

CHAPTER ONE

INTRODUCTION TO LIBRARY MATERIALS

L*ibraries* all over the world collect different kinds of materials such as monographs, serials/journals, electronic resources and cartographic materials to meet the information needs of users. Monograph means “produced once” and is derived from *mono* (Latin for *one*) and *graph* (Greek for *write*). The term is used to describe printed books in order to distinguish them from serials. Monographs are printed books that treat only one subject in the compendium as a whole. They are usually called textbooks. Textbooks are used to teach singular courses. A textbook could also be split into other singular subjects thereby forming other textbooks. For example, a textbook on Biology treats the alimentary canal, the reproductive system, plants and animals, living things and non-living things, etc. These topics treated in Biology could also be in different textbooks forming different monographs. Print monographs include:

- ❖ **Printed books:** a book is any document that has a collection of 49 pages or more that are bound together with a distinctive title. It is a set of printed sheets of paper bound together along one edge and encased between protective covers.

- ❖ **Manuscripts:** refer to documents usually written by hand (e.g., drafts of novels or poems)

- ❖ **Typescripts:** these are similar to manuscripts, but produced on a typewriter.
- ❖ **Pamphlets:** are unbound works of less than 50 pages.
- ❖ **Ephemera:** printed material intended to have a short life (e.g., leaflets)
- ❖ **Journals**

Organization of printed books (Parts of a Book)

A book has the following parts:

- Binding
- Preliminary pages
- Text
- Auxiliary or reference pages

The binding

The binding is the part of a book that acts as the cover. It holds the printed pages together. The binding could be made of soft or hard leather, cloth, paper etc.

The preliminary pages

These are the pages in a book that comes before the main text. They include the following;

- Fly leaves
- Frontispiece
- Half-title page
- Title page
- Copyright page
- Dedication
- Table of content
- Preface
- Acknowledgement

Flyleaves

These are the blank pages next to the end papers. They are the first and last leaves in a book.

Frontispiece

The frontispiece is a graphical illustration relating to the subject matter of a book. It comes before the title page and is most commonly found in biographical works.

The half title page

The half title page precedes the title page. It gives an indication of the title of a book while also serving as a protection for the title page. It may provide brief or complete title information.

Title page

The title page gives the official title of the book which may be longer than that found on the front cover or spine. It also provides the name of the author(s) with or without their academic qualifications, the publishers name and place of material publication. The title page is the authoritative source of information for listing a source in a reference/bibliography.

Copyright page

The copyright page comes right behind the title page. The person who has the legal ownership of the book is indicated here. It also provides information such as restriction on photocopying, the ISBN, copyright date, CIP details and the number of reprints.

The copyright page is at the **verso** of the title page. A book has two sides called pages. The verso is the left side of a book. The opposite, the **recto**, is the right side of a book.

Dedication

The dedication page bears the name of the person or persons to whom the book is dedicated.

Table of content

The table of content page provides a list showing the arrangement of the book and their page numbers.

Preface

The preface introduces the author to the reader and states the author's intention for writing the book.

Acknowledgement

Many authors recognise the help rendered by others in the course of writing a

book. It is on the acknowledgement page that such gratitude is shown

The text

The text is the main body of a book. It is an expansion of the Table of Contents numbered using Arabic numerals.

Auxiliary pages

The auxiliary pages follow the text of a book and may include the following:

- Reference/Bibliography
- Appendix
- Glossary
- Index

Reference/Bibliography

The reference page of a book is where materials consulted on the course of writing the book are listed. It is therefore an acknowledgement of sources consulted, either quoted or not, while writing the book. There are different types of referencing depending mostly on where they are placed on the book. They are **Footnote** (if acknowledged at the foot of the page), **Endnote** (if placed at the end of each chapter), **Reference/Bibliography** (if placed at the end of the book. Reference indicates materials that are actually consulted and quoted in the work while bibliography refers to all the materials consulted while writing a book or an article whether quoted or not).

Appendix - these are supplementary materials referred to but not fully explained in the body of the text. Appendix comes in form of tables, or other statistics which are referred to within the body of the work but attached at the end of the last chapter of the book to throw more light on what had been mentioned earlier in the work.

Glossary- the glossary is usually referred to as the dictionary to the main text. It is in this part of the book that technical or unfamiliar terms used in the book are explained. Idioms, vernacular, foreign languages, and archaic or vulgar words used in the book are explained on this portion of the book.

Index- the index is an alphabetical listing at the end of a book which aids the tracing of the topics treated in the book. Each sought term listed will have pages to trace it from the book for quick referencing.

❖ **Scholarly Journals**

Another form of library material is the scholarly journal. Scholarly journals also known as serials are periodicals written primarily for scholars, researchers and graduate students in specific fields of study. They contain the results of original research and the writings, criticism and reviews of scholars in the humanities. Helpful tips for determining whether a periodical is a scholarly journal include:

- Articles written primarily with other scholars in mind
- Complex writing, specialized language of the discipline
- Articles reviewed and edited by other scholars in the field
- Author is an expert in field of study
- Many footnotes, lengthy bibliography
- Serious appearance, few if any advertisements
- Title contains words like: Journal of, Review, Quarterly

❖ **Digital/Electronic materials**

With the advent of the Internet and the World Wide Web, electronic forms of information storage have become more popular. In addition to the Internet, many information centres have access to the electronic versions of periodicals and books.

❖ **Cartographic materials**

These are objects used in representing the whole earth or part of the earth's surface. They include maps, atlases, plans, globes, etc.

Revision questions

- 1 Differentiate between monographs and serials
- 2 Why would you consider serials as an important part of a library's collections?
- 3 Discuss the major parts of a book

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CHAPTER TWO

INTRODUCTION TO KNOWLEDGE ORGANIZATION

K*nowledge* is what everybody craves for. It is information acquired through many avenues – oral communication, reading, watching television, listening to radio, listening to the lyrics of songs, conversations, discussion in meetings and conferences, advice from parents and loved ones, surfing the Internet, and many other media of interaction. The above is an elementary understanding of knowledge; a deeper meaning of knowledge is that knowledge is the evaluated type of information which is understood and incorporated in ones' intellect and has become part of the person's experience in life. When knowledge is acquired, accumulated and practiced in daily activities, it becomes part of the person's behaviour. If it is applied in a good way, in a godly manner, in the fear of God, that knowledge becomes wisdom. So knowledge has to do with the acquisition of information and experience, and applying them in a right manner. If on the other hand, knowledge is wrongly applied especially by arrogant and selfish individuals, the result is always catastrophic.

Knowledge can be recorded for posterity. It is recorded in different formats – books (an improvement from scroll, vellum, parchment, tablet, etc.), Compact Disc Read-Only-Memory (CD-ROM), Cassettes (Video and Audio), Films, Graphs, Drawings, Maps, Atlases, USB Drive, Internet, etc. It is these media of information that need to be organized for easy accessibility by intending users. So, knowledge organization is a means of classifying

knowledge in different media for easy accessibility by users.

In an ever changing technological environment, known as the “information age”, characterised by Information Technology, the world is faced with vast quantum of information as never experienced before. Today's information environment allows for ease of publishing even by a novice, thereby causing what has been termed as “information overflow” or “information explosion”. Information now abounds in a variety of format, apart from the traditional print books and journals. Technological advancement has led to what can be termed “e resources” and as such there is the e-book, e-journal, e-diary, and a host of other e's where information appears in electronic format.

Cradle of Knowledge Organization

Organization is as old as creation. God started it when he commanded, “LET THERE BE LIGHT!” in a dark world. Light illuminated the dark surface. He separated the LIGHT from the DARKNESS. In other words, God separated LIGHT from DARKNESS and showed each of them where to stay. He (God) also separated water from ground and land from water. This may be argued as organization but not 'organization of knowledge' because no human recorded knowledge was existing at this time as far as the Bible account of creation is concerned.

Recorded knowledge in different media is what is to be organized. Organization of knowledge could not start until records of knowledge were available. Before the advent of printing press and other mechanical inscription devices, manuscripts were in circulation in a limited radius partly due to insufficient copies and partly due to high illiteracy. Manuscripts, especially religious materials were handwritten and distributed to libraries which were defined as secluded places for reading. The nuns were majorly involved in this and the monasteries were used as the copying areas. Usually, some rooms in the monasteries were designated for the copying of manuscripts. The secluded place in the monastery for copying of the manuscripts was called scriptorium. When machines designed to make impressions from an inked plate or block came into being, many written materials (books) became available to would be readers. Thanks to a German, by name, Johann Gutenberg, who invented the modern printing press in about the year 1456.

Historically printing with Movable Type originated from China. “Movable word types made of clay originated in China but the use was restricted and limited. It is to Johann Gutenberg, born in Mainz, Germany, about 1400, that credit is given for the development of printing with movable

types” (Gates, 1983:14). Gutenberg's “first publication was a 42-line Bible known as the *Gutenberg Bible*” (Reitz, 2004:566). The first books published were called **incunabula**, from a Latin word *incunabulum* meaning cradle showing that printing was at its infancy or just beginning. This invention spread like wild fire in African harmattan within Europe. It is recorded that in the last quarter of the 15th century printing spread to major cities of Europe. Gates noted that the 16th century was “notable for the rise of a large number of printing families, each with its own specialty”. By 1700 the printed book had taken the form it has in the 21st century. The proliferation of written materials led to clusters and litters of documents in offices and collection centres. By 'Collection Centres' we mean places where a good number of reading materials are gathered for people's use. They may not be libraries. For example, “In 1731, Benjamin Franklin and a group of friends in Philadelphia established the first subscription library, a voluntary association of individuals who contributed to a common fund to be used for the purchase of books, which every member had the right to use but whose ownership was retained by the group” (Gates, 1983: 16-17). This kind of libraries flourished. With the invention of printing came a mad rush in learning. Reading materials hitherto in manuscripts are now in the printed format, with durable paper instead of rolls, papyrus, parchment, vellum, wood tablets which were the then 'books' and the writing instruments such as stylus, split-point reed, and split-feather quill dipped in ink to make impression. With the invention of printing, books flourished and the oldest world universities started acquiring the books for learning. Libraries started acquiring the printed books. Religious institutions and monarchs were the first to set up libraries. Then universities and governments came in. Public libraries were established by governments who encouraged reading. The books were however, 'protected' for the readers as they could not be taken out of the library. To read books, readers must go to where the books were kept (libraries) to make use of them even though there were no scientific location marks to identify the subject of each book thereby, making book identification and location a herculean task.

The challenge of accessing library materials lingered until the late 1800s when American Revolution contributed to organization of knowledge. Before the Revolution, only nine colleges were in existence in the British colonies of America. By the time of the Civil War (war between America and Britain for American independence) 'more than 500 colleges and twenty-one state universities had been established'. America finally got its independence on July 4, 1776, from the Great Britain. After the Revolution, historical societies were formed to gather materials of historical importance to the state and territory. The materials had to be safeguarded and this necessitated the

establishment of libraries. The Library of Congress was therefore, established and saddled with the responsibility of housing state documents. The beginning of everything is always hard, it was not easy to classify the materials existing in the Congress at this initial stage.

While small, or private collections do not necessarily need a formal system of organization as books can be easily located, libraries and big information centres do need a systematic method of organizing information materials as the collections they hold are usually large making access problematic. Aina (2004) notes that libraries should have a list showing records of all information carriers in a collection through the access points of author, title and subject and how such materials can be located must be provided. Indeed, for users of the library to make the most effective use of a library's resources, the nature, extent, interrelationship, and location of these resources must be clearly identified. Every item in the collection must be described using a standard format. It is therefore the task of an information specialist to see that information materials are arranged in such a way that every reader will find his or her book by effectively organising material in a manner that would assist users to identify and locate necessary information materials. Emphasis in Librarianship and Information Resources Management therefore, is on the mechanism by which information is organised and retrieved for use rather than information itself.

Cradle of Library Classification

Aristotle in his philosophical nature posited that the most striking aspect of nature is CHANGE. He used sculpture to show what he meant. A sculptor uses clay which is his MATTER and acted on it to give it a FORM, an object. Change occurs when an object/matter takes a form or a new form or shape. Four things happen in this process namely:

1. Material: This is the matter. In the case of a sculptor, it is the clay. The material with which the object is made.
2. Efficient: This depicts the activity of the sculptor on the material. The sculptor takes action, that is, performs activities on the matter to change its present state to another.
3. Formal: The activity performed on the material gives it a different shape from the original. This results on the form the object now assumes. The form it is molded.
4. Final: This is the appearance of the molded matter. The plan or design in the sculptor's mind is achieved. This makes the sculptor happy that he has achieved his aim.

This is precisely what happens in cataloguing and classification. The

materials to be catalogued come in different formats and contents which makes seemingly same materials to have different class numbers. Study the four stages of Aristotle's philosophy in change and note its application in cataloguing and classification.

Another philosopher whose philosophy applies to cataloguing and classification is Francis Bacon. Sir Francis Bacon developed a plan for classifying knowledge as far back as in the early 15th century which was published in his book *Advancement of Learning* in 1605. In this book, Bacon divided or classified knowledge broadly into three: history, poetry, and philosophy. History has to do with works that come from the memory; stories of events that one can remember. Poetry has to deal with works of imagination; things that could be conceived. Philosophy deals on works that have to do with reasoning; things that task one's brain or analytical issues. These three divisions of knowledge were further subdivided to accommodate specific classes.

Thomas Jefferson whose library was purchased after the destruction of the Congress in the Capitol used Bacon's system of classification to classify his personal library. When his library was bought, the Congress continued to use that classification system. This meant that Jefferson's acquired books were left with the classification system that it came with. The Library of Congress continued to use Bacon's system of division of knowledge with little modifications until “the end of the nineteenth century, when the development of a new classification system was begun” (Gates, 1983 p. 42).

In librarianship, there are many scholars who devised systems on classification of materials. Some of the systems are in use till today, while some have died a natural death. Some notable scholars in library classification systems are Melvil Dewey, who devised the popular Dewey Classification Scheme and Herbert Putnam, who is one of the contributors to classification schemes because he was the Director of Library of Congress when the Library of Congress classification scheme was formulated. Library of Congress Classification System (LCCS) was not a-one day development system. It was a result of practical practices that went on in the Library of Congress that resulted into it. The initial Bacon's classification system used by Jefferson in his personal library bought by the United States' Congress influenced the classification system that informed the LCCS. So through expansions, inclusions, divisions, and modifications the LCCS was born. Other notable classifiers in librarianship include Henry Evelyn Bliss, Paul Outlet, Henri La Fontaine, S. R. Ranganathan, Charles A. Cutter, Sophia Hall Glidden, Marilyn C. Crane.

Crude System of Classifying Materials

The first question that comes to someone's mind would be what is the purpose for the classification of materials? The reason for classification is to group materials according to their likeness. Sounds simple doesn't it? In library and information science classification is defined as a systematic way of arranging information materials for easy accessibility and retrieval by those who need them. To make the definition simpler and elaborate, classification could be defined the way Gates (1983, p.41) puts it thus:

Classification is the systematic arrangement of objects, ideas, books, or other items which have like qualities or characteristics into groups or classes. The like characteristics may be size, color, type, form, content, or some other features.

This definition gave a simple guide to classification of materials but there are more to it. A further expansion of this definition may lead to giving examples of each characteristic for clearer understanding.

1. **Size:** Size is how big or how small a material to be classified is. Size determines the nature of classification, especially on where the material would be kept. Size of a material has nothing to do with the content of the material. Big-sized books, for instance, are not normally kept where normal sized (8 inches to 15 inches) books are kept. The shelves where the books are kept have suitable sizes even though some of them are adjustable but the adjustment has a limit. One should not also rubbish aesthetics. Books or book materials that are excessive in size have a designated place for them indicated on the call number of the book from the catalogues. Same applies to materials that do not qualify as books, those that are tiny in size. In this case 5-10 of such may be kept in a box.
2. **Colour:** Colour is “a phenomenon of light (as red, brown, pink, or gray) or visual perception that enables one to differentiate otherwise identical objects” according to *Merriam-Webster's Collegiate Dictionary*, 10th edition. In higher institutions' and in government's libraries colour does not play a prominent role, although it does, in classifying materials in kindergarten and in primary or elementary schools. Colour could be used to differentiate one document from the other. Librarians in school libraries understand this better.
3. **Form:** This is another principle used in classifying objects. It was very

popular during the early stages of book trade. Before the advent of paper as a canvas to receive inscription many other writing materials had been in existence. These include parchment, papyrus, vellum, tablet, tortoise shell, bark of trees, scroll, etc. These are forms of the document and are used to denote the object. In this case it is not the content but the format in which the content is presented. Under this form also are manuscripts, incunabula, and handwritten materials that are important for posterity.

4. **Type:** In the beginning of library collections, materials are grouped in two major systems. It is either religious or secular. Religious books and books of rules and regulations by kings and queens were very popular. So the early libraries which were owned by either rulers, people in authority or religious groups classified their collection by tagging them “Secular” or “Religion”. As long as the material is not depicting religious ideas it is secular.
5. **Content:** Content has to do with what is written in the book or work. What readers are meant to understand in the work is of importance than the colour or form. This is what the modern classifiers use – content of the work. Other characteristics may also apply to know where the material could be physically kept. Where the material is kept, that is the location of the material does not affect its content. The classification mark is given using the content of the work.
6. **User:** Users of materials can affect the classification mark and the physical location of any material. Any classification system has main classes and subdivisions of those main classes; and even sub-subdivision to a fifth or more degrees. Depending on the users a cataloguer may not go into details. The way a cataloguer classifies books for primary school users may not be the way he would classify the same book for tertiary institution students' users.
7. **Language:** The language used in writing a document could be used to group the items. In this case the cataloguer groups the items according to the language in which the document is presented before regrouping according to content. Items in English language, Latin, Greek, French, German, Spanish, Swedish, Norwegian, and millions of vernacular languages are separated from each other.

Nowadays, materials are generally classified according to content and form in which they are presented therefore, language, user, and colour

play little or no role in library classification.

Revision questions

- 1 What is knowledge?
 - b In what ways can knowledge be recorded?
- 2 Discuss the history of knowledge organisation
- 3 Briefly discuss the roles played by Francis Bacon and Melvin Dewey in knowledge organisation

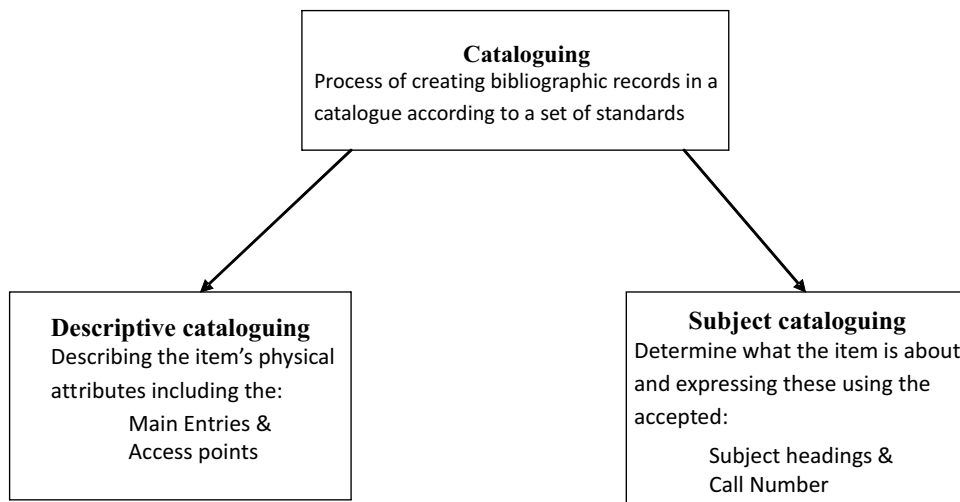
CHAPTER THREE

DESCRIPTIVE CATALOGUING AND ANGLO-AMERICAN CATALOGUING RULES

Cataloguing is the process of preparing catalogue entries according to standard rules. It can be looked at in two distinctive ways.

- 1 Descriptive cataloguing
- 2 Subject cataloguing

Fig. 11: Descriptive and Subject Cataloguing



Descriptive cataloguing involves the description of an information material bringing out all its important bibliographic features such as author, title, editor, publisher, place of publication etc. It is the part of cataloguing concerned with describing the physical details of a book, such as the form and choice of entries and the title page transcription (Office of Library Development, the Oklahoma Department of Libraries, 2004). Such description is expected to be unique to one item alone as the primary data for descriptive cataloguing is obtained from the information material itself. In a catalogue record, descriptive cataloguing starts with the access point and ends with the last note in the note area.

Fig. 12: Sample of a catalogue entry indicating descriptive aspects

E 901.1 .023 Descriptive Cataloguing	{ Obama, Barack The Audacity of hope: thoughts on reclaiming the American dream / Barack Obama . - New York : Crown publishers, 2006. 375 p. ; 25cm
	Includes index ISBN 9780307237699
	1. Obama, Barack 2. Obama, Barack-Philosophy 3. Legislators-United States - Biography 1. Title

The chief source of information for books is the title page. Cataloguing information can also be obtained from the verso of the title page and by scanning the entire text. On the other hand the chief source of information for non book materials is the material itself, the container or label. Descriptive cataloguing is defined by rules described in AACR2, therefore every item being described must follow the rules set forth in AACR2 (Anglo American Cataloguing Rules 2nd edition). Cataloguing rules have been defined to allow for consistent cataloguing of various library materials across several persons of a cataloguing team and across time.

Cataloguing rules prescribe:

- which information from a bibliographic item is included in the catalogue entry;
- the format for presenting information in a catalogue record

The major objectives of rules are to:

- ensure the international exchange of records;
- overcome the language barrier in the perception of the records;
- promote the convention of bibliographic records into machine-readable format.

Currently, most cataloguing rules are similar to, or even based on, the International Standard Bibliographic Description (ISBD), a set of rules produced by the International Federation of Library Associations (IFLA). These rules organize the bibliographic description of an item in the following areas: title and statement of responsibility (author or editor), edition, material-dependent information (for example, the scale of a map), publication and distribution, physical description (for example, number of pages), series, note, and standard number (ISBN). AACR was developed mainly by the American Library Association, the British Library Association and the Canadian Library Association and used in most English speaking countries. The principles that underlie AACR2 are based upon the Paris Principles, which were accepted internationally at the International conference on Cataloguing Principles held in Paris in 1961. The rules in AACR2 are created as an effort to create standard information that will enable library patrons to find information materials in libraries worldwide, because the information is to be listed in the same order and style in cataloguing records.

Features of AACR₂

- 1 It contains comprehensive rules of description for all materials i.e. print and non- print materials.
- 2 AACR₂ is written in sections numbered serially.
- 3 It has a detailed index which refers the user to sections instead of page numbers.
- 4 It defines a rule and provides illustrations that are necessary for good understanding.
- 5 It makes use of 'see reference' whenever a matter re-occurs.
- 6 AACR₂ gives content page to different chapters apart from the general content page which is not found in any other book in the world of books.

Outline of Rules in AACR₂**A The description of library materials**

- General rule (0)*
- Title and statement of responsibility area (1)
- Edition area (2)
- Special area for serials, computer files, maps, and other cartographic materials and music (3)
- Publication distribution, etc., area (4)
- Physical description area (5)
- Series area (6)
- note(s) area (7)
- Standard number (8)

B Headings, Uniform titles, and references

- Choice of access points (21-29)
- Headings for persons (30-44)
- Geographical names (45-47)
- Headings for corporate bodies (48-56)
- Uniform titles (57-61)
- References (62-65)

Resource Description and Access (RDA) and AACR₂

AACR₂ has provided the rules for descriptive cataloguing since its inception. However, with the advancement of technology and the growth of Internet resources, a need arose for the revision of AACR₂. This need gave birth to Resource Description and Access (RDA). Initially, RDA was envisioned as a third edition of the Anglo-American Cataloging Rules, and was accordingly called AACR₃, but in an effort to emphasize the break from the past it was renamed to Resource Description and Access (RDA).

In its prospectus for RDA, the Joint Steering Committee for the development of RDA expresses its intentions as:

"Built on foundations established by the Anglo-American Cataloguing Rules (AACR), RDA will provide a comprehensive set of guidelines and instructions on resource description and access covering all types of content and media". RDA is currently designed primarily as an online product accessed through tables of contents and keyword searching. It has customized views based on type of description and resource with workflows that walk a cataloguer through the process of creating a record and links to RDA instructions.

Some differences between AACR₂ and RDA are seen in their use of terminology and abbreviations. To a large extent RDA tries to mirror current terminology. Where AACR₂ uses “*uniform title*”, RDA makes use of “*preferred title*”. The use of the word “*chief source of information*” by AACR₂ is also replaced by “*preferred sources of information*” by RDA. Unlike AACR₂ which makes use of abbreviations, RDA abstains from abbreviations except for units of measurement, abbreviations that a resource uses to identify itself and abbreviations that are regularly used in resources, and are commonly understood by users.

Revision Questions

- 1 Why is it necessary for libraries and information services to follow standard rules in the description of their catalogue records?
2. In your own words give a detailed description of AACR2 and explain its role in descriptive cataloguing.

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CHAPTER FOUR

CHOICE OF ACCESS POINT

The heading in a catalogue entry is called “the access point”. Traditionally, the main access point in a catalog record is called the main entry. It is usually the first-named author or the title. AACR₂ calls for access points for persons, corporate bodies, geographic names and titles. With manually produced card catalogues, when one of the access points is chosen to be the primary access point, it becomes the main entry. Main entries were meant to have the full bibliographic record for the item being catalogued. However, where there was need for more entries to be made for the same item, such entries were abbreviated. With advancement in technology which has given rise to computer-printed cards, each catalogue entry carried the full record of the catalogued item. The difference among the copies was only indicated at the top lines of the cards where different access points are indicated. In online environments, however, the concept of main entry is not applicable because there is only one copy of the complete metadata record.

