**Applied Classification (Major-LIS-303)**

**Format of DDC**

The 23rd edition of DDC is published in four volumes with almost 4000 pages:

**Volume 1** Introduction, Glossary, Manual, and Tables 1-6

**Volume 2** Schedules 000-599

**Volume 3** Schedules 600-999

**Volume 4** Relative Index

**General Characteristics of DDC**

**Hierarchy**

DDC is a hierarchical classification, proceeding from the general to the specific in terms of discipline and subject relationships.

The basic arrangement is by discipline, and the same subject may appear in a number of disciplines. The various aspects of a subject are brought together by the Relative Index.

There are ten classes (see the first summary). Each of the classes from 100 to 900 represents a broad discipline or group of disciplines, whereas the 000 class contains general subjects (Computer science, information and general works).

Each class has ten divisions, represented by the second digit of the notation (see the second summary).

Each division has ten sections, represented by the third digit of the notation (see the third summary).

This hierarchical structure is continued and incorporated in the notation, which is lengthened by one digit for each more specific aspect of the subject.

**For example:**

**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**

**Number Building**

Over 23,000 numbers are listed in the schedules. However DDC also uses number building to expand the classification scheme and create even more specific numbers.

Numbers are constructed by taking a number from the schedules and adding to its digits from

Tables 1-6, or from another part of the schedules.

Tables 1 to 6 allow the classifier to make numbers more specific in relation to time periods, places, types of persons, language, literary form, and so on.

For example, the geographic aspect of almost any subject can be included by adding one or more digits from Table 2 (Geographic Areas, Historical Periods, Persons).

Tables in the schedules enable aspects, or facets, of one subject to be applied to another subject.

For example, many aspects of particular animals and animal groups are listed only once in the schedules, but can be added to any of the animals with classification numbers between 592 and

599.

**The Relative Index**

No one class can cover all the aspects of a subject. For many subjects, different aspects are located in different classes. The Relative Index brings together (relates) the different aspects of a topic and the different classes in which they are to be found. Here are some of the entries for the topic

**Metals:**

Metals 669

applied nutrition 613.285

architectural construction 721.044 7

architectural decoration 729.6

biochemistry 572.51

humans 612.015 24

building construction 693.7

building materials 691.8

chemistry 546.3

decorative arts 739

dowsing 133.323 3

economic geology 553.4

foundation materials 624.153 6

handicrafts 745.56

human toxicology 615.925 3

materials science 620.16

metabolism 572.514

human physiology 612.392 4

metallography 669.95

military resources 355.242

mineralogy 549.23

mining 622.34

and so on.

**Notation**

DDC notation uses only Arabic numerals. Use of only one type of symbol is called pure notation.

All numbers contain at least three digits. Where more than three digits are needed, a decimal point follows the third digit.

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.

Some notation is mnemonic—that is, it is easy to remember some numbers because they are used consistently 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, person’s treatment.

**Order of DDC Numbers**

DDC numbers are arranged in decimal number order. In other words, after the decimal point, look at each decimal place one at a time and put those numbers in order. Unless they are the same, you will not need to look at the next place.

**For example:**

3 4 8 . 0 0 3

3 4 8 . 0 1

3 4 8 . 0 2

3 4 8 . 0 2 2

**EXERCISE**

Check the order of these numbers, and correct them where necessary:

616 361

616.11 361.1

616.122 361.02

616.123 361.04

616.125 361.003

616.1237 361.103

616.09 361.2

616.24 361.3

616.201 361.23

616.241 361.301

616.244 361.32

616.200435 361.322

616.240083 361.37

615.954 361.32205

617.44 361.3703

617.80083 361.37025

617.08 361.3205

617.0083 361.320994

616.2009

1. **Add:** To add in DDC means to attach or append a number to the end of another number—e.g., 636.825 + 39 = 636.82539 (**add note)** A note instructing the classifier to append (add) one number to another number
2. **Auxiliary table:** A table of numbers and/or letters that can be added to notation in the schedules to make a classification number more specific
3. **Base number:** The number found in the schedules of Dewey Decimal Classification to which a number can be added from the tables
4. **Broad classification:** Classification using the main divisions and subdivisions of a scheme without breaking down into narrower concepts
5. **Centered heading:** A heading in Dewey Decimal Classification that applies to a range of classification numbers
6. **Class:** The broadest grouping of numbers in a classification scheme representing a subject group or discipline—e.g., religion

**Classifying with the DDC**

**Determining the Subject of a Work**

Classifying a work properly depends first upon determining the subject of the work in hand. A key element in determining the subject is the author’s intent.

1. The ***title*** is often a clue to the subject, but should never be the sole source of analysis. For example, *Opera* could be the title of a work on the familiar dramatic musical art form or on the web browser Opera.

Likewise, a title with specific terms that are subdivisions of a field may in fact use such terms symbolically to represent the broader topic. For example, titles containing terms like Anatomy, Histology, Cytology, Taxonomy may use these terms symbolically to represent the whole subject of Botany.

1. The **table of contents** may list the main topics discussed. Chapter headings may substitute for the absence of a table of contents. **Chapter subheadings often prove useful**.
2. The **preface** or **introduction** usually states the author's purpose. If a **foreword** is provided, it often indicates the subject of the work and suggests the place of the work in the development of thought on the subject. The book jacket or accompanying material may include a summary of the subject content.
3. A **scan of the text itself** may provide further guidance or confirm preliminary subject analysis.
4. **Bibliographical references and index entries** are sources of subject information.
5. **Cataloging** copy from **centralized cataloging services** is often helpful by providing **subject headings, classification numbers, and notes**. Such copy appears in online services, and on the **verso of the title page of many books** as part of Cataloging-in-Publication (CIP) data.

**Determining the Discipline of a Work**

After determining the subject, the classifier must then select the proper discipline, or field of study, of the work.

1. The guiding principle of the DDC is that a **work is classed in the discipline** for which it is intended, rather than the **discipline from which the work derives**. This enables works that are used together to be found together.

**For example**, **a general work by** **a zoologist on agricultural pest control** should be classed in **agriculture**, **not zoology**, along with other works on agricultural pest control.

1. Once the subject has been determined, and information on the discipline has been found, the classifier will **turn to the schedules**. The summaries are a good means of mental navigation.

The Relative Index may help by suggesting the disciplines in which a subject is normally treated.

**More Than One Subject in the Same Discipline**

A **work may include multiple subjects** treated separately or in relation to one another from the viewpoint of a single discipline. Use the following guidelines in determining the best placement for the work:

1. Class a work dealing with interrelated subjects with the **subject that is being acted upon**. This is called the ***rule of application***, and takes precedence over any other rule. For instance, class an analytical work dealing with Shakespeare's influence on Keats with **Keats.** Similarly, class a work on **the influence of the Great Depression on 20th century American art with American art**.
2. Class a work on two subjects with the subject receiving **fuller treatment**.
3. If two subjects receive **equal treatment**, and are not used to introduce or explain one another, class the work with the subject whose number comes first in the DDC schedules. This is called the ***first-of-two rule***.

For example, a history dealing equally with the **United States and Japan**, in which the United States is discussed first and is given first in the title, is classed with the history of Japan because 952 Japan precedes 973 United States.

Sometimes, specific instructions are given to use numbers that do not come first in the schedules. For example, at 598, the note "class comprehensive works on **warm-blooded vertebrates in 599**" tells the classifier to ignore the first-of-two rule and class a work on birds (598) and mammals (599) in 599, which is the **comprehensive number** for warm-blooded vertebrates.

Also disregard the **first-of-two rule** when the two topics are the two major subdivisions of a subject. For example, **collection systems (628.142) and distribution systems (628.144) taken together constitute** **628.14 Collection and distribution systems.** Works covering both of these topics are classed in 628.14 (not 628.142).

1. Class a work on **three or more subjects** that are all subdivisions of a **broader subject** in the first higher number that includes them all (unless one subject is treated more fully than the others). This is called the ***rule of three***. For example, a history of Portugal (946.9), Sweden (948.5), and Greece (949.5) is classed with the history of **Europe (940).**
2. Subdivisions beginning with zero should be avoided if there is a choice between 0 and 1–9 at the same point in the hierarchy of the notation. Similarly, subdivisions beginning with 00 should be avoided when there is a choice between 00 and 0. This is called the ***rule of zero***.

For example, a biography of an American Methodist missionary in China belongs in 266 Missions. The content of the work can be expressed in three different numbers:

266.0092 biography of a missionary

266.02373051 foreign missions of the United States in China

266.76092 biography of a United Methodist Church missionary

The last number is used since it has no zero at the fourth position.

