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Main structure

DDC 23 is composed of the following major parts in four volumes:

- **Vol. 2**: DDC Summaries and Schedules for the organization of knowledge from 000–599
- **Vol. 3**: Schedules for the organization of knowledge from 600–999
- **Vol. 4**: Relative index

Construction of the scheme

Dewey Decimal Classification doesn’t deal with the world and the knowledge in an abstract way, but by means of the document containing knowledge about the world.

This means that DDC complies with the literary warrant principle: "to reflect the subject content of documents, the vocabulary of a SHL should be developed dynamically, based on literary warrant, and integrated systematically with existing vocabulary."
The first organizational principle of the DDC is the Baconian triad. Francis Bacon divided human knowledge by three different faculties: memory, imagination and reason. Dewey takes Bacon’s faculties, and use them in an inverted order as a plot for his classification scheme, that in fact is organized on the sequence reason, imagination, and memory.

The 10 Main Classes
- 000 Comp. 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 organizational level is obtained by the discipline. In the Dewey Decimal Classification, subjects are arranged by disciplines. In DDC, the discipline is an organized field of study or branch of knowledge, e.g., 200 Religion, 530 Physics, 364 Criminology. Each discipline can contain other sub-disciplines; for example, Economy is a Social science, and Public finance is a sub-discipline of Economy.

The third organizational level of the DDC is represented by the subjects. A Subject is “an object of study. Also called topic. It may be a person or a group of persons, thing, place, process, activity, abstraction, or any combination of these.” Since the parts of the DDC are arranged by discipline, not subject, a subject may appear in more than one class. For example, “clothing” has aspects that fall under several disciplines. The psychological influence of clothing belongs in 155.95 as part of the discipline of psychology; customs associated with clothing belong in 391 as part of the discipline of customs; and clothing in the sense of fashion design belongs in 746.92 as part of the discipline of the arts.

Hierarchy and notation. Example
- 600 Technology (Applied sciences)
- 630 Agriculture
- 636 Animal Husbandry
- 636.6 Birds
- 636.68 Song and ornamental birds
- 636.686 Finches, parrots, hawks
- 636.6865 Parrots
- 636.7 Dogs
- 636.8 Cats
Classifying process
Classifying a work requires determination of the subject, the disciplinary focus, and, if applicable, the approach or form.

Determining the subject of a work depends on the work in hand and is a process common to any subject indexing language.

In DDC, a very important step of the process is determining the discipline of a work. Detailed guidelines on determining the discipline of a work are given in the Introduction (vol. 1).

Once the subject and the discipline have been determined, the classifier turns to the Schedules.

Determining the subject. Examples
In case of works with more than one subject, from the viewpoint of a single discipline:

A. Class a work dealing with interrelated subjects with the subject that is being acted upon (e.g. Shakespeare’s influence on Keats → Keats)
B. Class a work on two subjects with the subject receiving fuller treatment
C. If two subjects receive equal treatment, class the work with the first of the two in the DDC Schedules (Italian and French Literature → French literature)

Tables
Besides general Schedules, DDC provides tables containing recurring concept to be represented frequently (e.g., the form ‘Serial publications’ or ‘Dictionaries’ from Table T1, etc. or a place from Table 2; see Educational Material no. 7).

Notations from the Tables are never used alone, but may be used as required with any regular schedule number:

Museums (—074 in Table T1) of Arithmetic (513) → 513.074
General libraries (027) in France (—44 in Table T2) → 027.44
Process of classification. Exercise

- Aristotelian Philosophy?
  - 185
- African languages?
  - 496
- History of France?
  - 944
- Mollusks & Molluscoida?
  - 594

Process of classification. Exercise 2

- Magnetism?
  - 538
- Labor Economics?
  - 331
- German Poetry?
  - 831
- History of Mesopotamia?
  - 935

Process of classification. Exercise 3

- Wind instruments?
  - 788
- Incunabula?
  - 093
- English etymology?
  - 422
- Textile arts?
  - 746

Process of classification. Exercise 4

1. Working alone, find out two subjects and their notation at your choice
2. Working in couples, in turn ask your subjects each other and check the answers

Process of classification. Tables

| T4 | Subdivisions of Individual Languages and Language Families |
| T5 | Ethnic and National Groups |
| T6 | Languages |

Except for notation from Table 1 (which may be added to any number unless there is an instruction in the schedule or tables to the contrary), table notation may be added only as instructed in the schedules and tables. (For a detailed discussion of the use of the six tables, see paragraphs 8.3-8.20.)

7.3 Some numbers in the schedules and tables are encased in parentheses or square brackets. Numbers and notes in parentheses provide options to standard practice. Numbers in square brackets represent topics that have been relocated or discontinued, or are unavailable. Square brackets are also used for standard subdivision concepts that are represented in another location. Bracketed numbers should never be used. (For a discussion of options, see paragraphs 12.1-12.7. For a discussion of relocations and discontinuations, see paragraphs 7.24-7.25.)
Colon Classification.
Steps in classification

Classifying as translating

- To classify a subject, the name of the subject must be first known.
- A fairly expressive title of a document usually indicates its subject.
- By a glance through the document, it should be verified if it is so. If not, the title of the document should be coined in an expressive way by an analysis of the document.
- Classifying is equivalent to translating the name of a subject from a natural language to a classificatory one.