Sources for determining main entry access points include:

Chief source of information

Other statements prominently stated in the item

Statements in contents and outside sources if clarification is needed

AACR₂ enables us to determine which among the possible headings would be the main entry for a document. Once an access point has been chosen all other access points become added entries.

Author as Main Entry

An author is defined as the person chiefly responsible for the creation of the intellectual or artistic content of a work e.g. writers of books, composers of music, compilers of bibliographies, cartographers, etc. Authorship can be single or joint. In the case of single authorship one person is responsible for the intellectual content of the document, whereas in the case of joint authorship, two or more people are responsible for the intellectual content of the document.

Works of a single personal authorship

According to AACR₂ 21.4A, enter a work, a collection of works, or selections from a work or works by one personal author under the heading for that person.

Examples:

The hand of God by Luke N. Onuoha

The Main entry is under the heading for Onuoha, Luke N.

How to study for success by Vincent E. Unegbu

The Main entry is under the heading for Unegbu, Vincent E.

Joint authors

Joint author is a person who collaborates with one or more people to produce a work.

In cataloguing a document of joint authorship, (not more than three authors) record the first author as the main entry and make added entries for the second and third authors if they share the same function (21.6C).

Examples:

Know can do!: Put your know-how into action by Ken Blanchard, Paul J. Meyer, Dick Ruhe.

The Main entry should be under the heading for Blanchard, Ken

If principal responsibility is indicated, enter the work under that person (21.6B1) e.g., Yacob L. Haliso with the collaboration of Uloma D. Onuoha and Rachael. F. Aina.

The Main entry is under the heading for Haliso, Y. L.

Choice Among Different Names

In reality, the cataloguer may be faced with challenges even in the identification of simple matters such as the personal names of authors. There are occasions when authors have been known to use different names. In that

case AACR2 22.2A gives the following conditions for resolving the issue:

Predominant name

If a person is known by more than one name, choose the name by which the person is commonly known; otherwise choose one name or form of name according to the following order of preference:

- a) The name that appears most frequently in the person's work.
- b) The name that appears most frequently in references sources.
- c) The latest name
- d) When a person has used one pseudonym on all works, that pseudonym should be used as the heading with reference to the real name.

Change of name

Cataloguers can also get confused when there is a change of name. In order to handle such issues AACR₂ 22.2B states the following:

“If a person has changed his name choose the latest name unless there is reason to believe that an earlier name will persist as the name which the person is better known. Follow the same rule for the person who has acquired and become known by a title of nobility”.

Example: Muhammad Ali

not Cassius Clay

(Name changed from Cassius Clay to Muhammad Ali)

Benjamin Disraeli

not Earl of Beaconsfield

(Title acquired and used rather late in life and after reputation has been established under personal name)

Choice of name among different forms of the same name

When an author uses the same name in all his works, but in different forms (full names or abbreviations in some), AACR₂ 22.3A mandates the cataloguer to use the most predominant name with reference to other forms. However, if no form predominates, the instruction is to choose the latest form. When in doubt about what the latest form is, then the cataloguer is required to choose the fuller or fullest form.

Example:

Morris West

(Most common form: Morris West)

(Occasional form: Morris L. West)

Morris West which is the most common form should be used with reference to Morris L. West.

Language

There are instances when the same name appears in more than one language. In that case, AACR2 instructs the cataloguer in 22.3B to choose the form corresponding to the language of most of the works. However, in case of doubt, the instruction is to choose the form most commonly found in reference sources of the person's country of residence, or activity

Example:

Philippe Garigue

not Philip Garigue

Compound names

In situations where the cataloguer is faced with compound names (surnames consisting of two or more proper names) AACR2 sets forth instructions to be followed in 22.5.

Record the surnames in the form known to be preferred by the person. Where this is unknown follow the guidelines below.

- Where a name is hyphenated, retain the hyphen and record the surname under the first element of the name, e.g. Day-Lewis, Cecil
- For compound surnames resulting as a result of combining husband's surname and maiden name, enter under the husband's surname except if the woman's language is French, Czech, Hungarian, Italian or Spanish

Works of modifications

The general rules for works of modification are found in AACR2 21.9. Specific rules are, however, outlined in 21.10-21.23 as follows:

- a) Adaptation of texts. When somebody writes a book as a prose and somebody else adapts the same book for a play, the adapter is chosen as the main entry
- b) Illustrated text. When an author writes a book and another person provides the illustrations in the book, the main entry is made under the author or writer of the book.
- c) Revision of text. When an author writes a book and another author

decided to revise or update the book, the original author is chosen as the main entry

- d) Translation of works. When an author translates the work of another author, the original author of the book is to be chosen as the main entry.
- e) Text of published works with commentary. In a situation where an author writes commentary on a work produced by another author, the commentator is chosen as the main entry if the commentary is emphasized.

Corporate body as main entry

A corporate body is an organization or a group that acts as an entity and is identified by a particular name. 21.1. B2 states that authorship maybe corporate if it falls into one or more of the following categories.

- 1 Works of administrative nature dealing with the corporate body itself or its internal policies, procedures, finances, and/ or operations or its officers, staff, and or / membership (e.g., directors) or its resources (e.g., catalogues, inventories)
- 2 Legal and government works of the following types: Laws, decrees of the chief executive that has the force of law, administrative regulations, constitutions, court rules, treaties, court decisions, legislative hearings, religious laws, liturgical.
- 3 Works that record the collective thought of the body (e.g., reports of commissions, committees, official statements of positions on external policies).
- 4 Works that report the collective activity of a conference, of an expedition or an event.
- 5 Sound recordings, films and video recording resulting from the collective activity of a performing group as a whole where the responsibility of the group goes beyond that of mere performance.

Title as main entry

A work is entered under title using AACR2 21.1C1 when;

- * Personal authorship is unknown or diffuse and the work does not emanate from a corporate body.
- * It is a work of multiple authorship (collection), produced under editorial direction
- * It emanates from a corporate body but does not fall into one or more of the categories given in AACR2 21.1B2
- * It is accepted as sacred scripture by a religious group.

Uniform titles

Uniform titles are used to bring together all catalogue entries for a work that has been published under variant titles. In some cases the variant titles are the result of translation into another language. In other cases, especially for older and anonymous works, there may be multiple forms in the original language. Uniform titles are also used to distinguish between two works with the same title or two versions of the same work. Uniform titles are created by cataloguers in accordance with AACR2, chapter 25.

Situations Where Uniform Titles Are Used

Uniform titles are used if:

- More than one work has the same title and a qualifier is needed to distinguish one from another;
- A work is known by more than one title, or is a translation, or there are translations of it in our catalogue;
- A heading for the work is set up according to special cataloguing rules;
- A work is a complicated one, divided into parts with titles of their own;
- A work is important for religious, historical, literary, or other reasons.

Levels of description

In the description of a document, AACR₂ 1. OD. – 1.OD3 specifies three levels of description which can be applied in libraries and information services. The levels of description, also known as levels of cataloguing, demand different quantities of detail in the description of information resources. **Full level cataloguing refers to catalogue records** that meet the requirements of a second level description (AACR₂, 1.0D2). **Core-level cataloguing refers to the catalogue record** that meet the requirements of the first-level description (AACR₂, 1.0D1) and some of the requirements of the second level description (AACR₂, 1.0D2). Minimal level cataloguing refers to records that meet only the requirements of the first level description. In a small information centre, simple records are adequate and as such the first level description is considered adequate. In the case of academic and special libraries, which require that works of similar titles, different editions, etc. be distinguished from one another, there is the need for detailed cataloguing which calls for second level description.

1st level description

The first level of description is a brief cataloguing. In this case, the cataloguer is to include only the title proper, omitting other title information. The statement of responsibility may be omitted if it is the same as the main entry

heading. The edition statement is included but not an accompanying statement of responsibility. Material or type of publication is only included for cartographic materials and serials. Publication data include only the name of the first publisher and the date of publication. Pagination, notes and standard number completes the entry.

Example:

Foster, Thomas
 Managing quality 3rd ed. –Pearson Education, 2007
 568 p.
 0-13-220644-7

2nd level description

The second level of description includes all of the information given in the first level. In addition, the cataloguer will include parallel titles and other title information, all pertinent statements of responsibility, the edition statement together with its first statement of responsibility is included if found in the work. The series statement is recorded; notes and standard numbers are included as appropriate.

Example:

Foster, Thomas
 Managing quality: Integrating the supply chain / Thomas
 Foster.—3rd ed.—New Jersey: Pearson Prentice Hall, 2007
 XXiii, 568p. ill. 23cm

3rd level description

The third level description is the fullest form of description, requiring that all the rules applicable to the item being catalogued be included in the catalogue record.

Descriptive cataloguing exercise

- ✓ Ascertain the main heading and write it down in a cataloguing worksheet
- ✓ Ascertain the title proper from the title page with the statement of responsibility (who is responsible for the intellectual content of the book). Write down the title and statement of responsibility separated by a slash (/) sign
- ✓ If it is an edited work, write edited by
- ✓ Check the edition statement and write it down in the space meant for it. If the work is a first edition an edition statement will not be necessary. In that case, write nil.

- ✓ It is not necessary to include general material designation (GMD) for books. Under the column for material or type of publication write nil
- ✓ Check for the place of publication (it is a town not a country e.g. Ibadan and not Nigeria)
- ✓ Look for the publisher
- ✓ Ascertain the date of publication and then fill the space for publication details using the place of publication, name of publisher and date of publication. Separate place of publication from the name of publisher using a colon (:), separate name of publisher from the date of publication using a comma (,)
- ✓ Description area, starts with the number of preliminary pages e.g. xi, then the number of main pages (561p.) Check for illustrations, check for the size (e.g. 23cm) and note accordingly
- ✓ If the book is part of a series, indicate that in the series area, if not, write nil.
- ✓ Under the notes area, indicate important features of the book such as bibliography and index
- ✓ Check for the International Standard Book Number (ISBN) and write it down at the appropriate space meant for it in the worksheet

Fig. 13: A worked example for a book using a worksheet:

Heading	Olabisi, Adepoju
Title and statement of responsibility	Information sources in science and technology: A new approach / Adepoju Olabisi
Edition	Nil
Material or type of publication	Nil
Publication details	Ibadan: Moba printing press, 2002
Physical description area	v., 88p. : 22cm
Series area	Nil
Notes area	Includes index
Standard availability number	ISBN 878-34528-7-8

Fig. 14: Worked example in a card entry

<p>Olabisi, Adepoju Information sources in science and technology: A new approach /Adepoju Olabisi.- Ibadan: Moba printing press, 2002. v., 88p. : 22cm</p> <p>Includes index ISBN 878-34528-7-8</p>

Revision questions

- 1 Give a detailed explanation of the phrase, “choice of access point”.
- 1b Under what conditions can you use the title as the main entry of a document?

- 2 What do you understand by joint authorship?

- 3 Under the conditions listed below who is chosen as the main entry?
 - a) Adaptation
 - b) Illustration
 - c) Translations

- 4 How do you get the form of heading for an author who has:
 - a) Many names
 - b) Recently changed his name
 - c) Whose name appears in more than one language

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CHAPTER FIVE

USE OF SUBJECT HEADINGS LIST

The use of synonyms such as dismissed, terminated, fired, sacked or discharged to describe the termination of someone's employment, often creates confusion in organising and creating access to library materials, and as such synonyms, if not properly handled could lead to chaos in information retrieval. In order to ensure consistency, make subject searching and information retrieval more precise, libraries attempt to group similar concepts or topics together using controlled vocabulary tools. These tools ensure that only certain words can be used as subject headings by authorising the use of only one term for a concept. Nwalo (2012) in his classic lecture on imposing order on chaos, describes a subject heading list as a specialised type of thesaurus which contains alternative names for a subject, out of which only one is acceptable as appellation for that subject in a catalogue. A subject heading is, therefore, a word or phrase which describes or represents a concept or topic. It provides an access point to a bibliographic record by designating the subject of the work.

In assigning subject heading to any library document, it is important to be objective while considering the author's intent.

The cataloguer should be able to ask questions such as:

What is this work about?

How many topics are treated in it?

If several, are the topics discussed in relation to each other, or separately?

If separately, is one topic predominant? Which one?

Is a particular place covered in this work?

Does the work cover a particular time period?

In order to find answers to the questions, it is necessary to carefully examine various parts of the information material to be catalogued. Important parts of the work that are considered include:

The title

The title as seen in a title page of a book may or may not be helpful to the assessment of the intellectual content of a book. The book, *Fire your boss* by Stephen M. Pollan and Mark Levine is a perfect example of why a cataloguer must examine other parts of a book to arrive at the subject heading.

The title page of the book *Fire your boss* is shown below.

F I R E
Y O U R
B O S S
STEPHEN M. POLLAN
A N D
MARK LEVINE

A hurried assessment of the title may lead one to the erroneous assumption that the book is on methods of getting your boss fired from the organization, whereas this is not the case. In reality, this book is about career changes, career development and self – actualization, but this can only be determined by examining other parts of the book.

The subtitle

The subtitle of a book is often useful in the examination of the subject heading as it throws more light on the title. A casual look at the title of the book by Jill Walker “*Is your boss mad? : the definitive guide to coping with your boss*”, may give the impression of a boss suffering from mental illness but a closer

look at the subtitle gives a better understanding to what the book is all about.

The foreword, preface and introduction

The foreword, preface and introduction of a book usually state the author's intention and as such one can easily deduce what the book is all about. The excerpt from the book "Is your boss mad? : the definitive guide to coping with your boss" by Jill Walker inserted below gives us a good idea of the role of preface in a book

Preface

This book is not aimed at work-shy, soap dodging, unambitious couch potatoes. I have assumed at least that you: (a) need to be employed, and (b) believe that the swapping of time for money, which constitutes the basis for 'employment', sit with you as a fair exchange. I am taking it for granted that you are interested in progressing your career, and that in some way, however basic or however complex, you bring certain skills to your workplace. Top of the list is the belief that you have the self-respect of wanting to do your job as well as you can.

What this book isn't

This is not a smart-arse book that will help you trick your employers. Neither is this a 'get out of stuff' or 'how to get even' manifesto. It is not meant to help you sue your boss for situations that you manipulate, nor is it to make other people miserable. And in no way is this merely an exquisite example of negative thinking!

What this book is

This book is designed to put you in a positive state of mind for dealing with the wickedness that can manifest as an inevitable consequence of working for someone else. As an 'employee' you cannot just do what you want; you have to heed the wishes of others, and at times you will interpret these wishes as evidence of madness, or badness, or sheer incompetence. However, that person is probably getting paid more than you, has more clout than you, and unfortunately may have the power to relieve you of your position. These poor bosses will make the mistake of imagining there are plenty more where you came from. It is a plain guide for coping in the face of madness – from others, and from your own madness if things are getting too much. To do this, you need strategies, and this book will give you practicable strategies.

The preface of "Is your boss mad?: the definitive guide to coping with your boss" by Jill Walker though divided in three parts: preface, what this

book isn't and what this book is, provides enough information pointing out the author's intention for writing the book.

Table of contents/index/list of illustrations

Table of contents/index/list of illustrations are usually good indicators of the main topics. These elements provide confirmation or contradiction of impression gained from examining other parts of the book. A back – of – the – book index for instance can show what topics are given attention.

The text

It is important to scan through the text of an information material to ascertain the topics treated in it. This is particularly necessary when the steps above have failed to lead to the determination of the subject heading. The text no doubt can be used to confirm your ideas about the subject.

Cataloging-in-publication

Where Cataloging-in-Publication (CIP) data exist, it is advisable to check the subject headings listed out. Although this is advisable, it is necessary to exert caution in the use of CIPs as they are often prepared prior to publication, often without the work in hand.

Having gathered enough information on the subject from the parts of the book examined, the cataloguer should now consider the following:

Is one topic discussed, or are several?

If several, are the topics discussed in relation to each other, or separately?

If separately, is one topic predominant? Which one?

Is there a specific object, product, condition, or phenomenon?

Is a particular geographic place covered?

Is a particular time period covered?

The answers to the questions considered will assist in the formulation of a good subject heading. If one topic is discussed, this makes it easy for the cataloguer, as this would likely result in assigning a topical subject heading. In the case where several topics or subjects are discussed, the cataloguer would be faced with the task of assigning more than one subject heading. In situation where the material to be catalogued has a special treatment attached to it, the cataloguer would have to add a subdivision to the subject heading to bring out the special treatment. A book on the law and legislation governing Archaeology in Nigeria for instance is basically on Archaeology, but the special treatment (law and legislation/Nigeria) would be reflected in the subheading given to it.

Should the information material cover a particular time period, there would be need for a chronological subdivision.

Types of Subject Headings

In general, there are four types of subject headings that could be assigned to a document

1 Topical subject heading

A topical subject heading represents a principle object of attention in a text, or a theme running through it. The topic of a book can also be a person, a corporate body, a geographic area or other named entity. For example, the book *“Antibiotics: Actions, Origins, Resistance”* by Christopher Walsh is basically on antibiotics and as such can have a topical subject heading (Antibiotics) which reflects the main concept of the book. In a situation where a book is centred on an organisation such as Babcock University, it would also be acceptable to assign a topic subject heading (Babcock University) reflecting the major concept treated in the book.

2 Form Subject heading

This type of subject heading is used to describe the genre, or style, of the item being catalogued regardless of their topical content. In order words, the form subject heading is more interested in the form in which a work is presented rather than the subject content. Some form headings describe the general arrangement a work such as; Almanacs, Directories, Encyclopaedias. Others are the names of literary forms and genres, for instance, drama and poetry.

Materials with form subject headings may be determined by an examination of:

Physical character (e.g. videocassettes, photographs, maps)

Particular type of data they contain (e.g. bibliographies, questionnaires, statistics)

Arrangement of information within them (e.g. diaries, outlines, indexes)

Style, technique or intended audience (drama, children's literature)

3 Chronological subject headings

Chronological subject heading is usually associated with historical treatment of a topic. It limits the coverage of the topic and therefore dictates content in a subtle way e.g.

Printing—History—19th century
 Russia—Social conditions—1801-1917

4 **Geographic subject headings**

A fourth type of subject heading is the geographic heading. This is used when an information material to be catalogued is about a geographic area, country, city, etc. The name of the place in question is used as the subject heading. Geographic subject headings can be used in two different ways. The first style is to have a heading that consists of a geographic name, such as NIGERIA or CANADA. This geographic name may be further subdivided to indicate the focus of the item e.g. NIGERIA—HISTORY, or CANADA—ECONOMIC CONDITIONS. Another way of forming a geographic subject heading is to use the geographic place name after the topical heading, to indicate treatment of that topic related to a specific geographic area e.g. BANKS—NIGERIA.

General Principles for Assigning Subject Headings

A work is entered under a specific term other than a broader term e.g. mango tree not trees. Accordingly, Cutter (1876, 66) wrote “enter a work under its subject heading and not the heading of a class which includes that subject.” In his classical example, in “Rules for a Dictionary Catalog, Cutter (1876) used the example, “put Lady Cust's book on “The Cat” under Cat, not under Zoology or Mammals, or Domestic animals. If each cataloguer used the terms, Cats, Zoology, Mammal or Domestic animals for this same book, there would be no uniformity and as such the books would be scattered on the shelves.

Subject headings must represent common usage. When assigning subject headings, it is necessary to ascertain the common usage of the English Language and the users of the catalogue. The common usage of the English Language means the spelling and terminology of a language. While cataloguing for a British library, it would be more appropriate to use “colour instead of color”, “lifts instead of elevators”. Consideration for the users of a catalogue would require that the common usage for a term among the users should be used when assigning a subject heading. For example, the book “Critically endangered birds: A global audit” compiled by Stuart Butchart and Jez Bird may have the subject heading **Birds – Extinction** in a public library, while having the subject heading **Aves – Extinction** in a special library. In cases where scientific terms are used, it is, however, advisable to add a *See* reference to the established term.

It is not unusual to see words with several meanings. Where several

meanings are attached to one word, the word must be qualified to render it unambiguous. For example, the word “Mask” as a subject heading could mean different things for different users and as such, there is need for parenthetical qualifiers. e.g Mask (cosmetic cream) or Mask (sculpture).

When assigning subject headings to a book or magazine article, it is important to be consistent. Information specialist cannot simply make up subject headings as they go along, they must always use a subject heading in the same way for every item on a given topic. There are a number of standardized resources available to assist librarians and indexers in assigning subject headings such as the Library of Congress Subject Headings and Sears List of Subject Headings. There are other subject heading lists but these two are to be used as samples and how they are used, discussed in details in the next chapter.

Revision questions

- 1 As a cataloguer, how would you determine the subject of a book?
- 2 Discuss the importance of “the preface” and “table of contents” in the assessment of the subject content of a book.
- 3 What are the general principles for assigning subject headings?

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CHAPTER SIX

LIBRARY OF CONGRESS SUBJECT HEADINGS (LCSH) AND SEARS LIST OF SUBJECT HEADINGS (SLSH)


S*ubject* Heading Lists are authoritative lists for choice of heading to describe information materials. Information materials of any format derives its content description from Subjects Headings List. There are a number of Subject Headings lists but the two most popular and widely used ones are Library of Congress Subject Headings List (LCSH) and the Sears List of Subject Headings (SLSH). Sears List of Subject Headings is mainly used by cataloguers who use the Dewey Decimal Classification Scheme while LCSH List is mostly used by those who classify their resources with the Library of Congress Classification Scheme. Many classifiers using other classification schemes that do not have their own subject heading lists use either LCSH or SLSH.

THE LIBRARY OF CONGRESS SUBJECT HEADING LIST (LCSH)

The Library of Congress Subject Headings (LCSH) is composed of the accumulation of subject headings established at the Library of Congress since 1898. The first edition printed between 1909 and 1914 was called "Subject headings used in the dictionary catalogues of the Library of Congress". The second edition was published in 1919; while later editions were published at irregular intervals. In 1975, with the publication of the eighth edition, the title was changed to Library of Congress Subject Headings.

Headings in LCSH

The *Library of Congress Subject Headings* (LCSH) makes use of **bold face** for a proper (approved) subject heading e.g. **Model and modelmaking**. Headings may consist of one word or several. One word headings are usually made of nouns e.g. handicraft. Adjectival headings containing a noun and an adjective may appear in normal word order or in an inverted such as *Surfaces, model of*. Where more than two words are used in a heading, the heading may include conjunctions as in the case of **Models and modelmaking**. Also where a heading is applicable to different meanings, parenthetical qualifiers are used for clarification e.g. Mannequins (Figures).

The **Library** 
of CONGRESS

sample subject heading

Models and modelmaking (*May Subd Geog*)
(*TT154*)

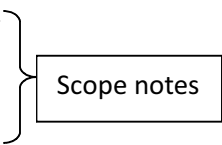
- UF **Model-making**
- UF **Modelmaking**
- BT **Handicraft**
- Manual training
- Miniature objects
- RT **Modelmaking industry**
- SA *subdivision* **Models under types of objects, e.g. Automobiles—Models; Machinery—Models; and phrase headings for types of models, e.g. Wind tunnel models**
- NT **Architectural models**
- Engineering models**
- Geological modeling**
- Geometrical models**
- Historical models**
- Hydraulic models**
- Hydrologic models**
- Mannequins (Figures)**
- Miniature craft**
- Modelmakers**
- Models (Patents)**
- Paradigms (Social sciences)**
- Pattern-making**
- Relief models**
- Ship models**
- Simulation methods**
- Surfaces, Models of**
- Wind tunnel models**
- Zoological models**
- **Motors**
- **Radio control systems**
- (*TT154*)
- BT **Citizens band radio**
- Radio control**

Use of Scope Notes

The Library of Congress Subject Heading Lists makes uses of scope notes to instruct cataloguers and classifiers on the meaning or application of an approved heading.

English Travellers (Nomadic people) (May Subd Geog)

Here are entered works on a group of traditionally itinerant people of England. Works on people who take trips or journeys to or from England are entered under Travelers--England.



- UF English Travelers (Nomadic people)
- English Travelling People (Nomadic people)
- Travelers, English (Nomadic people)
- Travellers, English (Nomadic people)
- Travelling people, English (Nomadic people)
- BT Nomads

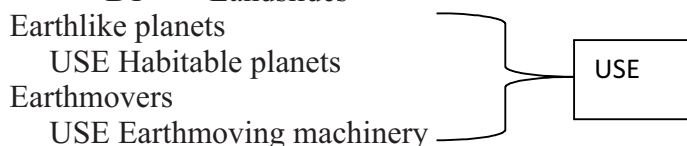
Use of codes in LCSH

LCSH clarifies relationships between headings through the use of codes and cross references. USE references are made direct users from an unauthorised or non-preferred subject heading to an authorised or preferred heading. USE references are made from synonyms, variant spellings, and earlier forms of headings.

An example of the USE reference is seen below.

Earthflows (May Subd Geog)

- UF Earth flows
- BT Landslides



Earthmoving machinery (May Subd Geog)

- [TA725]
- UF Earth moving machinery
- Earthmovers
- BT Construction equipment
- NT Bulldozers
- Dredges

In the example above, the cataloguer is advised to use the subject heading

Habitable planets instead of earth-like planets, when cataloguing materials on earth-like planets. The same instruction is given when cataloguing materials on machinery for earth moving. The cataloguer is requested to use *Earthmoving machinery* instead of Earthmovers.

