Silas Marner. O111,3M19,S K2</i>

Cross reference entry

		<i>EVANS (Mary Ann).</i>
		<i>See ELIOT (George), Pseud.</i>

Tracing

<p>○ <i>Silas Marner, Eliot (George), Pseud., Eliot (George), Pseud., Fiction. Fiction, English. English, Literature. Literature.</i></p> <p><i>Eliot (George), Pseud., (ie Mary Ann Evans).</i></p> <p><i>Evans (Mary Ann).</i></p>
--

Title page of the book gives only the name of the author and hence, it should be taken as the heading. The overflow page informs us that George Eliot is not the real name of the author but it is only her pseudonym and the real name is given in the overflow page. Accordingly, as per the prescribed rule explained earlier, the heading is made under pseudonym and the real name given in circular bracket, as it is taken from the prescribed source: ·of information (i.e., title page and its overflow). We have given a Cross Reference Index Entry, Pseudonym-Real-Name Entry for those readers who may check under the real name of the author.

Exercises For Practice

(Prepare all possible entries according to CCC for the following publications)

Title 1 (CCC)

Classified Catalogue Code: *With Additional Rules for Dictionary Catalogue Code*

By

S. R. Ranganathan

Assisted by

A Neelameghan

Asia Publishing House

Bombay, Calcutta, New Delhi

Other information

- Call No: 2: 55 N3 N64
- Acc. No: 2552
- Pages: 644
- Series: Ranganathan Series in Library Science. No 2.

Title 2 (CCC)

A guide to Earth History

Richard Carrington

Chatto & Windus

London

2016

Other Information

- Call No. : H 2 P16
- Acc No : 26262

Title 3 (CCC)

Instrumentation, Measurement and Feedback

By

Barry E Jones

Dept. of Electrical Engineering
University of Manchester
Tata McGraw-Hill Publishing Co., Ltd.
New Delhi
2008

Other Information

- Call No. : D66 P08
- Acc. No : 66866
- Pages : v. 283P.
- Size : 23.5cm

Title 4 (CCC)

AGRICULTURE: The Science and Practice of British Farming

By

Hanes A.S. Wantson

Lames A More

Third Edition

Oliver and Boyd

Edinburgh

2013

Other Information

- Call No. : J P13
- Ace No. : 333311
- Page : vi, 215

Title 5 (CCC)

Springer Series in Statistics: Theory of Attribute

By

R S Gavin

J S Ross

Second Edition

Springer- Verlag

New York -1990

Other Information

- Call No. : B2818
- Acc. No. : 28180

Title 6 (CCC)

Women Power in India

Prem Lata Pujari

Vijay Kumari Kaushik

Kanishka Publishers

New Delhi

1994

Other Information

- Call No. : Y15.44 N94
- Acc No. : 44415

Title 7 (CCC)

Principles of Physics

By

Jerry B Marion

William F Hornyak

Third Edition

Saunders College Publishing House

New York - 2004

Other Information

- Call No. : C: P04
- Acc. No. : 44144
- Series : Saunders Golden Sunburst Series No.5

Title 8 (CCC)

Corporate financing: Energy Options

Edited by

N C Gupta

M N Kaura

G L Sharma

Revised Edition

Anmol Publication

New Delhi – 1991

Other Information

- Call No. : X: 6.44 N1
- Acc No. : 64411

Title 9-(CCC)

Theory and problems of organic chemistry

Second Edition

By

Hurbert Meislich

Howard Nechamkin

Jacob Sharefkin

McGraw - Hill International Book Company

Singapore - 2003

Other Information

- Call No : E5 P03
- Acc. No. : 53535
- Series : Schaum's Outline Series, No.7.
- Edited by A V Heuve

Title 10-(CCC)

The Rajah's Second Wife: A Story

By Headon Hill

1900

London

Other Information

- Call No. 0111,3M63.R DO
- Acc. No. 4221
- Date of Birth of the Author 1863
- Note Headon Hill is the pseudonym of Frank E. Grainger. His real name is found from outside source of information.

Title 11-(CCC)

The Sociological Quarterly

Vol. 30

Number 4, 1989

Editor

Gray L. Albrecht

Official Journal of the Midwest Sociological Society

Published By

Jai Press Inc.

Greenwich, Connecticut, London, England

Other Information:

- Class No. Ym73, N59
- Acc. No. :7163-7182
- Periodicity: One volume per year.
- Year of Publication: 1959
- Library Holdings: Vols. 6 to 25
- Note: Library has stopped subscription but the journal is still in print.

References:

1. IGNOU study material. Available at <http://egyakosh.ac.in/bitstream/123456789/33130/1/unit-12.pdf>
2. Ranganathan, S. R. (1964). *Classified Catalogue Code*, Ed. 5, Bombay, Asia Publishing House.
3. Ranganathan, S.R. (1992). *Classified Catalogue Code with Additional Rules for Dictionary-Catalogue*. 5th ed. Reprint. Bangalore, SaradaRanganathanEndowment for Library Science.
4. *Anglo American Cataloguing Rules*. (1988). 2nd rev. ed. New Delhi: Oxford & IBH Publication.
5. Ranganathan, S.R. (1994). *Classified catalogue Code*. Ed 5. Bangalore, SaradaRanganathanEndowment for Library Science.
6. Kumar, Krishna. (1996). *An introduction to cataloguing practice*. New Delhi, Vikas Publication.
7. Gautam, J. Nand Singh, Niranjana. (2017). *Advance Cataloguing Practice: CCC & AACR-2*. Agra, Y.K. Publishers.

