

Steps in classification¹. How to pass from the Title to the class number in 7 steps (+1)

Step 0	Raw title	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 Expressing Title by omitting all the auxiliaries and puffs, replacing in the nominative singular form all the substantive words retained.	Library Science. Cooperation. University Library. XX Century. Poland.
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 of which it is deemed to be a manifestation (for example, P for Personality, M for Matter, E for Energy, S for Space and T for Time, PMEST)	Library Science (BC). Cooperation (E). University Library (P). XX Century (T). Poland (S).
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)	Library Science (BC). University Library (P). Cooperation (E). Poland (S). XX Century (T).
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). Co-operation (E). Poland (S). 1900 to 1999 AD (T)
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.	2 (BC). 34 [P]. 4 [E]. 595 [S]. N [T]
Step 7	Class Number	Class Number is obtained from Title in facet numbers by removing all the symbols after each facet and inserting the class number and the punctuation required by the Facet Formula	234:4.595'N
Step 8	Optional	Make a facet analysis of the Class Number and verifying the correctness of the number	2 BC Library Science. 34 University. 4 Co-operation. 595 Poland. 'N XX Century

¹ Shiyali Ramamrita Ranganathan, *A Descriptive Account of the Colon Classification* (Bangalore: Sarada Ranganathan Endowment for Library Science, 1965), 49–50; Shiyali Ramamrita Ranganathan, *Prolegomena to Library Classification*, 3. ed. (Bombay: Asia Publishing House, 1967), 439–42.