

UNIT 8

Classification of Documents Using DDC 19th Edition

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8.0 Unit Overview & Description

This unit will provide the information about structure of DDC and how you will assign the class number of a given title.

This unit will impart following **knowledge and skill**:

- Brief structure of DDC
- Assigning class number of a document with the help of DDC 19th edition.

Resource Material:

1. Dewey, Melvil. Dewey Decimal Classification and relative index. 19th ed. 3V. New York: Forest Press, 1979.
2. Comaromi, John P. (Ed.). Manual on the use of the Dewey Decimal Classification : 19th ed. New York: Forest Press, 1982.
3. Sehgal, R.L. Number building in Dewey Decimal Classification, Universal Decimal Classification & Colon Classification. New Delhi: EssEss Publication, 1993.

4. Dhyani, Pushpa. Working with Dewey Decimal Classification (Edition 19 and 20). New Delhi: Vikas Publishing House, 1994.

Duration : 20 Hours

Learning Outcomes

Unit - 8: Classification of documents using DDC (19th edition)	Outcome
8.1. Introduction	Understand the step to classify a document
8.2. Structure of DDC	Understand structure of DDC
8.3 Assigning class number with the help of tables and schedules	Understand the process of assigning the class number of a document with the help of tables and schedules

Assessment Plan (for the teachers)-

Unit -8	Topic	Assessment Method	Time Plan	Remarks
8.2	Structure of DDC	Exercise: Question Answer		
8.3	Assigning class number with the help of tables and schedules	Exercise: Classification the title with help of DDC 19 th ed.		

8.1. Introduction:

In the library, documents i.e. books and other reading materials are arranged by subject for their location and also for browsing. For arranging books a classification system has to be adopted. Dewey Decimal Classification (DDC) is the most popular classification system used all over the world. The 19th edition of DDC, Published in 1979, is of three volumes.

Volume 1: Introduction and Tables

Volume 2: Schedules

Volume 3: Relative Index

Understanding of all three volumes is very essential for classification of documents. To classify the documents, the following tasks has to be performed:

- i. To determine the specific subject of the documents to be classified; and
- ii. To assign appropriate notation from the schedules and tables to the specific subject.

Review question

Fill in the blanks

- a. The 19th edition of DDC was Published in _____
- b. The 19th edition of DDC is of _____ volumes.

8.2 Structure of DDC (19th edition)

19th edition of DDC is available in three volumes:

Volume 1: Introduction and Tables

Volume 2: Schedules

Volume 3: Relative Index

8.2.1 Volume 1: Introduction and Tables

The 1st part of the volume 1 contains the editor's introduction explained in details, the structure of the scheme, its various plans, its features and full instruction for its use. It also provides guidance in determining the subject and subsequently, in locating the appropriate class number. The 2nd part of the volume 1 has seven auxiliary tables. These are: 1. Standard Subdivision. 2. Areas 3. Subdivision of individual languages. 5. Racial, Ethnic, National groups 6. Language and 7 Persons.

In the last, three outlines of the scheme is given in the order of their increasing details. The first summary, also called the ten main classes, is the broadest of the first outline of the division of the entire universe of knowledge as per this system. Then, each of these ten main classes have further been divided into ten branches called division. Hence there are 100 divisions in all. This is called the second summary or the 100 Division of DDC. After then, each of these 100 divisions further been divided into ten parts called sections. Hence there are 1000 sections in all. This is called third summary.

First Summary:

- 000 Generalities
- 100 Philosophy and related disciplines
- 200 Religion
- 300 Social Science
- 400 Languages
- 500 Pure Sciences
- 600 Technology (Applied Science)
- 700 The Arts
- 800 Literature
- 900 General Geography and history

Second summary of the main class 300 social sciences is as follows:

- 310 Statistics
- 320 Political Science
- 330 Economics
- 340 Law
- 350 Public Administration

360 Social Problems and services

370 Education

380 Commerce

390 Customs, etiquette, folklore

Third summary of the division 330 economics is as follows:

330 Economics

331 Labour Economics

332 Financial Economics

333 Land economics

334 cooperatives

335 Socialism and related systems

336 Public Finance

337 International Economics

338 Production

339 Macroeconomics and related topics.

8.2.2 Volume 2: Schedules

It contains divisions of subjects arranged in a sequence of decimal fraction numbers from 001-999. The numbers are given in numerical order and showing hierarchical relations of subjects. To understand the correct and efficient use of the schedules, it is necessary to understand various notes and instructions provided under various entries.

Any number enclosed in square brackets is no more in use. Hence such a number is not to be used.

Ex.: [309] Social situation and condition

[306] Unassigned etc.