Anglo-American Cataloguing Rules (AACR2)

The AACR2 was first published in 1978 and has been subsequently revised. The AACR2 is in two parts and four appendices. Part I provides descriptive rules for preparing catalogue entries and Part II covers details concerning choice of Heading, etc. for the entries. The Appendices contain instructions for Capitalization and list of Standard Abbreviations. An Index is provided at the end of the code for easy reference.

AACR2 enables construction of a Dictionary Catalogue, where all the entries related to subject, author, joint author(s), title, series, etc. are filed in one alphabetic sequence as per the heading of the entry.

In this *Cataloguing Practice Manual*, we will cover cataloguing according to AACR2 for simple books only. Main and Added entries are to be prepared for simple books written by single personal author, two personal authors and three personal authors.

Entry Format

Library catalogue in the card form is the most popular physical form of catalogue. In card form, the entries are prepared on cards. Experience shows that the card form is also the most flexible physical form. It can easily be kept up to date. Hence this form is very popular with libraries throughout the world including India.

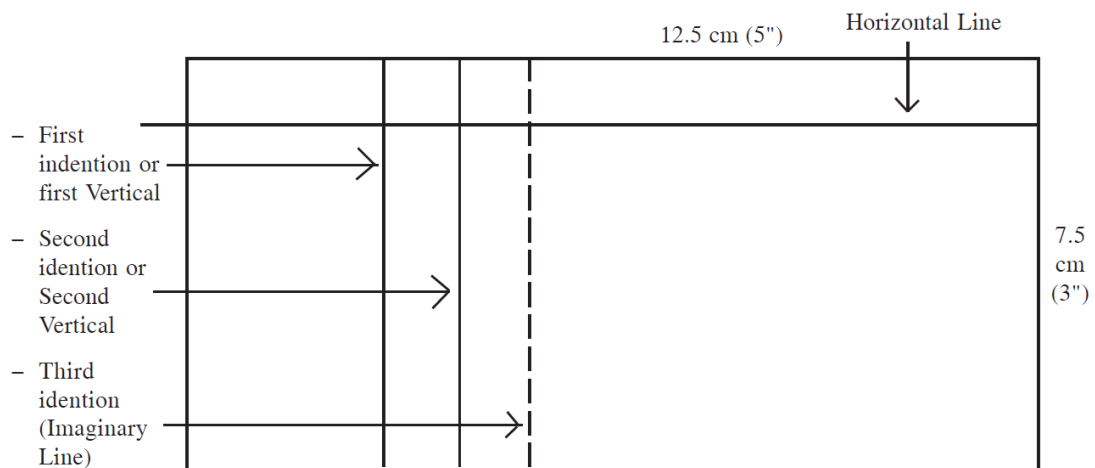
Style of writing

In the card form, the entry is made on standard size card of 12.5 cm x 7.5 cm or 5" x 3". The ruled as well as unruled cards can be used for the preparation of catalogue entries. The card also has certain vertical and horizontal lines. The vertical lines are called as indentions.

Card catalogue:

A catalogue in card form is the one in which each entry appears on a separate card; in other words, each entry is a unit which can be shifted, sorted and arranged in any way desired. The card catalogue is the most widely used form throughout the world. It has got the qualities of flexibility, ease of use and economy in production and maintenance. Another advantage with this form is that it is suited to unit entry cataloguing. The standard catalogue card measuring 12.5 cm x 7.5 cm (roughly 5"x3") is used in this form. The entries are prepared on these cards in desired quantity and they are, then, arranged in the catalogue cabinet.

The specimen card is given below?



Sample card showing three indentions

1st indention: 9 spaces from left margin

2nd indention: 13 spaces from left margin

3rd indention: 15 spaces from left margin

Class No. Book No.		Added entry Second line of added entry (if necessary) Main entry heading
Acc. No.		Title proper [GMD] = Parallel title: other title/ statement of responsibility. - Edition/statement of responsibility relating to edition. - Place of publication, distribution, etc. Date of publication. Extent of item; other physical detail: dimensions + Accompanying material. - (Series; numbering).Notes. ISBN Tracing

In the above illustration, there are three lines, two vertical lines and one horizontal line in colour.

The first vertical line is known as first indention. The second vertical line is known as second indention. The third dotted line is imaginary line and known as third indention. The top most horizontal line is known as heading line in AACR2.

Levels of description

AACR2 prescribes three levels of detail in the description depending upon the nature and the size of an individual library.

FIRST LEVEL is brief cataloguing description. It includes only that information which is sufficient to identify a particular document. It is recommended for small libraries.

SECOND LEVEL of description is recommended for medium size libraries.

THIRD LEVEL of description includes all elements prescribed in AACR2 and is followed by highly specialized libraries. The third level of description is intended for national libraries, research libraries and for those who need detailed cataloguing information.

Here, we will concentrate only on the second level of description.

Type of Entries

AACR2 recommends the following types of entries.

- Main Entry
- Added Entries
- References

Main Entry

According to AACR2, the Main Entry is 'the complete catalogue record of an item. The Main Entry is an author entry in AACR2. In cases where the authorship is diffuse or not known, the main entry is prepared under the title. It also includes the tracings of all other headings under which the record is to be presented in the catalogue'.

Added Entry

The AACR2 defines an added entry as 'An entry, additional to the Main Entry by which an item is represented in a catalogue, i.e., a secondary entry'.