**More Than One Discipline**

Treating a subject from the point of view of more than one discipline is different from treating several subjects in one discipline. Use the following guidelines in determining the best placement for the work:

1. Use the *interdisciplinary number* provided in the schedules or Relative Index if one is given. An important consideration in using such an interdisciplinary number is that the work must contain **significant material on the discipline in which the interdisciplinary number is found.** For example, 305.231 (a sociology number) is provided for interdisciplinary works on child development. However, **if a work** that is **interdisciplinary with respect to child development** gives little emphasis to social development and a great deal of emphasis to the psychological and physical development of the child (155.4 and 612.65, respectively), class it in 155.4 (the first number in the schedules of the next two obvious choices).
2. Class works not given an interdisciplinary number in the discipline given the fullest treatment **in the work.** For example, a work dealing with both the **scientific and the engineering principles of electrodynamics** is classed in 537.6 if the engineering aspects **are introduced primarily for illustrative purposes**, but in 621.31 if the basic scientific theories are only preliminary to the author's exposition of engineering principles and practices.
3. When classifying interdisciplinary works, do not **overlook the possibilities** of main class 000 Computer science, information & general works, e.g., 080 for a collection of interviews of famous people from various disciplines. Any other situation is treated in the same fashion as those found in the instructions at More Than One Subject in the Same Discipline.

**EXERCISE 1**

Once you have identified the subject of a work, you need to place it in one or another of these ten classes.

**For example**

**S.No Subject Discipline Class**

1. Logic Philosophy 100

2. Buddhism Religion 200

3. Economics Social sciences 300

4. Latin grammar Language 400

5. Chemistry Natural science 500

6. Engineering Technology 600

7. Sculpture The arts 700

8. Poetry Literature 800

9. History of Indonesia History 900

**EXERCISE 2**

**Write the class number for each of the following:**

**S.No Subject Discipline Class**

1. My book of opera Arts & recreation 700

2. A child’s Bible Religion 200

3. Three Irish plays Literature 800

4. World Book encyclopedia Computer Science, Information 000

and General Works

5. Teach yourself Vietnamese Language 400

6. The psychology of violence Philosophy & Psychology 100

7. Russian rockets Technology 600

8. Physics for beginners Science 500

9. Road atlas of New Zealand History & Geography 900

10. Employment of aged persons Social Sciences 300

11. Multicultural education Social Sciences 300

12. Encyclopedia of Papua History & Geography 900

New Guinea

13. How to draw cartoons Arts & recreation 700

14. Introductory philosophy Philosophy & Psychology 100

15. Agricultural pest control Technology 600

**EXERCISE 3**

Using the second summary, write down the number of the division in which each of the following topics belongs.

**S. No Topics Division**

1. Audiovisual materials in libraries 020

2. Japanese printmaking 760

3. Growing wheat for export 630

4. Twentieth-century architecture 720

5. A concise history of Chile 980

6. The nursing handbook 610

7. Paleontological studies 560

8. Women into politics 320

9. A historical atlas of ancient Egypt 910

10. Carnivorous plants 580

11. The Methodist Church in the Pacific 290 or 280

12. Ablution 290

13. The planet Mars 520

14. How to play hockey 790

15. Learn Polish: an audiovisual approach 490

16. The Oxford English dictionary 420

17. Caring for rare books 090

18. Child psychology 150

19. The legal handbook 340

20. Jewish folktales 390

**Exercise 4**

Using the third summary, decide the section in which each of the following titles belongs. First decide the class, then the division, then look for the section.

**S.No Topics Division Section**

1. Developing educational curricula 370 375

2. Harrap’s new German grammar 430 435

3. The plays of William Shakespeare 820 822

4. Electricity 530 537

5. Let’s visit Kenya 910 916

6. The philosophy of Socrates 180 183

7. Southeast Asian cooking 640 641

8. What bird is that? 590 598

9. Journalism in the new Russia 070 077

10. Steam trains for enthusiasts 620 &380 625 & 385

11. Islam 290 297

12. Introduction to trout fishing 790 799

**The Schedules**

**Introduction**

The schedules provide a systematic breakdown of the main classes, their divisions and their sections. More than 23,000 numbers are listed in a straight numerical sequence from 000 to 999.

The principle of hierarchy that governs the scheme means:

**broad numbers**—**broad subjects specific numbers**—**specific subjects**

e.g., 500 Science 551.6365 long-range weather forecasting

780 Music 787.8719366 techniques for playing the guitar left-handed

**Hierarchy in the Schedules**

In the overall hierarchy of DDC the ten classes are divided into 100 divisions and 1,000 sections.

Each division is a specific aspect of its main class, and (almost) every section is a specific aspect of the division in which it is found.

**For example,**

within 900 History and geography

we find 930 History of ancient world

within 930 History of ancient world

we find 938 Greece (history of ancient)

This principle extends into the schedules.

For example,

900 History and geography

930 History of ancient world to ca. 499

938 Greece to 323 (history of)

938.03 Persian Wars, 500-479 B.C. (part of the history of Greece to 323)

Here each topic within 900 (History and geography) is a more specific aspect of the subject above it.

In this example, 938.03 is described as subordinate to 938; 938 is superordinate to 938.03.

Using the above example, complete the following:

1. 900 is superordinate to 910,920,930.

2. 930 is subordinate to 900.

3. 938.03 is subordinate to 938.

**Layout of the Hierarchical Structure**

The layout of the schedules shows the hierarchy both by type size and by indentation. Here is the same hierarchy again as printed in the schedules, showing clearly the subordination of the more specific numbers:

900 History and geography

930 History of ancient world 499

938 Greece to 323

938.03 Persian Wars, 500-479 B.C.

As you read the subordinate numbers, remember to include the superordinate headings above, since they are not always repeated for each more specific topic.

**The Tables**

DDC contains six auxiliary tables, which are used to build more specific numbers than are listed in the schedules.

For example, for almost every topic, it may be necessary to add a geographic aspect—e.g., there may be works on trade unionism in most places. So that the schedules do not have to list each topic for every place, the scheme allows a constant number for a place to be added to the number for almost any topic. The numbers for geographic places are found in a table.

In the same way, there are dictionaries or encyclopedias of many subjects. DDC allows the classifier to construct a specific number for a dictionary of religion by adding to the schedule number for religion a number from a table that represents dictionaries.

The tables are:

Table 1 Standard subdivisions

Table 2 Geographic areas, historical periods, and persons

Table 3 Subdivisions for the arts, for individual literatures, for specific literary forms

Table 4 Subdivisions of individual languages and language families

Table 5 Ethnic and national groups

Table 6 Languages

Numbers in the tables are intended to be used only with numbers from the schedules, **never alone.** They are always quoted as T1-, T2-, T3-, etc., to show that they are added to an existing classification number.

The tables follow the introduction in Volume 1. Numbers can only be added from the tables by following particular rules. (**discuss later**)

**The Relative Index**

The Relative Index relates subjects to the disciplines of which they are part. The subjects are arranged alphabetically showing the disciplines in which they are treated.

**For example**

Computers 004

Access control 005.8

Management 658.478

Elementary education 374.34

Engineering 621.39

Instructional use 371.334

Adult level 374.26

Elementary level 372.133 4

Law 343.099 9

Music 780.285

Composition 781.34

Musical instruments 786.76

Social effects 303.483 4

The first number given (004) is the interdisciplinary number for a work on computers. Listed below the heading are alternative numbers for computers, depending on the discipline in which they belong or the aspect of the subject being emphasized.

It is important to decide on the class before consulting the Relative Index. Then the class will help locate the best number for the subject.

For example, the electronic performance of computers belongs in Technology (600s). Look at the index entry above. There are only two numbers in the 600s—one in the 620s (Engineering) and one in the 650s (Management). So the number 621.39 seems the best choice.

**EXERCISE 5**

Assign DDC numbers to each of the following subjects.

i. Decide what the subject is.

ii. Decide which class it belongs to.

iii. Look in the index for as specific a topic as possible.

iv. Check the number in the schedules.