While assigning the class number transcription of class number is required:

- No class number consists of less than three digits. Ex. 500, 530 etc.
- When a class number extends beyond three digits, a dot is put between the third and fourth digits. Ex. 324.3.
- To break the monotony of lengthy numbers and to aid memory, a dot is used after the third digit.
- If a class number extends beyond six digits then after every three digits, a space is left. In other words after the sixth digit the remaining digits are transcribed in 'group of three' leaving a space between two groups.

Ex.: 621.38800287 is actually transcribed as :

621.388 002 87

8.2.3 Volume 3: Relative Index

Volume 3 of the DDC is the relative index. It is a kind of index which not only arranges the concepts and their terms in an alphabetical sequence but also shows the relationship between the terms and the contexts in which the subjects appear in the schedule. It makes an independent approach to classification.

Review question

- i. Name the titles of three volume of DDC - 19th edition?
- ii. Write the first summary or the main class of the DDC ?
- iii. Write a brief summary on relative index of DDC ?

8.3 Assigning class numbers with the help of tables and schedules:

There are seven auxiliary tables, which supports the schedules for formation of class numbers of a document. Schedule contains main classes and their divisions. The various instructions found at various points in the schedules to build appropriate class numbers.

8.3.1 Tables (Found in 1st volume of DDC): The tables are explained as follows with the worked out examples:

i. Table 1: Standard Subdivisions:

Table 1 is standard subdivisions. The hyphen (-) preceding each number indicates that it never stands alone. The hyphen (-) is omitted when you add a specific number from table 1 to the base number from the schedule. The numbers from this subdivision are added directly to the base number from the schedule.

Example:

Title: History of Philosophy

Analysis:

100 - Philosophy (from Schedule)

-09 - History (from Table 1)

Synthesis

100 + - 09

1+ - 09 = 109

Class Number - 109

ii. Table 2: Area

Table 2 includes areas, regions, places in general (-1), which include physiographical features, population clusters, political and economic groups. "Add to" instructions are found at several places in the Tables and Schedules for the use of area subdivisions from Table 2 to the base number.

Example:

Title: Elementary education in India

Analysis:

372 Elementary education (from Schedule)

372.91-99 Geographical treatment

(Add "Areas" notation 1-9 from table 2 to base number 372.9)

(from Schedule)

-54 India (from Table 2)

Synthesis:

$372.9 + -54 = 372.954$

Class Number - 372.954

Add 09 from Table 1 to add area from Table 2, if Geographical treatment (i.e. add "Area" instruction) instruction is not given in the schedule of the base number.

Example:

Title: Buddhist religions sects and reform moments in Japan

Analysis:

294.39 Buddhist sects and reform movement

(from Schedule)

-09 Historical and geographical treatment (from Table 1)

-52 Japan (from Table 2)

Synthesis:

$294.39 + -09 + -52 = 294.390\ 952$

Class Number - 294.390 952

iii. Table 3: Subdivisions of Individual Literature

The notation from Table 3 is never used alone but may be used as required with the base number for individual literature identified by * under 810-890(Schedule). Table 3 is supplemented by Table 3A which provides additional elements for building numbers with Table 3.

Example:

Title : Idealism in English Poetry

Analysis:

820 English Literature (from Schedule)

- 1 Poetry (from Table 3)

- 13 Idealism (from Table 3A)

Synthesis:

Dropped

 $820 + -1 + 13$ $82 + -1 + 13 = 821.13$ **Class Number - 821.13****iv. Table 4: Subdivisions of Individual Languages:**

Table 4, subdivisions of individual languages, is never used alone, but may be used as required with the base numbers for individual languages identified by * asterisk under 420-490 in the schedule.

Example:

Title: French Grammar

Analysis:

440 French Language (from Schedule)

-5 Grammar (Table 4)

Synthesis:

Dropped

 $440 + -5$ $44 + -5 = 445$ **Class Number - 445****v. Table 5: Racial, Ethnic, National groups:**

The notation in this table is never used alone but may be used as required either directly or with “Add to” instruction or through the interposition of notation - 089 from table 1, with any number from schedule.

Example:

Title: Japanese Cooking

Analysis:

641.592 Ethnic Cooking (from Schedule)

(Add "Racial, Ethnic, National Groups" notation 03 - 99 from Table 5 to base number 641.592)

- 956 Japanese (Table 5)

Synthesis:

$641.592 + - 956 = 641.592\ 956$

Class Number - 641.592 956

vi. Table 6: Language:

Table 6, Languages, never used alone, but may be used with those numbers from the schedules and other table to which the classifier is instructed to add notation from Table 6. The use of this table is mostly confined to the main classes, 400 Language and 800 Literature.