There are different types of added entries, i.e.,

- Joint author (s)
- Editor(s)
- Translator(s)
- Compiler(s)
- Subject
- Title
- Series, etc.

The number and kind of added entries required by a document depend upon the nature of a particular document and also on the nature of catalogue used in a library.

References

Reference is 'a direction from one heading or entry to another'. There are different types of References in AACR-2.

- See Reference
- See also Reference

- Explanatory Reference

Out of all the references, 'See' and 'See also' type references are frequently used.

Format of the Catalogue Card & Rules for Description – Books

Elements to be included in the catalogue entry are divided into the following areas:

Class No.	
Book No.	Author's surname, Fore name.
ACC No.	Title = parallel title: sub title/First statement of responsibility; each subsequent statement of responsibility. — Edition statement/First statement of responsibility relating to edition. — First place of publication: First Publisher; Date of publication. Pages: ill, ; size. — (Name of the series)/statement of responsibility relating to series; number of the series). Notes ISBN Tracing

Call Number

Call number is the combination of class number and book number. Sometimes, a call number may also include a collection number. It is the first item which should be recorded in the upper left hand corner of the catalogue card with pencil. The collection number, if any, is put above the class number.

Accession Number

It should be recorded on the seventh line from the top of the card or fourth line from the bottom.

Author

Author in the entry is indicated by writing the surname first which is followed by a comma (,) and remaining parts of the name (i.e., fore names) are given after leaving one space which is followed by the date of birth and/or death of an author in full, if any, and a full stop. This is written from the first indention and continued from the third indention on the next line.

Title and Statement of Responsibility

The title proper should be recorded exactly as to wording, order and spelling as it is found in the chief source of information, i.e. 'Title Page', but the punctuation and the capitalization found there need not be followed.

Other title information

Record other title information (sub-title, etc.) appearing in the chief source of information. Use space, colon, space between the title proper and other title information.

Example: Cataloguing: theory and practice/ by S R Ranganathan

Statement of Responsibility

Record statement of responsibility in the form in which they appear in the chief source of information. If taken from outside, enclose it in square brackets. Statement of responsibility, which are preceded by a diagonal slash, are recorded in the form in which they appear in or on the item.

Example: Cataloguing practice / by S. R. Ranganathan

If there is more than one statement of responsibility, record them in the order indicated by their sequence on or by the layout of the chief source of information.

Example: Computers for everyday life/Roger Hunt and John Shelley

Edition

Edition area consists of Edition Statement, i.e., Statement of responsibility relating to edition, Subsequent edition statement of responsibility relating to subsequent edition statement, etc.

Rule in AACR-2 says that precede this area by a full stop, space, dash and space. Precede a statement of responsibility by a diagonal slash. Precede each subsequent statement of responsibility by a semi-colon.

Transcribe the edition statement as found on the item. Use standard abbreviations and numerals in place of words.

Example:

- 2nd ed., 3rd ed., 4th ed.
- New ed.
- Rev ed.
- Illustrated ed.
- 2nd rev ed.
- Rev and enl ed.

Example:

1. Economic geography of India / By R. N. Dubey and B. S. Negi. - 14th ed. –
2. A dictionary of modern English usage H. W. Fowler. – 2nd ed./revised by Ernest Gowers.

Publication Distribution, etc. Area

This area is used to record information relating to place of publisher or publication, distribution, etc., the name of the publisher or distributor and the date of publication, distribution, etc.

Place

If a publisher has offices in more than one place, always give the name of the first place and omit all other places. If the place of publication, distribution, etc. is uncertain, give the probable place with a question mark in square brackets.

Example: [Delhi?]

If no probable place can be given, give the name of the country, state, province, etc. If it is not certain, give it with a question mark and in square brackets.

Example:

[India]

[Delhi?]

If no place or probable place can be given, give the abbreviation s.l. (Sine loco) in square brackets. 'Sine loco' means 'no place' in Latin. Example:

[s.l.] : Vikas, 2012.

Publisher/Distributor, etc., Name

Give the name of the publisher, distributor, etc. following the place(s) to which it relates. Use shortest form in which it can be understood and identified internationally.

Example:

Penguin not Penguin Books

John Wiley not Wiley

If a book has two or more places of publication, distribution, etc. and or two or more publishers, record the first named place and publisher.

If the name of the publisher, etc. is not known, the abbreviation s.n. (sine nomine) is given in square brackets. Example:

Delhi : [s.n.]

Date of Publication

Give the year of publication of the edition named in the edition area. If there is no edition statement, give the date of the first edition. If the book is published in subsequent editions, give the year of subsequent editions. Give the year in Arabic numerals preceded by a comma.

Example

, 1998

If there is no date, the copyright date or date of printing is given. Example

c 1999
, 1999 printing

If there is no date of publication, distribution, etc., copyright date or date of manufacture can be assigned to an item, give an approximate date of publication.

Example

, 1998 or 1999	one year or the other
, [1999?]	probable date
, [between 1980 and 1999]	use only for the dates less than 20 years apart
, [ca.1999]	approximate date
, [199_ _]	Probable decade
, [19_ _ _]	Century certain
, [19_ _ _]	Probable century

Physical Description Area

Physical Description Area consists of physical description and series statement of the document. This paragraph starts from the second indentation and continues from the first indentation. This area consists of:

1. Pagination
2. Illustrative matter, and
3. Size of the document expressed in cm.

Pagination

If the book is in a single volume, record the number of pages.