1. Keyword indexing: an introduction to KWIC and KWOC

Class 000

Specific term(s) Kwic and Kwoc Index

DDC number 025.486

2. Laws relating to the disposal of human remains

Class 300

Specific term(s) Disposal of dead

DDC number 344.045

3. Home care nursing

Class 300 & 600

Specific term(s) Home care services & Nursing

DDC number 362.14 & 649.8

4. The twelve tribes of ancient Israel

Class 900

Specific term(s) Twelve tribes

DDC number 933.02

5. Build your house with adobe bricks

Class 600

Specific term(s) Adobe—building construction

DDC number 693.22

or

Class 700

Specific term(s) Adobe—architectural construction

DDC number 721.044 ~~22~~

6. Blood banks—a public service

Class 300

Specific term(s) Blood banks

DDC number 362.178 4

7. God in Islam

Class 200

Specific term(s) God—Islam

DDC number 297.211

8. How volcanoes are formed

Class 500

Specific term(s) Volcanoes

DDC number 551.21

9. Family counseling

Class 300

Specific term(s) Family counseling

DDC number 362.828 6

10. The psychology of perception

Class 100

Specific term(s) Perception—psychology

DDC number 153.7

or

Class 100

Specific term(s) Perception—psychology—sensory

DDC number 152.1

11. Ancient Chinese philosophy

Class 100

Specific term(s) Philosophers—Oriental or Ancient philosophy

DDC number 181.11

12. Hazardous toys

Class 300

Specific term(s) Hazardous materials—public safety

DDC number 363.17

or

Class 300

Specific term(s) Toys—product safety

DDC number 363.19

13. Architecture of school buildings

Class 700

Specific term(s) School buildings *see also Educational buildings.* Educational buildings—architecture

DDC number 727

14. The causes of World War II

Class 900

Specific term(s) World War II

DDC number 940.531 1

**EXERCISE** 6

* 1. 300 Social sciences

340 Law

345 Criminal law

* 1. Trials

345.072 Pretrial procedure (for criminal trials)

* 1. 600 Technology (Applied sciences)

650 Management and auxiliary services

659 Advertising and public relations

659.1 Advertising

659.14 Advertising in electronic media

659.143 OR 384.55 Television

* 1. 300 Social sciences

1. Education

375 Curricula

4. 500 Natural sciences and mathematics

590 Animals

599 Mammalia (Mammals)

599.9 Hominidae Homo sapiens

599.97 Human ethnic groups

599.972 Origins and causes of physical differences among ethnic groups

5. 900 History, geography and auxiliary disciplines

910 Geography and travel

910.4 Accounts of travel and facilities for travelers

910.45 Ocean travel and seafaring adventures

910.452 Shipwrecks

1. 700 The arts

790 Recreation and performing arts

796 Athletic and outdoors sports and games

796.8 Combat sports

796.83 Boxing

796.8309 History of boxing

**Centered heading:**

A heading in Dewey Decimal Classification that applies to a range of classification numbers

**For Example**: A centered heading— > 180-190 Historical, geographic, persons treatment of philosophy

**Relocated topic:**

A subject that has been given a different classification number

A relocated topic—[291]

Comparative religion

Relocated to 200

**Class-elsewhere note:**

A note giving the classifier the location of related topics

A class-elsewhere note—728.1 Low-cost housing

Class specific types of low-cost housing in 728.3-728.7

**See also reference:**

A direction from one heading to another when both are used

*See-also* references are used for synonyms and for references to broader and related terms.

A see-also reference—641.5636 Vegetarian cooking

*See also 641.65 for cooking vegetables*

**See reference:**

A direction from one heading that is not used to another heading that is used

A see reference—741 Drawing and drawings

*For drawing and drawings by subject, see 743*

**Table 1: Standard Subdivision**

No special instructions from the schedules are needed to add standard subdivisions. They can be added freely, when needed, to any classification number, although only one is added for any one work.

Useful standard subdivisions include:

-01 Philosophy and theory

-022 Illustrations, models, miniatures

-025 Directories of persons and organizations

-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

The standard subdivision -09 is sometimes combined with numbers from Table 2, so that the geographic treatment can be linked to a specific country or location, e.g.,

Number from schedules 364 Criminology

+ standard subdivision -09 Geographical treatment

+ number from Table 2 -773 11 Chicago

**= 364.0977311 Criminology in Chicago**

**Principles for Applying Standard Subdivisions**

1. They must never be used alone, but only with a number from the schedules. This is why they are always quoted as T1 -01, -03 etc. The dash is not used in the combined number; it simply shows that the number is incomplete.

2. The digits in the standard subdivisions may be applied to any base number. If the base number is less than 3 digits, combine it with the standard subdivisions number, and add the decimal point where necessary, e.g,

Base number for technology 6 +

Trademarks & service marks -0275

Trademarks & service marks of products = 602.75

3. Do not add one standard subdivision to another, unless there are specific instructions to do so.

**When Not to Use the Standard Subdivisions**

Although standard subdivisions are applicable throughout the schedules, under some circumstances they should not be used:

1. When the number is already built into the schedules (e.g., 501, 502, 503). Always check the classification number to see if this is the case. Do not try to add standard subdivisions to a number found in the index.

2. When there is an instruction not to use the standard subdivisions.

3. When the subject of the work is more specific than the classification number.

**How to Add from Table 1**

Encyclopedia of international law

Law of nations 341 +

Encyclopedia -03 = 341.03

The terminology of stars

Stars 523.8 +

Terminology -014 = 523.801 4

Civil engineering as a profession

Civil engineering 624 +

As a profession -023 = 624.023

Workbooks in algebra

Algebra 512 +

Workbooks -076

**But** 512 Algebra lists

.001-.009 Standard subdivisions

So

Workbooks in algebra = 512.007 6

**EXERCISE** 7

1. Dictionary of child psychology 155.403

2. Journal of manufacture of electronic toys 688.728 05

3. The language of soccer 796.334 014

4. Pony weekly 636.160 5

5. Teaching netball 796.324 071

6. The philosophy of idealism 141

7. The philosophy of social work 361.301

8. Standards for lathes 621.942 021 8

9. Dictionary of biochemistry 572.03

10. A history of child care 649.109

11. Systems of long-range weather forecasting 551.636 501 1

12. Sales catalog of kitchen goods 643.302 9

13. Guidebook for a toy museum 745.592 074

14. The terrier encyclopedia 636.755 03

15. Genetics research 576.507 2

16. Handicrafts for people with disabilities 745.508 7

**EXERCISE 8**

The titles given are examples. Other titles covering the same topics are equally correct.

1. 796.352 05 Golf monthly

2. 370.3 The education encyclopedia

3. 371.003 A dictionary of school and special education

4. 372.03 A dictionary of elementary education

5. 375.000 3 A dictionary of curricula

6. 629.132 300 5 Aerodynamics quarterly

7. 181.005 The journal of Oriental philosophy

8. 336.002 85 Data processing in public finance

9. 621.388 007 2 Television research and development

10. 730.74 Sculpture museums

11. 300.724 Experimental research in the social sciences

12. 512.005 The journal of algebra ~~and number theory~~

13. 512.705 The journal of number theory

14. 338.430 007 2 Industry investment research

**EXERCISE 9**

1. Dictionary of library and information science 020.3

2. Philosophy of library science 020.1

3. Library and information science: a journal 020.5

4. Dictionary of psychology 150.3

5. Psychology: historical research 150.722

6. Dictionary of ethics 170.3

7. Ethics: a quarterly journal 170.5

8. Epidemiology: psychological principles 614.401 9

9. Dictionary of architecture 720.3

10. Study and teaching of chemical technology 660.071

**EXERCISE 10**

1. Popular engineering (quarterly journal) 620.005

2. Agricultural pest control monthly 632.905

3. Techniques and apparatus used in puppetry 791.530 284

4. Correspondence courses in electronics 621.381 071 5

5. Cookery in the Middle Ages 641.509 02

6. Encyclopedia of horses 599.665 503 or 636.100 3

7. History of the social sciences 300.9

8. Philosophy of Christianity 230.01

9. Historical research into public administration 351.072 2

10. Lives of ten great artists 700.922

11. Theory of the solar system 523.201

12. Research in oceanography 551.460 72

13. Trotting monthly 798.460 5

14. Theory of personnel management 658.300 1

15. Book publishing trade catalogs 015

16. Journal of the philosophy of socialism 335.001 (Hint: use the table of preference)

**TABLE 2: GEOGRAPHIC AREAS, HISTORICAL PERIODS, PERSONS**

Table 2 is the largest table in the DDC. It consists mainly of place names. It also provides for general geographic treatment by, for example, zone (e.g., tropics), type of vegetation (e.g., deserts), socioeconomic status (e.g., rural regions), and so on.

**Geographic Treatment**

A large number of subjects can be treated by place—e.g., football in the United States, Indian sculpture, cookery of Italy, and so on.

Some parts of the schedules include the place as an integral part of the classification number.

However, the geographic treatment of most subjects is represented by building a number using

Table 2: Geographic areas, historical periods, persons (also called the Area table).

Table 2 (unlike Table 1) cannot be used without an instruction, e.g., Add to base number 912 notation 3-9 from Table 2, e.g., ...

The instruction always specifies the base number and the section of the table that you are entitled to use in this case.

Study the summary at the beginning of Table 2.

-1 deals with places not limited by continent, etc.—e.g., forests, oceans

-2 biography

-3 deals with the ancient world (although with the same overemphasis on European countries)

-4 to -9 cover the modern world, continent by continent. Within each continent, the notation divides into countries, then regions and so on.

Area numbers can be found either by following the division of the larger place or by consulting the Relative Index.

