Dewey Decimal System Overview

Ins and outs of DDC
Uses Arabic numerals as its notation
  Classification systems organize knowledge that appears in any format.
  Notation is system of symbols used

Enumerative Scheme
  Called an Enumerative Scheme because it used precombined numbers for complex subjects.

Hierarchical
  DDC hierarchical order expressed through structure and notation.

DDC and 10
10 main classes

10 divisions

10 sections

DDC classes
- 000 Computers, information & general reference
- 100 Philosophy & psychology
- 200 Religion
- 300 Social sciences
- 400 Language
- 500 Science
- 600 Technology
- 700 Arts & recreation
- 800 Literature
- 900 History & geography

DDC summaries
The main structure of the DDC is presented in the *DDC Summaries* in the beginning of volume 2. The headings associated with the numbers in the summaries have been edited for browsing purposes, and do not necessarily match the complete headings found in the schedules.

1st summary contains 10 main classes

2nd summary contains the 100 divisions

3rd summary contains the 1000 sections

Classes represent Disciplines

A subject can appear in a variety of classes depending on discipline
    Ex. "Parent and Child"
Since classes are divided by discipline, not subject, a subject can appear under multiple classes. For example the subject "Parent and child" could be a sociology book and be classed in the 300's with social sciences, or it could be a child rearing guide that belongs in the 600's.

Dewey is hierarchical

Structural Hierarchy All topics (except for the main classes, because they are at the top of the hierarchy) are part of the broader topic above it. What is true of the main topic is true of all of its parts. This is called **Hierarchical Force**.

Notational Hierarchy
Works with Structural Hierarchy, except with numerical notations standing in for the topic.

   Notational Hierarchy
    Ex.
     600 – Technology
        640 – Home and family management
          649 – Child rearing, Home care of persons with Disabilities and
       illnesses

     600 – Technology
        610 – Medicine & Health
          613 – Personal health & Safety.
           613.7 – Physical fitness

Notational Hierarchy Terms

Subordinate - Numbers at any given level are usually subordinate to a class whose notation is one digit shorter. A number or topic at a lower (narrower) level than another number or topic in the same hierarchy.
                600 -- Technology
                    63* -- Agriculture (subordinate to 600)
                        635 – Garden crops (subordinate to 63*)

Coordinate - Numbers coordinate with a class whose notation has the same number of significant digits. This would be a number or topic at a level equal to another number or topic in hierarchy.

<div align="center">

600 – Technology
63* -- Agriculture
635 – Garden Crops (At the same level as 636)
636 – Animal husbandry (At the same level as 635)

</div>

Superordinate – Numbers are superordinate to a class with numbers one or more digits longer. A number or topic at a higher (broader) level than another number or topic in the same hierarchy

<div align="center">

500 – Science (superordinate)
510 -- Mathematics

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Classifying with DDC

What is the work about?
   Determine the subject(s) of the work
      Author's intent – According to OCLC, clues are title, table of contents, preface or introduction, scan of text, CIP or outside reviews.

   Determine the discipline
      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
      Example – A book by a child psychologist on parenting techniques would go with Home management, not Psychology.

   More than one subject
      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.
      Class a work on two subjects with the subject receiving fuller treatment
      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*

      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.

      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 940 (History of Europe)

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*

*This is the preferred number.

More than one discipline
        Use the *interdisciplinary number* provided in the schedules or Relative Index if one is given -- Ex. the note on 130 (Parapsychology and occultism) "Class interdisciplinary works on controversial knowledge and paranormal phenomena in 001.9" After this note, there is a link to the manual on the difference between, and how to use 130 vs. 001.9.

        For works not given an interdisciplinary number, Class the work with the discipline that is given the fullest treatment in the work.

DDC 23
Four volumes consisting of:
        Manual
        Tables
        Summaries - summaries are a good means of figuring out the scope of a class for
                navigating numbers.
        Schedules
        Index – Helpful to suggest disciplines that fit with subject.
Manual
        A guide to using DDC, A guide to the use of the DDC that is made up primarily of extended discussions of problem areas in the application of the DDC. **Ex. 362-363**

Tables
        Six numbered tables, nine tables total.
        Table three divided into a, b, and c.

Summaries
   Provide an overview of the structure of classes

Three types of summaries.
   The summaries of the top three levels of the DDC, are found in
   front of the schedules in volume 2 (Not in one place in WebDewey)

   Two-level summaries are provided for each main class and division of the
   schedules and main numbers of Table 2 with subdivisions that extend beyond
   forty pages.

   Single-level summaries in the schedules and tables provide an overview of classes
   whose subdivisions cover between four and forty pages **Ex. 613** (Looks different
   in the book than in WebDewey)

The headings associated with the numbers in the summaries have been edited for
browsing purposes, and may not match the complete headings found in the schedules.
Provides an overview.

Schedules
   Classes 000-599 in Volume 2

   Classes 600-999 in Volume 3

   Key Feature - Notes
      Definition notes
            indicate the meaning of a term in the heading. For example:
            641.5 –Preparation of Food with or without heat.