Example:

786p.
Xiii, 786p.

If the book is published in more than one physical volume, record the number of volumes as under:

Three volumes as 3v.
Four volumes as 4v.

If a set of volumes is continuously paged, give the pagination in parentheses after the number of volumes. Ignore separate pagination of Roman numbers in volumes other than the first.

Example:

3 v. (viii 2660p.)

If the volumes in a multivolume set are individually paged, record the pagination of each volume in parentheses after the number of volumes.

Example:

2 v. (xx, 328; xii, 415 p.)

Illustrative Matter

The second item of physical description area is illustrative matter. The connecting symbol between pagination and illustrative matter is a colon (:). Indicate the illustrated printed books as “ill”. Illustrations can be Charts, Maps, Music, Plans, Portraits, Samples, etc.

Example:

786 p.: ill.

786 p.: ill., maps

Size

The third item in this area is the size of the document. The connecting symbol between the illustrative matter and height of the document is semi colon (;). Give the height of the volume in (cm) centimetres, to the next whole centimetre up (i.e., if a volume measures 17.2 cm, record it as 18 cm). Put a semi colon before size.

Example:

786 p.: ill. ;18 cm

Series Area

Precede this area by a full stop, space, dash and space. Series statement is recorded in circular brackets. The series statement may consist of name of the series, statement of responsibility relating to series and number of series.

Example:

. - (Ranganathan Series in Library Science)

. – (Ranganathan Series in Library Science; 4)

Note Area

Notes are given to explain nature, scope, or artistic form of the item. Language of the item, source of the title proper, variation in title, accompanying material, contents, ‘with’ notes, etc. are also recorded in Note area.

Standard Number

Record the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) for the item being described.

Example:

ISBN : 81-239-0459-2

ISBN : 81-239-0447-9

ISSN : 0002-9769

Tracing

Tracing is ‘the record of the heading under which an item is represented in the catalogue’. The information about added entries should be recorded in a paragraph starting from the second indentation.

Works of personal authorship

A Personal author is ‘the person chiefly responsible for the creation of the intellectual or artistic content of a work’. The work may be prepared by single person, two persons or more persons. In case of more than one author, additional entries are to be prepared for joint authors.

Entry for Single Personal Author

Enter a work by ONE PERSONAL AUTHOR under the heading for that person named in the work. The main entry for the work ascertained to be by a single personal author has to be under the author’s name.

The rule states that the heading will be the name by which the author is commonly known. Thus, the entry for a single work by one author may appear under the person’s real name. Examples:

- a. Computer Science /by Roger Hunt
Main Entry under the heading ‘Hunt, Roger’

- b. Theory of Religion/by R. W. Rush
Main Entry under the heading ‘Rush, R.W.’

Examples

(Single Personal Author)

AACR-2

An introduction to the Second edition of Anglo-American Cataloguing Rules

Eric Hunter

Clive Bingley, London

2012

Other Information

- Call No. : 025.32 HUN
- Ace No. : 12345
- Pages. : 148 p.
- Size. : 22 cm.

Main entry

025.32 HUN	Hunter, Eric.	
12345		<p>AACR-2 : an introduction to the second edition of Anglo-American Cataloguing Rules / Eric Hunter. - London: Clive Bingley, 2012.</p> <p>148 p; 22 cm,</p> <p>1. Cataloguing. I. Title</p>

Added entry (Subject)

025.32 HUN	Hunter, Eric	CATALOGUING
		<p>AACR-2 (Rest as in main entry)</p>

Added entry (Title)

025.32 HUN		AACR-2 Hunter, Eric
		<p>AACR-2 (Rest as in main entry)</p>

(Single Personal Author)

DOCUMENTATION: GENESIS AND DEVELOPMENT

By

SR Ranganathan

National Research Professor in Library Science

Documentation Research and Training Centre, Bangalore

Vikas Publishing House

Delhi - London

Other Information

- Call No. : 2:97'P03 L3
- Acc. No. : 23451
- Pages. : 310 p
- Size. : 23 cm
- Series. : Sarada Ranganathan Endowment for Library Science Series
- First edition Published in 2003.

Main entry

2:97'P03 L3		Ranganathan, S.R
23451		Documentation: genesis and development/ by S.R Ranganathan - Delhi: Vikas Publishing House, 1973. 310 p.: 23 cm. - (Sarada Ranganathan Endowment for Library Science Series). 1. Information storage and retrieval system. I.Title II. Series

Added Entry (Subject)

2:97P03 L3	Ranganathan, S.R	INFORMATION STORAGE AND RETRIEVAL SYSTEM
		Documentation (Rest as in main entry)

Added Entry (Title)

2:97'P03 L3	Documentation Ranganathan, S.R	
		Documentation. (Rest as in main entry)

Added Entry (Series)

2:97'P03 L3	Sarada Ranganathan Endowment for Library Science Series Ranganathan, S.R.	
		Documentation. (Rest as in main entry)

Works of Shared Responsibility ((Two or More personal authors))

Shared responsibility is defined by AACR-II as collaboration between two or more persons performing the same kind of activity in the creation of the content of an item. The contribution of each may form a separate and distinct part of the item, or the contribution of each may not be separate from that of the other.

According to AACR-II, works for which two or more persons or corporate bodies are responsible can further be divided as under:

- (1) Principal responsibility indicated
- (2) Principal responsibility not indicated

Principal Responsibility Indicated

AACR-II says “If, in a work by two or more persons or bodies, principal responsibility is attributed by the wording or by the layout of the chief source of information (to one person or corporate body) make main entry under the name for that person or body”. Make added entries under the headings for other persons or bodies if there are not more than two of them.