**Geography**

The centered entry

**> 913-919 Geography of and travel in ancient world and specific continents, countries, localities in modern world; extraterrestrial worlds** carries the instruction

Add to base number 91 notation 3-9 from Table 2, ...

That is, write down the base number 91, then check Table 2 for the particular place.

Note that this instruction restricts the notation to 3-9. That is, you can construct a number for the geography of any specific place in the ancient or modern world, but not the geography of places in general such as forests (-152).

**For example,**

Geography of Stone County (Mississippi)

Geography 91 +

Stone County (Mississippi) -762 162 = 917.621 62

Geography of the Great Barrier Reef (Australia)

Geography 91 +

Great Barrier Reef -943 = 919.43

Below the centered heading for 913-919, there is a table of other numbers to add, after you have made the geography number.

**For example**

Travel in Stone County (Mississippi)

Geography of Stone County (Mississippi) 917.621 62 +

Travel -04 = 917.621 620 4

An illustrated geography of the Great Barrier Reef (Australia)

Geography of the Great Barrier Reef 919.43 +

Illustrations -00222 = 919.430 022 2

**EXERCISE 11**

1. The geography of Zimbabwe 916.891

2. A textbook of the geography of Alaska 917.98 071

3. The Amazon River: a geography 918.11

4. Geography of ancient Rhodes 913.916

5. A hotel guide to the French Riviera 914.494 06 (New)

6. The travelers’ guide to Spain 914.604

7. Prehistoric geography of Carthage 913.973 01

8. An illustrated guide to the geography of 913.620 022 2 or 913.620 4 ancient England

9. A gazetteer of Southern Africa 916.800 3

10. Bahrain on $50 a day 915.365 04

**History**

The centered entry

**> 930-990 History of ancient world; of specific continents, countries, localities; of extraterrestrial worlds** carries the instruction

Add to base number 9 notation 3-9 from Table 2

That is, write down the base number 9, and then check Table 2 for the particular place. Note that again this instruction restricts the notation to 3-9. That is, you can construct a number for the history of any specific place in the ancient or modern world, but not the history of places in general such as forests (-152).

For example,

History of Indonesia

History 9 +

Indonesia -598 = 959.8

History of Namibia

History 9 +

Namibia -6881 = 968.81

Remember that when you have added the table number to the base number, always put the decimal point after the third digit.

**Periods of History**

Each country has its own period table, which must be used rather than the one in Table 1. These period tables apply to the country as a whole and to its subdivisions, such as states, provinces, cities, etc.

For example,

History of Indonesia under the Dutch

History 9 +

Indonesia -598 = 959.8

Now check the schedules at 959.8:

Dutch period, 1602-1945 = 959.802

History of Namibia in the twentieth century

History 9 +

Namibia -6881 = 968.81

Now check the schedules at 968.81:

South African period, 1915-1990 = 968.810 3

**EXERCISE 12**

1. A history of ancient Sparta 938.9

2. A short history of the mountain regions of Bolivia 984.1

3. The causes of World War II 940.531 1

4. The United States under Ronald Reagan 973.927

5. A history of the Thirty Years War 940.24

6. The French Revolution 944.04

7. The Russian Revolution 947.084 1

8. History of the Persian Empire 935.05

9. Norway in the 1950s: an outline history 948.104 3

10. The encyclopedia of Zambian history 968.940 03

**Other Subjects**

Many other subjects have instructions for adding from Table 2 to include geographic treatment in the complete classification number.

For example,

**372.9 Historical, geographic, persons treatment of elementary education** carries the instruction “Add to base number 372.9 notation 01-9 from Table 2, ...”

Elementary education in Brazil

Base number 372.9 +

Brazil -81 = 372.981

**EXERCISE 13**

1. Geology of Quebec 557.14

2. Printmaking in Japan 769.952

3. General statistics of Hungary 314.39

4. Political conditions in the Irish Republic 320.941 7

5. Economic conditions in Algeria 330.965

6. Higher education in Vietnam 378.597

7. Libraries in New Zealand 027.093

8. The Roman Catholic Church in Paraguay 282.892

9. Constitutional law of ancient China 342.31

10. Life expectancy in Burundi 304.645 675 72

**Adding from Table 2 without Instructions**

There are many subjects in the schedules which may need geographical treatment, but which have no special instructions to add from Table 2.

However, special instructions are not needed to add from Table 1. So first add -09 from Table 1, then the area notation from Table 2.

**For example**

Boxing in Mexico

Boxing 796.83 +

Add -09 from Table 1 -09

Mexico -72 = 796.830 972

**EXERCISE 14**

Assign DDC numbers to the following:

1. Snowmobiling in Scotland 796.940 941 1

2. New Orleans brass bands 784.909 763 35

3. Design and construction of buildings in Nagasaki 721.095 224 4

4. Working mothers in ancient Rome 331.440 937 6

5. Family counseling in Sweden 362.828 609 485

**EXERCISE 15**

Look at the schedules and Tables 1 and 2. Find the subject for each of the following numbers and supply a suitable title.

**For example**

324.249 650 75—The Communist Party of Albania

The titles given are examples. Other titles covering the same topics are equally correct.

1. 942.052 007 2 Historical research on England in the reign of Henry VIII

2. 954.035 005 Journal of twentieth-century Indian history

3. 283.753 Anglican Church or The Episcopal Diocese of Washington, D.C.

4. 372.959 3 Elementary education in Thailand

5. 996.11 A short history of Fiji

6. 359.009 611 The Tunisian navy

7. 759.949 2 Painting and paintings of the Netherlands

8. 026.340 025 766 38 A directory of law libraries in Oklahoma City

9. 974.710 430 922 Famous New Yorkers of the twentieth century (1945-1999)

**EXERCISE 16**

Assign DDC numbers to the following. They include numbers direct from the schedules and numbers built by using Tables 1 and 2.

1. Raising pigs 636.4

2. How to make soft toys 745.592 4

3. Surfacing dirt roads 625.75

4. Mobility of labor 331.127

5. Food and shelter for the needy 361.05

6. The encyclopedia of household pets 636.088 703

7. Teaching drawing 741.07

8. The theory of underwater photography 778.730 1

9. The philosophy of evolution 576.801 or 116

10. Correspondence course in mathematics 510.715

11. Radio in the 1930s 384.540 904 3

12. The sociology of slavery in the Roman Empire 306.362 093 7

13. Death customs in ancient Britain 393.093 61

14. Theater in Zimbabwe 792.096 891

15. Air pollution controls in Mexico 628.530 972

16. Political parties in Peru 324.285

17. Alligators of the Everglades 597.9840 975 939

18. Gold mining in Nevada 622.342 209 793

19. Firefighting in Quebec Province 628.925 097 14

20. Firefighting in the Gatineau Park (Quebec) 628.925 097 142 23

**EXERCISE 17**

Assign DDC numbers to the following. They include numbers direct from the schedules and numbers built by using Tables 1 and 2.

1. Modern archeology: techniques and equipment 930.102 8

2. The dictionary of place names 910.3

3. Maps of Irian Jaya 912.951

4. Connecticut during the Colonial period 974.602

5. Scotland in the 1960s 941.108 56

6. Ohio history quarterly 977.100 5

7. The diplomatic history of World War II 940.532

8. Exploration of the moon 919.910 4

9. Lake fishing 799.109 169 2

10. Marine transportation across the Atlantic Ocean 387.509 163

11. Baboons of the grasslands 599.865 091 53

12. Wind systems in valleys 551.518 5

13. Paintings in the seventeenth century 759.046

14. Ancient Egypt during the Middle Kingdom 932.013

15. The Thai Historical Association journal 959.300 5

16. Life expectancy in Spain 304.645 46

17. Modern British philosophy 192

18. Customs of Easter Island 390.099 618

19. Dictionary of building 690.03

20. Experimental research in pharmaceutical chemistry 615.190 072 4

**TABLE 3: SUBDIVISIONS FOR THE ARTS, FOR INDIVIDUAL LITERATURES, FOR SPECIFIC LITERARY FORMS**

Table 3 is used with numbers from the 800 class (Literature and rhetoric). (Rhetoric is the branch of knowledge that treats the rules or principles of effective composition, whether in prose or verse; the art that teaches oratory.)

The 800s are used for works of the imagination; works of information should be classed with the subject.

Literature is restricted to:

1. works of the imagination that are written in a particular form, e.g., poetry, fiction, drama
2. criticism or description of such works
3. history of a form (literary history) and biographies

There are 3 sub-tables:

1. Table 3A works by or about individual authors
2. Table 3B works by or about more than one author
3. Table 3C only used when an extra aspect of the work needs to be added.