UF = Used for

The code UF indicates headings that cannot be used while pointing out the approved subject heading.

Example:

Eating disorders (May Subd Geog)

[RC552.E18]

Here are entered works on gross disturbances in eating behavior as a subclass of mental disorders.

Works on appetite disturbances as symptoms of organic, psychological or psychosocial disorders are entered under Appetite disorders.

UF	Disorders of eating Eating, Pathological Eating disturbances Eating dysfunctions Pathological eating	} UF
BT	Appetite disorders Psychology, Pathological	
NT	Anorexia nervosa Bulimia Compulsive eating Hyperphagia Night eating syndrome Pica (Pathology)	

In the example above, Disorders of eating; Eating, pathological; Eating disturbances; Eating dysfunctions and Pathological eating are not acceptable subject headings. The cataloguer, is therefore, advised to use the subject heading **Eating disorders**. The codes USE and UF function as reciprocals.

BT = Broader term

BT points out terms that cover more areas.

Example:

Eating disorders (May Subd. Geog)

[RC552.E18]

Here are entered works on gross disturbances in eating behavior as a subclass of mental disorders. Works on appetite disturbances as symptoms of organic, psychological or psychosocial disorders are entered under Appetite disorders.

UF	Disorders of eating Eating, Pathological Eating disturbances Eating dysfunctions Pathological eating	
BT	Appetite disorders Psychology, Pathological	} BT
NT	Anorexia nervosa Bulimia Compulsive eating Hyperphagia Night eating syndrome Pica (Pathology)	

Using the example above, appetite disorders and psychology, pathological are broader terms to the approved subject heading **Eating disorders**. In other words, they have more coverage than eating disorders.

NT= Narrower term

NT points out a narrow term for a specific subject heading.

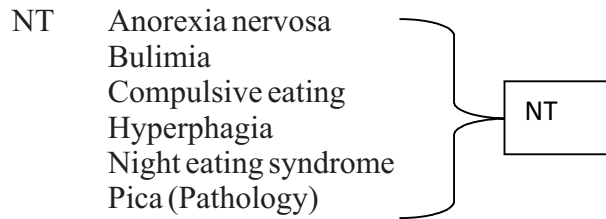
Example:

Eating disorders (May Subd Geog)

[RC552.E18]

Here are entered works on gross disturbances in eating behavior as a subclass of mental disorders. Works on appetite disturbances as symptoms of organic, psychological or psychosocial disorders are entered under Appetite disorders.

UF	Disorders of eating Eating, Pathological Eating disturbances Eating dysfunctions Pathological eating
BT	Appetite disorders Psychology, Pathological



In the example above, anorexia nervosa, bulimia, compulsive eating, hyperphagia, night eating syndrome and pica (pathology) are all considered as narrower or smaller aspects of the approved subject heading **Eating disorders**.

RT = Related term

RT shows related topic or related term.

Example:

Electric household appliances industry

(May Subd Geog)

[HD9971.5.E54-HD9971.5.E544]

BT Electric industries

RT Household appliances, Electric } RT

NT Cleaning machinery and appliances industry

Electric stoves industry

Floor care machinery industry

Refrigerator industry

Electric ignition of gas

USE Gas—Electric ignition

In the example above, household appliances, electric is considered as related to the approved subject heading **Electric household appliances industry**.

SA = See also

SA directs the cataloguer to consider other areas of a possible subject heading.

Example:

Electronic apparatus and appliances (May Subd Geog)

[TK7869-TK7872]

UF Electronic devices

Electronics—Apparatus and appliances

BT Electronics

	Physical instruments	
	Scientific apparatus and instruments	
RT	Electronic instruments	
SA	subdivision Electronic equipment under types of industries and individual land vehicles and types of land vehicles, e.g. Construction industry--Electronic equipment; Automobiles--Electronic equipment	} SA
NT	Airplanes—Electronic equipment Antennas (Electronics) Artificial satellites—Electronic equipment Auditoriums—Electronic sound control Church buildings—Electronic sound control Crystal detectors	

(May Subd Geog)

This phrase indicates that the geographic place name may be used after the topical heading.

Example:

Anatomical Laboratories (May Subd Geog)

If the information material being catalogued is about anatomical laboratories in Nigeria, the cataloguer is requested to add Nigeria to the approved subject heading by adding the subdivision sign (-) to the approved subject heading.

Example:

Anatomical Laboratories - Nigeria**How to use the LCSH**

It is worthy to remember that the LCSH uses **bold type** for authorized subject headings. At the same time LCSH makes use of **subdivisions** as a means of combining different concepts into a single subject heading. There are four categories of subdivisions in LCSH namely: topical, form, chronological and geographic subdivisions. Topical subdivisions are used to narrow the concept of a heading by limiting the concept expressed in the specific heading e.g. **Aircraft accidents – Investigation**. Form subdivisions are used to indicate the form in which a material is organized and presented e.g. dictionaries, congresses, periodicals such as **United States – History – Periodicals**. Chronological subdivisions are used to limit a heading to a particular time period e.g. **Astrology – History – 20th century**. Geographic subdivision, on

the other hand, is used to indicate the geographic place treated by an information material. The addition of geographic subdivision in LCSH is indicated by the code *May subd geog*. When used effectively, the cataloguer is able to combine various aspects of a topic into one heading using subdivisions.

Example:

Topic: **Dogs--Breeding**

Place: **Dogs--Great Britain**

Time period: **Rescue dogs--History--19th century**

Form of material: **Dogs--Periodicals**

Full strings:

Dogs--Breeding--England--History--20th century--Bibliography

United States--Foreign relations--1989-1993--Sources--Bibliography

Subdivisions appear under the LCSH heading following a long dash, without repeating the heading. Authorized subdivisions are printed in bold type. If two or more subdivisions are used to represent the subject content of a particular book, the main subject heading and the preceding subdivisions are replaced by additional long dashes. When a geographic subdivision is allowable in two or more places in the sequence, choose the last.

Example 1:

English newspapers (May Subd Geog)

[PN5111-PN5129 (History)]

BT Newspapers

— **Circulation**

— **Ownership** (May Subd Geog)

— **Sections, columns, etc.**

— — **Women**

BT Women's mass media

— **Foreign countries**

UF English newspapers in foreign countries

The above entry gives a good example of subdivisions. The approved subject heading, 'English Newspapers' has five levels of subdivision. Depending on the content of the information material being catalogued, subject headings can be generated for the library catalogue as:

English newspapers – Nigeria

(If the item being catalogued is a general work on English newspapers in Nigeria)

Another subject heading can be generated as:

English newspaper – Circulation

(If the item being catalogued is about the circulation of English newspapers)

English newspapers – Ownership – Nigeria

(If the item being catalogued is about the ownership of English newspapers in Nigeria)

English newspapers — Sections, columns, etc.

(If the item being is concerned with the sections, etc in English newspapers)

English newspapers — Sections, columns, etc. – Women

(If the item being catalogued is concerned with women and columns or sections in newspapers)

English newspapers – Foreign countries

(If the item catalogued is on English newspapers in foreign countries)

Example 2**Africa, East**

Here are entered works dealing collectively with Kenya, Uganda and Tanzania

UF Africa, British East

British East Africa

East Africa

-Church history

-- 20th century

NT East Africa Revival

- Civilization

These headings would appear in a library catalogue as:

Africa, East

Africa, East – Church history

Africa, East – Church history – 20th century

Africa, East – Civilization

From the example above, a cataloguer working on the general history of churches in East Africa would have to use the subject heading:

Africa, East – Church history

In a situation where the work is restricted to 20th century history of churches in East Africa, the heading **Africa, East – Church history – 20th century** would be more appropriate.

Example 3:

Augusta (Ga.)

- **History**
- **- Revolution, 1775-1783**
[F294.A9]
- **Civil War, 1861-1865**
[F294.A9]

These headings would appear in a library catalogue as:

Augusta (Ga.)

Augusta (Ga.) – History

Augusta (Ga.) – History – Revolution, 1775-1783

Augusta (Ga.) – History- Civil War, 1861-1865

Looking at example 3, a book titled “the Siege of Augusta, Georgia - A Battle of the American Revolution” would have the subject heading:

Augusta (Ga.) – History – Revolution, 1775-1783

A general interest book on Augusta, Georgia which takes into account everything possible such as economy, history, occupation, e.t.c. would have the subject heading:

Augusta (Ga.)

Classification numbers (Class Marks) in LCSH

Most of the time the Library of Congress Subject Headings supplies information on classification numbers which makes it easier to locate the appropriate classification number for a subject heading, using the Library of Congress Schedules.

This is present in Example 3 under Augusta (Ga.) Revolution, 1775-1783 and the Civil War, 1861-1865 [F294.A9]. Although, LCSH gave a specific classification number, the cataloguer cannot use this number without confirming it from the Library of Congress Schedule.

In some situations, LCSH may provide a range of classification

numbers. For **Aeronautics, Military** the LCSH gives a range of classification numbers [UG 630-UG 670]. In this situation, the cataloguer has to check for UG 630 –UG 670 using the Library of Congress Schedule to identify the most suitable number for the information material. In situations where a classification number has not been provided at all in LCSH, it is necessary to consult the index. However, if several aspects of a subject are covered by different classification numbers an explanatory term is provided to indicate the specific discipline.

Example:

Asthma (*May Subd Geog*)
 [RA 645.A83(Public health)]
 [RC 591 (Internal medicine)]

It is therefore left for the cataloguer to identify the appropriate discipline of the material, and check the Library of Congress Schedule to confirm the classification number.

SEARS LIST OF SUBJECT HEADINGS (SLSH)

Sears List of Subject Headings was compiled by Minnie Earl Sears. It was first published in 1923 and has continuously been revised to meet the needs of small and medium sized libraries. The Sears List of Subject Headings makes use of the Library of Congress Subject Heading List with some modifications. It is, however, based on two theories, the **theory of specific entry** and the theory of **unique entry**. The theory of specific entry demands that a cataloguer chooses the most specific entry to describe a document. For instance, in the preparation of a bibliographic record, a cataloguer working on a material on Biology should use the most specific entry for it. A book on Biology should therefore be described using Biology as a subject heading instead of a broader subject heading “Science with the subdivision Biology”. In other words, the subject heading should be **Biology** and not **Science – Biology**.

The theory of unique entry on the other hand, demands that the cataloguer chooses only one subject heading to describe documents on the same subject. The cataloguer should not scatter documents by using different synonyms as subject headings; rather all entries for related works must be grouped together. The terms “library science” “library management” and “library studies” are often used interchangeably, in creating a bibliographic description, the cataloguer must endeavour to use only one term in describing them. Here are a few examples of them:

Sample Sears List of Subject Headings

Abduction

USE **Kidnapping**

Abduction of humans by aliens

USE **Alien abduction**

Abilities

USE **Ability**

Ability 153.9

UF Abilities

Aptitude

Skill

Skills

Talent

Talents

SA types of ability [to be added as needed]

NT **Creative ability**

Executive ability

Leadership

Mathematical ability

Musical ability

RT **Success**

Ability—Testing (May subdiv. geog.) **153.9; 371.26**

UF Aptitude testing

BT **Educational tests and measurements**

Intelligence tests

Psychological tests

Ability grouping in education (May subdiv. geog.) **371.2**

UF Grouping by ability

BT **Education**

Educational psychology

Grading and marking

(Education)

NT **Nongraded schools**

ABMs

USE **Antimissile missiles**

Abnormal children

USE **Children with disabilities**

Exceptional children

Abnormal growth

USE **Growth disorders****Headings in SLSH**

The headings in Sears are based on LCSH with modifications to cater for small libraries. SLSH uses codes found in LCSH such as USE, UF, BT, NT, RT to point out relationships between terms. Like the LCSH, Sears list makes use of bold prints for approved subject headings (preferred terms) and the light print for non- approved subject headings (unpreferred terms). A major difference between the LCSH and SLSH is that while the LCSH makes use of the inverted form of headings, SLSH uses the direct form of entry, replacing the inverted form, on the theory that most library users search for multiple-word terms in the order in which they occur naturally in language. *For instance, instead of using the subject heading **Art, American** which is found in LCSH, the Sears list would rather use **American art**.*

There are three types of references found in SLSH: *see references*, *see also references* and *general references*. The *see* reference directs users from unpreferred or unestablished terms and phrases to the preferred or established terms. *See also* references direct the user from one established heading to another established heading. For the general reference, it is used when referring to a general group or category of things that may be established as headings as needed.

The proper headings used in SLSH are single nouns e.g. **Musicians**.

Compound nouns e.g. **Church and labor**

Adjectival nouns e.g. **Figure painting**

Phrases e.g. **Space flight to the moon**

Qualified headings e.g. **Sex differences (Psychology)**

Using Sears List of Subject Headings (SLSH)

The use of SLSH is quite similar to LCSH. However, while LCSH is more robust and comes in six volumes, SLSH comes in only one volume. The implication is that fewer words are used and as such the cataloguer may have to make up through the use of subdivision of terms already in the list. For example, the cataloguer working on a book titled "History of Christmas plays" on checking the Sears list finds the following:

Christmas – Drama 394.2663; 792; 808.82

Use for collections of plays about Christmas

UF Christmas plays

In such a situation, SLSH is directing the cataloguer to use **Christmas – Drama** as a subject heading instead of Christmas plays and because the cataloguer intends to indicate that the book specifically treats the history of Christmas plays. In addition, the cataloguer would have to make use of subdivision to include the historical perspective of the book even though it is not included in Sears List. The subject heading for the book on Christmas plays would thus be:

Christmas – Drama - History

In other to provide the geographic place name for a topic, the cataloguer may subdivide a term geographically, provided that the heading is not an abstract term that cannot fall within a geographic location such as: **Femininity of God**. SLSH to a large extent permits a cataloguer to make use of form subdivisions. The form subdivisions: dictionaries, manuals, pictorial works, and so on may not be listed but the cataloguer is at liberty to include them in the library's catalogue.

Although the Sears List provides classification numbers (class marks) to most of the subject headings, for example: **Christmas – Drama 394.2663; 792; 808.82**

Cataloguers are not to use those numbers without consulting the Dewey Decimal Schedules. Usually, one number is assigned to a subject heading, but in some cases, when a subject is treated by more than one discipline, SLSH provides corresponding numbers for the subject headings in the various disciplines. It is inappropriate to use a class number suggested by either of the subject heading lists without verifying its appropriateness. It is advisable to always use the schedules to assign a class number to any material that one is classifying.

Note also that X is a scope note term representing SEE, and XX represents SEEALSO.

Practical activity

Using the LCSH select any book of your choice and fill the cataloguing template provided in figure 15.

Fig. 15: Worksheet

Heading	
Title and statement of responsibility	
Edition	
Material or type of publication	
Publication details	
Physical description area	
Series area	
Notes area	
Standard availability number	
Subject	
Subject	
Subject	

Revision Questions

Use the extract from LCSH to answer the questions below:

Blind (*May Subd Geog*)

- UF Blind people
 Blind persons
- BT people with visual disabilities
- RT Deafblind people
- NT camps for the blind
 Missions to the blind
 Television and the blind

- 1 What is the relationship between:
 - a) Blind and Blind people
 - b) Blind and people with visual disabilities
 - c) Blind and Television and the blind
- 2 What are the functions of subdivisions in subject heading lists?
- 3 Write down all possible subject headings with subdivisions for the extract taken from the Library of Congress Subject Heading List below using Nigeria as a geographic subdivision.

Bismuth (*May Subd Geog*)

[QD 181.B5 (Chemistry)]

[TP 245.B5 (Chemical technology)]

BT Group 15 elements

Metals

Native elements materials

-Isotopes (*May Subd Geog*)

[QD 181.B5]

- - **Decay**

-Magnetic properties (*May Subd Geog*)

- Metallurgy

[TN 799.B5]

- 4 Discuss the importance of the “theory of specific entry” in cataloguing and classification.
- 5 Using Sears List of Subject headings provide the subject headings for the following titles of text:
 - a Encyclopaedia of Religion
 - b Nollywood actors in Nigeria
 - c How to stay healthy in old age
 - d Lifestyles of the rich and famous
 - e Security issues in Nigeria

CHAPTER SEVEN

CLASSIFICATION

Classification is a systematic arrangement of objects, ideas, books, or other items which have like qualities into groups. In its broadest sense, it is the action of recognizing and establishing groups of classes of objects, the subclasses and members of which all manifest (even though in different ways) a particular characteristic or set of characteristics. Classification is used in everyday life activity to group things if for example, we have big stores sharing similar characteristics grouped as “supermarkets”, while the term supermarket brings them together, we could further classify them by country of origin, as such we can have “Nigerian supermarkets” “Ghanaian supermarkets”, we can also look at supermarkets by their sale type “wholesale” or “retail”. The same principle is applied to library classification, the object being the content of records.

Library classification is therefore, the systematic way of grouping subjects and related subjects in such a way that the knowledge they contain can be displayed, one relating to the other e.g. physics relative to chemistry, organic chemistry relative to inorganic chemistry. It is the means of bringing books on the shelves and their entries in a catalogue in one place. According to Aina (2004), classification results in the arrangement of documents based on the subject content into groups of classes. The basic idea is to group items on the shelves first according to broad fields of knowledge, and then according to specific subject fields within each field.

The aim of classification in libraries is therefore to:

- 1 aid information retrieval through systematic arrangement
- 2 provide subject analysis of a document
- 3 highlight relationship between classes and subclasses e.g education and adult education
- 4 bring related subjects into close proximity
- 5 bring users in contact with specific books

To make sure that these objectives are achieved, librarians devised classification schemes as guides in uniformity with classification of materials. Classification schemes are treated elaborately later in this book.

Classification schemes are not just formulated, there are rules guiding their formation. The same applies to classification of materials. Original cataloguing involves a lot of mind searching to think out sequential ways of doing it to ensure best practices. Rules are followed to avoid mistakes and to avoid wrong classification. By wrong classification it means assigning class numbers that are not representative of the content of the document. To avoid this, rules must be followed to ensure uniformity. Some of the rules to comply with are:

1. Class the work according to the subject treated. The first duty of a cataloguer is to determine the subject of the document to be classified. Cataloguing and classification are inseparable duties of a librarian and most of the times they are done by the same person or by persons in the same technical section of a library. So they are used interchangeably in this book. The subject of a book is the core course the book treats. In this case, it could be English Language, Mathematics, Geography, Biology, Chemistry, Physics, Religion, History, Library Science, Accounting, Commerce, etc. or any branches of those subjects.
2. Form of presenting subject matter. Every subject may be presented in different forms. There are textbooks (monographs), dictionaries, encyclopedias, periodicals etc. Almost every book has these four forms. There are dictionaries of some subjects e.g. dictionary of Mathematics, dictionary of Economics, dictionary of Library Science, etc. There are encyclopedias of Mathematics, encyclopedias of Computer Science, encyclopedias of Library Science and so on. There are also periodicals in many of the subjects that exist. These are the forms in which the subject is presented and the form affects the classification mark to assign to the document. After the determination of the subject of any material, the next step will be to determine the form of its presentation.

3. Class the work where it will be most useful. There are books that a cataloguer sees as not belonging to any one specific area of location. For instance, in a university where you have studies in medicine, physiology, nursing, public health, and other related sciences and the library acquires a book in physiology, where will the book be kept? What class number will be assigned to the book? Where is the place that the book will be most useful? This may be a hard decision to make but an important one.
4. Place the work in the specific subject division rather than the general subject area. Classification schemes have 'specific' subject numbers for specific subject areas. There is a number for Arithmetic. There is one for Algebra. There is a different one for Geometry. There is a specific number for Trigonometry. All these mentioned courses are in Mathematics but if, the book is on Trigonometry the number for Mathematics, which is too general, should not be applied to it.
5. Place a work that treats more than two subjects in a broad subject area. The example given above applies. In the case of a book that treats Algebra, Arithmetic, and Geometry one cannot classify it as any of them. In other words, the class number to be assigned to that book should not be the number for Algebra or the number for Arithmetic neither will it be the number for Geometry. An all-inclusive class number should be assigned to the book. In this case, the appropriate class number for it is Mathematics because, it embraces all the three subdivisions of Mathematics. So a book that treats more than two subject areas must be classified in a general subject area that can accommodate the different subjects.
6. A work that treats two subjects unequally. If two subjects are treated in a book, class the book on the prominent subject treated. Irrespective of the first one that the book dealt with, the work must be classified under the subject that is treated more than the other. The simplest way to know this is by determining the number of pages covered by each of the subjects treated in the book.
7. If a coordinate situation, place on the first treated. A coordinate means when two subjects are given equal attention. When the number of chapters or pages covered in the book are almost equally shared by the two subjects. In this case use the first subject treated to classify the book. The second one will be taken care of under added entries. The same

applies to the other ones especially number five.

8. Avoid placing materials in the nature of criticism. If there is a book that treats pros and another treats the cons, the two books should have the same number because they are of one subject. A book treating advantages and disadvantages of any subject should be seen as one and the same subject and classified as such.
9. In determining the subject of a book, consider the predominant tendency of the author and the obvious purpose of the book. The intention of the author or the profession of an author is a clue to the angle from which the author is writing. When the mind of the author is deciphered, it becomes easy to know where to class the book. This is where a cataloguer puts on his or her thinking cap. Cataloguers should not compromise content.
10. Index all decisions made outside of the use of the classification scheme. There are materials that a scheme that is being used may not have a specific place to classify them. In this case the cataloguer is given a set of alternatives to choose from. When a choice is made as to where to class the item, for the sake of those who were not there when the decision was made, a note should be made to inform others. This is what is meant by creating an index. Document what you have done. Let it be visible and glaring to the incomers, otherwise same documents may be classified differently.

These ten points are very necessary to determine the appropriate place to classify any material acquired in your information centre or library. For the sake of emphasis, here is the summary form of some of the points raised and they are the general principles to be followed when deciding on where to classify a book.

- a) *Classify the book according to subject then according to form except in special cases such as literature where form is paramount.* This simply means that in classification, consideration should first be given to the subject treated in the book before considering the form in which the subject is presented. In working on a book titled, 'Encyclopaedia of Physics', the subject treated is Physics and the form in which it is presented is 'encyclopaedia'. The cataloguer following the first rule is to class the book as Physics before presenting the form of treatment. In this case, the subject heading would read: **Physics – Encyclopaedia** and not Encyclopaedia Physics. The classification number would, therefore take

the symbol for Physics (QC) and not AE for Encyclopaedia.

But in cases, where the cataloguer is working on literature, the form of presentation is considered more important than the subject. A collection of works on children's literature or collection of poems would be classified as children's literature and poetry respectively, regardless of their subject content.

- b) *Place the book in the most specific subject area treated instead of the general area.* This principle re-emphasises the importance of being as specific as possible in the classification of library materials. The cataloguer should ensure a careful examination of classification scheme to arrive at the most precise classification number for a topic or term. A book on mango tree for instance should be classified under “mango tree” and not under the general term “trees” which includes other types of trees.
- c) *When a book treats 2 or 3 subjects, put it in the most predominant subject or the one treated first.* This principle takes care of materials with more than one subject headings provided the subjects treated are not more than three. In this case, the cataloguer is required to use the classification number for the most predominant subject treated or the one mentioned first, this is important considering the fact, that a book can have only one position on the library shelf despite the number of subjects treated in the book.
- d) *When a book deals with four or more subjects put the book in the general area that combines all of them.* The last rule takes care of materials belonging to a general class. In this case, the cataloguer in the preparation of a bibliographic material for an information material treating four or more subjects, is required to use a classification number that fully expresses the four or more subjects. For instance, a book which deals with physics, chemistry, biology and biochemistry is not to stand in any of those single subject areas on the shelf but should be given a broad classification (**Science**) to accommodate all four.

Basic Cataloguing Tools

So many materials are available to assist the cataloguer in the preparation of bibliographic records both as print and electronic resources. While they are mostly paid for, some free resources can also be found on the web. For

cataloguing from the scratch which is also known as original cataloguing, the following cataloguing tools are necessary.

- a) Subject headings lists: This is an authorized vocabulary control tool from which the catalogue can select subject headings for use in a library catalogue. This could be the Library of Congress Subject Headings, Sears List of Subject Headings or any other vocabulary control tool authorised for use in the library.
- b) Classification schedules: The schedule is the major part of a classification scheme which prints out all the main classes and subdivisions with corresponding class numbers.
- c) Cutter table: The Cutter table is an alpha-numeric device for representing words or names by using one or more letters followed by one or more Arabic numerals decimally. These numbers provide unique identity for information materials.
- d) Index: The index in a classification scheme comprises of an alphabetical list of terms with corresponding notation, which aids the cataloguer as an entry point to the classification schedule.
- e) Anglo American Cataloguing Rules 2nd edition (AACR₂): Developed mainly by the American Library Association, the British Library Association and the Canadian Library Association, AACR₂ provides rules for the descriptive cataloguing and provision of access points for library materials
- f) Resource Description and Access: (RDA): Is the new, unified cataloguing standard - an evolution of the cataloguing principles from AACR₂.

Classification Schemes

A scheme is a plan or a program of action to be followed. The classification scheme is an orderly arrangement of terms or classes with assigned notations. Classification schemes map out fields of knowledge in ways that are suitable for library use. It demands that cataloguers ascertain the 'aboutness' that is what an information material is really about and thereafter assign a call number based on the classification scheme. Library classification brings together in one place all works dealing with the same subject.