Entry for Two Personal Authors

Enter a work by TWO PERSONAL AUTHORS under the heading for the first personal author. For the second author, make an added entry.

For example:

- Foundations of Set Theory/by K. R. Bhal and Y. P. Dhal

Main Entry under the heading ‘Bhal, K. R.’ to be prepared.

One Added Entry for shared authorship to be prepared for ‘Dhal, Y. P.’.

Example

Computer and Commonsense

By

Roger Hunt

John Shelley

Prentice-Hall of India Private Limited

New Delhi-110001

2009

Other information

- Call No. : 001.642 HUN
- Acc. No. : 79764

- Pages : ix, 149 p.
- Size : 18 cm.
- ISBN : 0-87692-061-10.

Main Entry

001.642 HUN	Hunt, Roger	
79764	John Shelley.	Computers and Commonsense/ Roger Hunt and John Shelley. - New Delhi: Prentice-Hall India, 2009. .ix, 149 p.; 18 cm. ISBN: 0-87692-061-10 1. Computers. I. Shelley, John. II. Title.

Added Entry (Subject)

001,642 HUN	Hurt, Roger	COMPUTERS
79764		Computers and Commonsense (Rest as in Main Entry)

Added Entry (Joint Author)

001.642 HUN	Hunt,	Shelley, John Roger
79764		Computers and Commonsense (Rest as in Main Entry)

Added Entry (Title)

001.642	Hunt,	Computers and Commonsense Roger
79764		Computers and Commonsense (Rest as in Main Entry)

(Two Personal Authors)

Foundations of Set Theory

V.P. Dhal

K.R. BHAL

Horth Holland Publishing Company

Amsterdam, Holland

2008

Other information

- Call No. : B3M7 P08

- Ace No. : 37831
- Pages. : x, 500 p.
- Size. : 25 cm
- Series. : Studies in logic and foundations of mathematics.

Main Entry

B3M72 P08	Bhal, K.R.	
37831		<p>Foundations of set theory/ Y.P. Dhal and K.P. Bhal, -Amsterdam : North Holland Publishing Company, 2008.</p> <p>X, 500 p.; 25 cm. - (Studies in logic and foundations of mathematics).</p> <p>1. Mathematics. 2. Aggregates (Mathematics). I. Dhal, Y.P. II. Title III Series. Y.P.</p>

Added Entry (Subject)

B3M72 P08	Bhal, K.R.	MATHEMATICS
37831		<p>Foundations of set theory. (Rest as in main entry)</p>

Added Entry (Subject)

B3M72 P08	Bhal, K.R.	AGGREGATES (MATHEMATICS)
37831		Foundations of set theory (Rest as in main entry)

Added Entry (Joint Author)

B3M72 P08	Bhal, K.R.	Dhal, YP.
37831		Foundation of set theory (Rest as in main entry)

Added Entry (Title)

B3M72 P08	Bhal, K.R.	Foundations of set theory
37831		Foundations of set theory, (Rest as in main entry)

Added Entry (Series)

B3M72 P08	Bhal	K.R. Studies in logic and foundations of mathematics
37831		Foundational of set theory (Rest as in main entry)

(AACR-2)

(Three Personal Authors)

Enter a work by THREE PERSONAL AUTHORS under the heading for the first personal author. Make added entries for the second and third joint authors.

For example:

Analytical Geometry/by Percy F. Alexy, Arthur Sullivan Gale and John Havan Neelley.
Main Entry under the heading 'Alexy, Percy F.'

Two Added Entries for shared authorship to be prepared for 'Gale, Arthur Sullivan' and 'Neelley, John Havan'

Example

Readings in Guidance

John. E. Barkey

James A. Hans

James L. Maltha

Second Edition

Holt, Rinehart and Winston

New York, Chicago, London

Other information:

- Call No. : T9 (Y4) P15

- Acc No. : 5994
- Pages : xvii,800p
- Size : 20 cm
- Series : Foundation of Education Series. No.75
- Copyright date: 2015

Main Entry

T9 (Y4) P15	Barkey, John E.
5994	<p>Readings in guidance / John. E. Barkey, James A. Hans James L. Maltha. - 2nd Ed.- Ne'' York: Holt, Rinehart and Winston, c 1959.</p> <p>xvii, 800 p.; 20 cm. - (Foundation of Education Series; no.75) .</p> <p>1. Counselling. I. Hans, James A. II. Maltha, James L. III - Title IV. Series</p>

Added Entry (Subject)

T9 (Y4) P15	COUNSELLING
5994	<p>Barkey, John E.</p> <p>Readings in guidance. (Rest as in main entry)</p>

Added Entry (Joint Author)

T9 (Y4) P15	Barkey, John E.	Hans, James A
5994		Readings in guidance (Rest as in main entry)

Added Entry (Joint Author)

T9 (Y4) P15	Barkey, John E.	Maltha, James L.
5994		Readings in guidance (Rest as in main entry)

Added Entry (Title)

T9 (Y4) P15	Barkey, John E.	Readings in guidance
5994		Readings in guidance (Rest as in main entry)

Added Entry (Series)

T9 (Y4) P15	Barkey, John E.	Foundation of Education Series
5994		Readings in guidance (Rest as in main entry)

(Three Personal Authors)

Library Practice: A Manual and Text book

J Burkett

J Ritchie

A Standley

ELM Publications

Cambridge

2017

Other information:

- Call No. : 025 P17
- Ace No. : 2577
- Pages : ix, 285 p.
- Size : 18 cm.