**Language**

Literature is first treated according to the language in which it was originally written. The 800s are divided into:

800-809 Literature and rhetoric (in general)

810-819 American literature in English

820-829 English & Old English literatures

830-839 Literatures of Germanic languages

840-849 Literatures of Romance languages

850-859 Italian, Romanian, & related literatures

860-869 Spanish & Portuguese literatures

870-879 Italic literatures; Latin literature

880-889 Hellenic literatures; Classical Greek

890-899 Literatures of other languages

**Form**

The literary form of the work is considered next. Forms in Table 3 include:

-1 Poetry

-2 Drama

-3 Fiction

-4 Essays

-5 Speeches

-6 Letters

-8 Miscellaneous writings.

**How to Add from Table 3**

First decide whether the work is by one author or more than one author.

**Table 3A: Works by or about One Author**

**1.** Determine the original language. (This includes translations, which are classed with the original language.)

Use the schedules (810-890) to find the *base number* for the language e.g., English 82

Note that numbers from Table 3 can only be added to a base number, which is identified by the words “base number” or an asterisk (\*). If a literature is not identified as a base number, do not add from Table 3

For example,

Shan poetry 895.919

**2.** If there is a specific literary form: Use Table 3A to find the number for the form

e.g., poetry -1

Add it to the base number e.g., English poetry 82 + 1 = 821

If there is no specific literary form: Go to the instructions under -8 in Table 3A

**3.** If there is a specific period:

Use the schedules (810-890) to find the period table e.g., English poetry of the Victorian period 821 + 8 = 821.8

Note that there are optional period tables for other English-language literatures. e.g., for Canada, Australia, and so on.

**EXERCISE 18**

1. American (in English) 81

2. Dutch 839.31

3. Swedish 839.7

4. French 84

5. Italian 85

6. Catalan 849.9

7. Portuguese 869

8. Classical Greek 88

9. Urdu 891.439

10. Assamese 891.451

11. Breton 891.68

12. Slovak 891.87

13. Kota 894.81

(Note that this is not a base number)

14. Korean 895.7

15. Xhosa 896.398 5

**EXERCISE 19**

1. Poetry by an American poet 811

2. A drama in Dutch by one author 839.312

3. A collection of a Swedish novelist 839.73

4. Short stories in English translation by a French author 843

5. Letters written by a high-ranking Italian lady 856

6. Speeches in Catalan by a famous politician 849.95

7. A Portuguese author's miscellaneous writings 869.8

8. Classical Greek poetry by a medieval poet 881.02

9. Twentieth-century drama by an Urdu author 891.439 27

10. A modern Assamese novel 891.451 37

11. Letters by a sixteenth-century Breton 891.686 1

12. Speeches by a Slovenian citizen in 1920-1930 891.845 5

13. Poems of a Kota woman 894.81

(Do not add from Table 3—this is not a base number)

14. Reminiscences of a Korean during the Yi period 895.782 03

15. Xhosa fiction 896.398 53

**Table 3B: Works by or about More Than One Author**

**1.** Determine the original language. (This includes translations, which are classed with the original language.)

Use the schedules to find the base number for the language. e.g., Chinese 895.1

**2.** If there is a specific literary form:

Use Table 3B to find the number for the form. e.g., drama -2

Add it to the base number e.g., Chinese drama 895.1 + 2 = 895.12

If there is no specific literary form:

Go to the instructions under -01-09 in Table 3B

**3.** If the literary form can be specified further (e.g., tragedy):

Use Table 3B to find the more specific form e.g., tragedy -20512

Add it to the base number e.g., Chinese tragedy 895.1 + 20512 = 895.120 512

If the literary form cannot be specified further, and if there is a specific period, go to step 4

4. If there is a specific period:

Use the schedules to find the period table e.g.,

Chinese drama of the Ming dynasty 895.12 + 46 = 895.124 6

**Exercise 20**

1. The Penguin book of Chinese verse 895.11

2. Fifteenth-century English drama 822.2

3. French essays between the wars 844.912

4. A yearbook of Finnish literature 894.541 05

5. Selected essays of Umberto Eco translated from the

Italian (late twentieth century) 854.914

6. War and peace, a novel by Leo Tolstoy, translated

from the Russian 891.733 or 42

7. Mother Courage and her children, by Berthold Brecht,

a tragedy translated from German, written 1936-1939 832.912

8. Letters home: letters of Sylvia Plath, U.S. poet, late

twentieth century 816.54

9. Famous Greek ballads of the nineteenth century 889.104 4

10. The Spanish love story 863.085

**Complex Numbers for Literature**

Collections of contemporary English-language poetry about Lincolnshire 821.914 080 324 253

82 English language literature (schedules - base number)

1 poetry (Table 3B)

914 later 20th century (schedules - English period table)

0 (as instructed at -11-19 in Table 3B)

80 collections (Table 3B)

32 about places (Table 3C)

4253 Lincolnshire (Table 2)

**Exercise 21**

1. A collection of English poetry for children 821.008 092 82

82 English language literature (schedules - base number)

1 + 00 poetry (Table 3B)

80 collections (Table 3B: from -1-8)

9282 for children (Table 3C)

2. An anthology of American poetry about animals 811.008 036 2

81 American literature in English (schedules - base number)

1 + 00 poetry (Table 3B)

80 collections (Table 3B: from -1-8)

362 about animals (Table 3C)

3. Poems by English women, Elizabethan to Victorian 821.008 092 87

82 English language literature (schedules - base number)

1 + 00 poetry (Table 3B)

80 collections (Table 3B: from -1-8)

9287 by women (Table 3C)

Note: the period is not included, since it is too broad

4. An anthology of modern American plays 812.540 8

81 American literature in English (schedules - base number)

2 drama (Table 3B)

54 1945-1999 (period table from schedules)

08 collections (Table 3B: from -1-8)

5. The Faber book of contemporary Latin American short stories 863.010 886 8

86 Spanish language literature (schedules - base number)

301 short stories (Table 3B)

08 collections (Table 3B: from -102-108)

8 literature ... by persons of national groups (Table 3C)

68 Spanish Americans (Table 5)

6. Best sellers by French teenagers 843.009 928 3

84 French language literature (schedules - base number)

3 + 00 fiction (Table 3B)

9 history ... critical appraisal (Table 3B: from -1-8)

9283 by teenagers (Table 3C)

7. A critical study of Manx literature 891.640 9

891.64 Manx language literature (schedules - base number)

09 history ... critical appraisal of works in more than one form (Table 3B)

8. Soviet literature of the 1980s: a decade of transition 891.709 004 4

891.7 Russian language literature (schedules - base number)

0900 history ... critical appraisal of works in more than one form (Table 3B)— literature from specific periods

44 1945-1991 (period table from schedules)

9. The Virago book of ghost stories 823.087 33

82 English language literature (schedules - base number)

308733 ghost fiction (Table 3B)

10. The journal of Beatrix Potter from 1881-1897 828.803

82 English language literature (schedules - base number)

8 miscellaneous writings (Table 3A)

8 1837-1899 (period table from schedules)

03 diaries (Table 3A: from -81-89)

11. The grotesque in the arts 700.415

700.4 Arts displaying specific qualities of style, mood, viewpoint (schedules – base number)

15 grotesque (Table 3C)

12. Comedy films 791.436 17

791.436 Special aspects of films (schedules - base number)

17 Comedy (Table 3C)

**TABLE 4: SUBDIVISIONS OF INDIVIDUAL LANGUAGES AND LANGUAGE FAMILIES**

**AND TABLE 6: LANGUAGES**

Table 4 is used with numbers from the 400 class (Language). Comprehensive works about both language and literature are classed in the 400s.

Table 6 is used with numbers from the schedules and other tables, whenever there is an instruction to add from Table 6.

Numbers from these tables are never used alone, and they are only used at all when there is an instruction to add from the appropriate table.

**The Language Class**

Like the 800s, the first part of 400 is concerned with the treatment of the subject in general.

400-409 Standard subdivisions and bilingualism

410-419 Linguistics

420-429 English and Old English (Anglo-Saxon)

430-439 Germanic languages German

440-449 Romance languages French

450-459 Italian, ..., Romanian, Rhaeto-Romanic languages

460-469 Spanish & Portuguese languages

470-479 Italic languages Latin

480-489 Hellenic languages Classical Greek

490-499 Other languages

There are options to give local emphasis to a specific language. These options are not used as frequently as the options for literature. Each library has its own policy about the use of options, depending on the type of collection and the needs of its users.

**Table 4**

Table 4 is divided into

-01-09 Standard subdivisions

-1 Writing systems, phonology, phonetics (standard)

-2 Etymology (standard)

-3 Dictionaries (standard)

-5 Grammar (standard)

-7 Historical and geographical variations, modern non geographical variations

(dialects, slang, etc.)

-8 Standard usage of the language

**Note**

• Do not use standard subdivisions -03 for dictionaries. They are an important part of language, and have their own Table 4 number (-3).