Types of classification schemes

There are several types of classification schemes used in libraries all over the world. However in general, Classification schemes can be divided into three types depending on how they are used.

General classification schemes: These schemes cover all subjects. Examples include Dewey Decimal Classification and Library of Congress Classification

Special classification schemes: these are classification schemes meant for organising specific collections. Examples include National Library of Medicine, Oxford Decimal Classification, and Moy's Classification.

- ❖ National schemes: are classification schemes specially created for certain countries such as the Swedish library classification system

In terms of functionality, classification schemes are often described as

- ❖ **Hierarchical:** shows the hierarchical arrangement of topics, from most general to most specific
- ❖ **Enumerative:** explicitly enumerates or list all the single and composite aspects of a subject in the schedule. Terms for aspects such as place, period, and form appear repeatedly throughout the schedules making the scheme bulky.
- ❖ **Faceted or analytico-synthetic:** lists numbers for single concepts only allowing the cataloguer to construct numbers for composite subjects thereby makes the scheme less bulky.

There are few completely enumerative systems or faceted systems, most classification schemes are a blend but favouring one type or the other. The most common classification schemes, Library of Congress Classification and Dewey Decimal Classification, are essentially enumerative, though with some hierarchical and faceted elements.

Functional properties of traditional classification schemes

Classification schemes include the following features:

Generalities class (Generalia)

Form class

Form division

Schedules

Tables

Notation
Index

Generalities class

This class caters for book or information materials of general knowledge which are too broad in scope for inclusion into one particular class such as encyclopaedias, dictionaries and general periodicals

Form class

This organizes books according to the form of presentation rather than subject content. It is more common in works of literature, which are divided by form such as poetry, play, drama etc. A drama on political corruption will not be classified under politics because of its content; rather it will come under drama because of the mode of presentation. 800 in DDC is an example of a form class even though the class is divided first by language and then by form.

820 English literature
821 English poetry
822 English drama
823 English fiction

Form division

Form division indicates a special aspect from which a topic is studied, e.g. while a book is on education, it can emphasize the history of education or the philosophy of education. It can also deal with the theoretical aspect of education (study and teaching).

Schedules

The schedule provides a logical arrangement by notation of all the subjects covered by a classification scheme. It contains a list of all the main classes, divisions and sub-divisions of a classification scheme.

Tables

The tables are additions to the schedules and provide lists of symbols which can be added to the class numbers to make them more specific and precise.

Notation

This is the symbol used to represent subjects, topics and terms covered by a classification scheme. Notations can be pure or mixed. Pure notation consists

of only one type of symbol, e.g. 610.3 (numerals) while mixed notation combines two or more symbols e.g. J30.6. (alphanumerals).

Index

The index is the alphabetical list of the terms used in the schedules, together with the corresponding notation. It provides access to the schedules through the provision of an alphabetical list of terms with their corresponding notations.

Revision Questions

1. What is the main objective of classification?
2. Differentiate between enumerative and faceted classification schemes
3. Describe the tools necessary for effective cataloguing in Nigerian libraries?

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CHAPTER EIGHT

LIBRARY OF CONGRESS CLASSIFICATION SCHEME

In Technical services in libraries by M. F. Tauber, Margaret Mann defined classification scheme as “a schedule which maps out the fields of knowledge in ways that are suitable for library purposes; main classes are followed by divisions and subdivisions of these classes; and the gradation of subjects is so arranged that specific subjects grow out of general subjects” (1970:184). Generally, a scheme is like a manual that guides and shows what to do. It should be followed consistently as pilots follow their compass. Cataloguers cannot do without a classification scheme which directs them on steps to follow in order to appropriately classify materials, be it books of other library materials.

The *Library of Congress Classification* (LCC), according to the Library of Congress (2014), is a classification system that was first developed in the late nineteenth and early twentieth centuries to organize and arrange the book collections of the Library of Congress. The classification was originally developed by Herbert Putnam in 1897, just before he assumed the post of the librarian of Congress. With the advice from Charles Ammi Cutter, the LCC was influenced by Cutter Expansive Classification, and the DDC, and was specially designed for the special purposes of the Library of Congress. Over the course of the twentieth century, the system was adopted for use by other libraries as well, especially large academic libraries in the United States. It is currently one of the most widely used library classification systems in the world.

The system divides all knowledge into twenty one main classes, each identified by a single letter of the alphabet.

LIBRARY OF CONGRESS CLASSIFICATION OUTLINE

A—GENERAL WORKS

B—PHILOSOPHY, PSYCHOLOGY, RELIGION

C—AUXILIARY SCIENCES OF HISTORY

D—WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, AUSTRALIA, NEW ZEALAND, ETC.

E—HISTORY OF AMERICAS

F—HISTROY OF UNITED STATES OF AMERICA

G—GEOGRAPHY, ANTHROPLOGY, RECREATION

H—SOCIAL SCIENCES

J—POLITICAL SCIENCE

K—LAW

L—EDUCATION

M—MUSIC AND BOOKS ON MUSIC

N—FINE ARTS

P—LANGUAGE AND LITERATURE

Q—SCIENCE

R—MEDICINE

S—AGRICULTURE

T—TECHNOLOGY

U—MILITARY SCIENCE

V—NAVAL SCIENCE

Z—BIBLIOGRAPHY, LIBRARY SCIENCE, INFORMATION RESOURCES (GENERAL)

Most of these alphabetical classes are further divided into **more** specific subclasses, identified by two-letter, or occasionally three-letter, combinations. For example, class N, *Art*, has subclasses NA, *Architecture*; NB, *Sculpture*, ND, *Painting*; as well as several other subclasses.

Detailed outline of the LCC

	AC - Collections. Series. Collected Works
	AE - Encyclopedias (General)
	AG - Dictionaries and other general reference works
General Works	AI - Indexes (General)
	AM - Museums (General)
	AP - Periodicals (General)
	AS - Academics and Learned Societies
	AY - Yearbooks. Almanacs. Directories
	AZ - History of Scholarship and Learning.
	B - History and Systems of Philosophy
	BC - Logic
	BD - Speculative Philosophy
	BF - Psychology (including Parapsychology and the Occult)
	BH - Aesthetics
Philosophy, Psychology, Religion	BJ - Ethics. Social Usages. Etiquette.
	BL - Religions. Mythology. Rationalism
	BM - Judaism
	BP - Islam. Bahaim. Theosophy, etc.
	BQ - Buddhism
	BR - Christianity (General)
	BS - The Bible
	BT - Doctrinal Theology
	BV - Practical Theology
	BX - Christian Denominations and Sects
	CC - Archaeology (General)
	CD - Diplomatics. Archives. Seals
Auxiliary Sciences of History	CE - Technical Chronology. Calendar
	CJ - Numismatics
	CN - Inscriptions. Epigraphy
	CR - Heraldry
	CS - Genealogy
	CT - Biography (General)

- D** - History (General)
DA - Great Britain
DAW - Central Europe
DB - Austria, Czechoslovakia, Hungary
DC - France
DD - Germany
DE - Mediterranean, Greco-Roman World
DG - Italy
History - General & Eastern Hemisphere **DH** - Netherlands (Low Countries)
DJ - Netherlands (Holland), Belgium, Luxembourg
DJK - Eastern Europe
DK - Russia (& Soviet Union). Poland. Finland
DL - Northern Europe. Scandinavia
DP - Spain. Portugal
DR - Eastern Europe. Turkey
DS - Asia
DT - Africa
DU - **Australia**, New Zealand. Oceania (South Seas)
- History - Western Hemisphere **E** - America (General) and United States
F1-F975 - United States (local history)
F1001-F1140 - Canada
F1201-F1392 - Mexico
F1401-3799 - Central and South American, Caribbean
- Geography, Anthropology, Recreation (Kinesology) **G** - Geography (General). Atlases. Maps
GA - Mathematical Geography, Cartography
GB - Physical Geography
GC - Oceanography
GE - Environmental Sciences
GF - Human Ecology. Anthropogeography
GN - Anthropology, Ethnology, Ethnography
GR - Folklore

GT - Manners and Customs
GV - Recreation. Sports. Leisure

Social Sciences--	H - Social Sciences (General)
	HA - Statistics
Econ & Business : HB-HJ	HB - Economic Theory. Demography
	HC - Economic History and Conditions: (By geographic region or country)
Sociology; Social Sciences: HM-HT, HX	HD - Economic History and Conditions: (By Subject: Land, Agriculture, Industry, etc.)
	HE - Transportation and Communications
Social Work, Criminology: HV	HF - Commerce. Accounting
	HG - Finance
	HJ - Public Finance
	HM - Sociology (General and theoretical)
	HN - Social History. Social Problems. Social Reform
	HQ - Social Groups -- The family ; marriage; women (including feminism), etc.
	HS - Societies: Secret, benevolent, etc. Clubs
	HT - Communities. Classes. Races
	HV - Social Pathology. Criminology. Social and Public Welfare
	HX - Socialism. Anarchism. Communism
	J - Official Documents (general legislative and executive papers)
	JA - Collections and General Works
	JC - Political Theory. Theory of the State
	JF - Constitutional History and Administration: General works. Comparative works.
Political Science	JK - United States Government (federal and state)
	JL - British America. Latin America
	JN - Europe.
	JQ - Asia. Africa. Australia. Oceania

- JS** - Local Government
- JV** - Colonies and Colonization. Emigration and Immigration
- JX** - International Law. International Relations

- K** - Law (General)
- KD** - Law of the United Kingdom and Ireland
- KE** - Law of Canada
- KF** - Law of United States
- KFT** - *KFT 1200-1799* Law of Texas
- KG** - Latin America (General). Mexico and Central America.
- KH** - South America
- KJ-KK** – Europe

- L** - Education (General)
- LA** - History of Education
- LB** - Educational Theory and Practice. Special Aspects of Education
- LC** - Individual Institutions: Universities, Colleges, and Schools
- LD** - United States
- LE** - Americas, except the United States
- LF** - Europe
- LG** - Asia. Africa. Oceania
- LH** - College and School Publications
- LJ** - Student Fraternities and Societies
- LT** - Textbooks (General)

- M** - Music Scores
- ML** - Literature of Music
- MT** - Music **Instruction** and Study

- N** - Visual Arts (General)
- NA** - Architecture
- NB** - Sculpture
- NC** - Graphic Arts (Drawing, Design, Illustration)

ND - Painting
NE - **Print** Media
NK - Decorative and Applied Arts. Other arts
NX - Arts in general

P - Philology and Linguistics
PA - Classical Philology (Greek and Latin)
PB - Modern European Languages
 (General), Celtic Languages and Literatures
PC - Romance Languages
PD - Old Germanic and Scandinavian
 Languages
PE - English Language
PF - Dutch, Flemish, and German Languages
PG - Slavic, Baltic, Albanian: Languages
 and Literatures
PH - Finno-Ugrian. Basque Languages &
 Literature
 Language and Literature **PJ** - Oriental, Semitic Languages and
 Literatures
PK - Indo-Iranian Languages and
 Literatures
PL - Languages and Literatures of Eastern
 Asia, Africa, and Oceania
PM - American Indian and Artificial
 Languages
PN - Literary History. Drama. Literary
 Collections (General)
PQ - Romance Literatures
PR - English Literatures
PS - American Literature
PT - German Literatures
PZ - Children's & Juvenile Literature

Q - Science (General). Information Theory
QA - Mathematics
QB - Astronomy
QC - Physics
 Sciences **QD** - Chemistry
QE - Geology

	QH - Natural History (General). Biology (General)
	QK - Botany
	QL - Zoology
	QM - Human Anatomy
	QP - Physiology
	QR - Microbiology
	R - Medicine (General)
	RA - Public Aspects of Medicine
	RB - Pathology
	RC - Internal Medicine. Practice of Medicine
	RD - Surgery
	RE - Ophthalmology
	RF - Otorhinolaryngology
	RG - Gynecology and Obstetrics
Medicine	RJ - Pediatrics
	RK - Dentistry
	RL - Dermatology
	RM - Therapeutics. Pharmacology
	RS - Pharmacy and Materia Medica
	RT - Nursing
	RV - Botanic, Thomsonian and Eclectic Medicine
	RX - Homeopathy
	RZ - Other Systems of Medicine
	S - Agriculture (General)
	SB - Plant Culture
Agriculture	SD - Forestry
	SF - Animal Culture
	SH - Aquaculture, Fisheries, Fishing
	SK - Hunting. Wildlife Management
	T - Technology (General)
	TA - Engineering (General). Civil Engineering
	TC - Hydraulic Engineering
Technology	TD - Environmental Technology. Sanitary

- Engineering
- TE** - Highway Engineering. Roads and Pavements
- TF** - Railroad Engineering and Operation
- TG** - Bridge Engineering
- TH** - **Building Construction**
- TJ** - Mechanical Engineering and Machinery
- TK** - Electronics and **Electrical Engineering**. Nuclear Engineering
- TL** - **Motor Vehicles**. Aeronautics. Astronautics
- TN** - Mining Engineering. Metallurgy
- TP** - Chemical Technology
- TS** - Manufactures
- TR** - Photography
- Technology - Arts & Crafts **TT** - Handicrafts. **Arts and Crafts**.
- TX** - Home Economics
- U** - Military Science (General)
- UA** - Armies: Organization, description, facilities, etc.
- UB** - Military Administration
- Military Science **UC** - Maintenance and Transportation
- UD** - Infantry
- UE** - Cavalry. Armored and Mechanized Cavalry
- UF** - Artillery
- UG** - Military Engineering. Air Forces. Air Warfare
- UH** - Other Services
- V** - Naval Science (General)
- VA** - Navies: Organization, description, facilities, etc.
- VB** - Naval Administration
- VC** - Naval Maintenance
- Naval Science **VD** - Naval Seaman
- VE** - Marines

VF - Naval Ordinance
VG - Minor Services of the Navy
VK - Navigation. Merchant Marine
VM - Naval Architecture. Shipbuilding.
 Marine Engineering

History of Books, Library Science, Bibliography **Z** - Library Science. Bibliography
 History of Books, Writing, Book Industries
 and Trade, Libraries and Library Science,
 Bibliography

(Source: <http://www.loc.gov/catdir/cpsolcco/>)

Features of LC

- a) The classification scheme comes in 47 separately published schedules
- b) The notation is mixed. It uses single capital letters for main classes Q (science), double capital letters for sub classes (mathematics), and it uses Arabic numerals for further sub-divisions.
- c) It does not have a general index, rather there is a detailed index in each schedule
- d) It has provision for further knowledge by leaving out IOWXY
- e) The LCC does not have a single table, but rather provides tables in each schedule
- f) It covers the body of known knowledge
- g) Relationships among topics in LCC are shown not by the numbers that are assigned to them, but by indenting subtopics under the larger topics that they are a part of, much like an outline.

Understanding the Library of Congress Classification Scheme

The LCCS comes in 47 separately published schedules developed by a separate group of subject specialists (the volumes are not static). The arrangement, wording some of the captions (i.e., headings and subheadings), vary depending on what is appropriate to a subject area. There is, however, a basic pattern to the arrangement of works within each class, subclass or subject area.

The arrangement is a progression from the general to the specific as follows:

- ☞ periodicals and other works based on form, such as:
 - society publications
 - collections

- dictionaries or encyclopedias
- conference, exhibition, or museum publications
- yearbooks
- directories
- documents
- ⌘ theory, philosophy
- ⌘ history, biography
- ⌘ general works
- ⌘ law
- ⌘ study and teaching, research
- ⌘ subjects and more specific topics within those subjects.

Indentation

Indentation is very important in the page layout of the LCC schedules. Indentation of captions is used throughout the schedules showing the hierarchical relationships within topics and subtopics. It summarizes the hierarchy, from general to specific.

Example of hierarchy using indentation

E	UNITED STATES	E
	The Civil War, 1861-1865	
	Armies. Troops	
	The Union Army	
	By state	
	District of Columbia	
	Military organizations -- Continued	
501.7	Artillery, Heavy	
	For the seceded states, this subdivision is used for Union troops	
	Subarranged by number or name of regiment, A-Z, and by author, A-Z	
501.8	Artillery, Light	
	For the seceded states, this subdivision is used for Union troops	
	Subarranged by number or name of regiment, A-Z, and by author, A-Z	

Notes

The LCC makes use of **Notes** to instruct cataloguers and classifiers on the use of the schedules. Notes are used to explain the scope of a classification number, indicating what can be included or excluded within a specific number, as well as re-directing the user to another section or number in the schedule. These functions are carried out using four main types of notes

namely: Scope notes, See notes, confer (Cf.) notes and apply table notes.

Example of notes at QC 610.9:

Semiconductor physics

Class here general works on the physical properties of
semiconductor materials → Scope note
for works on semiconductor materials used in

electronic engineering see TK 7871.85+ → See note

Cf. QC 176.8. E4 Solid – state electronics → confer note

610.9 Periodicals, societies, congresses, serial publications

While the Scope notes indicates what is to be included within a classification number, the See notes refer the user to a number elsewhere in the schedules while the Confer notes indicate that related topics are classified elsewhere in the schedules. **Apply table notes** refers the user to a table with subdivision instructions, so that the same instruction is not repeated on the same page or several times over a couple of pages.

For example, at QD 558.2.A- Z

By region or country, A-Z

Subarrange each country by Table Q6

Tables

All Library of Congress schedules have tables which allow the user to assign more specific numbers. Some tables are within the body of the schedule and apply to the class number under which they occur while other tables appear at the back of the schedule.

Applying Table instructions

QC	PHYSICS	QC
41	Laboratory technique By region or country United States	
44	General works	
45.A-Z	By region or state, A-Z Subarrange each state by Table Q7	
47.A-Z	Other regions or countries, A-Z Subarrange each country by Table Q7	

Example A

The excerpt from QC 41 gives specific instruction on the application of tables for an information material on laboratory technique in Physics. In applying the table instructions, a general work on laboratory technique in the United States would have the classification number QC 44, but a book restricted to Laboratory techniques in the state of Georgia, United States, would have to follow table instruction on Table Q7 as shown below:

Table Q7 TABLE OF SUBARRANGEMENT FOR STUDY AND
TEACHING, AND FOR RESEARCH (CUTTER NO.)

.x	General works
.x2A-.x2Z	Local, A-Z
.x3A-.x3Z	Special schools or universities. By name, A-Z

In following the directives at Table Q7, the physics book on Laboratory techniques in the state of Georgia, United States would have the classification number:

QC
45
.G46.

While QC 45 indicates that the information material is on physics laboratory techniques in the United States, .G46 ties it down to the state of Georgia. This book would no doubt end up with two cutter numbers which is the maximum cutter allowed for any material by adding another cutter number representing the author's surname. In a situation where the book is written by Uloma Doris Onuoha, the next cutter number will indicate the surname *Onuoha* as O58 and as such the class mark for this book would appear as:

QC
45
.G46
O58

Example B

A book on physics laboratory techniques in Nigeria would, however, have a different call number as instructed in QC 47. In this case, the call number would be:

QC
47

the number 4, taken under H in the 5th paragraph of the LC cutter table. This is to accommodate both cutter numbers as you cannot have more than two cutters in a call number.

Index

There is no single index to accompany the LCC scheme; rather a detailed index is included in the back of each schedule to direct users to the class numbers in the schedules.

Using the Library of Congress Schedule

The Library of Congress Subject heading list is a great companion to the Library of Congress Schedule. The use of a schedule starts only after the authorised subject heading has been identified using LCSH. In most cases, LCSH directs the cataloguer to the schedule through the provision of classification numbers (class marks).

Examples of class mark provision in LCSH

Example 1

Augusta (Ga.)

- **History**
- **- Revolution, 1775-1783**
[F294.A9]
- **Civil War, 1861-1865**
[F294.A9]

In Example 1, LCSH automatically spells out the schedule to use and the exact place to check in the schedule making it easy for the user to arrive at a classification number. A classifier or cataloguer working on the civil war of 1861 at Augusta, Georgia automatically picks the E-F schedule and checks for F249.A9 once this number has been confirmed from the schedule, it can be used as the classification number or class mark.

Example 2

The LCSH sometimes provides a range of numbers as in the case of Accounting.

Accounting (May Subd Geog)
[HF 5601- HF 5689]

In this case, the cataloguer or classifier is being directed to the H schedule. At HF 5601, there is need to pay detailed attention to the instructions in the schedule to identify the exact classification number needed for the information material. There is need to investigate the material thoroughly to ascertain which class number it falls into between HF 5601- HF 5689.

Example 3

There are occasions when a topic belongs to several disciplines, in such situation; LCSH provides class marks for each subject

Bottles (*May Subd Geog*)
 [NK 5440 (Art)]
 [TP 866 (Technology)]

In this case, it is left for the cataloguer/classifier to determine the exact discipline to which the material belongs. A check of the appropriate schedule would then follow to arrive at the appropriate classification number.

In the absence of classification numbers to guide the classifier/cataloguer, it becomes appropriate to consult the index to locate the appropriate class mark.

The Library of Congress Call number

The call number is a unique number attached to the spine of library materials. It is actually a code which represents the subject and the author of a book, while acting as the address to the location of the book in the library. The Library of Congress call number uses mixed notation consisting of numbers and alphabets. The first part of the call number is the symbol representing the subject of the book. The second part which is a set of numbers help to define a book's subject. The last line, made up of letter-and-decimal often represents the author's last name. Note that the same call number can be written from top-to-bottom, or left-to-right

Example 1

LB
 2395 or LB 2395.C65
 .C65

In this example, LB represents the subject of the book (Higher education). 2395 helps to define the subject by narrowing it down to a specific topic (methods of study), while .C65 represents the author's surname.

Example 2

Sometimes Library of Congress call numbers could be written with the date of publication attached to it. In this case, the date of publication would constitute the last line of the call number.

QB
70 or QB70 .G75 1967
.G75
1967

QB in this case stands for *Astronomy*, 70 is a more specific place for a general work on *Planetariums*, G75 represents the author's surname *Gringhuis* from the Library of Congress Cutter table while 1967 constitutes the year of publication.

Example 3

QE
516 or QE516.C37 M37 2007
.C37
M37
2007

Sometimes, the Library of Congress call number may have an additional cutter number representing a more specific aspect of a subject. In example three, QE stands for Geology, 516 represents special elements and groups of elements; .C37 shows the specific element *Carbon*, while M37 represents the author's surname. 2007 is the date of publication.

Cutter Table

The Cutter Table is used by most classification schemes to provide a unique identity for a book. The importance of Cutter Table to Cataloguing and Classification can be seen through the numerous mentions given to it in previous chapters. Charles Ammi Cutter according to Aina (2004) devised the Cutter Table. Cutter devised a two-figure author table that was later expanded by Kate Sanborn, and published in 1969 as the *Cutter-Sanborn*

three-figure author table. The Library of Congress has; however, modified Cutter's Table to serve the special needs of its collections.

Use of Cutter Numbers

Cutter numbers are used to:

- ✍ give a unique call number, based on the main entry of a work
- ✍ indicate the specific title of a given work
- ✍ indicate the geographical area covered by a work
- ✍ indicate a special topic covered by a work
- ✍ assist the shelving of certain works at a given class number before or after others.

The Library of Congress Cutter Table

The Library of Congress Cutter table comes in five paragraphs:

Paragraph (1) is for words beginning with a vowel—a, e, i, o, u.

Paragraph (2) is used for words beginning with the letter S.

Paragraph (3) is used for words beginning with the letters Qu.

Paragraph (4) is used for words beginning with all other consonants.

Paragraph (5) is used for expansion.

Cutter Table

(1) After initial vowels

for the second letter:	b	d	l-m	n	p	r	s-t	u-y
use number:	2	3	4	5	6	7	8	9

(2) After initial letter S

for the second letter:	a	ch	e	h-i	m-p	t	u	w-z
use number:	2	3	4	5	6	7	8	9

(3) After initial letters Qu

for the second letter:	a	e	i	o	r	t	y
use number:	3	4	5	6	7	8	9

For initial letters Qa-Qt, use: 2-29

(4) After other initial consonants

for the second letter:	a	e	i	o	r	u	y
use number:	3	4	5	6	7	8	9

(5) For expansion

for the letter:	a-d	e-h	i-l	m-o	p-s	t-v	w-z
use number:	3	4	5	6	7	8	9

*Specific examples using the Library of Congress Cutter table***Example 1**

Obasanjo is the surname of an author. The Cutter number would be:

.O23

To arrive at this number:

The first three letters of three name are used, OBA

O becomes .O (Always put a decimal point before writing the first letter)

B becomes 2. This is derived from the first paragraph (after initial vowels) under b. Remember that O which starts the name (Obasanjo) is a vowel, and so the next letter would have to be chosen from the first paragraph of the Cutter table.

A becomes 3. This is derived from the fifth paragraph (for expansion). The number under a-d is 3, so we use it.

Example 2

Samson is the surname of an author. The cutter number would be:

.S 26

To find out how we arrived at this number, the first three letters of the name are used.