      Scope notes
            indicate whether the meaning of the number is narrower or broader than
            is apparent from the heading. **For example: 200 Religion Beliefs,
            attitudes, practices of individuals and groups with respect to the
            ultimate nature of existences and relationships within the context of
            revelation, deity, worship**

      Number-built notes
            identify and explain the source of built numbers included in the
            schedules and tables. Built numbers are occasionally included in the
            schedules or tables to provide additional information or to indicate
            exceptions to regular add instructions. **641.59 Cooking characteristic of
            specific continents, countries, localities - Add to base number 641.59
            notation T2--3-T2--9 from Table 2, e.g., Southern cooking (United
            States) 641.5975**

Former-heading notes

> are given only when the heading associated with a class number in the previous edition has been altered to such a degree that the new heading bears little or no resemblance to the previous heading, even though the meaning of the number has remained substantially the same **eg. 004.16 Personal Computers – old heading in Microcomputers.**

Variant name notes

> used for synonyms or near synonyms **Ex. 616.8912 Convulsive therapy Variant name: Shock Therapy.**

Class here notes

> used to indicate where interdisciplinary and comprehensive works are classed. *Interdisciplinary works* treat a subject from the perspective of more than one discipline. **For example: 641.33-.35 Specific Foods from plant crops (Class here nutritive values**).

Comprehensive works

> treat a subject from various points of view within a single discipline. Comprehensive works may be stated or implied in a "class-here note." **For example: 641.31 Food Evaluation and purchasing manuals. Class comprehensive works on applied nutrition in 613.2.**

Including notes

> identify topics that have "standing room" in the number where the note is found. Standing room numbers provide a location for topics with relatively few works written about them, but whose literature may grow in the future, at which time they may be assigned their own number. **For example 776 Computer art (Digital art) has note Including artistic aspects of virtual reality**

Class-elsewhere notes

> lead the classifier to interrelated topics, or distinguish among numbers in the same notational hierarchy. They are used to show preference order, to lead to the comprehensive or interdisciplinary number, to override the first-of-two rule, or to lead to broader or narrower topics in the same hierarchical array that might otherwise be overlooked Ex. **649.8 - Home care of people with disabilities and illnesses has the note : Class social services to people with disabilities and illnesses in 362.1-362.4 Class nursing aspects in 610.73**

See references

> lead from a stated or implied comprehensive number for a concept to the component (subordinate) parts of that concept in a different notational hierarchy. See references also lead from the interdisciplinary number for a

concept to treatment of the concept in other disciplines. A see reference may point to a specific number, or to a concept scattered throughout the schedules. Each see reference begins with the word "For" and appears in italics. For example: *For home care of children with disabilities, see* **649.151**

See-also references
> lead the classifier to related topics **Ex. 641.303 Food from plants - See also 641.5636 for vegetarian cooking.**

Revision notes
> warn users that there have been changes in the subdivisions of a class since the previous edition – **Ex. 362.84 Social problems of and services to groups of people- Ethnic Groups Note says that Young people eighteen to twenty by ethnic or national group relocated to 362.778**

Discontinued notes
> indicate that all or part of the contents of a number have been moved to a more general number in the same hierarchy, or have been dropped entirely. **Ex. 616.3445 Use of this number for Crohn's disease discontinued; class in 616.344**

Do-not-use notes
> instruct the classifier not to use all or part of the regular standard subdivision notation, but instead to use a special provision or standard subdivision notation at a broader number. When the whole standard subdivision is removed from use, the note appears under a bracketed standard subdivision; when only part of the standard subdivision is *displaced*, the part displaced is specified. **For example: 643[.0284] Apparatus, equipment, materials Do not use; class in 643**

Relative Index

The Relative Index is so named because it relates subjects to disciplines. In the schedules, subjects are distributed among disciplines; in the Relative Index, subjects are arranged alphabetically, with terms identifying the disciplines in which they are treated subarranged alphabetically under them. So, they are arranged alphabetically word by word.
> For example: **Ex. Cats.**
>> Cats – Animal husbandry 636.8
>> Cats – Literature 808.803629752

Initialisms and acronyms are entered without punctuation and are filed as if spelled as one word.

Hyphens are ignored and treated as a space.

Terms indented below the main headings are alphabetized in one group even though they may be a mixture of disciplines, topical subheadings, and, to a limited extent, words that form phrases or inverted phrases when combined with the main heading.

The first number displayed in the index entry is the in interdisciplinary numbers, although not all entries have one.

Terms that do not appear in the Relative Index are adjectives or general concepts represented by standard subdivisions. (Not so in WebDewey)

Number Building

Begin with your three digit number -- remember the first number represents the main class, second number represents the division, and the third number represents the section.

No number has fewer than three digits; zeros are used to fill out the numbers.

A decimal point follows the third number. Not like a math decimal point, but more like a mental pause.

When classifying, you will often find that to arrive at a precise number for a work it is necessary to build or synthesize a number that is not specifically listed in the schedules.

Schedules set forth the rules on how to build a number using the tables. Number building begins with a base number that is stated in the instruction note. **Ex. of this is 913-919**

An exception to this is standard subdivisons (T1). A *standard subdivision* represents a recurring physical form (such as a dictionary, periodical, or index) or approach (such as history or research) and thus is applicable to any subject or discipline that covers or approximates the whole of the meaning of the number.

Rule of Zero - 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.

Ex.
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.

MARC and Dewey

Dewey number appears in 082

1st indicator 0 means full version of DDC, 1 means abridged.
2nd indicator 0 means LC assigned the number, 4 means another agency assigned number.
A slash / indicates where the number can be logically abridged for close or broad classification.

092 is a locally assigned Dewey number.
Never break a Dewey number in between slashes. Always break at the slash.

Close vs. Broad Classification

The Dewey Decimal Classification provides the basic option of close versus broad classification. *Close classification* means that the content of a work is specified by notation to the fullest extent possible. *Broad classification* means that the work is placed in a broad class by use of notation that has been logically abridged.

The classifier should never reduce the notation to less than the most specific three-digit number (no matter how small the library's collection). A number also must never be reduced so that it ends in a 0 anywhere to the right of the decimal point.