Main Entry

025 P17	Burkett, J.	
2577		<p>Library practice: a manual and text book / J. Ritchie A. Standley and J. Burkett. - Cambridge: EUM Pub, 2017.</p> <p>ix, 285 p.; 18 cm.</p> <p>1. Library Science. I. Ritchie, J. II. Standley, A. III Title.</p>

Added entry for subject

025 P17	Burkett, J.	LIBRARY SCIENCE
2577		<p>Library practice (Rest as in main entry)</p>

Added Entry (Joint Author)

025 P17	Burkett, J.	Ritchie, J.
2577		<p>Library practice (Rest as in main entry).</p>

Added Entry (Joint author)

025 P17	Burkett, J.	Standley, A.
2577		Library practice (Rest as in main entry)

Added Entry (Title)

025 P17	Burkett, J.	Library practice
2577		Library practice (Rest as in main entry)

Four Personal Authors

In case a book is written by more than three authors and none of them is shown as principal author, main entry is made under the title. The first named author alone is entered with an added entry. The name of the first author is followed by the sign of omission “...” and “*et al*” in square brackets. The continuation of the title and responsibility area are from the second indention. This type of rendering of the entry is called the hanging indention.

Example

Comparative Psychology

David K. Horton

Ronald B. Bailey

M. Biren Singh

K.K. Das

Michael Erickson

Holt, Rinehalt and Winston. New York, Chicago, San Francisco

2001

Other Information

- Call No. : 156HOR
- Acc. No. : 7793
- Pages : xx, 445
- Size : 30 cm.

Main Entry

156 HOR		Comparative Psychology/David K. Horton ... [et al].-
7793		New York: Holt, Rinehart and Winston, 2001. xx, 445 p.; 30 cm. 1. Psychology. I. Horton, David K.

Added Entry (Subject)

156 HOR		PSYCHOLOGY Comparative Psychology/David K. Horton ... [et al].-
		(Rest in the main entry)

Added Entry (Author)

156 HOR		Horton, David K. Comparative Psychology/David K. Horton ... [et al].-
		(Rest in the main entry)

Edited Books

For edited books the main entry is made under its title. Added entries are prepared under the principal editor or the first named editor. Rendering should be in hanging indention. For the books having single editor the entries are made as shown in the following example.

Handbook of Public Administration

Edited by
B. Guy Peters

London, Sage Publications
2003

Other Information

- Call No. : 351.22 HAN
- Acc. No. : 64321
- Page : xiv, 640 p
- Size : 26 cm
- ISBN : 0761972242

Main Entry

351.22 HAN		Handbook of Public Administration/edited
64321		by B. Guy Peters.- London: Sage, 2003. xiv, 640 p; 26 cm. ISBN 0761972242 1. Public Administration. I. Peters, B. Guy.

Added Entry (Subject)

351.22 HAN	Handbook of Public Administration/edited	PUBLIC ADMINISTRATION
		(Rest as in the main entry)

Added Entry (Editor)

351.22 HAN	Handbook of Public Administration	Peters, B. Guys, ed.
		(Rest as in the main entry)

Pseudonym

Pseudonym, according to AACR-2R is a name assumed by an author to conceal or obscure his or her identity. Pseudonymous works exist in all literatures of the world. AACR-2R identifies four basic kinds of pseudonymous works. A cataloguer is, thus, likely to come across:

- i) works of a person known predominantly by a single pseudonym;
- ii) works of a person using two or more pseudonyms;
- iii) works of a person intermittently using his real name as well as a pseudonym; and
- iv) works of two or more persons jointly using a single pseudonym.

Treatment of pseudonym

- i. If all works by a person appear under one pseudonym, or if the person is predominantly identified in reference sources by one pseudonym, choose the pseudonym for heading. If necessary, make a reference from the real name to the pseudonym.
- ii. If the works of a person appear under several pseudonyms, choose the one by which the person has come to be identified predominantly in later editions of his or her works, in critical works, or in reference sources, in that order. Make references from the other names.
- iii. If a person is intermittently using his or her real name and one or more pseudonym and is not known predominantly by one name, choose for each item the name appearing in it. Make references to connect the names.
- iv. If two or more persons collaborate and use a single pseudonym, use the pseudonym as the heading for the works produced by their collaboration. Refer to the pseudonym from their names.

Example,

The Mill on the Floss

George Eliot

With an introduction by Macloim Elwin

Distributed by Heron Books

London, Heron Books

1969

Other Information:

- Call No. 823.8 EL44
- Acc. No. 254330
- Pages: IX, 486
- ISBN: 0-86225-011-0
- Note: George Eliot is the Pseudonym of Marian Evans

Main entry

823.8 EL44	Eliot, George
254330	<p>The Mill on the Floss/ George Eliot; with an introduction by Malcolm Elwin . - London: Distributed by Heron Books, C 1969.</p> <p>IX, 486p.; 21 cm.</p> <p>ISBN: 0-86225-011-0</p> <p>1. English -Fiction I. Elwin, Malcolm Introd. II. Title</p>