S	Becomes		.S
A	Becomes	2 (using paragraph 2)	.S2
M	Becomes	6 (using paragraph 5)	.S26

Example 3

Boko Haram uprising in Nigeria is the title of a book. The Cutter number for this title's main entry would be: .B 65 (only the first three letters of the title are used)

B	Becomes		.B
O	Becomes	6 (using paragraph 4)	.B6
K	Becomes	5 (using paragraph 5)	.B65

Example 4

The rules for adding Cutter numbers follow the pattern for shelving library materials or filling rules to be more precise. The name O'Reilly is read as Oreilly

O	Becomes		.O
R	Becomes	7 (using paragraph 1)	.O7
E	Becomes	4 (using paragraph 5)	.O74

Example 5

Quinlan is the surname of an author. The cutter number would be: Q56

QU	Becomes		.Q
I	Becomes	5 (using paragraph 3)	.Q5
N	Becomes	6 (using paragraph 5)	.Q56

Cataloguing with the Library of Congress Classification Scheme

Having understood how to use the Library of Congress Subject Headings, the Library of Congress Schedules and the Library of Congress Cutter table, it is now easy to put the steps together for cataloguing an information material using the Library of Congress Classification Scheme.

Steps in cataloguing with LCC:

1. Carefully examine the work in hand to determine the subject.
2. Select the relevant LC schedule.
3. Use the LCSH to ascertain the approved subject headings.
4. Consult the Index in the relevant schedule for directions to the classification number to be used in the schedule.
5. Go to the body of the schedule and select the approved classification number.
6. Assign cutter number (s) as appropriate.
7. Add the date of publication.

Revision Questions/Practical activity

1. Which Library of Congress Schedule would be used for assigning classification numbers for the following:
 - An accounting dictionary
 - A textbook on physics
 - Leadership in the Catholic Church
 - African literature
2. Using the H schedule, provide the classification number for the following:
 - A book on credit control in Nigeria
 - A book detailing the activities of First Bank Plc, Nigeria
 - Museums in Lagos, Nigeria

3. Using the Library of Congress Cutter table, provide the cutter number for the following:
 - Aboyede
 - Dunlop
 - D'Ambrosio
 - Information technology: Uses and preservation of resources in libraries
 - The Librarian's glossary

- 4 Using the catalogue template below, prepare entries for two books using the Library of Congress Classification Scheme

✍ **Catalogue template**

Call number	
Heading	
Title and statement of responsibility	
Edition	
Material or type of publication	
Publication details	
Physical description area	
Series area	
Notes area	
Standard availability number	
Subject	
Subject	
Subject	

- 5 Having prepared the catalogue entries in the worksheet/template, go ahead and prepare the catalogue entry in a card format.

Worked example using the template

Call number	HD 1062 .D5
Heading	Dickinson, Peter A.
Title and statement of responsibility	The complete retirement planning book : your guide to happiness, health, and financial security/Peter A. Dickson
Edition	Nil
Material or type of publication	Nil
Publication details	New York : E. P. Dutton, 1976
Physical description area	x, 278 p. ; 24 cm
Series area	Nil
Notes area	Includes index and bibliography
Standard availability number	0841504466
Subject	Retirement
Subject	Retirement-United States-Planning
Subject	Older people-United States-Life skills guides

Worked example in a card format

HD 1062 .D5	Dickson, Peter A. The complete retirement planning book: your guide to happiness, health and financial security / Peter A. Dickson.- New York: E. P. Dutton, 1976. x., 278p. : 24cm Includes index and bibliography ISBN 0841504466 1 Retirement 2. Retirement – United States – Planning 3 Older people – United States – Life skills guides i. Title
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CHAPTER NINE

DEWEY DECIMAL CLASSIFICATION SCHEME

The Dewey Decimal Classification Scheme (DDC) dates back to 1873 and 1876. The scheme was developed by an American, Melvil Dewey. The first edition was published anonymously under the title, *A Classification and Subject Index for Cataloguing and Arranging the Books and Pamphlets of a Library*. Before then libraries classified their materials by numbering and keeping them in fixed physical spaces according to their room and shelf. The first edition, which was actually a 44-page pamphlet, was based on Dewey's view of the world of knowledge. The scheme became an immediate success, not just because it provided for a systematic arrangement of library materials but mostly because it provided a system of simple and flexible notation which soon saw the phasing out of fixed location classification.

DDC has since grown beyond the 44 pamphlet document and is widely used in public, school and small libraries all over the world. The DDC is published in print and electronic forms by OCLC Online Computer Library Center, Inc. (OCLC), who owns all copyright rights in the Dewey Decimal Classification, and licenses the system for a variety of uses.

Features of DDC

- a) The scheme divides the whole body of knowledge into ten main classes.
- b) It uses only Arabic numerals as notation, it is therefore said to have a pure

notation.

- c) It has mnemonic devices as it can easily be remembered. E.g. religion 200
- d) It shows hierarchy and net work of relationships within the classes.

Longer notations are subordinate to shorter notations as seen in the example below:

Military science 355
 Military life and custom 355.1
 Promotion and demotion 355.112

- e) DDC employs three digits to the left of a decimal
- f) It comes in four volumes
 - Volume 1- Introduction, Glossary, Manual and Tables 1-6
 - Volume 2 – Schedules 000-599
 - Volume 3 – 600-999
 - Volume 4 – Relative Index

Ten Main Classes of DDC (First summary)

The ten main classes into which knowledge is divided using the Dewey Decimal Classification Scheme is called the first summary.

First Level Summary

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

The Second Level Summary

Each main class is further divided into ten divisions representing a part of the discipline. This forms the hundred divisions known as the second summary.

000 Generalities

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 & transport

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 Graphics 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 Geography & 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

The Third Level Summary

Each division is divided into ten sections. Each section is a whole number that represents a topic which is the third summary. As classifiers and cataloguers, it is advisable to study the third summary, since it provides a more detailed overview of the content. 000 Computer Science, information and general works

- 001 Knowledge
- 002 The book
- 003 Systems

- 004 Data processing & computer science
- 005 Computer programming, programs & data
- 006 Special computer methods
- 007 [Unassigned]
- 008 [Unassigned]
- 009 [Unassigned]
- 010 Bibliography
- 011 Bibliographies
- 012 Bibliographies of individuals
- 013 [Unassigned]
- 014 Of anonymous & pseudonymous works
- 015 Bibliographies of works from specific places
- 016 Bibliographies of works on specific subjects
- 017 General subject catalogs
- 018 Catalogs arranged by author, date, etc.
- 019 Dictionary catalogs
- 020 Library & information sciences
- 021 Library relationships
- 022 Administration of physical plant
- 023 Personnel management
- 024 [Unassigned]
- 025 Library operations
- 026 Libraries for specific subjects
- 027 General libraries
- 028 Reading & use of other information media
- 029 [Unassigned]
- 030 General encyclopedic works
- 031 Encyclopedias in American English
- 032 Encyclopedias in English
- 033 In other Germanic languages
- 034 Encyclopedias in French, Occitan & Catalan
- 035 In Italian, Romanian & related languages
- 036 Encyclopedias in Spanish & Portuguese
- 037 Encyclopedias in Slavic languages
- 038 Encyclopedias in Scandinavian languages
- 039 Encyclopedias in other languages
- 040 [Unassigned]
- 041 [Unassigned]
- 042 [Unassigned]
- 043 [Unassigned]

- 044 [Unassigned]
- 045 [Unassigned]
- 046 [Unassigned]
- 047 [Unassigned]
- 048 [Unassigned]
- 049 [Unassigned]
- 050 General serial publications
- 051 Serials in American English
- 052 Serials in English
- 053 Serials in other Germanic languages
- 054 Serials in French, Occitan & Catalan
- 055 In Italian, Romanian & related languages
- 056 Serials in Spanish & Portuguese
- 057 Serials in Slavic languages
- 058 Serials in Scandinavian languages
- 059 Serials in other languages
- 060 General organizations & museum science
- 061 Organizations in North America
- 062 Organizations in British Isles; in England
- 063 Organizations in central Europe; in Germany
- 064 Organizations in France & Monaco
- 065 Organizations in Italy & adjacent islands
- 066 In Iberian Peninsula & adjacent islands
- 067 Organizations in eastern Europe; in Russia
- 068 Organizations in other geographic areas
- 069 Museum science
- 070 News media, journalism & publishing
- 071 Newspapers in North America
- 072 Newspapers in British Isles; in England
- 073 Newspapers in central Europe; in Germany
- 074 Newspapers in France & Monaco
- 075 Newspapers in Italy & adjacent islands
- 076 In Iberian Peninsula & adjacent islands
- 077 Newspapers in eastern Europe; in Russia
- 078 Newspapers in Scandinavia
- 079 Newspapers in other geographic areas
- 080 General collections
- 081 Collections in American English
- 082 Collections in English
- 083 Collections in other Germanic languages

- 084 Collections in French, Occitan & Catalan
- 085 In Italian, Romanian & related languages
- 086 Collections in Spanish & Portuguese
- 087 Collections in Slavic languages
- 088 Collections in Scandinavian languages
- 089 Collections in other languages
- 090 Manuscripts & rare books
- 091 Manuscripts
- 092 Block books
- 093 Incunabula
- 094 Printed books
- 095 Books notable for bindings
- 096 Books notable for illustrations
- 097 Books notable for ownership or origin
- 098 Prohibited works, forgeries & hoaxes
- 099 Books notable for format
- 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
- 110 Metaphysics
- 111 Ontology
- 112 [Unassigned]
- 113 Cosmology
- 114 Space
- 115 Time
- 116 Change
- 117 Structure
- 118 Force & energy
- 119 Number & quantity
- 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
- 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
- 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
- 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]
- 160 Logic
- 161 Induction
- 162 Deduction
- 163 [Unassigned]

- 164 [Unassigned]
- 165 Fallacies & sources of error
- 166 Syllogisms
- 167 Hypotheses
- 168 Argument & persuasion
- 169 Analogy
- 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
- 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
- 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

- 200 Religion
- 201 Religious mythology & social theology
- 202 Doctrines

- 203 Public worship & other practices
- 204 Religious experience, life & practice
- 205 Religious ethics
- 206 Leaders & organization
- 207 Missions & religious education
- 208 Sources
- 209 Sects & reform movements
- 210 Philosophy & theory of religion
- 211 Concepts of God
- 212 Existence, knowability & attributes of God
- 213 Creation
- 214 Theodicy
- 215 Science & religion
- 216 [Unassigned]
- 217 [Unassigned]
- 218 Humankind
- 219 [Unassigned]
- 220 Bible
- 221 Old Testament (Tanakh)
- 222 Historical books of Old Testament
- 223 Poetic books of Old Testament
- 224 Prophetic books of Old Testament
- 225 New Testament
- 226 Gospels & Acts
- 227 Epistles
- 228 Revelation (Apocalypse)
- 229 Apocrypha & pseudepigrapha
- 230 Christianity & Christian theology
- 231 God
- 232 Jesus Christ & his family
- 233 Humankind
- 234 Salvation & grace
- 235 Spiritual beings
- 236 Eschatology
- 237 [Unassigned]
- 238 Creeds & catechisms
- 239 Apologetics & polemics
- 240 Christian moral & devotional theology
- 241 Christian ethics
- 242 Devotional literature

- 243 Evangelistic writings for individuals
- 244 [Unassigned]
- 245 [Unassigned]
- 246 Use of art in Christianity
- 247 Church furnishings & articles
- 248 Christian experience, practice & life
- 249 Christian observances in family life
- 250 Christian orders & local church
- 251 Preaching
- 252 Texts of sermons
- 253 Pastoral office & work
- 254 Parish administration
- 255 Religious congregations & orders
- 256 [Unassigned]
- 257 [Unassigned]
- 258 [Unassigned]
- 259 Pastoral care of families & kinds of persons
- 260 Social & ecclesiastical theology
- 261 Social theology
- 262 Ecclesiology
- 263 Days, times & places of observance
- 264 Public worship
- 265 Sacraments, other rites & acts
- 266 Missions
- 267 Associations for religious work
- 268 Religious education
- 269 Spiritual renewal
- 270 History of Christianity & Christian church
- 271 Religious orders in church history
- 272 Persecutions in church history
- 273 Doctrinal controversies & heresies
- 274 History of Christianity in Europe
- 275 History of Christianity in Asia
- 276 History of Christianity in Africa
- 277 History of Christianity in North America
- 278 History of Christianity in South America
- 279 History of Christianity in other areas
- 280 Christian denominations & sects
- 281 Early church & Eastern churches
- 282 Roman Catholic Church

283 Anglican churches
284 Protestants of Continental origin
285 Presbyterian, Reformed & Congregational
286 Baptist, Disciples of Christ & Adventist
287 Methodist & related churches
288 [Unassigned]
289 Other denominations & sects
290 Other religions
291 [Unassigned]
292 Greek & Roman religion
293 Germanic religion
294 Religions of Indic origin
295 Zoroastrianism
296 Judaism
297 Islam, Babism & Bahai Faith
298 (Optional number)
299 Religions not provided for elsewhere

300 Social sciences
301 Sociology & anthropology
302 Social interaction
303 Social processes
304 Factors affecting social behavior
305 Social groups
306 Culture & institutions
307 Communities
308 [Unassigned]
309 [Unassigned]
310 Collections of general statistics
311 [Unassigned]
312 [Unassigned]
313 [Unassigned]
314 General statistics of Europe
315 General statistics of Asia
316 General statistics of Africa
317 General statistics of North America
318 General statistics of South America
319 General statistics of other areas
320 Political science
321 Systems of governments & states

- 322 Relation of state to organized groups
- 323 Civil & political rights
- 324 The political process
- 325 International migration & colonization
- 326 Slavery & emancipation
- 327 International relations
- 328 The legislative process
- 329 [Unassigned]
- 330 Economics
- 331 Labor economics
- 332 Financial economics
- 333 Economics of land & energy
- 334 Cooperatives
- 335 Socialism & related systems
- 336 Public finance
- 337 International economics
- 338 Production
- 339 Macroeconomics & related topics
- 340 Law
- 341 Law of nations
- 342 Constitutional & administrative law
- 343 Military, tax, trade & industrial law
- 344 Labor, social, education & cultural law
- 345 Criminal law
- 346 Private law
- 347 Civil procedure & courts
- 348 Laws, regulations & cases
- 349 Law of specific jurisdictions & areas
- 350 Public administration & military science
- 351 Public administration
- 352 General considerations of public administration
- 353 Specific fields of public administration
- 354 Administration of economy & environment
- 355 Military science
- 356 Infantry forces & warfare
- 357 Mounted forces & warfare
- 358 Air & other specialized forces
- 359 Sea forces & warfare
- 360 Social problems & services; associations
- 361 Social problems & social welfare in general

- 362 Social welfare problems & services
- 363 Other social problems & services
- 364 Criminology
- 365 Penal & related institutions
- 366 Associations
- 367 General clubs
- 368 Insurance
- 369 Miscellaneous kinds of associations
- 370 Education
- 371 Schools & their activities; special education
- 372 Elementary education
- 373 Secondary education
- 374 Adult education
- 375 Curricula
- 376 [Unassigned]
- 377 [Unassigned]
- 378 Higher education
- 379 Public policy issues in education
- 380 Commerce, communications & transportation
- 381 Commerce
- 382 International commerce
- 383 Postal communication
- 384 Communications; telecommunication
- 385 Railroad transportation
- 386 Inland waterway & ferry transportation
- 387 Water, air & space transportation
- 388 Transportation; ground transportation
- 389 Metrology & standardization
- 390 Customs, etiquette & folklore
- 391 Costume & personal appearance
- 392 Customs of life cycle & domestic life
- 393 Death customs
- 394 General customs
- 395 Etiquette (Manners)
- 396 [Unassigned]
- 397 [Unassigned]
- 398 Folklore
- 399 Customs of war & diplomacy

- 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

- 500 Natural sciences & mathematics
- 501 Philosophy & theory
- 502 Miscellany
- 503 Dictionaries & encyclopedias
- 504 [Unassigned]
- 505 Serial publications
- 506 Organizations & management
- 507 Education, research & related topics
- 508 Natural history
- 509 Historical, geographic & persons treatment
- 510 Mathematics
- 511 General principles of mathematics
- 512 Algebra
- 513 Arithmetic
- 514 Topology
- 515 Analysis
- 516 Geometry
- 517 [Unassigned]
- 518 Numerical analysis
- 519 Probabilities & applied mathematics

- 520 Astronomy & allied sciences
- 521 Celestial mechanics
- 522 Techniques, equipment & materials
- 523 Specific celestial bodies & phenomena
- 524 [Unassigned]
- 525 Earth (Astronomical geography)
- 526 Mathematical geography
- 527 Celestial navigation
- 528 Ephemerides
- 529 Chronology
- 530 Physics
- 531 Classical mechanics; solid mechanics
- 532 Fluid mechanics; liquid mechanics
- 533 Gas mechanics
- 534 Sound & related vibrations
- 535 Light & infrared & ultraviolet phenomena
- 536 Heat
- 537 Electricity & electronics
- 538 Magnetism
- 539 Modern physics
- 540 Chemistry & allied sciences
- 541 Physical chemistry
- 542 Techniques, equipment & materials
- 543 Analytical chemistry
- 544 [Unassigned]
- 545 [Unassigned]
- 546 Inorganic chemistry
- 547 Organic chemistry
- 548 Crystallography
- 549 Mineralogy
- 550 Earth sciences
- 551 Geology, hydrology & meteorology
- 552 Petrology
- 553 Economic geology
- 554 Earth sciences of Europe
- 555 Earth sciences of Asia
- 556 Earth sciences of Africa
- 557 Earth sciences of North America
- 558 Earth sciences of South America
- 559 Earth sciences of other areas

- 560 Paleontology; paleozoology
- 561 Paleobotany; fossil microorganisms
- 562 Fossil invertebrates
- 563 Fossil marine & seashore invertebrates
- 564 Fossil mollusks & molluscoids
- 565 Fossil arthropods
- 566 Fossil chordates
- 567 Fossil cold-blooded vertebrates; fossil fishes
- 568 Fossil birds
- 569 Fossil mammals
- 570 Life sciences; biology
- 571 Physiology & related subjects
- 572 Biochemistry
- 573 Specific physiological systems in animals
- 574 [Unassigned]
- 575 Specific parts of & systems in plants
- 576 Genetics & evolution
- 577 Ecology
- 578 Natural history of organisms
- 579 Microorganisms, fungi & algae
- 580 Plants (Botany)
- 581 Specific topics in natural history
- 582 Plants noted for characteristics & flowers
- 583 Dicotyledons
- 584 Monocotyledons
- 585 Gymnosperms; conifers
- 586 Seedless plants
- 587 Vascular seedless plants
- 588 Bryophytes
- 589 [Unassigned]
- 590 Animals (Zoology)
- 591 Specific topics in natural history
- 592 Invertebrates
- 593 Marine & seashore invertebrates
- 594 Mollusks & molluscoids
- 595 Arthropods
- 596 Chordates
- 597 Cold-blooded vertebrates; fishes
- 598 Birds
- 599 Mammals

- 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]

- 700 The arts; fine & decorative arts
- 701 Philosophy of fine & decorative arts
- 702 Miscellany of fine & decorative arts
- 703 Dictionaries of fine & decorative arts
- 704 Special topics in fine & decorative arts
- 705 Serial publications of fine & decorative arts
- 706 Organizations & management
- 707 Education, research & related topics
- 708 Galleries, museums & private collections
- 709 Historical, geographic & persons treatment
- 710 Civic & landscape art
- 711 Area planning
- 712 Landscape architecture
- 713 Landscape architecture of trafficways
- 714 Water features
- 715 Woody plants
- 716 Herbaceous plants
- 717 Structures in landscape architecture
- 718 Landscape design of cemeteries

- 719 Natural landscapes
- 720 Architecture
- 721 Architectural structure
- 722 Architecture to ca. 300
- 723 Architecture from ca. 300 to 1399
- 724 Architecture from 1400
- 725 Public structures
- 726 Buildings for religious purposes
- 727 Buildings for education & research
- 728 Residential & related buildings
- 729 Design & decoration
- 730 Plastic arts; sculpture
- 731 Processes, forms & subjects of sculpture
- 732 Sculpture to ca. 500
- 733 Greek, Etruscan & Roman sculpture
- 734 Sculpture from ca. 500 to 1399
- 735 Sculpture from 1400
- 736 Carving & carvings
- 737 Numismatics & sigillography
- 738 Ceramic arts
- 739 Art metalwork
- 740 Drawing & decorative arts
- 741 Drawing & drawings
- 742 Perspective
- 743 Drawing & drawings by subject
- 744 [Unassigned]
- 745 Decorative arts
- 746 Textile arts
- 747 Interior decoration
- 748 Glass
- 749 Furniture & accessories
- 750 Painting & paintings
- 751 Techniques, equipment, materials & forms
- 752 Color
- 753 Symbolism, allegory, mythology & legend
- 754 Genre paintings
- 755 Religion
- 756 [Unassigned]
- 757 Human figures
- 758 Other subjects

- 759 Historical, geographic & persons treatment
- 760 Graphic arts; printmaking & prints
- 761 Relief processes (Block printing)
- 762 [Unassigned]
- 763 Lithographic processes
- 764 Chromolithography & serigraphy
- 765 Metal engraving
- 766 Mezzotinting, aquatinting & related processes
- 767 Etching & drypoint
- 768 [Unassigned]
- 769 Prints
- 770 Photography, photographs & computer art
- 771 Techniques, equipment & materials
- 772 Metallic salt processes
- 773 Pigment processes of printing
- 774 Holography
- 775 Digital photography
- 776 Computer art (Digital art)
- 777 [Unassigned]
- 778 Fields & kinds of photography
- 779 Photographs
- 780 Music
- 781 General principles & musical forms
- 782 Vocal music
- 783 Music for single voices; the voice
- 784 Instruments & instrumental ensembles
- 785 Ensembles with one instrument per part
- 786 Keyboard & other instruments
- 787 Stringed instruments
- 788 Wind instruments
- 789 (Optional number)
- 790 Recreational & performing arts
- 791 Public performances
- 792 Stage presentations
- 793 Indoor games & amusements
- 794 Indoor games of skill
- 795 Games of chance
- 796 Athletic & outdoor sports & games
- 797 Aquatic & air sports
- 798 Equestrian sports & animal racing

799 Fishing, hunting & shooting

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
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)
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)
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
- 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
- 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
- 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
- 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
- 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
- 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

- 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

The principle of hierarchy in DDC schedule

The schedules provide a systematic breakdown of the main classes, their divisions and their sections as seen in the summaries. Each division is a specific aspect of its main class, and each section, a specific aspect of the division in which it is found. The DDC schedule thus employs the principle of hierarchy expressed through structure and length of notation. Structural hierarchy means that all topics apart from the ten main classes are part of all the broader topics above them. Notational hierarchy means that longer notations are subordinate to shorter notations. Both structural and notation hierarchy are reflected using the example below.

Example of structural and notational hierarchy

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

Notation Mark

DDC notation uses only Arabic numerals. Use of only one type of symbol is called pure notation. The notation gives both the unique meaning of the class and its relation to other classes. All numbers contain at least three digits. Where more than three digits are needed, a decimal point follows the third digit. The first letter in the three digit number represents the main class. For example, 600 represents Science. The second letter in the three digit number 630 indicates the division. The third digit in the number 632, is for plant injuries.

Fig. 16: An example of how Notation works is presented using the classification number 632.

Main class	Applied Sciences	First digit of the notation	(6)
Division	Agriculture and related technologies	Second digit of the notation	(3)
Section	Plant injuries	Third digit of the notation	(2)
		Classification number (notation)	= 632

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

Use of notes in DDC

DDC makes use of notes to supply information that is not obvious in the notational hierarchy or in the heading with regard to order, structure, subordination, and other matters. Notes describe what is found in the class and its subdivisions, identify topics with insufficient literature to have their own number, describe what is found in other classes and explain changes in the schedules and tables. Types of notes found in the schedules and tables include: revision, former-heading, definition, number – built, standard subdivisions- are- added, variant- name, scope, including, class- here, arrange, add (including subdivisions – are- added), preference, class else – where, see references, see also references, see manual, option, discontinued, and relocation notes. A detailed instruction on the use of notes can be found in volume 1 of the schedule.

Scope notes indicate whether the meaning of the number is narrower or broader than is apparent from the heading. For example:

700 The arts

Description, critical appraisal, techniques, procedures, apparatus, equipment, materials of the fine, decorative, literary, performing, recreational arts

Class - here notes indicates major topics in a given class. For example:

615 Pharmacology and therapeutics

Class comprehensive works on pharmacology in 615.1; class comprehensive works on therapeutics in 615.5

Add note gives directions for building numbers for specialized subtopics. For example:

614.599 2 Gynecologic, obstetrical, pediatric, geriatric disorders

Add to base number 614.5992 the numbers following 618 in 618.1- 618.9, e.g., pediatric disorders 614.599292; however, for puerperal septicemia and pyemia, see 614.545

Former- heading notes are given only when the heading associated with a class number in the previous edition altered to the extent that the new heading bears no resemblance to it even when the meaning remains the same. For example:

004.16 Personal computers

Former heading : Microcomputers

See reference leads from a stated number for a concept to the sub-ordinate parts of that concept in a different notational hierarchy. Example:

621.313 Generating machinery and converters

Standard subdivisions are added for either or both topics in heading.

Class here comprehensive works on generators and motors

For details and parts of generators, see 621.316; for electric motors, see 621.46

See also references lead to related topics. Example:

616.0799 phagocytes and complement

Standard subdivisions are added for phagocytes and complement together, for phagocytes alone

Including granulocytes, killer cells

Class here antibody-dependent immune mechanisms,

Reticuloendothelial system

See also 616.0797 for cytotoxic T cells

Number building and synthesis of notation

The DDC makes provision for number building by adding to a base number from a table or from another part of the schedule. For instance, when working on a dictionary of Physics, DDC allows the classifier to add numbers to the base number that represents dictionaries in order to create greater depth of content analysis. There are four sources of notation for building numbers: A) Table 1 Standard Subdivisions; B) Tables 2-6; C) other parts of the schedules and D) add tables in the schedules.