• Phonology and phonetics deal with the sounds of a particular language.

• Etyytmology is concerned with the origin and history of a word.

**How to Add from Table 4**

1. Determine the language. Use the schedules (420-490) to find the *base number* for the language

e.g., English 42

Note that numbers from Table 4 can only be added to a base number, which is identified by the words “base number” or an asterisk (\*). If a language is not identified as a base number, do not add from Table 4

For example,

A dictionary of Middle English = 427.02

2. If there is a specific aspect of the language:

Use Table 4 to find the number

e.g., grammar -5

Add it to the base number

e.g., English grammar 42 + 5 = 425

Examples

A Hungarian dictionary 494.511 3

494.511 Hungarian language (schedules - base number)

3 dictionary (Table 4)

History of the Korean language 495.709

495.7 Korean language (schedules - base number)

09 history (Table 4 to Table 1 - standard subdivision)

**EXERCISE 22**

1. Mind your spelling (how to spell English words) 428.1

2. Let's learn our ABCs 421.1

3. A Chinese reader 495.186

4. Street French: slang, idioms, and popular expletives

(a historical approach) 447.09

5. A crossword dictionary 423.1

**EXERCISE 23**

1. The Russian alphabet 491.711

2. The history of Hebrew 492.409

3. A new Lao reader 495.919 186

4. Spanish pronunciation 468.1

5. Modern German slang 437.09

6. A handbook of Malay script 499.281 1

7. Speak standard Indonesian 499.221 834

8. Teach yourself Swahili 496.392 824

9. English Creoles of the Caribbean 427.972 9

10. Portuguese as spoken in Brazil 469.7981

**How to Add from Table 6**

Table 6 provides numbers to add whenever instructed in the schedules or other tables. This enables language to be added as an aspect of many subjects, and a second language to be added to many numbers in the 400s (e.g., a bilingual dictionary).

The numbers do not necessarily correspond to the numbers in 420-490, although the pattern is very similar. Table 6 contains:

-1 Indo-European languages

-2 English and Old English (Anglo-Saxon)

-3 Germanic languages

-4 Romance languages

-5 Italian, Sardinian, Dalmatian, Romanian, Rhaeto-Romanic

-6 Spanish & Portuguese

-7 Italic languages

-8 Hellenic languages

-9 Other languages

Follow the instructions to add from Table 6 whenever they occur, provided this level of specificity is appropriate for your library collection and users.

Examples

A Hungarian-English dictionary 494.511 321

494.511 Hungarian language (schedules - base number)

3 dictionary (Table 4 -32-39)

21 English (Table 6)

The Bible in the Korean language 220.595 7

220.5 The Bible (schedules - base number)

957 Korean language (Table 6)

**EXERCISE 24**

Check the following numbers. Find the correct number if necessary.

1. A quick beginners course in Hindi for English speakers 491.438 342 1

2. Speak Greek in a week (for English-speaking persons) 489.383 421

3. Arabic phrase book (for English-speaking persons) 492.783 421

4. Fluent English for Danish speakers 428.343 981

5. A Dutch-English dictionary 439.313 21

6. A Japanese-German/German-Japanese dictionary 495.633 1

**Bilingual Dictionaries**

Read carefully the instruction in Table 4 at -32-39. A distinction is made between one-way dictionaries (i.e., with entry words in only one language) and two-way dictionaries (i.e., with entry words in both languages).

**EXERCISE 25**

1. A French-Vietnamese dictionary 443.959 22

2. A Khmer-English/English-Khmer dictionary 495.932 321

3. Spanish words in the English language 422.461

4. Serial publications in Tagalog 059.992 11

5. Folktales in Yiddish 398.204 391

**Table 5**

**Exercise 26**

1. Social anthropology of the Kurdish people 306.089 915 97

2. Social anthropology of French-Canadians 306.089 114

3. Bedouin art 704.039 272

4. Afrikaner folk music 781.623 936

5. Social services to Catalans 362.844 9

6. Metal engraving of Portuguese-speaking people 765.089 69

7. Child-rearing practices of the ancient Romans 649.108 971

8. Polynesian football players 796.330 899 94

9. Rum distilled by South American native people 641.259 089 98

10. Palestinian Christians 270.089 927 4

**EXERCISE** 27

1. Chemistry for potters 540.247 38

2. The ethics of psychologists 174.915

3. Preschool children as artists 704.083 3

4. The art of North American native peoples 704.039 7

5. Aerodynamics for ornithologists 533.620 245 98

6. Choreography for opera singers 792.820 247 821

7. An anthology of poetry by well-known detectives 821.008 092 136 32

8. Lesbian TV stars 791.450 866 43

9. Eritrean cooking in Los Angeles 641.592 928 909 794 94

10. Civil and political rights in Muslim countries 323.091 767

**TABLE 3: SUBDIVISIONS FOR THE ARTS, FOR INDIVIDUAL LITERATURES, FOR SPECIFIC LITERARY FORMS**

Table 3 is used with numbers from the 800 class (Literature and rhetoric). (Rhetoric is the branch of knowledge that treats the rules or principles of effective composition, whether in prose or verse; the art that teaches oratory.)

The 800s are used for works of the imagination; works of information should be classed with the subject.

Literature is restricted to:

1. works of the imagination that are written in a particular form, e.g., poetry, fiction, drama
2. criticism or description of such works
3. history of a form (literary history) and biographies

There are 3 sub-tables:

1. Table 3A works by or about individual authors
2. Table 3B works by or about more than one author
3. Table 3C only used when an extra aspect of the work needs to be added.

**Language**

Literature is first treated according to the language in which it was originally written. The 800s are divided into:

800-809 Literature and rhetoric (in general)

810-819 American literature in English

820-829 English & Old English literatures

830-839 Literatures of Germanic languages

840-849 Literatures of Romance languages

850-859 Italian, Romanian, & related literatures

860-869 Spanish & Portuguese literatures

870-879 Italic literatures; Latin literature

880-889 Hellenic literatures; Classical Greek

890-899 Literatures of other languages

**Form**

The literary form of the work is considered next. Forms in Table 3 include:

-1 Poetry

-2 Drama

-3 Fiction

-4 Essays

-5 Speeches

-6 Letters

-8 Miscellaneous writings.

Some of these forms are further subdivided—e.g., Romantic fiction is a subdivision of Fiction.

There is a preference table to look up when works have more than one form—e.g., a play in verse.

**Period**

Each major literature is further divided into recognized time periods, which are listed in the schedules at the number for the individual literature.

**Other Aspects**

It is also possible to reflect in the DDC number a particular aspect of a group of works.

Classification numbers can represent works on a theme (e.g., Christmas), by particular people

(e.g., children), or with a special feature (e.g., an experimental approach).

**Literary Criticism**

Literary criticism is classed with the literature being criticized. So discussion or criticism of a work is at the same number as the work itself (except optionally for Shakespeare and other very prolific authors). Criticism of several literatures is classed in 809.

**Adaptations**

An adaptation alters the form of a work or modifies its content in language, scope, or level of presentation so that it can no longer be considered a version of the original. It should then be classed as a work in its own right.

**How to Add from Table 3**

First decide whether the work is by one author or more than one author.

**Table 3A: Works by or about One Author**

1. Determine the original language. (This includes translations, which are classed with the original language.)

Use the schedules (810-890) to find the *base number* for the language e.g., English 82

Note that numbers from Table 3 can only be added to a base number, which is identified by the words “base number” or an asterisk (\*). If a literature is not identified as a base number, do not add from Table 3. For example,

Shan poetry 895.919

2. If there is a specific literary form: Use Table 3A to find the number for the form

e.g., poetry -1

Add it to the base number e.g., English poetry 82 + 1 = 821

If there is no specific literary form: Go to the instructions under -8 in Table 3A

3. If there is a specific period:

Use the schedules (810-890) to find the period table e.g., English poetry of the Victorian period 821 + 8 = 821.8

Note that there are optional period tables for other English-language literatures. e.g., for Canada, Australia, and so on.