Example:

Title: Social Status of Nepali's

Analysis:

305.7 Social status of language groups

(Add "languages" notation 1-9 from table 6 to base number 305.7)
(from Schedule)

-9149 Nepali (Table 6)

Synthesis:

$305.7 + -9149 = 305.791\ 49$

Class Number - 305.791 49

vii. Table 7: Persons:

The notation from Table 7, Persons, is never used alone, but may be used as required with any appropriate number from the schedules with "Add to" instruction or through interposition of notation -024 from Table 1.

Example:

Title: Psychology books for teachers

Analysis:

150 Psychology (from Schedule)

- 024 Works for specific types of users (from Table 1)

(Add “persons” notations 03-99 from table 7 to the base number -024)

-372 = Teacher (from Table 7)

Synthesis:

150 + -024 + - 372

15 + -024 + -372 = 150.243 72

Class Number - 150.243.72

8.3.2 Schedules (2nd Volume of DDC)

It contains Main Classes and their divisions. These are explained as follows with the worked out examples:

i. Generalities (000)

The schedule of this main class deals with disciplines/ subjects such as Bibliography 010, Library & Information Science 020, Museology 060, Journalism, Publishing Newspapers 070, Books Rarities 090 and etc.

Example:

Title: Classification of Botany

Analysis:

025.46 Classification of specific disciplines and subjects (from Schedule)

(Add 001-999 to base number 025.46)

581 Botany (from Schedule)

Synthesis:

025.46 + 581 = 025.465 81

Class number - 025.465 81

ii. Philosophy and Related Discipline (100)

The schedule of this main class deals with disciplines / subjects such as Philosophy and Psychology. The other subjects are Metaphysics, Epistemology, Logic, Ethics and etc.

Example:

Title: Hindu Philosophy

Analysis:

181 Oriental Philosophy (from Schedule)

181.04 - .09 Based on specific religions (from Schedule)

(Add to base number 181.0 the number following 29 in 294 -299)

294.5 Hinduism (from Schedule)

Synthesis:

181.0 + 294.5

181.0 + 4.5 = 181.045

Class number - 181.045

iii. Religion (200)

The main class is mostly devoted to the Christianity (i.e. from 210 -289). Other major religions of the world are listed at 292 - 299

Example:

Title: Hindu Religions Group

Analysis:

294.5 Hinduism

294.56 - .57 Leader organisations, activities (from Schedule)

(Add to base number 294.5, the number following 291 in 291.6 - 291.7)

291.61 Religions Group

Synthesis:

294.5 + 291.61

294.5 + .61 = 294.561

Class Number - 294.561

iv. Social Sciences (300):

The schedule of this main class deals with all the important disciplines in the Social Science. Some of the disciplines such as Psychology, History and Geography are listed under 150 and 900. At several places in the schedules for social sciences there are special tables. The notations from these tables have to be applied to these divisions identified by an asterisk.

Example:

Title: Election law of India

Analysis:

342 Constitutional and administrative law

342 .3 - .9 Specific jurisdictions and area

(Add "Area" notation 3 - 9 from Table 2 to base number 342)
(from Schedule)

-54 India (from Table 2)

342.07 Election Law

Synthesis:

342 + -54 + 342.07

342 + -54 + 07 = 342.540 7

Class Number - 342.540 7

Title: Admission Procedure in elementary schools

Analysis:

372 Elementary education

372.11 -. 18 Organisation and administration

(Add to base number 372.1 the number following 371 in 371.1 - 371.8)

371.216 Admission Procedure (from Schedule)

Synthesis:

372.1 + 371.216

372.1 + .216 = 372.121 6

Class Number - 372.121 6

v. Language (400):

The Schedule of this main class includes important Languages of the world. Various aspects of languages such as Etymology, Dictionaries, Structural System etc. are listed under Table 4 subdivisions of individual languages. Individual languages identified by an * asterisk in the schedules listed under 420 - 490 have to be further expended by taking notation from table 4.

Example:

Title: English - Telgu Dictionary

Analysis:

420 English Language (from Schedule)

- 32 to - 39 bilingual dictionaries

(Add "language" notation 2-9 from table 6 to -3) (from Table 4)

-94827 Telegu (from table 6)

Synthesis:

420 + -3 + - 94827

42 + - 3 + - 94827 = 423.948 27

Class Number - 423.948 27

vi. Pure Sciences (500):

The schedule of this main class covers different branches of Pure Sciences such as Mathematics, Astrology, Physics, Chemistry, Geology, Biology, Botany and Zoology. Special tables are also provided at certain places to achieve synthesis for number building.