Adding from Table 1 (Standard Subdivisions)

A standard subdivision represents a recurring physical form. Standard subdivisions can be added to any number in the Schedules unless instructions in the Schedules indicate otherwise. These subdivisions provide notations to identify works that may be in a particular format or physical form (examples of treatment by format or physical form are dictionaries, encyclopedias, and periodicals),

- 01 Philosophy and theory
- 02 Miscellany
- 03 Dictionaries, encyclopedias, concordances
- 04 Special topics
- 05 Serial publications
- 06 Organizations and management
- 07 Education, research, related topics
- 08 History and description with respect to kinds of persons
- 09 Historical, geographic, persons treatment

Examples of additions from Table 1

Example 1

Dictionary of Biology

570 (schedule number) + 03 (Table number for dictionaries)

Classification number = 570.3

Example 2

Biology: A quarterly magazine

570 (schedule number) + 05 (table number for serial publication)

Classification number = 570.5

Example 3

History of Chemistry

540 (schedule number) + 09 (table number for History)

Classification number = 540.9

Please note that in some cases, extra 0 precedes the standard subdivision according to instructions in the schedule, otherwise, normally two zeros cannot go together. Table 2 provides notations designed to be added to geographic areas, historical periods and persons. Unlike Table 1, instruction for adding to Tables 2-7 indicates exactly what may be added, from which table and to which base.

Table 2 provides subdivisions for geographic areas, historical periods and persons. A summary of Table 2 is provided below:

- 1 Areas, regions, places in general
- 2 Persons
- 3 The ancient world
- 4 Europe Western Europe
- 5 Asia Orient Far East
- 6 Africa
- 7 North America
- 8 South America
- 9 Other parts of the world and extraterrestrial worlds Pacific Ocean islands

Table 3 provides subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms. The notations are used only with base numbers specified in 810–890 and where instructed in 700.4, 791.4, and 808–809. The Table is divided into three parts:

- 3A: Description, critical appraisal, biography, single or collected works of an individual author. This table contains the standard mnemonic notation for literary forms.
- 1 Poetry
 - 2 Drama
 - 3 Fiction
 - 4 Essays
 - 5 Speeches
 - 6 Letters
 - 8 Miscellaneous writings
- 3B: Description, critical appraisal, biography, collected works of two or more authors; rhetoric in specific literary forms
- 3C: Additional elements used in number buildings within Table 3B and as instructed in 700.4, 791.4, 808–809

Table 4 is used for subdivisions of Individual Languages and Language Families

The notations in Table 4 are used only where indicated with base numbers 420–490. The summary appears below:

- 01–09 Standard subdivisions
- 1 Written systems, phonology, phonetics
- 2 Etymology
- 3 Dictionaries
- 5 Grammar
- 7 Historical and geographic variations, modern nongeographic variations
- 8 Standard usage

Table 5 provides subdivisions for racial, ethnic and national groups

These notations can be added to base numbers in the Schedules and to notations from other Tables

Summary of Table 5:

- 03–04 Basic races, mixtures of races
- 1 North Americans
- 2 British, English, AngloSaxons
- 3 Nordic (Germanic) people
- 4 modern Latin peoples
- 5 Italians, Romanians, related groups
- 6 Spanish and Portuguese
- 7 Other Italic people
- 8 Greeks and related groups
- 9 Other racial, ethnic, national groups

Table 6. Languages

This Table specifies the language in which a document is written. Notations from this table can be added to base numbers in the Schedules and to notations from other Tables.

A summary of these languages are as follows:

- 1 IndoEuropean languages
- 2 English and Old English (AngloSaxon)
- 3 Germanic (Teutonic) languages
- 4 Romance languages
- 5 Italian, Sardinian, Dalmatian Romanian, RhaetoRomanic
- 6 Spanish and Portuguese
- 7 Italic languages

- 8 Hellenic languages
- 9 Other languages

Table 7. Groups of Persons

Table 7 provides subdivisions for various persons.

- 01 Individual persons
- 02 Groups of persons
- 03 Persons by racial, ethnic, national background
- 04 Persons by sex and kinship characteristics
- 05 Persons by age
- 06 Persons by miscellaneous social characteristics
- 08 Persons by physical and mental characteristics
- 09 Generalists and novices
- 1 Persons occupied with philosophy, parapsychology, occultism, psychology
- 2 Persons occupied with or adherent to religion
- 3 Persons occupied with social sciences and socioeconomic activities
- 4 Persons occupied with languages, linguistics, lexicography
- 5 Persons occupied with natural sciences and mathematics
- 6 Persons occupied with applied sciences (Technologists)
- 7 Persons occupied with the arts Persons occupied with fine and decorative arts
- 8 Persons occupied with creative writing and speaking
- 9 Persons occupied with geography, history, related disciplines and activities

The Relative Index

For many subjects, different aspects are located in different classes. The role of the Relative Index is to bring together different aspects of a topic and the different classes in which they are placed. For example entries related to Agriculture but found in another class:

Agriculture 630

- Applied science 630
- Economics 338.1
- Enterprises 338.763
- Law 343.076
- Public administration 354.5

The Use of Cutter Table in DDC

Cutter Sanborn Four-Figure Table is used mostly with the Dewey Decimal Classification scheme to provide a unique identity for a book. This is necessary in order to separate different authors on a given subject. The cutter number is derived from the cutter table by marching the author's surname with the letter combinations in the cutter table. The initial letter of the surname is retained while the remaining are replaced by the appropriate numbers taken from the cutter table

E.g.

*	ROL	744
*	ROLE	745
*	ROLF	746
*	ROLFE	747
*	ROLI	748
*	ROLL	749
*	ROLLES	751
*	ROLLO	755
*	ROMAN	758
*	ROMANO	759

The cutter number for Romanes is R758, R is retained from the surname, and the other letters are replaced by 758. Using the table, the cutter number for Rolfe would be R 747. In order to assist cataloguers and classifiers, OCLC now has *The Dewey Cutter Program software* that automatically creates cutter numbers from the OCLC Four-Figure Cutter Tables (Cutter Four-Figure Table and Cutter-Sanborn Four-Figure Table) upon input of text. This software is available for download for free at <http://oclc.org/support/services/dewey/program.en.html>

Steps in cataloguing with DDC:

Carefully examine the work in hand to determine the subject.

Use the Sears List of Subject Headings to ascertain the approved subject headings

Consult the Index for directions to the classification number to be used in the schedule

Use the right schedule to select the approved classification number

Assign cutter number (s) as appropriate

Add the date of publication

Revision questions/Practical activity

- Using the catalogue template below, prepare catalogue entries for two books using the Dewey Decimal Classification Scheme.

Fig. 17: Catalogue template

Call number	
Heading	
Title and statement of responsibility	
Edition	
Material or type of publication	
Publication details	
Physical description area	
Series area	
Notes area	
Standard availability number	
Subject	
Subject	
Subject	

- Having prepared the catalogue entries in the worksheet/template, go ahead and prepare the catalogue entry in a card format.

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left blank intentionally*
—❧—

CHAPTER TEN

CATALOGUING IN AN AUTOMATED ENVIRONMENT

Advancement in technology has tremendously eased the work of the cataloguer. Before now, cataloguing was not just a dreaded subject in library schools; it was equally dreaded in the professional setting. Few librarians sought to be employed as cataloguers because of the nature of work associated with cataloguing. However, the picture is quite different today. So many resources are now available to assist the cataloguer. Apart from the shared catalogue records that can be easily copied to suit the needs of a local library, cataloguers can also find resources on You Tube, Google videos, Slideshare.net to help out with original cataloguing or other professional needs.

Copy/Derived cataloguing

Chapter three looked at derived cataloguing as a means through which libraries can produce their own catalogue records. While cataloguing records can be derived from other sources such as the Cataloguing in Publication Data (C.I.P) found in a published book, the popularity of copy/derived cataloguing is actually attributed to the Internet which has made library catalogues visible on the World Wide Web. Today, the cataloguer can easily access the Internet to browse the catalogue records of libraries all over the world from where cataloguing information for the local library catalogue can be derived or copied.

WorldCat for instance, offers the cataloguer the opportunity of browsing through the library catalogues of so many libraries. The Library of Congress also makes its catalogue available to the public from where it can derive cataloguing information. This has made the work of cataloguers easy, by eliminating time that would have been wasted in preparing the catalogue record from the scratch.

Copy cataloguing is the process of building upon someone's original cataloguing through matching of an established bibliographic record to an information material being catalogued. It is important to note that the work being copied or from which a catalogue record is being derived from was originally created by a cataloguer who took time to do original cataloguing. Although copy cataloguing may seem very easy and can be referred to cut and paste, it is equally important to know that a basic understanding of original cataloguing is necessary to copy correctly. Without a prior understanding of original cataloguing, the copier can copy blindly, even when there is obvious mistake. Some copy cataloguers who do not have the basic understanding of original cataloguing may not even detect local preferences or typographical errors in an existing catalogue record. It is, therefore, necessary for librarians to continue taking the studying of cataloguing and classification seriously. Apart from the fact that a novice cataloguer may not use derived catalogue records effectively, there is also the likelihood that catalogue records for local books may not be available on the Internet. When copying a catalogue record, it is essential that the copier understands what to examine in a book, for instance, date of publication, number of pages, ISBN, and in which parts of the book such vital information can be found.

Procedure for copy cataloguing

- ✓ Look for an authoritative source of derived cataloguing such as WorldCat or Library of Congress Online Catalogue
- ✓ Search for the availability of information material to be catalogued
- ✓ Compare the description of the material such as author, title, number of pages, place of publication and ISBN to ensure that the record is the exact material to be catalogued
- ✓ Examine the record for possible mistakes
- ✓ Copy the records and edit where necessary to suit your local catalogue record

Other resources on the Internet

Cataloger's Desktop

Cataloger's Desktop is a cataloguing tool created by the Library of Congress.

It provides electronic access to LC's most heavily used publications and can be accessed at <http://www.loc.gov/cds/desktop/>

A near exhaustive list of resources on cataloguers' desktop:

- Anglo-American Cataloguing Rules (AACR2)
- Library of Congress Rule Interpretations
- MARC 21 Formats for Bibliographic Data, Authority Data, Holdings Data, Classification Data, Community Information
- Latest editions of all MARC Code Lists
- Link to Classification Web (a separate [subscription service](#))
- AACR2 Rule Interpretations of Library and Archives Canada
- ALA-LC Romanization Tables
- All Movie Guide (All Media Guide)
- All Music Guide (All Media Guide)
- American Antiquarian Society Catalog
- Amicus (Library and Archives Canada)
- Anonymous Classics : a list of uniform headings for European literatures (IFLA)
- Anonymous Classics: African Literature (IFLA)
- Arabic Cataloging Manual (Princeton University)
- Arabic NACO Manual (Princeton University)
- Archival Moving Image Materials
- Art & Architecture Thesaurus (Getty Institute)
- ArtLex Art Dictionary (Michael Delahunt)
- Authorities: Format and Indexes (OCLC)
- Authority Tools for Audiovisual and Music Catalogers (OLAC)
- Autocat (Syracuse University)
- BC Geographical Names (BC Integrated Land Management Bureau)
- Beyond Bookmarks: Schemes for Organizing the Web (Iowa State University)
- BIBCO Participants' Manual
- Bibliography of the Hebrew Book (Institute of Hebrew Bibliography)
- Bibliothèque de l'Université Laval- Accueil (Université Laval)
- BISAC Subject Headings (Book Industry Study Group)
- Canadian Literacy Thesaurus (Canadian Literacy Thesaurus Coalition)
- Canadian Subject Headings (Library and Archives Canada)
- Canadian Subject Headings (CSH sur le Web) (Bibliothèque et Archives

Canada)
CARLCore Metadata Application Profile (Canadian Association of Research Libraries)
Cartographic Materials
Cataloger's Learning Workshop
Cataloging and Internet Terminology (Northwestern University)
Cataloging Calculator (Oregon State University)
Cataloging Cultural Objects (Visual Resources Association)
Cataloging Electronic Resources (OCLC)
Cataloging Service Bulletin
Cataloguer's Toolbox (Memorial University of Newfoundland)
Categories for the Description of Works of Art (Getty Institute)
CIP Guidelines for Summaries
Class FC: A Classification for Canadian History (Library and Archives Canada)
Class PS: A Classification for Canadian Literature (Library and Archives Canada)
Classe FC: cadre de classification de l'histoire du Canada (Bibliothèque et Archives Canada)
Classe PS8000: cadre de classification de la littérature canadienne (Bibliothèque et Archives Canada)
Classification and Shelflisting Manual
Classification Dewey (Bibliothèque du Cégep Saint-Jean-sur-Richelieu)
Codes d'aires géographiques
Codes de pays
Codes de relations, de sources et de conventions de description MARC
Codes MARC 21
Columbia Gazetteer of North America (Bartleby.com)
Comprendre le Format MARC bibliographique : Catalogage ordiolingue
Comprendre les notices d'autorité MARC : Catalogage ordiolingue
Concise UNIMARC Classification Format (IFLA)
CONSER Cataloging Manual
CONSER Editing Guide
CONSERline
Content Standard for Digital Geospatial Metadata (CSDGM) (U.S. Geological Survey)

Cutter-Sanborn Tables
 Databases & E-Resources at the Library of Congress
 Déclaration des Principes Internationaux de Catalogage (IFLA)
 Declaración de Principios Internacionales de Catalogación (IFLA)
 Describing Archives: a Content Standard
 Description archivistique encodée (EAD) (Society of American Archivists)
 Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books
 Descriptive Cataloging Manual
 Descriptive Cataloging Manual - Public Sections
 Descriptive Cataloging of East Asian Materials
 Descriptive Cataloging of Rare Materials (Books)
 Descriptive Cataloging of Rare Materials (Serials)
 Designators by Language (Princeton University)
 Digital Libraries: Metadata Resources (IFLA)
 Directives concernant le traitement des niveaux de catalogage de Bibliothèque et Archives Canada
 Directory of Web Resources for the Rare Materials Cataloger (ALA)
 Documentación MARC 21
 Dublin Core Metadata Initiative (DCMI)
 ECIP Traffic Manager Manual for Cataloging Teams
 Encoded Archival Description (EAD)
 Erklärung zu Internationalen Katalogisierungsprinzipien (IFLA)
 Especificaciones MARC 21 para Estructura de Registros, Juegos de Caracteres y Medias de Canje
 Formato MARC 21 Conciso para Datos de Autoridad
 Formato MARC 21 Conciso para Datos Bibliográfico
 Formato MARC 21 Conciso para Datos de Clasificación
 Formato MARC 21 Conciso para Datos de Fondos
 Formato MARC 21 Conciso para Información de la Comunidad
 Les Formats MARC 21 : contexte et principes (Bibliothèque et Archives Canada)
 Free-Floating Subdivisions: An Alphabetical Index
 Functional Requirements for Authority Data: A Conceptual Model (IFLA)
 Functional Requirements for Bibliographic Records (IFLA)
 Funktionelle Anforderungen an bibliografische Datensätze (FRBR)

(Deutsche Nationalbibliothek)
Galaxy Reference (Galaxy)
Gateway to Library Catalogs - Z39.50
Geographic Cutter Table for U.S. States & Regions
Geographic Names Information System (U.S. Geological Survey)
Geographical Names of Canada (Natural Resources Canada)
GEOnet Names Server (National Geospatial-Intelligence Agency)
Geoscience Australia Place Name Search (Geoscience Australia)
Glosario (National Agricultural Library)
Glossary of Film Terms (Joel Schlemowitz)
Graphic Materials
Gregorian-Hijri Dates Converter (Waleed Muhanna)
Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9 (OLAC)
A guide to copy cataloging Arabic materials (University of North Carolina at Chapel Hill)
Guidelines for the Application of the ISBDs to the Description of Component Parts (IFLA)
Guidelines for Using UNIMARC for Older Monographic Publications (Antiquarian) (IFLA)
A Handbook of Examples For Use in Authority Records (NACO Music Project)
Heb-NACO (Ohio State University)
Hebraica Cataloging: A Guide to ALA/LC Romanization and Descriptive Cataloging
Hebraica Team (Yale University)
Hebrew Cataloging (Princeton University)
Hebrew Cataloging FAQ (Princeton University)
Hebrew Date Calculator (Yale University)
The IASA Cataloguing Rules (International Association of Sound and Audiovisual Archives)
Identifying, Selecting, and Organizing the Attributes of Web Resources (University of Texas at Austin)
IFLA Meeting of Experts on an International Cataloguing Code
The Impact of naming practices among North American Indians on name authority control (University of Pretoria)
Internet Broadway Database (League of American Theatres and Producers)

Internet Library for Librarians (InfoWorks Technology)
 Internet Movie Database (Internet Movie Database Inc.)
 ISAAR (CPF): International Standard Archival Authority Record for Corporate Bodies, Persons and Families (International Council on Archives)
 ISAAR (CPF): Internationaler Standard für archivische Normdaten (Körperschaften, Personen, Familien) (Internationaler Archivrat)
 ISAAR (CPF): Norma Internacional sobre los Registros de Autoridad de Archivos relativos a Instituciones, Personas y Familias (Consejo Internacional de Archivos)
 ISAAR (CPF): Norme internationale sur les notices d'autorité archivistiques relatives aux collectivités, aux personnes et aux familles (Conseil International des Archives)
 ISAD (G): General International Standard Archival Description (International Council on Archives)
 ISAD (G): Internationale Grundsätze für die archivische Verzeichnung (Internationaler Archivrat)
 ISAD (G): Norme générale et internationale de description archivistique (Conseil International des Archives)
 ISAD (G): Norma Internacional General de Descripción Archivística (Consejo Internacional de Archivos)
 ISBD: Description bibliographique internationale normalisée (IFLA)
 ISBD: International Standard Bibliographic Description (IFLA)
 ISSN Online (ISSN International Centre) (Subscription resource)
 Jewish Encyclopedia
 JewishGen Communities Database
 Joint Steering Committee for Development of RDA (JSC)
 Knowledge Structures Toolbox
 Konkordanz MAB2 nach MARC 21: MAB-PND, -GKD, -SWD - MARC 21 Authority (Deutsche Nationalbibliothek)
 Konkordanz MAB2 nach MARC 21: MAB-Titel - MARC 21 Bibliographic, Streichliste (Deutsche Nationalbibliothek)
 Latin Place Names Found in the Imprints of Books Printed before 1801 (Brigham Young University)
 LC Cataloging Newsline
 Learning Object Metadata (IEEE)
 LibDex: The Library Index (Northern Lights Internet Solutions)
 Library of Congress Authorities

Library of Congress Classification Geographic Cutters
Library of Congress Classification Outline
Library of Congress Classification Prefaces
Library of Congress Cutter Table
Library of Congress Filing Rules
Library of Congress Online Catalog
Library of Congress Subject Headings: Introduction
Library of Congress Subject Headings Weekly Lists
Library Resources & Technical Services (ALCTS)
Lignes directrices pour le codage des ressources électroniques sous
Guide/06
List of Uniform Titles for Liturgical Works of the Latin Rites of the
Catholic Church (IFLA)
Lista de Códigos MARC para Áreas Geográficas
Lista de Códigos MARC para Idiomas
Lista de Códigos MARC para Países
Lista de Códigos MARC para Relatores, Fuentes y Convenciones de
Descripción
Liste de langues
Liste des codes MARC 21 (Bibliothèque et Archives Canada)
Locator Plus (National Library of Medicine)
MAB (Maschinelles Austauschformat für Bibliotheken) (Deutsche
Nationalbibliothek)
Manual para Participantes del Programa Cooperativo de Autoridades de
Materias: SACO
Map Cataloging Manual
Map Librarian's Toolbox (Western Association of Map Libraries)
MARC Discussion List
MARC 21 abrégé pour les données bibliographiques (Bibliothèque et
Archives Canada)
MARC 21 abrégé pour les données sur les fonds (Bibliothèque et
Archives Canada)
MARC 21 abrégé pour les vedettes d'autorité (Bibliothèque et Archives
Canada)
MARC 21 Format for Authority Data
MARC 21 Format for Bibliographic Data
MARC 21 Format for Classification Data

MARC 21 Format for Community Information
MARC 21 Format for Holdings Data
MARC 21 Formats abrégés
MARC 21 Handbuch in deutscher Sprache (Schweizerische Landesbibliothek)
MARC 21 Normes MARC (Bibliothèque et Archives Canada)
MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media
MARC Code List for Countries
MARC Code List for Geographic Areas
MARC Code List for Languages
MARC Code List for Organizations
MARC Code List for Relators, Sources, Description Conventions
Medical Subject Headings (NLM)
Metadata Encoding & Transmission Standard (METS)
Metadata Object Description Schema
Mikä on FRBR?
El Modelo FRBR: Requerimientos Funcionales para Registros Bibliográficos
Monograph and Integrating Resource Holdings in the LC ILS
Moving Image Genre-Form Guide
Music and Sound Recordings Online Manual
Music Cataloging at Yale (Yale University)
NACO Hebraica Funnel
NACO Participants' Manual
NAL Agricultural Thesaurus (National Agricultural Library)
Names of Persons (IFLA)
National Libraries of the World (IFLA)
New Zealand Geographic Placenames Database (Land Information New Zealand)
NLM Classification
NLM Policy for Subject Analysis and Classification
Newspaper Genre List (United States Newspaper Program)
Normas MARC
Norme générale et internationale de description archivistique, Deuxième édition (ISAD(G)) (Conseil international des Archives)

Norme internationale sur les notices d'autorité archivistiques relatives aux collectivités, aux personnes et aux familles, Deuxième édition (ISAAR (CPF)) (Conseil international des Archives)
Normes MARC (Bibliothèque et Archives Canada)
Nova Scotia Geographical Names (Service Nova Scotia)
O que é FRBR?
OCLC Bibliographic Formats and Standards
ONIX (Book Industry Study Group)
Online Resources for Serials Catalogers (CONSER)
Open Archives Initiative Object Reuse and Exchange (OAI-ORE)
Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH)
Ordnance Survey Places Names Gazetteer (Ordnance Survey)
Parashot (Congregation B'nei HaMelech)
Popular Names of Acts in the U.S. Code (Cornell Law School)
Prêt entre bibliothèques (PEB) à Bibliothèque et Archives Canada
El Programa para Cooperación en Catalogación (PCC)
Que es FRBR? Un modelo conceptual del universo bibliográfico
RBMS Controlled Vocabulary for Use in Rare Book and Special Collections Cataloging (RBMS Bibliographic Standards Committee)
RCAA Interprétations de règles (Bibliothèque et Archives Canada)
Regeln für den Schlagwortkatalog (RSWK) (Deutsche Nationalbibliothek)
Regeln für die alphabetische Katalogisierung in wissenschaftlichen Bibliotheken (RAK-WB) (Deutsche Nationalbibliothek)
Règles de catalogage anglo-américaines (RCAA2)
Règles pour la description des documents d'archives (RDDA) (Comité canadien de description archivistique)
Le Répertoire de vedettes-matière (Université Laval) ([a separate subscription service](#))
Requisitos funcionales de los registros bibliográficos (Biblioteca Nacional de España)
Resource Description and Access (RDA)
Resource Description Framework (RDF)
Rules for Archival Description (Canadian Committee on Archival Description)
Rules for the Construction of Personal, Place and Corporate Names (National Council on Archives)

SACO Participants' Manual
 SEPIADES: Recommendations for Cataloguing Photographic Collections (SEPIA)
 Serialst: Serials in Libraries Discussion Forum (University of Vermont)
 Sigles et politiques de prêt entre bibliothèques au Canada (Bibliothèque et Archives Canada)
 Slavic Cataloging Manual (ACRL)
 Source of Title Note for Internet Resources (Online Audiovisual Catalogers)
 Spécifications fonctionnelles des notices bibliographiques (IFLA)
 Spécifications MARC 21 pour la structure de notices, les jeux de caractères et le média d'échange
 Standard Citation Forms for Rare Book Cataloging
 Statement of International Cataloguing Principles (IFLA)
 Structures of Corporate Name Headings (IFLA)
 Subject Headings Manual
 Symbols and Interlibrary Loan Policies in Canada (Library and Archives Canada)
 Tesouro Agrícola (National Agricultural Library)
 Text Capture and Electronic Conversion Training for Descriptive Catalogers
 Text Encoding Initiative (TEI Consortium)
 Thesaurus for Graphic Materials I: Subject Terms
 Thesaurus for Graphic Materials II: Genre & Physical Characteristic Terms
 Thesaurus of Geographic Names (Getty Institute)
 Toolbox for Processing and Cataloging Federal Government Documents (University of Delaware)
 Toolbox for Processing and Cataloging International Government Documents (University of Delaware)
 Tools for Serials Catalogers (Vanderbilt University)
 Topos sur le Web: Noms et lieux du Québec (Commission de toponymie Québec)
 Types de chronologie et de l'énumération avec les modèles de code (Bibliothèque et Archives Canada)
 Types of Compositions for Use in Music Uniform Titles (Music Library Association)

UDC (Universal Decimal Classification)
Understanding MARC Bibliographic: Machine-Readable Cataloging
UNIMARC Manual: Authorities Format (IFLA)
UNIMARC Manual: Bibliographic Format (IFLA)
Union List of Artist Names (Getty Institute)
Vad är FRBR?
VRA Core (Visual Resources Association)
Web Resources for SACO Proposals
Western European Library Catalogs on the Internet (ACRL)
World Factbook (Central Intelligence Agency)
What Is FRBR?: A Conceptual Model for the Bibliographic Universe
What is FRBR? (Korean)
What Should Catalogs Do? (Universitätsbibliothek Braunschweig)
Yiddish Transliteration (ibiblio.org)

Librarian's toolbox

Librarian's toolbox is a product of Online Computer Library Center (OCLC), a non-profit library cooperative providing research, programs and services that help libraries share the world's knowledge. The librarian's toolbox can be accessed at <https://oclc.org/en-AU/toolbox.html> from where the listed automation tools are copied.