Subject entry

823.8 EL44	ENGLISH - FICTION Eliot, George
254330	<p>The Mill on the Floss/ George Eliot; with an introduction by Malcolm Elwin . - London: Distributed by Heron Books, C 1969.</p> <p>IX, 486p.; 21 cm.</p> <p>ISBN: 0-86225-011-0</p> <p>1. English -Fiction I. Elwin, Malcolm Introd. II. Title</p>

Collaborator added entry

823.8 EL44	Elwin, Malcolm, Introd. Eliot, George
254330	<p>The Mill on the Floss/ George Eliot; with an introduction by Malcolm Elwin . - London: Distributed by Heron Books, C 1969.</p> <p>IX, 486p.; 21 cm.</p> <p>ISBN: 0-86225-011-0</p> <p>1. English -Fiction I. Elwin, Malcolm <u>Introd.</u> II. Title</p>

Title added entry

823.8 EL44		The Mill on the Floss Eliot, George
254330		The Mill on the Floss/ George Eliot; with an introduction by Malcolm Elwin . - London: Distributed by Heron Books, C 1969. IX, 486p.; 21 cm. ISBN: 0-86225-011-0 1. English -Fiction I. Elwin, Malcolm <u>Introd.</u> II. Title

Reference entry (Real name to Pseudonym)

		Evans, Marian
		<u>See</u> Eliot, George

Example-2

Single Pseudonym adopted by two authors

The Roman Hat Mystery

By

Ellery Queen

London

Oxford University Press, 1945

Other information:

- Call No. O111,3M89, 13 N45

- Acc. No. 1404
- Pages 221
- Size 18.5 cm
- Note: Ellery Queen is the pseudonym of Frederic Danny and Manfred Bannigton Lee. This information is taken from outside sources.

Main entry

O111,3M89,31 N45	Queen, Ellery	
1404		Roman hat mystery/by Ellery Queen. - London: Oxford University Press, 1945. 221 p.; 19 cm. 1. English - Fiction I. Title

Subject added entry

O111,3M89,31 N45	Queen, Ellery	ENGLISH - FICTION
1404		Roman hat mystery/by Ellery Queen. - London: Oxford University Press, 1945. 221 p.; 19 cm. 1. English - Fiction I. Title

Title added entry

O111,3M89,31 N45	Queen, Ellery	Roman hat mystery
		Rest as main entry

Explanatory reference

	Danny, Frederic	
		For works of this author written in collaboration with Manfred Bannington Lee <u>see</u> Queen, Ellery

Serial publications

Serials are publications brought out in successive parts bearing a corresponding number. They are intended to be continued. Sometimes they are also called as periodicals, journals, magazines, etc. The bibliographical description for a serial publication normally includes:

- Title and statement of responsibility area
- Edition area
- Numeric and alphabetic or chronological or other designation area
- Publication/ Distribution area
- Physical description area
- Series area
- Note area
- Standard number and
- Terms of availability area

AACR2 cataloguing entries for journals (serial publications) consist of a main entry and various added entries, with the main entry generally being under the title. The rules for serials are found in Chapter 12 of AACR2.

The main entry for a journal typically includes the following areas of description, following a specific order and punctuation:

Main Entry Structure (AACR2R)

- **Call Number Section**
 - Placed in the leading section of the catalogue card.
- **Heading Section**
 - For journals, the main entry is generally under the **title**. If the journal has an editor, an added entry is made for them only in rare instances when the serial is likely to be known by the editor's name.

- **Title and Imprint Section**
 - This area includes the title proper, general material designation (optional), parallel titles, other title information, and statement of responsibility.
 - It is followed by the edition statement, material specific details, place of publication, publisher's name, and date of publication (starting date).
- **Physical Description and Series Note**
 - This section details the extent of the item (e.g., number of volumes), other physical details (illustrations), and dimensions.
 - Series information is also included here in parentheses.
- **Note Section**
 - Notes provide additional important information that doesn't fit into other areas, such as frequency of publication, indexing, or former titles.
- **ISSN (International Standard Serial Number)**
 - The standard number is recorded in this area.
- **Accession Number**
 - This is an administrative number specific to the library's holdings.
- **Tracing**
 - Tracing is a record of all the added entries prepared for the document, including subjects, joint authors, and series.

Added Entries

Added entries provide additional access points for users. For a journal, these might include:

- **Subject entries:** Headings (usually from a standard list like *Sears List of Subject Headings*) that describe the journal's content.
- **Editor entry:** Used in rare cases where the editor is well-known in connection with the specific serial.
- **Corporate body entry:** If an organization is responsible for the content, an added entry might be made for it.
- **Series entry:** If the journal belongs to a larger series.

The main entry serves as the unit record, and copies of this card are used for added entries by simply adding the appropriate heading above the main entry information.

Examine the following example:

Journal of Modern Physics

An official organ of Indian Society of Modern Physics

Vol. 1, No. 1. July, 1967

Editor

N.K. Gupta

New Delhi

Indian Society of Modern Physics

1967

Other information

- Class no. 539.7
- Size. 26 cm

- Note:
1. The quarterly journal was started in July 1967
 2. One volume is completed in one non-calendar year
 3. Library has a full set of journals except vol. 3 and 5.
 4. Prof. N.K. Gupta has edited this journal since its inception

Main entry

539.7	Journal	of modern physics: an official organ of Indian Society of Modern Physics-Vol.1, No. 1 (July 1967)- New Delhi: The Society, 1967- ...v.; 26 cm. Quarterly. Editor: N.K. Gupta. Library set lacks v. 3 and 5.
		1. Nuclear physics-Periodicals. I. Indian Society of Modern Physics. II. Gupta, N.K.

