**Applied Classification (Major-1) Course Code- 303**

**Class BS 5th Semester Total Credits (4)**

**Principal instructor:** Shamshad Ahmed (Ph.D)

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**Class Hours:** Monday 8.00 AM – 10.00 AM

Tuesday 8.00 AM – 10.00 AM

**Office:** Department of Library and Information Sciences, Central Library, University of Sargodha.

**Course Objectives:** 1.Understanding about Organization of Knowledge.

1. To develop practical skills in using Classification Schemes, assigning Subject Headings and Cutter Numbers.
2. Hands on practice, how to build classification numbers of library material (books, serials, audiovisual material, computer files, maps, manuscripts, realia) with the help Dewey Decimal Classification (DDC) Scheme 23rd Edition.
3. How to install and use Electronic DDC.
4. Technical terms used in the Classification Schemes

**Course presentation:**

An introduction to the uses and techniques of classification schemes in organization of knowledge. The course cover only Dewey decimal classification scheme. Emphasis is on practical rather than philosophical topics, and on practice at the level common at academic or large public libraries. The principal instructor will give different topics to the students to build classification numbers. It is compulsory for each student to give an overview of the presentation. The students will present the process of building numbers by using power point. Copy of the presentation will be handed over/mailed to the instructor 24 hrs ahead of your presentation. The back ground information and discussion about controversial issues will be appreciated.

**EXAMS:**

There will be two written/practical exams in accordance with the university schedule. All the university policies, procedures and highest moral/ethical standards will be strongly observed.

**QUIZZES:**

The pre-assessment quizzes on very first day of the class do not carry any points. However, rests of the quizzes carry points. Please expect sporadic quizzes. Total number of quizzes vary from 3-4 for entire length of the class.

COURSE SCHEDULE

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| --- | --- | --- |
| No | Topics | Dates |
| 1 | 1. INTRODUCTION TO CLASSIFICATION    1. Definition    2. Aims of Library Classification 2. BRIEF HISTORY OF CLASSIFICATION SCHEMES    1. Types of classification and its meaning    2. Natural classification, artificial and accidental classification 3. Add note, Auxiliary table, Base number | 04 & 05  September, 2018 |
| 2 | 1. INTRODUCTION TO THE DEWEY DECIMAL CLASSIFICATION    1. Classification: What It Is and What It Does    2. History, current use, and development of the Dewey decimal classification 2. Extensive revision, Facet, Facet indicator | 11 & 12  September, 2018 |
| 3 | 1. OVERVIEW OF THE DEWEY DECIMAL CLASSIFICATION 2. CONCEPTUAL FRAMEWORK 3. First of two rule, Fixed location, Form, Form class | 19 & 20  September, 2018 |
| 4 | 1. NOTATION 2. PRINCIPLE OF HIERARCHY   Form division, Generalia class, Heading, Hierarchical classification | 25 & 26  September, 2018 |
| 5 | 1. Use of Table 1    1. Use of single zero, Double zero, triple zero & use of no zero in number building | 02 & 03  October, 2018 |
| 6 | 1. CLASSIFYING WITH THE DDC 2. DETERMINING THE SUBJECT OF A WORK 3. Hierarchical force, Hierarchy, Including note | 9 & 10  October, 2018 |
| 7 | 1. DETERMINING THE DISCIPLINE OF A WORK 2. MORE THAN ONE SUBJECT IN THE SAME DISCIPLINE 3. Index, Integrated shelving, Interdisciplinary number | 16 & 17  October l, 2018 |
| 8 | 1. TABLE OF LAST RESORT 2. HOW DDC 23 IS ARRANGED   Literary warrant, Location symbol, Mixed location | 24 & 25  October l, 2018 |
| 9 | 1. NUMBER BUILDING PRACTICE (23RD EDITION OF DDC) 2. Moys classification, Scope note, Synthetic classification, Table of preference | 31 & 01 October, 2018 |
| 10 | 1. Use of table 2    1. With the help instructions in the schedule    2. With the help of standard subdivision | 07 & 08  November, 2018 |
| 11 | 1. NUMBER BUILDING PRACTICE (23RD EDITION OF DDC) 2. Number building, Option, Pattern entry,Work mark | 14 & 15  November, 2018 |
| 12 | 1. NUMBER BUILDING PRACTICE (23RD EDITION OF DDC) 2. Phoenix schedule, Preference order, Pure notation | 21 & 22  November, 2018 |
| 13 | 1. NUMBER BUILDING PRACTICE (23RD EDITION OF DDC) 2. Reduction, Related term, Relative index | 28 & 29  November, 2018 |
| 14 | 1. NUMBER BUILDING PRACTICE (23RD EDITION OF DDC) 2. Relative location, Relocated topic, Relocation | 06 & 07  December, 2018 |
| 15 | 1. NUMBER BUILDING PRACTICE (23RD EDITION OF DDC) 2. Rule of application, Rule of three, Rule of Zero | 12 & 13  December, 2018 |
| 16 | 1. NUMBER BUILDING PRACTICE (23RD EDITION OF DDC) 2. Standard subdivision, Standing room, Subdivision, Subordinate, Superordinate. | 19 & 20  December, 2018 |

**INTELLECTUAL CHALLENGES OF THE CLASS [ASSIGNMENTS]**

Each participant will be asked to select only one class from the following disciplines and build twenty (20) numbers of different books assigned by the teacher. The student will present the whole method of number building in front of the class.

1. 000 Computer science, information & general works
2. 100 Philosophy & psychology
3. 200 Religion
4. 300 Social sciences
5. 400 Language
6. 500 Science
7. 600 Technology
8. 700 Arts & recreation
9. 800 Literature
10. 900 History & geography

**Recommended Text and Websites:**

The students are advised to check regularly about the Library Classification updates on the following sites:

1. *Dewey Decimal Classification*/ Melville Dewey 23rd Edition
2. Charles Ammi Cutter: Nineteenth-Century Systematizer of Libraries. University of Chicago, June 1974. 893p.
3. <http://www.loc.gov/catdir/cpso/lcc.html>
4. <http://en.wikipedia.org/wiki/Library_classification>