Resources in librarian's tool box

Cataloguing tools

Authorities: Format and Indexes
Bibliographic Formats and Standards
Connexion documentation
○ Connexion Browser
○ Connexion Client
Dewey Decimal Classification updates
Expert Community
OCLC-MARC Code Lists
OCLC-MARC Records: 1993 - Present
Quality control
RDA and OCLC
Tools for cataloging electronic resources
VIAF: The Virtual International Authority File

WorldCat

- Create a WorldCat link
- Dynamic OPAC linking to WorldCat.org for "Nearby Libraries" results
- National libraries in WorldCat
- Put a WorldCat search box on your Web site
- Searching WorldCat Indexes
- Setting up "deep" catalog links from WorldCat.org
- Watch WorldCat grow
- WorldCat Record Use Policy
- WorldCat search plug-ins
- WorldCat Web Services

General-use tools

- Developer Network
- Directory of OCLC Libraries
- Documentation
- Maximizing Your Subscriptions and Tools
- OCLC Cataloging Authorization Levels for Record Actions and Upgrades
- RSS feeds
- System alerts
- Technical Bulletins
- Training materials
- WebJunction

In addition to the resources provided in the librarian's toolbox, Online Computer Library Center provides Dewey Decimal Classification training for cataloguers accessed from <https://oclc.org/dewey/resources/teachingsite.en.html>

Internet library for Librarians

Internet library for librarians provides comprehensive cataloguing and catalogue management resources on the Internet. General resources contain some major cataloguing resources on Internet such as LC services and some selective comprehensive resources for cataloguing. Other sections are categorized into authority maintenance and covers mainly LC authority files; descriptive cataloguing which covers AACR2, LCRIs, bibliographic elements; subject cataloguing and classification which covers LC, Dewey,

NLM classification schedules, cutter tables, and LC subject headings; rare materials cataloguing resources, MARC format contains some cheat sheets, resources for format integration, and the USMARC code lists; library departmental policies and procedures; general guides to OPACs and lists of international, individual, Web-interfaced, and newspaper catalogues; as well as information on organizing the Internet, either through traditional cataloguing approach or through other robotic ways; e-mail lists, journals, and software are also covered. It can be accessed from <http://www.itcompany.com/inforetriever/cat.htm>

Cataloguer's toolbox

The cataloguer's toolbox is made available online from Memorial University of Newfoundland and accessed at <http://staff.library.mun.ca/staff/toolbox/>. It offers a variety of cataloguing resources.

Resources in cataloguer's toolbox

Here are listed many resources that are available in Cataloguer's Toolbox. They include resources from Blogs/Wiki, MARC documentation, Quick reference, LC cataloguing tools, Electronic lists, Conferences and meetings, Cataloguing-related electronic serials, and other cataloguers' tools on the Internet that would help cataloguers in their work.

Quick reference

Cataloguing tools by activity: Authority work | Catalogue maintenance | Classification | Cuttering | Description | Language handling | Management/Training | MARC record manipulation | Subject analysis
 Cataloguing tools by format: Archival materials | Books | Cartographic materials | E-journals | Gov docs | Music | Rare materials | Remote electronic resources | Serials | Theses & dissertations | Visual materials
 Cataloguing tools by subject: Art | Law | Medicine
 Reference resources for cataloguers
 LC Z39.50 Gateway

Bibliographical translation tables -- Listing

- of English equivalents for common bibliographical terms
 Cataloguing statistics for 1998/1999 | 1999/2000 | 2000/2001 | 2001/2002 | 2003/2004 | 2004/2005 | 2005/2006 | 2006/2007 | 2007/2008 | 2008/2009 | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013
 Class PS8000 -- Canadian literature classification
 Emerging technical standards: metadata | description & access
Local tools
 LC cutter tables
 Policies and procedures by subject | by MARC field
 Regions and countries Cutter table
 Research on catalogues and cataloguing
 Serial holding codes for Union List
 Special Projects: GovDoc Integration | Recon
 Symphony toolkit -- Verify lists, tables, & guides to using SIRSI at MUN
 Other technical service-related professional, library and commercial homepages
- Functional analysis of the MARC21 bibliographic & holdings formats
 Understanding MARC bibliographic: machine-readable cataloging
 Was sollen Bibliothekskataloge?
 MARC21 format for authority data: here | LC
 MARC21 format for bibliographic data : LC
 MARC21 format for bibliographic data: here
 Field listing, 001-9xx | Leader & fixed fields | Variable Fields
 MARC21 format for classification data
 MARC21 format for community information
 MARC21 format for holdings: here | LC

**MARC
documentation**

MARC21 code list for countries: here | LC
MARC21 code list for geographic areas:
here | LC
MARC21 code list for languages: here | LC
MARC21 code list for organizations (NUC
codes)
MARC21 code list for relators, sources,
description conventions
MARCdocs : MARC 21 bibliographic
database
MARCXML : MARC21 XML schema from
LC
MARBI Proposals | Discussion papers
Library & Archives Canada MARC
standards
OCLC bibliographic formats
UKMARC

**Library of Congress
cataloguing tools**

Cataloging Policy and Support Office
(CPSO)
Cataloging Distribution Service publications
in .pdf
Core bibliographic standard for Books |
Cartographic materials | Electronic resources
(monographic) | Graphic materials | Moving
image materials | Scores | Sound recordings
LC authority files
LC classification outline at About.com | LC
LC Home Page -- Library of Congress
WWW Server
LC subject headings: LC Weekly Lists |
Standard subdivisions
LC Z39.50 Gateway
Library of Congress documentation for the
RDA test

**Other national library
connections**

Bibliothèque nationale de France
British Library
National Library of Australia
Library and Archives Canada (NLC)

- National Library of Ireland (Leabharlann Náisiúnta na hÉireann)
 National Library of Medicine (U.S.)
 National Library of New Zealand (Te Puna Mātauranga O Aotearoa)
 National Library of Scotland
- Bibliographic utilities**
- Libraries Australia
 OCLC Home Page
 OCLC participating institutions list
 Open WorldCat
 Searching Connexion reference card
- Conferences & meetings**
- ALCTS Big Heads reports
 Bicentennial Conference on Bibliographic Control for the New Millenium -- Library of Congress, Washington, DC, Nov. 17-19, 2000
 Dublin Core meetings and presentations
 IFLA Meeting of Experts on an International Cataloguing Code: 1 (Berlin, 2003) | 2 (Buenos Aires, 2004) | 3 (Cairo, 2005) | 4 (Seoul, 2006) | 5 (Pretoria, 2007)
 TSIG meetings
- Cataloguing-related electronic serials**
- ALCTS newsletter online
 Associates -- the electronic library support staff journal
 Biblio-tech review
 CONSERLine
 D-LIB magazine
 ITAL -- Information technology & libraries
 LC Cataloging newslines
 LIBRES -- Library and information science research journal
 OCLC newsletter
 OCLC technical bulletins
 SERIALST archives
 Technical services law librarian

- Electronic lists**
- AcqWeb
 - AUTOCAT home/archives
 - FRBR Discussion List
 - MedCat -- for medical catalogers
 - Next Generation Catalogs for Libraries
 - OCLC Internet lists
 - SERIALST archives
 - TSIG-L (Technical Services Interest Group of the Canadian Library Association)
 - UNICODE-MARC Discussion List
 - Web4Lib home page
- Blogs/Wikis**
- Catalogablog / David Bigwood
 - Cataloging Futures / Christine Schwartz
 - Coyle's InFormation / Karen Coyle
 - FRBR Blog / William Denton
 - futurelib / Karen Coyle
 - Library weblogs from Libdex
 - Lorcan Dempsey's weblog
 - Outgoing : Library metadata techniques & trends / Thom Hickey
 - Planet Cataloging
 - Thingology / Tim Spalding
 - LibWorm : search Library RSS feeds
 - LISZen : Library & Information Science Search Engine
- Other remote tools of interest to cataloguers**
- British Library Bibliographic Services
 - Cataloger's Reference Shelf
 - Cataloguing cheat sheets from Mac Elrod
 - CONSER
 - Functional requirements: the FRBR family of models
 - IFLA FRBR Review Group
 - Internet Library for Librarians
 - Librarians' Yellow Pages
 - LibrarySupportStaff.com
 - Multilingual dictionary of cataloguing terms and concepts (MulDiCat)
 - Newfoundland Library Association links --

regional, national & international
NISO (National Information Standards
Organization)
Program for Cooperative Cataloguing (PCC)

**Remote library
catalogues**

OPAC finding tools
World Wide Web-based library catalogues
Z39.50 access to library catalogs

Revision Questions

- 1 What is copy cataloguing?
- 2 What would you consider as the dangers associated with copy cataloguing?
- 3 Discuss the procedure for copy cataloguing

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CHAPTER ELEVEN

INFORMATION RETRIEVAL TOOLS

R*etrieval* tools are essential as basic building blocks for systems that organize recorded information such as libraries, archives, museums, etc. While libraries deal mainly with the printed word either in print or electronic format, museums deal with a plethora of real objects dealing with a particular event or epoch depending on the type of museum. Archives on the other hand, collect the records that government and other organisations create as part of their day to day operation. Although information centres are identified with the collection of specific types of information materials, collections may sometimes overlap especially in terms of what is collected in archives, as this can be books and journals as well as physical objects commonly found in museums like maps, photographs, motion pictures, sound recordings, architectural models, etc. However, as the collections in information centres grow, access to information materials become problematic unless a method of organisation is devised. It is therefore on this note, that information specialists devise different methods of ensuring access to materials in their collection. Some of these tools are:

Bibliographies- These are focused lists of information carriers such as books and journal articles, which brings together list of sources based on subject matter, author, language, time period, locale, publisher, form, etc. Each information-bearing item in a bibliographic list has a unique description that will include: author(s), title, edition, publisher, place, and date of publication,

etc. Bibliographies can be a part of a scholarly work, in which case, it consists of the information sources that were consulted by an author or compiler.

Index- An index is a guide to the intellectual content of a document. It provides access to information by pointing out where information can be located in a book, journal, etc. Indexes are usually arranged in alphabetical order with entries for subject or names. In some cases, however, the entry arrangement for names and subject appear together. Indexes are available in print, CD-ROM, or on-line.

Finding aids- Also, called inventories are mostly used in archives where items in the collection are listed based on personal or corporate sources rather than the author of the individual item.

Registers – These are the primary control/retrieval tools for museums. They are also referred to as “an accession logs”. Registers are used mainly to record the identity, donor and identification number of items in a museum. Registers function like catalogues, although they have additional access points such as the identification of the object, the donor, a history of association and insurance related information.

Catalogues – This is an index to the collection in a library. A library catalogue can be compared with the index of a book which directs readers to information in the book without having to read every page. The library catalogue as a retrieval tool, records, describes, and locates each item present in a collection. Each information source is represented by a physical description, classification, and subject analysis. Access points are determined, subject headings are assigned, and authority control terms are applied.

Functions of a library catalogue

As early as 1876, Charles Ammi Cutter defined the functions of a library catalogue as follows:

- (i) To enable a person to find a document of which
 - (a) the author, or
 - (b) the title, or
 - (c) the subject
 } is known

- (ii) To show what the library has
 - (d) by a given author

- (e) on a given subject (and related subjects)
- (f) in a given kind (or form) of literature,
- (iii) To assist in the choice of a document
 - (g) as to its edition (bibliographically)
 - (h) as to its character (literary or topical)

Other functions of the library catalogue include:

- Provides a complete bibliographic description of every item in a library's collection (both print and non print materials).
- Enables users to locate an item present in the collection if the item has not been stolen or mis-shelved.
- Indicates the location of information resources
- Directs users to similar materials through tracing
- Enables users to develop information retrieval skills that are transferrable from one library to another

In all, catalogues serve four user functions - : find, identify, select, and obtain. While the functions of the library catalogue may not have changed significantly, modern day library catalogues such as the online public access catalogue (OPAC) which offers more search strategies not limited to author, title and subject, and may include electronic materials to which the library has access to, even though the physical (book format) may not be present in the library.

Physical forms of library catalogue and their advantages/disadvantages

The library catalogue appears in diverse physical formats as noted by Nwalo (2012). These include:

1. Book Catalogue

The book catalogue is also known as the printed catalogue and is the oldest type of conventional catalogue. It was used by most American libraries as the most common form of catalogue until the late 1800s. Aina (2004) notes that small libraries utilise book catalogues because they are cheap.

Advantages

- The book catalogue is portable and can easily be moved around
- Does not occupy space
- Easily replicated and made available at different points of the library

Disadvantages

- Not easy to update as it is inflexible to new entries
- Used by only one person at a time
- Old books gets filled up and is either removed from circulation or completely discarded
- Can be mistakenly taken away by users who may sometimes mistake the catalogue for their personal books

2. Card Catalogue

In a card catalogue each bibliographic record of an item is recorded in a “3 x 5” inches card. These cards are reproduced using typewriters or computers. The cards are then arranged according to a set plan, most often in an alphabetical order in a catalogue box. The card catalogue unlike the book catalogue is more flexible as new cards could be inserted and old ones withdrawn easily. More people can also have access to it at the same time.

Types of Card Catalogues

The Author Card

This is a type of card catalogue organized by the last name of the author. If more than one author collaborated on the book, the author listed first is the one that appears on the card catalogue. Other author's names may be included under tracing depending on the space available.

Fig 1: Sample of Author Card with one author

Q 224 .O43	Olabisi, Adepoju Information sources in science and technology: A new approach /Adepoju Olabisi.- Ibadan: Moba printing press, 2001. v., 88p. : 22cm Includes index ISBN 978-34528-7-8 1 Science – Information services 2. Technology – Information services 3 Communication in science 4 Communication of technical information i. Title
------------------	---

Fig. 2: Sample of Author Card with two authors (first listed author is used as the main entry)

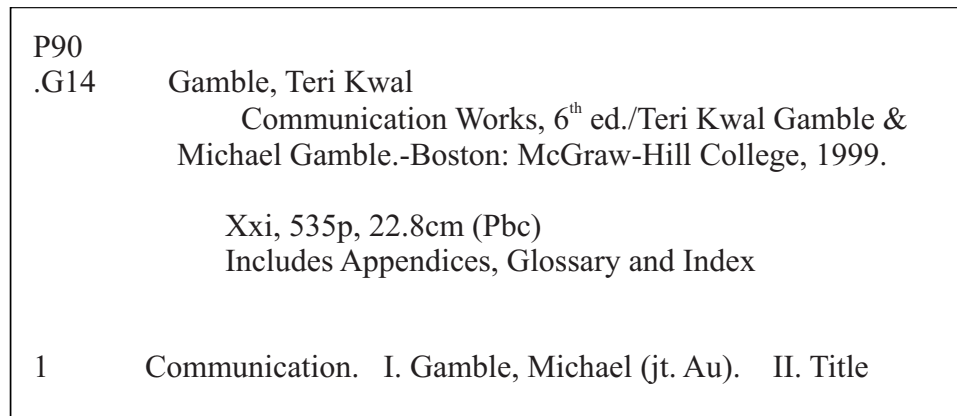
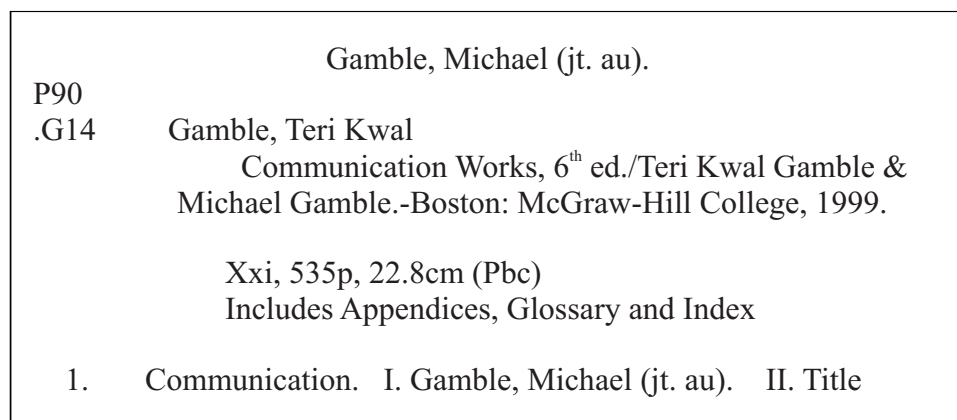


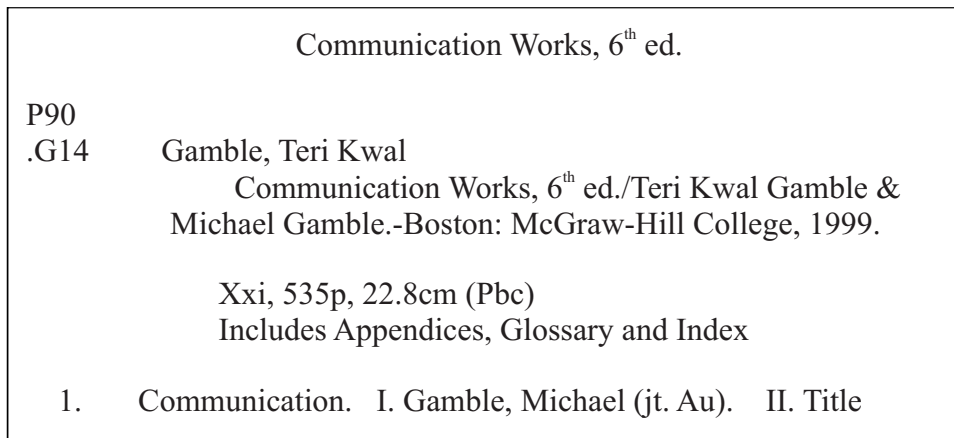
Fig. 3: Sample of Author Card with additional card for joint author



The Title Card

The title card provides an easy way for a person to find a specific book by its' title. The title card contains all of the same information that the author card contains. However, instead of having the author's name listed at the top of the card, the title of the book is listed.

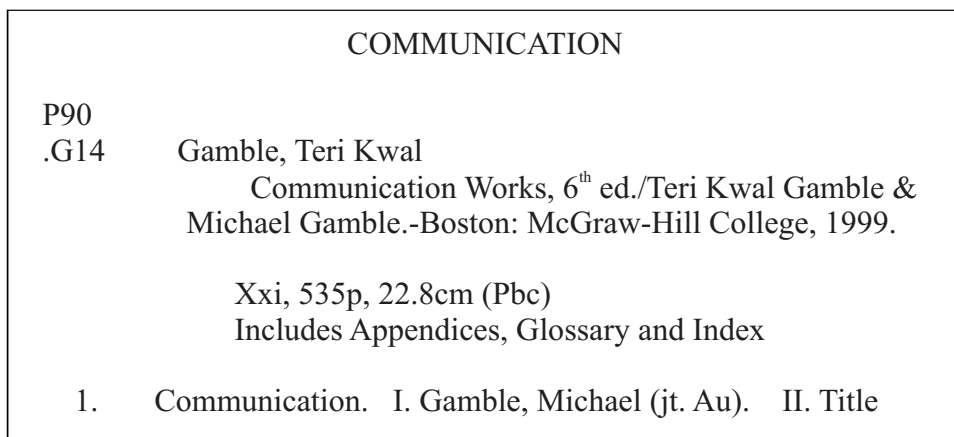
Fig. 4: Sample of a Title Card



The Subject Card

The subject card catalogue organizes all of the library holdings by the main subjects of the document. Because titles often fall under more than one subject category, the library may choose to have multiple entries for the same book. Other libraries choose to list only a single main subject in capital letters on the top of the card for each book in the subject card catalogue.

Fig. 5: Sample of a subject card



The shelf list

The shelf list contains card arrangement and shows how **books** stand on the shelves because they are arranged according to classification number. The

shelf list is used by librarians as a control measure. It is not made available to the public. It is useful for maintaining uniformity in **classification**; it prevents duplication of book numbers where they are used; it is an aid in buying, as it shows what works the library has in each subject area and it may be used in taking an inventory. It contains the mode of acquisition of the book, the cost, and the date of acquisition which others do not have.

Fig. 6: Sample of a Shelf list Card

P90		
.G14	Gamble, Teri Kwal	
	Communication Works, 6 th ed./Teri Kwal Gamble & Michael Gamble.-Boston: McGraw-Hill College, 1999.	
	Xxi, 535p, 22.8cm (Pbc)	
	Includes Appendices, Glossary and Index	
1.	Communication. I. Gamble, Michael (jt. Au). II. Title	
Purchased	June 2014	N4, 560

Arrangement of Bibliographic Entries of Documents in a Card Catalogue

Dictionary arrangement - In a dictionary arrangement all entries whether author, title or subject are combined and arranged together into one alphabetical file using the dictionary arrangement.

Classified arrangement – This is the arrangement of catalogue entries based on a system of classification. In this case, the holdings of a library or information centre are arranged by classification number

Divided catalogues – In divided catalogues, subject entries are separated from title and author entries. In this system, the information centre or library operates three different catalogues which are made up of the subject catalogue, the author and the title catalogue.

Advantages of the Card Catalogue

- It is flexible as cards can easily be inserted or withdrawn
- It is easy to update

It is not expensive to create or maintain

Many people can have access to them at a time by going through different access points

Disadvantages

Can be easily misfiled

Occupies large space (drawers are used to file them)

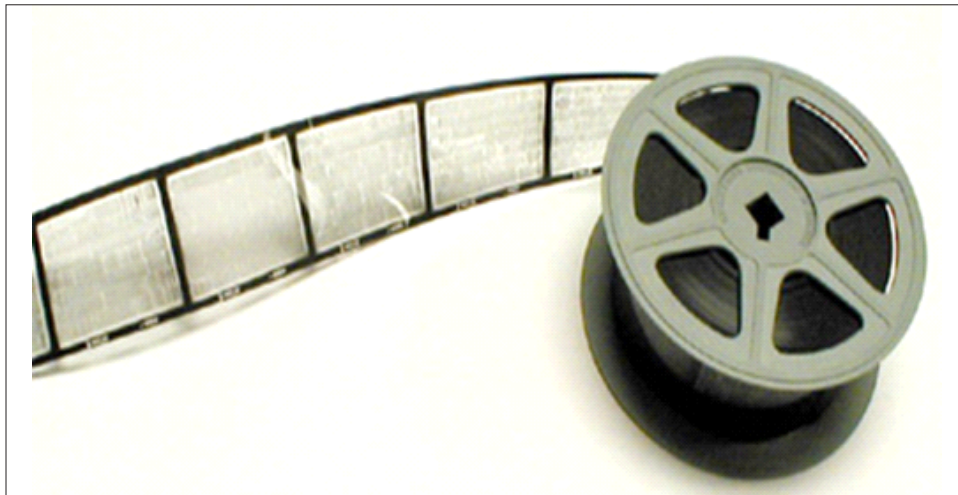
A single user could block several cabinets during a search thereby causing delay and frustration for other users

The card catalogue is not easily replicated for libraries to have them in several locations.

1. Microform Catalogues

The microform catalogue is a form of catalogue where bibliographic records appear in a microfiche or microfilm. Microfilm and microfiche being microforms are not read with the naked eyes. According to Nwalo (2012) this type of catalogue became popular with the development of Computer-Output Microform.

Fig 7: Sample of Microfilm Catalogue



Advantages

Multiple copies can be produced

Does not occupy space

Disadvantages

- Images on microform are usually too small to be read by the naked eyes
- Needs machine in order to be accessed
- Reader machines are sometimes difficult to use
- Is not easily updated

1. Online Public Access Catalogue (OPAC)

This is the most current technology where bibliographic records of all the documents in a collection are stored in the computer memory disk. The bibliographic records stored in the computer memory are printed on the video screen in response to a request from a user. Entries may comprise the full bibliographic record, or medium, or only a brief. It is dependent on the system and/or the desires of the users. Some libraries with OPAC access still have card catalogues on site, but these are now strictly a secondary resource and are seldom updated. Some libraries have eliminated their card catalogue in favour of the OPAC for the purpose of saving space for other use.

Fig 8: Sample of an Online Public Access Catalogue

The screenshot shows the Babcock University Library Online Public Access Catalogue (OPAC) interface. The search results for "BUSINESS MANAGEMENT" are displayed, showing three entries:

- Introduction to information systems** by O'Brien, James A. Publication: New York: McGraw-Hill Irwin 2010. 592p. Pbc. Date: 2010. Availability: Copies available: Babcock University Library - Main Library (1). Actions: Place Hold, Add to Cart.
- Harvard business review on strategic sales management**. Publication: Boston: Harvard Business School Publishing Co. 2007. 137p. Pbc. Date: 2007. Availability: Copies available: Babcock University Library - Main Library (1). Actions: Place Hold, Add to Cart.
- The regional multinationals: MNCs and global strategic management** by Rugman, Alan M. Publication: Cambridge: Cambridge University Press 2005. 278p. Pbc. Date: 2005. Availability: Copies available: Babcock University Library - Main Library (1). Actions: Place Hold, Add to Cart.