Process of classification. Examples

- Adolescents?
  - S2
- Joy in Child?
  - S1:523
- Memory in Genius?
  - S61:43
- College Library?
  - 233
- Book selection in State Libraries?
  - 215:1

Fundamental categories (Postulate)

- “There are five and only five fundamental categories: Time, Space, Energy, Matter, and Personality.
- These terms and the ideas denoted by them belong strictly to the context of classificatory discipline.
- This set of fundamental categories is, for brevity, denoted by the acronym PMEST”

(Franklin, PLC, 399-401)

Fundamental categories. Punctuation

- In any subject, fundamental categories can be up to 5; they can be less, but not more.
- Each FC is represented by a distinct symbol and connecting punctuation:
  - Personality [P], (Comma)
  - Matter [M], (Semi colon)
  - Energy [E], (Colon)
  - Space [S], (Dot/Full stop)
  - Time [T], (Inverted comma)
Steps in classification

- **Step 0. Raw Title**
  Raw Title is the title found in the document – The more or less expressive title of a document, either found on its title page or provided by the classifier.

  *Cooperation among University Libraries during the XX Century in Poland*

- **Step 1. Expressive title**
  Expressive title is derived from the Raw Title by filling up any ellipses such as Basic Class or any other facet implied in Raw Title and breaking down composite terms.

  *In Library Science, cooperation among University Libraries during the XX Century in Poland*

- **Step 2. Kernel Title.**
  Kernel Title is derived from the Expressive Title by omitting all the auxiliaries and puffs, replacing in the nominative singular form all the substantive words retained.


- **Step 3. Analyzed Title.**
  Analyzed title is derived from Kernel Title by marking the Basic Class and inserting, against each of the other Kernel Terms, the symbols for the fundamental category (PMEST) of which it is deemed to be a manifestation.


- **Step 4. Transformed Title.**
  Transformed title is derived from Analyzed title by rearranging all the facets according to the symbols put against them and according to the postulates for Facet Sequence (provided in the Main Class Schedule and/or by PMEST).


- **Step 5. Title in standard terms.**
  Title in standard terms is derive from Transformed title by replacing any term which does not belong to the accepted standard by its equivalent standard term.

  *Library Science (BC). University (P). Cooperation (E). Poland (S). 1900 to 1999 AD (T).*
Steps in classification

- Step 6. Title in facet numbers.
  - Title in facet numbers is derived from Title in standard terms by translating the Basic Class Facet and every other facet into its basic Class Number or the Isolate Number, as the case may be.
  

Steps in classification

- Step 7. Class Number
  - Class Number is obtained from Title in facet numbers by removing all the symbols after each facet (BC, P, etc.) and inserting the class number and the punctuation required by the Facet Formula in the Schedule of the Basic Class.

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234:4.595'N
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Steps in classification

- Step 8. Checking up (Optional)
  - Make a facet analysis of the Class Number and verifying the correctness of the number.

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234:4.595'N
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CC. Process of classification

Educational Material no. 8

Exercise no. 1


- 0. Essential cataloguing
- 1. Cataloguing in library science
- 3. Cataloguing [E]. Library science [BF]
- 4. Library science [BF]. Cataloguing [E]
- 5. Library science [BF]. Cataloguing [E]
- 6. 2 [BF]. 55 [E]
- 7. 2:55

Exercise no. 2

The Future of Classification / edited by Rita Marcella and Arthur Maltby. - Burlington : Ashgate, c2000

- 0. The future of classification
- 1. Classification in Library Science
- 2. Classification. Library science
- 3. Classification [E]. Library science [BF]
- 4. Library science [BF]. Classification [E]
- 5. Library science [BF]. Classification [E]
- 6. 2 [BF]. 51 [E]
- 7. 2:51
Exercise no. 3
0. Reference service
1. Reference service in Library science
2. Reference service. Library science
3. Reference service [E]. Library science [BF]
4. Library science [BF]. Reference service [E]
5. Library science [BF]. Reference service [E]
6. 2 [BF]. 7 [E]
7. 2:7

Exercise no. 4
0. Les bibliothèques universitaires allemandes et leur organisation
1. Organization of the University Libraries in Germany in Library science
5. Library science [BF]. University [P]. Organisation [E]. Germany
6. 2 [BF]. 34 [P]. 2 [E]. 55 [S]
7. 234:2.55

Exercise no. 5
0. Modern libraries and librarianship in Poland
1. Libraries in Poland, in Library Science.
6. 2 [BF]. 595 [S]
7. 2.595

Exercise no. 6
0. Encyclopedia of library and information science
1. Encyclopedia of library and information science
2. Encyclopedia. Library science.
3. Encyclopedia [CI]. Library science [BF]
4. Library science [BF]. Encyclopedia [CI]
5. Library science [BF]. Cyclopaedia [CI]
6. 2 [BF]. k [CI]
7. 2k

Exercise no. 7
0. Indian Journal of Library Science
1. Indian Journal in Library Science first published in 2007
6. 2 [BF]. m [CI]. 44 [P-Cl]. P07 [P2-Cl]
7. 2m+4,P07

Exercise no. 8
Collection management : a quarterly journal devoted to the management of library collections. (f. p. 1977)
0. Journal of library collection management
6. 2 [BF]. 8 [P]. m [CI]. N77 [P2 of CI]
7. 2:8m,N77