Subject added entry

539.7	Journal of modern physics	NUCLEAR PHYSICS-PERIODICALS.
		Rest as main entry.

Sponsoring body added entry

539.7	Journal of modern physics	Indian Society of Modern Physics.
		Rest as main entry

Editor added entry

539.7	Journal of modern physics	Gupta, N.K.
		Rest as main entry

See reference entry

		PHYSICS, NUCLEAR.
		<u>see</u> NUCLEAR PHYSICS.

Exercises:

Title 1 (AACR-2)

Politics in India since independence: 1947-1995

By

P.K. Banarjee
D.P. Chattopadhyaya

Third Edition

Orient Longman
New Delhi-L 995

Other information

Call No : W.44 'N95-N97-N95
Acc. No. : 4459
Pages. : x,412p.
Size. : 24 cm.

Title 2 (AACR-2)

Nature of Piezo-electricity

By

J.H. Weaver
L.C. Motz

Third Edition

Simon and Schuster
New York-2014

Other information

Call No. : 536.2
Acc No. : 5521
Pages. : xxi, 510
Size. : 24 cm.
Series. : Studies in Electricity. This is sixth in the series.

Title 3 (AACR-2)

History of Election System in India

By

Paul R Brass

Second Edition

Cambridge University Press

NewDelhi-2016

Other information

Call No. : W:91v44'N9 P16
Ace No. : 31113
Pages. : 320p.
Size. : 23 cm.
Series. : The New Cambridge Series on Indian Politics No.3

Title 4 (AACR-2)

(Popular Science Series, No.XIV)

Energy For Development

Ramesh Chandra
Suresh Kumar Goyal

(5th Edition)

Popular Prakashan
Bombay 2017

Other information

Call No. : 333.79 CHA -E
Ace No. : 33791
Pages. : 279 p.
Size. : 23 cm. 107

Title 5 (AACR-2)

STATISTICAL PHYSICS

By

L. Landau and E. Lifshitz

Translated from the Russian By

D Shoenberg

Clarendon Press

Oxford

2015

Other information

Call No. : 530 LAN-S
Ace No. : 33030
Pages. : viii, 280 p.
Size. : 23 cm.

Title 6 (AACR-2)

Cage And Aviary Birds

By

D. H. S. Risdon

Faber and Faber

London - Boston

2010

Other information

Call No. : 598.2 RIS-C
Ace No. : 59821
Pages. : 188 p.
Size. : 18 cm.

Title 7 (AACR-2)

Theory of Religion

By

Robert Stark

W S Bainbridge

Gregory Tropea

Second Edition

P Lang, New York

2007

Other information

Call No. : P07
Ace No. : 31121
Pages. : 210 p
Size. : 23 cm
Series. : Toronto Studies in Religion

Title 8 (A.ACR-2)

The Electric Lines of the Lancashire and Yorkshire Railway

By

N N Forbes

B J Felton

R W Rush

Electric Railway Society

Sutton Coldfield

1976

Other information

Call No. : 3853 FOR-E

Ace No. : 35831

Pages. : xv, 461 p

Size. : 30 cm.

Title 9 (AACR-2)

Communist Political System: An Introduction

By

Stephen White

John Gardner

George Schopflin

St. Martin's Press

New York

2017

Other information

Call No. : 321.92 WHI-C

Ace No. : 22113

Pages. : 2442p.

Size. : 22 cm.

Title-10 (AACR-2)

Environmental and Waste Management World

Vol 10 No.1 1950

Editor

Suzanne Bustad

Specialty Technical Publishers Inc

Vancouver, B.C. Canada

Other Information

Class No. : 604.7
Size : 26 cm
ISSN : 0835-3778
Frequency: 10 in a year
First issue published in 1941
Note: Library lacks volume 6

Texts & References

1. American Library Association et al. Anglo-American Cataloguing Rules. Ed 2. 1978.
2. Anglo American Cataloguing Rules. 2nd Edition Rev. New Delhi, Oxford, 1988
3. DDC Ed.23, OCLC Ohio, 2003
4. ePGPathashala.
<https://ebooks.inflibnet.ac.in/eadhayan/site/genre?id=Library%20and%20information%20Science>
5. Girija Kumar and Krishan Kumar. Theory of cataloguing. 5th ed. New Delhi: Vikas, 1986.
<http://www.swayam.gov.in>
6. Krishan Kumar. An introduction to AACR2. 3rd ed. New Delhi: Vikas, 1995.
7. Ranganathan, S.R. Prolegomena to Library Classification. 3rd ed., Bombay: Asia, 1967.
8. Ranganathan, S.R. Descriptive account of Colon Classification, Bangalore: Sarada Ranganathan Endowment for Library Science, 1989.
9. Ranganathan, S.R. Classified catalogue code with additional rules for dictionary catalogue code. 5th ed. Bangalore: Sarda Ranganathan Endowment for Library Science, 1988. Part B.
10. Satija. M.P. Exercise in the 23rd Edition of Dewey Decimal Classification. New Delhi, Ess Ess Publications, 2012.
11. Satija. M.P. Colon Classification: A practical introduction. 7th Ed., New Delhi: Ess Ess Publications, 1989.
12. Sears List of Subject Headings. 20th Edition. New York, H.W. Wilson, 2010
13. Sharma, C.K. and Sharma, Amrit K. Library classification. New Delhi: Atlantic, 2007.