The interface includes a search bar, navigation links, and a sidebar with filters for Availability, Libraries, Authors, and Topics.

Advantages of OPAC

It provides many access points and can be accessed through the internet.
It is flexible as additions, deletions and changes of entries can be made at any time.

Disadvantages of OPAC

It is, however, expensive to create and maintain.
Users of the OPAC must also have basic computer skills to access the collections.
It is sensitive to spelling errors which results to different information being printed on the computer screen
It is unusable if there is no power supply
The OPAC may break down and as such requires backup
Poorly designed OPAC's may require undue switching back and forth between screens, thereby making it difficult for use.

1. Web-based OPACs (WebPACs)

The web-based OPAC incorporates features that are characterized by the facilities of World Wide Web (WWW). Web-based OPACs are similar to OPAC in searching and browsing and provides pre-coordinated as well as post-coordinated phrases options (Madhusudhan, 2011). While sharing the advantages and disadvantages of the OPAC, web-based OPACs have the following advantages and disadvantages.

Advantages

Usage is global and any person can access it from anywhere
Provides cataloguers with access to national and international cataloguing database

Disadvantages

Need for online assistance
Lack of help systems that enable users overcome problems related to orthographic and typographic errors while searching
Lack of knowledge of the subject headings used in the systems and absence of cross-reference constitute hindrances for information retrieval

Components of a Catalogue Entry

There are basic components expected in a catalogue entry irrespective of the form of catalogue (e.g. card catalogue or online public access catalogue). It is,

however, necessary to note that each catalogue entry describes a specific library material and as such, a catalogue entry can only contain the elements found in the specific material it describes. For instance, in preparing the catalogue entry for a book that does not contain an index, the cataloguer cannot include index in its catalogue entry simply because an index constitutes part of the notes area.

Before a catalogue is produced, cataloguing and classification must have taken place. The items to be registered in a catalogue are first of all entered in a cataloguing worksheet if a manual entry is applied. Here is a sample of a manual cataloguing worksheet which should be worked with before a catalogue in any form is produced.

SAMPLE MANUAL CATALOGUING WORKSHEET

ACC. NO -----

CALL NUMBER

AUTHOR _____

TITLE _____

IMPRINT _____

COLLATION _____

NOTE _____

TRACINGS _____

	ISBN	
SOURCE _____	DATE _____	COST _____

—

Basic Components of A Catalogue Entry Includes

1 Heading

Headings are the access points to a catalogue entry. They are portions of the record that can be used to search for the item in a collection. For a book, the access points can be author(s), subject heading terms, classification scheme numbers, etc. It is the first word that appears in a catalogue entry.

2 Title and statement of responsibility area

The title is given as it appears in the title page. Some books have subtitles or parallel titles. The title is separated from the statement of responsibility by a diagonal slash, and then followed by a statement of the person or group responsible for the intellectual content of the item.

3 Edition area

A new edition indicates that changes such as additions, deletions or modifications have been made from the earlier versions of the item. The edition statement can be named or numbered such as 2nd ed. or English edition

4 Material or type of publication

The general material designation (GMD) indicates the format of the material. It is usually silent in monographs but used in non print materials to indicate to the users that the material is not in book format. Terms that are used include video recording, electronic resources, sound recording etc.

5 Publication details (Imprint)

This is where the city of publication, the name of the publisher and the date of publication are listed. If no date is seen on the item being catalogued the copyright date is used instead. (S.I) an abbreviation for sine loco meaning 'without place' is used when the cataloguer cannot find the place of publication.

6 Physical description area (Collation)

The physical description area is made up of three sections: extent of item, other physical details, and dimensions. In the extent of items section, the number of pages is listed for a book, while the number of items is listed for a non – book entry, along with the playing time if applicable. If the

item being catalogued is a book, the other physical details contain information about whether or not the item is illustrated. In non print materials, it tells whether the item has features such as sound, colour, analogue, digital, stereo, etc. Dimensions are measured in centimetres for books. This is measured along the length of the spine. For non book items it is the standard measure for the item, either diameter or speed, such as ½ inches for a video cassette or 4¾ inches for a compact disc, or 1¾ ips (inches per second) for a cassette tape.

7 Series area

The series area notes those documents that are published as part of a series. The series usually has a collective title and statement of responsibility. It also provides the number assigned to the items amongst all the items published as part of the series

8 Note area

The note area indicates special features that are considered interesting to the patrons using the catalogue. For books such notes includes bibliography and index. For non book materials notes include summary of the work, credits for performers, indicated age levels, system requirement for computer file etc.

9 Standard availability number

The international standard number is a unique identification number created by bringing together a combination of numbers representing the country, the publisher and the book itself

10 Tracing

The tracing shows other headings that can be used as headings for the same document other than the one adopted for it. Tracing includes subject headings, added entries for joint authors and title

11 Call number

The call number is a combination of the classification number showing the subject of a book and the author number derived from the cutter table.

Fig 9: Sample of a Card Catalogue entry

E	Obama, Barack
901.1	The Audacity of hope: thoughts on reclaiming the American
.023	dream / Barack Obama . - New York : Crown publishers, 2006.
	375 p. ; 25cm
	Includes index
	ISBN 9780307237699
	1. Obama, Barack
	2. Obama, Barack-Philosophy
	3. Legislators-United States - Biography 1. Title

Indention and Spacing of the Card Catalogue

By having standard punctuation, it becomes clear to the reader of the record what is the title, the author, etc. as well as clearly identifying where one part of the record starts and ends. Even if the record is in a foreign language, it is still obvious where the differing parts of the record are.

- 1 The call number begins on the fourth line from the top of the card. Indent the call number, one space from the left edge of the card.
- 2 The main entry heading also begins on the fourth line from the top of the card, give nine spaces from the left margin before typing the main entry. This segment of nine spaces is called “first indention”
- 3 The second indention begins 13 spaces from the left margin. It is used to align title, collation, notes and tracing. Any of this information that is too long to be recorded on one line is brought back to the first indention in the standard paragraph form.
- 4 When typing, use single line spacing with the following exceptions:
 - Double space before the beginning of the first note
 - Begin the tracing at the bottom of the card but above the hole
 - Leave one space before and one space after the following signs
/ (diagonal slash)
: (colon)

- (dash)
- ; (semi colon)

- 5 When adding tracing to the catalogue entry, use Arabic numerals i.e. (1, 2, 3) to number each subject heading. For entries that bring out descriptive elements of a book rather than subject, use roman figure (i, ii, iii)

It is worthy to note that all these rules were strictly followed when cataloguing was mostly manual. Today, such rules are played down upon especially when cataloguing could be done electronically.

Methods of Preparing Catalogues in Libraries and Information Services

According to Manitoba Education and Training (1997), libraries and information centres have a number of options in the preparation of catalogue records. They may:

- do their own original cataloguing
- obtain derived cataloguing
- purchase commercially produced catalogues
- use any combination of the above

Original Cataloguing

Original cataloguing refers to cataloguing an item by examining certain parts of it to obtain information needed to describe it. While original cataloguing allows for on-site, immediate, and locally applied cataloguing, there are some concerns. These include:

Original cataloguing is time-consuming for the cataloguer and the data processor/typist. The teacher-librarian's time can be much better spent, working with teachers and students. In addition, library technician and library clerk time in school libraries is usually at a premium.

Lack of library technician and library clerk time usually results in a backlog of materials which have not been catalogued or processed fully. These materials cannot be used by staff or students.

Inexperienced cataloguers spend long hours misapplying rules. Thus, the advantages of using a standard system are often negated and re-cataloguing is often necessary at a future date.

Cataloguing is an expensive process when done by unqualified

personnel. If the hours spent by cataloguers and data processors/typists were costed, it would become apparent that commercial cataloguing is more economical.

Derived Cataloguing

Derived or copy cataloguing refers to the process of cataloguing items by using existing bibliographic records obtained from various sources and altering those records to conform to local cataloguing standards.

Cataloguing information may be found in:

- Book catalogues
- Non-book catalogues (e.g., microfiche and CD-ROMs)
- Electronic catalogues (e.g., the Internet).
- Cataloguing-in-Publication (C.I.P.) data found within a published book as a result of pre-publication cataloguing.

Fig 10: Sample of Cataloguing in Publication data found at the copyright page of a book.

Library of Congress Cataloguing-in-Publication Data

Schultz, Robert A., 1942-
 Contemporary issues in ethics and information technology / Robert A. Schultz.
 p. cm.
 Summary: "This book uses general ethical principles as a basis for solutions to solving ethical problems in information technology use within organizations"--Provided by publisher.

Includes bibliographical references and index.
 ISBN 1-59140-779-6 (hardcover) -- ISBN 1-59140-780-X (softcover) -- ISBN 1-59140-781-8 (ebook)

1. Ethics. 2. Information technology. 3. Technology--Moral and ethical aspects.
 I. Title.
 BJ995.S38 2006
 174'.9004--dc22
 2005020635

British Cataloguing in Publication Data
 A Cataloguing in Publication record for this book is available from the British Library.

Commercial Cataloguing

Commercial cataloguing refers to cataloguing services now being offered by a number of firms. It may take the form of simplified cataloguing records for only specialized collections. Care should be taken in choosing commercial cataloguing that follows national and local cataloguing standards. The advantages of purchasing commercial catalogue records include:

- It requires less expertise on the part of the librarian
- It improves consistency of catalogue records
- It reduces time spent on cataloguing

Combination of Different Types of Cataloguing

Most schools opt for a combination of commercial and original cataloguing; purchase of commercial catalogues whenever possible; and doing original cataloguing for items in the collection for which commercial catalogues are not available. According to Manitoba Education and Training (1997), no matter what options are used, cataloguers should be knowledgeable in terms of what to look and ask for about the standards in cataloguing.

Revision Questions

- 1 What is the importance of library catalogue?
- 2 List and explain the different forms of catalogues known to you describing two advantages and disadvantages of each.
- 3 Which of the following areas is not listed in the publication area/imprint
 - a. name of the publisher
 - b. the edition being published
 - c. date of publication
 - d. place of publication
- 4 What do you understand by the terms “first and second indention”?
- 5 How do you differentiate between subject headings and other descriptive elements under tracing?

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CHAPTER TWELVE

FILING AND SHELVING

A*fter* the bibliographic registration of information from any published or unpublished document comes the need to arrange the entries in an orderly manner. This makes the catalogued or classified materials to be easily accessed and retrieved. The orderliness in arrangement of documents like cards, letters, receipts, and other like documents is called filing. On the other hand, the orderly arrangement of books with call numbers, that is, books or book-like documents that are classified, is called shelving. Filing is to documents what shelving is to books.

Filing

Filing, in librarianship and in office practice, is a methodological arrangement of documents. Any application without a rule is prone to contradictions. Filing in librarianship has guides or rules to be followed so that all will be on the same page so that what is practiced in Africa is also what is done in America. To this end, the American Library Association (ALA) came up with ALA Filing Rules developed in the late 1970s by the RTSD Filing Committee and published them in 1980. This publication presented rules for the arrangement of bibliographic records whether displayed in card, book, or the online format.

The Rule

There are two main versions of filing rules: word-by-word and letter-by-

letter. Every filing must be done in the alphabetical order, irrespective of the version of the rule being adopted.

Word-By-Word

The *ALA Rules for Filing Catalog Cards, 2nd ed.*, by Pauline A. Seeley, is the classic guide to filing catalogue cards using the basic order of the alphabetical, "word-by-word" rules. This rule means that words are to be lifted and used as a whole whether they are nouns or abstracts. Some names are written in short form; such names should have a basic code or pronunciation that should apply to all irrespective of the type of spelling used. The rule in word-by-word type of filing is "nothing before something".

Example 1

In word-by-word type of filing, words that are the same are pulled together to check which comes first in alphabetical sequence. If all the words are the same, the filer moves a step further to check the next 'letter' (alphabet) following that word. This must continue until a difference is noticed.

Aboh Amator
 Aboh Amuzu
 Aboh Chokoneze
 Aboh Umunehi
 Aboh Umuodah
 Abohaji
 Abohari Alabekee
 Abohu, Johnson

Letter-By-Letter

In letter-by-letter filing every word is checked letter after letter until a difference is found. The difference is to determine which letter (alphabet) comes first as we have A coming before B, C coming before D, E coming before F, and so on. Example 1 above will be used to demonstrate this application.

Example 2

Abohaji
 Aboh Amator
 Abohari Alabekee
 Aboh Amuzu
 Aboh Chokoneze
 Aboh Umunehi

Aboh Umuodah
 Abohu, Johnson

Some Rules to Guide in Manual Filing

Whether one is using the word-by-word or letter-by-letter filing system, the rules listed here are to be followed.

Rule 1: Abbreviated words are to be spelt out.

In this rule, names beginning with M', Mc, and Mac are to be filed as if spelled "Mac".

M'Clement, Evarest
 MacDonald, David
 McDonald, Ronald
 McDonegan, Cecelia
 MacDonegan, Steven
 Macomber, Debbie
 M'Pherson, Anderson

Such other words to be spelt out are:

Mr. = Mister, the plural form is Messrs
 Mrs. = Mistress, the plural form is Missis
 St. = Saint
 Mt. = Mountain
 Cm. = Centimetre
 Ft. = Foot/Feet

Example 3

Applying the rule of abbreviated words

Cards to File

Mr. Ikonne
 Mr. Gordon
 Mrs. Ikonne
 Saint Nicholas
 Mt. Evarest
 Man Know Man
 McDavis
 St. Jerome

How They are Filed

McDavis
 Man Know Man
 Mr. Gordon
 Mr. Ikonne
 Mrs. Ikonne
 Mt. Evarest
 St. Jerome
 Saint Nicholas

Article are Ignored or Neglected

The articles a, an, the, la, le, les are not considered in filing. They are ignored. They are neglected, counted as if they do not exist. See its application in example 4.

Example 4**Document**

An African Child
The Man Died
An English Author
A Girl and a Boy
Another Man's Wife
One Man One Matchet

How to File

An African Child
Another Man's Wife
An English Author
A Girl and a Boy
The Man Died
One Man One Matchet

In these examples, the arrangement is done in the head, the appearance of the documents remain as they are in their original form. No displacement of words or articles to fit. In computer filed documents, the person typing the document in the computer has to rearrange the words so that the articles come last and the words to be used come first. For examples, The Man Died would be fed in in an inverted form as “Man Died, The” and An English Author would be “English Author, An” and A Boy and a Girl becomes “Boy and a Girl, A”.

Filing Documents Mixed With Numerals or Numbers

When some documents have both plain English words and numerals in documents to be filed, the pronunciation of the numerals should be used. For example 1988 as a date is pronounced as “Nineteen Eighty-eight” while the same 1988 in numeral counting is pronounced as One Hundred and Eighty-eight. So 1988 as a date (chronology) is filed under 'N' while 1988 as an Arabic numeral will be filed under 'O'. See its usage in example 5

Example 5

1944 War
100 Naira Note
16th Century Poet
Twilight and the Tortoise
How I Escaped
The Civil War

The Civil War
How I Escaped
1944 War
100 Naira Note
16th Century Poet
Twilight and the Tortoise

Dates Follow Chronologically

Where filing involves dates of events, arrangement should be followed chronologically. The earliest dates come first. See example 6. They are filed how they should appear (be arranged).

Example 6

- Nigeria – History to 1900
- Nigeria – History 1900 – 1914
- Nigeria – History 1914 – 1960
- Nigeria – History 1960 – 1966
- Nigeria – History 1970 – 2014

Initials and Acronyms

Initials are treated as one-letter words. This means that the first letter of the initial is assumed to be the full word. Note that initials have periods to separate them from each other e.g. A. S. W. A.

An acronym is a new word or name derived from certain letters of a phrase or a compound word or term. It could be initials that could be pronounced as a word. Initials do not have periods or dots or full stops separating them. Using A. S. W. A. as an example; when it has periods separating them, it is a set of initials but when those periods are missing ASWA it changes to an acronym. Initial are pronounced one by one A, S, W, A. while acronym is pronounced as a word ASWA. W. H. O. is an initial while WHO is an acronym.

In filing, WHO is a word, and ASWA is also a word, but W. H. O. and A. S. W. A. are initials. Example 7 shows how initials and acronyms are used in filing.

Example 7

Document

- World Radio is Nonexistent
- Adventists Await Christ's Second Coming
- W. H. O. Initiatives
- WHO Initiatives
- ASWA Students Association
- A. S. W. A. Metamorphosed to Babcock

How Filed

- A. S. W. A. Metamorphosed to Babcock
- Adventists Await Christ's Second Coming
- ASWA Students Association
- W. H. O. Initiatives
- WHO Initiatives
- World Radio is Nonexistent

Elisions, Possessives, Signs, Symbols, and Ellipsis are Disregarded

An elision is the omission of a vowel in pronunciation e.g. Who're you? Or Who's Who in Politics. The full forms of these sentences are “Who are you?” and “Who is who in politics”. Possessives are written the same way as elisions but have different denotations. John's book means 'The book that belongs to John', John is the owner of the book.

Signs are visual symbols like &, =, +, /, %, #, etc. These signs are also symbols but symbols have deeper meanings. For example, the heart is a symbol for love; the skull is a symbol for death. Ellipsis is defined by *Merriam Webster's Collegiate Dictionary*, 10th edition as “the omission of one or more words that are obviously understood but that must be supplied to make a construction grammatically complete”. It is represented by such symbols as ... or *** or - . In filing, they are all ignored. They are treated as if they do not exist. They do not affect the sequence of filing.

Where Author, Title and Subject are the same, that is they bear the same name, file in the order of author, title, and subject. File work by author before work about the author.

In an **arbitrary order**, where different things are represented with the same name, arrange person, place, and thing in that order.

Why Filing

Filing is the arrangement of documents of any kind using a certain order. These documents are arranged in a drawer, cupboard, shelve, or in a database using the computer. So a file is created in a computer with the means of suitable software to safeguard the documents. Different methods of filing exist but that would be a course for secretaries. There are three basic reasons for filing namely:

1. For easy retrieval of documents when needed. Organizations spend many hours searching for documents that may not at the long run be found simply because the documents are misplaced. When documents are “misplaced” it means they were not properly kept and that is to say that they were not filed. Otherwise they are stolen or hidden.
2. To keep the office tidy. A neat office is a sign of good filing. A tidy office is a sign of filing of documents. *Show me a rowdy office and I will show you a bad secretary who does not care about filing.* In such offices papers and other materials are scattered.

3. To keep documents secure and in good condition. *The safety of materials is the beginning of longevity.* When materials are safely filed in cupboards or in whatever means, the materials last longer than those exposed to dust, humidity, sun, rain, termites, rodents, and other minute organisms that feed on damp materials.
4. Away from theft. Many materials are lost in offices by lousy office managers. The intention of those who visit your office may not be deciphered by you. Some of them may come to spy; some may come to get a particular document you may not be aware of. When the documents are displayed mindlessly, they are prone to be stolen by the waiting opportunist. File your document in lock and key safe to avoid embarrassment and ultimately, being sacked.

SHELVING

Filing is to documents what shelving is to books. Filing has to deal with cards and letters or materials on sheets. In libraries and information centres books and bulker materials are shelved. Shelving, in librarianship, is the systematic arrangement of books on the shelf using book or call numbers. This activity helps the easy arrangement of books and for easy retrieval of each book needed by a library user. Shelving helps to collate materials of same subject in a location thereby helping library users who might not know that such materials are available to have access to them.

There are various ways of arranging materials in an organization or in an institution. There are many ways of organizing materials on the shelf. Some of the ways are not professional. Materials could be shelved by size, colour, type, form, or by subject. Some organizations arrange materials by content irrespective of format in which the subject is presented. In this case, CD-ROMs, audio-cassettes, video-cassettes, discs, diskettes, and books are shelved on the same shelf as long as they bear the same subject, they are interfiled.

Fig. 18: Parts of call number

HQ	→	Subject classification (the family, marriage and women)
767.9	→	Specific subject area (child development)
O2	→	Represents author's last name (Obasanjo)
2014	→	Year of publication

In shelving, call numbers of the resource are used. A call number also known as a book number is made up of some elements. A book number comprises of at least four elements, the subject classification, specific subject area, the author number and the date of date of publication where it is used. Many libraries do not include the date of publication on the call number of a resource. If the material is for reference, which means it should be in the reference section of the library and should not be borrowed, the number for reference will also be given as part of the call number. In some libraries “R” is used to denote reference while in others “Ref” either in capitals is used.

REF → Symbol indicating a reference material
 HQ → Subject classification (the family, marriage and women)
 767.9 → Specific subject area (child development)
 O2 → Represents author's last name (Obasanjo)
 2014 → Year of publication

Call numbers are pasted on the down part of the spine of books. It is usually pasted an inch above the edge of the spine for easy visibility and to avoid easy damage by squeezing. No matter the type of classification scheme in use in any library, shelving makes use of call numbers. If one is using the classification schemes using alphabets for class numbers, A-Z is used for the arrangement of the books. However, if the scheme uses numerals, then numerals are used in the arrangement of the books/materials.

Rules of Shelving

Book shelving has some principles guiding it. There are sequences to follow as guidelines. Whatever be the case, only information on the spine of the book (the call number or book number) are used to determine how and where the book should be placed. Reference (Ref. or R) indicating the location of the material may not be used as a determinant of where to place the book since all the books in the reference section of the library bear that tag. Where reference materials are inter-



shelved with others, cognizance of it should be taken. Materials are shelved from left to right and from top to down.

SHELVING FROM LEFT TO RIGHT

1. If the classification scheme adopted in the information centre uses numerals as its classification notation, then figures will be the shelving determinant. The lower figures, for example 215 is shelved before 258; 324 is shelved before 325. If the classification scheme being used is alphabetical, then alphabets A, B, C ... are used to determine the sequence of placement of the materials; A25 is shelved before A26; B128 is shelved before C10. In addition, single letters must be shelved before double letters.
2. Decimal placement follows. Call numbers are made up of the class number, the author or title number, the copy number, etc. as has been discussed. Decimals are used for specific descriptions of the material. Sometimes decimals are used to show not only the type of composition but also the format in which the material is presented. It is part of the classification number of the book. It plays an important role in shelving. Here are some examples of how to use decimals in shelving; 234.02; 321.112; 321.3; 321.31.
3. Alphabetical sequence of the initial of the author's name or the title of the book follows, if the book has no author.
4. After considering the alphabets, the numbers attached to the alphabets follow.
5. The volume of the work is indicated. Volume 1 before volume 2 and so on, as V1, V2, V3.
6. Indicated copy follows; C1, C2, C3, etc.
7. In some special libraries, date of publication of the material is used as part of the call number. Where that is the case, the dates are considered for placement.

Shelfreading

Shelfreading is the art of checking shelved library collection to see whether the materials are in their appropriate positions as was originally shelved

(Odiase, Unegbu & Haliso, 2001). It is going through the shelved materials to ascertain whether they are where they should be.

Importance of Shelfreading

It facilitates the finding of materials by users.

Wrongly shelved materials are detected and put back to their appropriate positions.

Deteriorating or damaged library materials are located and either sent to the bindery for repair or weeded.

Shelved materials have tags or classification marks that indicates where they should be placed. Shelfreading helps to detect if those marks are still there or not. If the stickers are out, they could be replaced without which the books may be wrongly shelved.

Wrongly classified materials may be detected and sent back to the technical room for proper classification.

Shelfreading discourages library users from hiding library materials for selfish use. Through shelfreading such materials are sent back to their appropriate location.

Reasons for Wrong Shelving of Materials

There are many reasons why some books or other library materials are wrongly shelved. When wrongly shelved materials are observed, there is need for immediate action to be taken because they have adverse effect on the library as an organization and on the library users as well. Deliberate and planned action must be in place to checkmate wrongly shelved materials in an information centre. Here are some of the reasons why there are wrongly shelved materials in an information centre:

- 1. Putting back library materials after use by non-library workers.** This action is one of the reasons why we have wrongly shelved materials in the library. Not only does it tamper with the orderly arrangement of materials, it also affects library statistical record.
- 2. Deliberate action by library users.** Some library users, especially students, hide library materials for future consultation. Conceiving that other users may borrow such materials and therefore delay their research or assignment that they are using the material to do, they decide to put the material in an obscure place. Some do this with the intention of hiding the book from the lecturers who must have given them assignments and may

want to verify they copied from other sources without crediting the authors.

3. **Shelving by untrained library workers.** Not everybody who works in the library is a librarian. Some are security officers or potters, others may be janitors or typists. They do not have the skill to shelve materials. They are not trained, so when they out of pity shelf materials, they may shelve them wrongly.
4. **When tired workers are shelving, they see double.** Rest should be observed when needed. Mistakes are frequent when one is tired in the cause of discharging his duties. When such is the case, mistakes abound. The figures and letters may appear like walking objects. Two (2) may look like Z and nine (9) looks like 6.
5. **When materials to be shelved have lost their notation marks.** In some libraries, the call numbers are pasted with adhesive labels which peel off with usage and time. This is one of the reasons why it is advisable that the class number, if not the call number, of any book should be written on the first page of the book. Though the call number is on the book pocket of the book, some shelvers forget or are so tired that they just dump the book anywhere.

Revision Questions

1. What is shelving?
2. Define shelf reading. Why should librarians shelfread?
3. What are the reasons for having wrongly shelved materials?
4. Interpret these Call Numbers

(a) CD	(b) 027. 54	(c) Ref	(d) QA
950	M23	004.167	76.59
.H86		G56	G56
2003		2013	2013

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