Example:

Title: Pathology of rose plants

Analysis:

583.372 * Roses

(Add to instructed under 582 -589)

04 General Principles (listed under 582 - 589)

(Add to 04 the number following 581 in 581.1 - 581.8)

581.2 Pathology

Synthesis:

583.372 + 04 + 581.2

583.372 + 04 + 2 = 583.372 042

Class Number. 583.372 042

vii. Technology (Applied Science) (600)

The schedule of this main class covers important subject fields such as Medical Sciences, Engineering, Agriculture, Home Economics, Management, Chemical Engineering, Manufacturing and Buildings. Special tables are also available at different places.

Example:

Title: Treatment of gastric ulcers

Analysis:

616.334 * Gastric ulcers

(Add as instructed under 616.1 -616.9)

06 therapy (listed under 616.1 - 616.9) (from Schedule)

Synthesis:

616.334 + 06 = 616.334 06

Class Number - 616.334 06

viii. The Arts (700)

The schedule of this main class covers important branches of Fine Arts viz, Civic Art, Architecture, Plastic arts, Drawing Arts, Painting, Graphic arts, Photography, Music and Recreational arts. Under each art, different aspects like description, critical appraisal, techniques, procedures, apparatus equipment's and materials are listed. The fine arts have been broadly grouped under fine, decorative, literary performing and recreational arts.

Example:

Title: Violin concerts and recitals

Analysis:

787.1 Violin

(Add as instructed under 787 - 789)(from Schedule)

073 Concerts and recitals

(Listed under 787-789)

Synthesis:

787.1 + 073 = 787.107 3

Class Number : 787.107 3

ix Literature (800)

The schedule of this main class includes Literature of the world including literary forms such as poetry, drama, fiction, essays etc. The basic arrangement is first by language followed by forms and period. This is supported by Table 3 and Table 3A and Table 6 for specific language. Indian literatures are listed under 891 and 894.

Example:

Title: English Short Stories

Analysis:

820 English Literature

-301 Short Stories (Table 3)

Synthesis:

820 + -301

82 + -301 = 823.01

Class Number - 823.01

x. General Geography and History (900)

The schedule of this main class includes important subjects such as Geography, History and Biography. There are also special tables available in the few places of schedules.

Example:

Title: Geography of Brazil

Analysis:

918 * Geography of south America

(*Add as instructed under 4 - 9 from table 2 to base number 91) (from schedule)

-81 Brazil

Synthesis:

918 + - 81

91 + - 81 = 918.1

Class Number - 918.1

Review question

Review question: Classify the following titles with the help of DDC

- i. Title: Documentation: Genesis and development
- ii. Title: English Grammar
- iii. Title: Energy Security
- iv. Title: Modern Microeconomics
- v. Title: Discrete Mathematics

8.4 Summary:

In this unit you have been introduced to the process of synthesis in the number building process in the DDC. The given examples are clearly demonstrating the synthesis for classification of subjects. There are many situations and provisions in the DDC where you will have to use the “add to” operations more than once on the same base number. All seven Tables and ten main classes (i.e. first summary) have been explained.

8.5 Exercise

Classify the following titles with the help of DDC

- i. Formula in Physics
.....
- ii. Scientific principles in chemistry
.....
- iii. Birds of Burma
.....
- iv. Economic condition in Nepal
.....
- v. French rhetoric
.....
- vi. German short stories
.....
- vii. French English dictionary
.....
- viii. French Grammar
.....
- ix. Bible in Malyalam
.....
- x. Arabic language collection
.....

- xi. Religion of Nigerions
.....
- xii. Social status of Koreans
.....
- xiii. Psychology books for doctors
.....
- xiv. Custom of lawyers
.....
- xv. British National Bibliography
.....
- xvi. Bibliography of Nuclear Physics
.....
- xvii. A survey of research in child psychology
.....
- xviii. Ethics of doctors
.....
- xix. Psychology for teachers
.....
- xx. Worship in Buddhism
.....
- xxi. Religions freedom in Buddhism
.....
- xxii. Trade agreements between India and Russia
.....
- xxiii. Law of evidence in Canada
.....

- xxiv. Pronunciation of French
.....
- xxv. Tamil Vocabulary
.....
- xxvi. Respiratory organs of amphibians
.....
- xxvii. Geography of China
.....
- xxviii. Fungus diseases of groups
.....
- xxix. Chinese cookery
.....
- xxx. Preservation of rugs and carpets
.....
- xxxi. Scores in Rock 'n' Roll music
.....
- xxxii. Collection of Punjabi poetry.
.....
- xxxiii. Hindu satire and humour.
.....
- xxxiv. Biography of Pt. Jawaharlal Nehru
.....
- xxxv. Study and teaching of independent India's history.
.....