**EXERCISE** 9.1

1. American (in English) 81

2. Dutch 839.31

3. Swedish 839.7

4. French 84

5. Italian 85

6. Catalan 849.9

7. Portuguese 869

8. Classical Greek 88

9. Urdu 891.439

10. Assamese 891.451

11. Breton 891.68

12. Slovak 891.87

13. Kota 894.81

(Note that this is not a base number)

14. Korean 895.7

15. Xhosa 896.398 5

**EXERCISE** 9.2

1. Poetry by an American poet 811

2. A drama in Dutch by one author 839.312

3. A collection of a Swedish novelist 839.73

4. Short stories in English translation by a French author 843

5. Letters written by a high-ranking Italian lady 856

6. Speeches in Catalan by a famous politician 849.95

7. A Portuguese author's miscellaneous writings 869.8

8. Classical Greek poetry by a medieval poet 881.02

9. Twentieth-century drama by an Urdu author 891.439 27

10. A modern Assamese novel 891.451 37

11. Letters by a sixteenth-century Breton 891.686 1

12. Speeches by a Slovenian citizen in 1920-1930 891.845 5

13. Poems of a Kota woman 894.81

(Do not add from Table 3—this is not a base number)

14. Reminiscences of a Korean during the Yi period 895.782 03

15. Xhosa fiction 896.398 53

**EXERCISE** 9.3

**Table 3B: Works by or about More Than One Author**

1. Determine the original language. (This includes translations, which are classed with the original language.)

Use the schedules to find the base number for the language. e.g., Chinese 895.1

2. If there is a specific literary form:

Use Table 3B to find the number for the form. e.g., drama -2

Add it to the base number e.g., Chinese drama 895.1 + 2 = 895.12

If there is no specific literary form:

Go to the instructions under -01-09 in Table 3B

3. If the literary form can be specified further (e.g., tragedy):

Use Table 3B to find the more specific form e.g., tragedy -20512

Add it to the base number e.g., Chinese tragedy 895.1 + 20512 = 895.120 512

If the literary form cannot be specified further, and if there is a specific period, go to step 4

4. If there is a specific period:

Use the schedules to find the period table e.g., Chinese drama of the Ming dynasty

895.12 + 46 = 895.124 6

**Exercise No.**

1. The Penguin book of Chinese verse 895.11

2. Fifteenth-century English drama 822.2

3. French essays between the wars 844.912

4. A yearbook of Finnish literature 894.541 05

5. Selected essays of Umberto Eco translated from the

Italian (late twentieth century) 854.914

6. War and peace, a novel by Leo Tolstoy, translated

from the Russian 891.733

7. Mother Courage and her children, by Berthold Brecht,

a tragedy translated from German, written 1936-1939 832.912

8. Letters home: letters of Sylvia Plath, U.S. poet, late

twentieth century 816.54

9. Famous Greek ballads of the nineteenth century 889.104 4

10. The Spanish love story 863.085

**Complex Numbers for Literature**

It is possible to build extremely complex DDC numbers for literary works, e.g.,

An anthology of English limericks about cats 821.075 083 629 752

American television plays about death 812.025 083 548

However, for many libraries, this level of close classification is not appropriate. Libraries need to consider how many works they will have on these subjects, and weigh the advantages of specificity against the disadvantages of very long numbers—on spines, on OPAC screens, for users to write down, for library staff to shelve, and so on.

Many libraries have policies about how specific their literature numbers are. For example, a library may decide that in the literature of a single language, only the form and time period will be reflected. Remember that classification is for the purpose of shelving like works together, and helping users to find the material they want. Extremely long numbers are likely to be useful only in very large literature collections, where users are interested in very specific aspects of the literary works.

**Complex Number-Building: Tables 3B and 3C**

For full use of Table 3B, read and follow the instructions given at the beginning of the table.

There is also a detailed explanation, including flowcharts, in the Manual entry on Table 3.

Many sections of Table 3B refer to another section, where instructions are to be followed. Be especially careful whether they refer to **-1-8** or **-102-108**.

Remember only to add to any DDC number when there are instructions to add (other than standard subdivisions).

**Table 3C: To Be Added Where Instructed**

Table 3C enables many aspects of a literary work to be classified, including specific qualities of style (e.g., post-modernism), themes (e.g., seasons), subjects (e.g., religion), persons (e.g., for and by children, Vietnamese).

This table can also be used with some base numbers in the 700s.

For example,

Urban themes in the arts 700.421 732

700.4 Special qualities of the arts (schedules - base number)

2 places (number following -3 in -32 in Table 3C)

1732 urban regions (Table 2)

Films portraying the Bible 791.436 822

791.436 Special aspects of films (schedules - base number)

82 Religious themes (number following -3 in -382 in Table 3C)

2 Bible (number following 2 in 220 Bible)

**EXERCISE** 9.4

Follow each step of the construction of the following numbers. You do not need to construct the numbers yourself.

Example:

Collections of contemporary English-language poetry about Lincolnshire 821.914 080 324 253

82 English language literature (schedules - base number)

1 poetry (Table 3B)

914 later 20th century (schedules - English period table)

0 (as instructed at -11-19 in Table 3B)

80 collections (Table 3B)

32 about places (Table 3C)

4253 Lincolnshire (Table 2)

**EXERCISE** 9.4

1. A collection of poetry for children 821.008 092 82

82 English language literature (schedules - base number)

1 + 00 poetry (Table 3B)

80 collections (Table 3B: from -1-8)

9282 for children (Table 3C)

2. An anthology of American poetry about animals 811.008 036 2

81 American literature in English (schedules - base number)

1 + 00 poetry (Table 3B)

80 collections (Table 3B: from -1-8)

362 about animals (Table 3C)

3. Poems by English women, Elizabethan to Victorian 821.008 092 87

82 English language literature (schedules - base number)

1 + 00 poetry (Table 3B)

80 collections (Table 3B: from -1-8)

9287 by women (Table 3C)

Note: the period is not included, since it is too broad

4. An anthology of modern American plays 812.540 8

81 American literature in English (schedules - base number)

2 drama (Table 3B)

54 1945-1999 (period table from schedules)

08 collections (Table 3B: from -1-8)

5. The Faber book of contemporary Latin American short stories 863.010 886 8

86 Spanish language literature (schedules - base number)

301 short stories (Table 3B)

08 collections (Table 3B: from -102-108)

8 literature ... by persons of national groups (Table 3C)

68 Spanish Americans (Table 5)

6. Best sellers by French teenagers 843.009 928 3

84 French language literature (schedules - base number)

3 + 00 fiction (Table 3B)

9 history ... critical appraisal (Table 3B: from -1-8)

9283 by teenagers (Table 3C)

7. A critical study of Manx literature 891.640 9

891.64 Manx language literature (schedules - base number)

09 history ... critical appraisal of works in more than one form (Table 3B)

8. Soviet literature of the 1980s: a decade of transition 891.709 004 4

891.7 Russian language literature (schedules - base number)

0900 history ... critical appraisal of works in more than one form (Table 3B)—

literature from specific periods

44 1945-1991 (period table from schedules)

9. The Virago book of ghost stories 823.087 33

82 English language literature (schedules - base number)

308733 ghost fiction (Table 3B)

10. The journal of Beatrix Potter from 1881-1897 828.803

82 English language literature (schedules - base number)

8 miscellaneous writings (Table 3A)

8 1837-1899 (period table from schedules)

03 diaries (Table 3A: from -81-89)

11. The grotesque in the arts 700.415

700.4 Arts displaying specific qualities of style, mood, viewpoint (schedules – base number)

15 grotesque (Table 3C)

12. Comedy films 791.436 17

791.436 Special aspects of films (schedules - base number)

17 Comedy (Table 3C)

**TABLE 3: SUBDIVISIONS FOR THE ARTS, FOR INDIVIDUAL LITERATURES, FOR SPECIFIC LITERARY FORMS**

Table 3 is used with numbers from the 800 class (Literature and rhetoric). (Rhetoric is the branch of knowledge that treats the rules or principles of effective composition, whether in prose or verse; the art that teaches oratory.)

The 800s are used for works of the imagination; works of information should be classed with the subject.

Literature is restricted to:

1. works of the imagination that are written in a particular form, e.g., poetry, fiction, drama
2. criticism or description of such works
3. history of a form (literary history) and biographies

There are 3 sub-tables:

1. Table 3A works by or about individual authors
2. Table 3B works by or about more than one author
3. Table 3C only used when an extra aspect of the work needs to be added.

**Language**

Literature is first treated according to the language in which it was originally written. The 800s are divided into:

800-809 Literature and rhetoric (in general)

810-819 American literature in English

820-829 English & Old English literatures

830-839 Literatures of Germanic languages

840-849 Literatures of Romance languages

850-859 Italian, Romanian, & related literatures

860-869 Spanish & Portuguese literatures

870-879 Italic literatures; Latin literature

880-889 Hellenic literatures; Classical Greek

890-899 Literatures of other languages

Clearly this overemphasis on certain European literatures reflects the bias of American scholarship in Melvil Dewey’s time. The allocation of so many literatures into 890-899 results in some very long numbers. There is also bias in favor of the “mother country” of the language, so that American and British literatures are well provided for, but Canadian, Australian, New Zealand, Indian, West Indian, and South African literatures in English are not. This fault cannot be rectified without restructuring the 800s.

There are also separate period tables for Canadian literature in English.

A similar set of options is available for Canadian literature in French, the literature of American countries in Spanish or Portuguese, and for other literatures requiring local emphasis.

Since practice varies, you should familiarize yourself with the policy and usage of one library you know well.

**Form**

The literary form of the work is considered next. Forms in Table 3 include:

-1 Poetry

-2 Drama

-3 Fiction

-4 Essays

-5 Speeches

-6 Letters

-8 Miscellaneous writings.

Some of these forms are further subdivided—e.g., Romantic fiction is a subdivision of Fiction.

There is a preference table to look up when works have more than one form—e.g., a play in verse.

**Period**

Each major literature is further divided into recognized time periods, which are listed in the schedules at the number for the individual literature.

**Other Aspects**

It is also possible to reflect in the DDC number a particular aspect of a group of works.

Classification numbers can represent works on a theme (e.g., Christmas), by particular people

(e.g., children), or with a special feature (e.g., an experimental approach).

**Literary Criticism**

Literary criticism is classed with the literature being criticized. So discussion or criticism of a work is at the same number as the work itself (except optionally for Shakespeare and other very prolific authors). Criticism of several literatures is classed in 809.

**Adaptations**

An adaptation alters the form of a work or modifies its content in language, scope, or level of presentation so that it can no longer be considered a version of the original. It should then be classed as a work in its own right.

**How to Add from Table 3**

First decide whether the work is by one author or more than one author.

**Table 3A: Works by or about One Author**

1. Determine the original language. (This includes translations, which are classed with the

original language.)

Use the schedules (810-890) to find the *base number* for the language

e.g., English 82

Note that numbers from Table 3 can only be added to a base number, which is identified by

the words “base number” or an asterisk (\*). If a literature is not identified as a base number, do

not add from Table 3. For example,

Shan poetry 895.919

2. If there is a specific literary form:

Use Table 3A to find the number for the form

e.g., poetry -1

Add it to the base number

e.g., English poetry 82 + 1 = 821

If there is no specific literary form:

Go to the instructions under -8 in Table 3A

3. If there is a specific period:

Use the schedules (810-890) to find the period table

e.g., English poetry of the Victorian period 821 + 8 = 821.8

Note that there are optional period tables for other English-language literatures

e.g., for Canada, Australia, and so on.

**EXERCISE** 9.1

Find the base number for the following literatures:

1. American (in English)

2. Dutch

3. Swedish

4. French

5. Italian

**70** *LEARN DDC22*

6. Catalan

7. Portuguese

8. Classical Greek

9. Urdu

10. Assamese

11. Breton

12. Slovak

13. Kota

14. Korean

15. Xhosa

**EXERCISE** 9.2

Find a DDC number for the following, using the schedules and Table 3A:

1. Poetry by an American poet

2. A drama in Dutch by one author

3. A collection of a Swedish novelist

4. Short stories in English translation by a French author

5. Letters written by a high-ranking Italian lady

6. Speeches in Catalan by a famous politician

7. A Portuguese author's miscellaneous writings

8. Classical Greek poetry by a medieval poet

9. Twentieth-century drama by an Urdu author

10. A modern Assamese novel

11. Letters by a sixteenth-century Breton

12. Speeches by a Slovenian citizen in 1920-1930

13. Poems of a Kota woman

14. Reminiscences of a Korean during the Yi period

15. Xhosa fiction

Chapter 9 *TABLE 3* **71**

**Table 3B: Works by or about More Than One Author**

1. Determine the original language. (This includes translations, which are classed with the

original language.)

Use the schedules to find the base number for the language

e.g., Chinese 895.1

2. If there is a specific literary form:

Use Table 3B to find the number for the form

e.g., drama -2

Add it to the base number

e.g., Chinese drama 895.1 + 2 = 895.12

If there is no specific literary form:

Go to the instructions under -01-09 in Table 3B

3. If the literary form can be specified further (e.g., tragedy):

Use Table 3B to find the more specific form

e.g., tragedy -20512

Add it to the base number

e.g., Chinese tragedy 895.1 + 20512 = 895.120 512

If the literary form cannot be specified further, and if there is a specific period, go to step 4

4. If there is a specific period:

Use the schedules to find the period table

e.g., Chinese drama of the Ming dynasty

895.12 + 46 = 895.124 6

**EXERCISE** 9.3

Find a DDC number for the following, using the schedules and Table 3A or 3B. Decide first whether

the work is by one or more than one author:

1. The Penguin book of Chinese verse

2. Fifteenth-century English drama

3. French essays between the wars

4. A yearbook of Finnish literature

5. Essays of Umberto Eco translated from the Italian (late twentieth century)

6. War and peace, a novel by Leo Tolstoy, translated from the Russian

7. Mother Courage and her children, by Berthold Brecht, a tragedy translated

from German, written 1936-1939

8. Letters home: letters of Sylvia Plath, U.S. poet, late twentieth century

9. Famous Greek ballads of the nineteenth century

10. The Spanish love story

**72** *LEARN DDC22*

**Complex Numbers for Literature**

It is possible to build extremely complex DDC numbers for literary works, e.g.,

An anthology of English limericks about cats 821.075 083 629 752

American television plays about death 812.025 083 548

However, for many libraries, this level of close classification is not appropriate. Libraries need to

consider how many works they will have on these subjects, and weigh the advantages of

specificity against the disadvantages of very long numbers—on spines, on OPAC screens, for

users to write down, for library staff to shelve, and so on.

Many libraries have policies about how specific their literature numbers are. For example, a

library may decide that in the literature of a single language, only the form and time period will

be reflected. Remember that classification is for the purpose of shelving like works together, and

helping users to find the material they want. Extremely long numbers are likely to be useful only

in very large literature collections, where users are interested in very specific aspects of the literary

works.

**Complex Number-Building: Tables 3B and 3C**

For full use of Table 3B, read and follow the instructions given at the beginning of the table.

There is also a detailed explanation, including flowcharts, in the Manual entry on Table 3.

Many sections of Table 3B refer to another section, where instructions are to be followed. Be

especially careful whether they refer to **-1-8** or **-102-108**.

Remember only to add to any DDC number when there are instructions to add (other than

standard subdivisions).

**Table 3C: To Be Added Where Instructed**

Table 3C enables many aspects of a literary work to be classified, including specific qualities of

style (e.g., post-modernism), themes (e.g., seasons), subjects (e.g., religion), persons (e.g., for and

by children, Vietnamese).

This table can also be used with some base numbers in the 700s. For example,

Urban themes in the arts 700.421 732

700.4 Special qualities of the arts (schedules - base number)

2 places (number following -3 in -32 in Table 3C)

1732 urban regions (Table 2)

Films portraying the Bible 791.436 822

791.436 Special aspects of films (schedules - base number)

82 Religious themes (number following -3 in -382 in Table 3C)

2 Bible (number following 2 in 220 Bible)

Chapter 9 *TABLE 3* **73**

**EXERCISE** 9.4

Follow each step of the construction of the following numbers. You do not need to construct the

numbers yourself.

Example: Collections of contemporary English-language poetry about Lincolnshire

821.914 080 324 253

82 English language literature (schedules - base number)

1 poetry (Table 3B)

914 later 20th century (schedules - English period table)

0 (as instructed at -11-19 in Table 3B)

80 collections (Table 3B)

32 about places (Table 3C)

4253 Lincolnshire (Table 2)

1. A collection of poetry for children 821.008 092 82

2. An anthology of American poetry about animals 811.008 036 2

3. Poems by English women, Elizabethan to Victorian 821.008 092 87

4. An anthology of modern American plays 812.540 8

**74** *LEARN DDC22*

5. The Faber book of contemporary Latin American short stories 863.010 886 8

6. Best sellers by French teenagers 843.009 928 3

7. A critical study of Manx literature 891.640 9

8. Soviet literature of the 1980s: a decade of transition 891.709 004 4

9. The Virago book of ghost stories 823.087 33

Chapter 9 *TABLE 3* **75**

10. The journal of Beatrix Potter from 1881-1897 828.803

11. The grotesque in the arts 700.415

12. Comedy films 791.436 17

**Terms in the Relative Index**

The following are included in the Relative Index:

1. terms found in the headings and notes of the schedules
2. synonyms
3. selected terms in common use
4. names of countries, their states and provinces
5. names of counties in the U.S.
6. names of capital cities and other important municipalities
7. names of certain important geographical features, e.g., Pacific Ocean
8. heads of state used to identify historical periods, e.g., Louis XIV
9. founders of religion, e.g., Muhammad
10. initiators of schools of thought, e.g., Adam Smith.

Place names and proper names should be in *AACR2 (Anglo-American Cataloguing Rules 2nd*

*Edition)* format.

The following are *not* included in the Relative Index:

1. phrases beginning with the adjective form of languages and countries, e.g., American short stories, French cooking
2. phrases containing general concepts represented by standard subdivisions such as education, statistics, laboratories and management, e.g., art education, educational statistics