DEWEY DECIMAL CLASSIFICATION

000 GENERALITIES
100 PHILOSOPHY & PSYCHOLOGY
200 RELIGION
300 SOCIAL SCIENCES
400 LANGUAGE
500 NATURAL SCIENCES & MATHEMATICS
600 TECHNOLOGY (APPLIED SCIENCES)
700 THE ARTS
800 LITERATURE & RHETORIC
900 GEOGRAPHY & HISTORY

SECOND EDITION • REVISED FOR DDC 21

Forest Press
A Division of OCLC Online Computer Library Center, Inc.
Albany, New York 1996
CONTENTS

PREFACE xv

CHAPTER 1 INTRODUCTION TO THE DEWEY DECIMAL CLASSIFICATION
1.0 Introduction 1
1.1 Terminology 2
1.2 Life and Mind of Melvil Dewey 2
1.3 History of the DDC 4
   1.3.1 Development of the DDC 6
   1.3.2 Decimal Classification Editorial Policy Committee (EPC) 7
   1.3.3 Editions of the DDC 7
   1.3.4 Use of the DDC 8
1.4 Notation (Numbering System) 8
1.5 Basic Plan of the Classification 9
   1.5.1 Convention of a Minimum of Three Digits 10
1.6 Summary 10

CHAPTER 2 STRUCTURE AND ORGANIZATION OF THE TEXT
OF THE DEWEY DECIMAL CLASSIFICATION, EDITION 21
2.0 Overall Structure of the Physical Volumes 11
2.1 Volume 1: Introduction, Tables, Other Matters 12
   2.1.1 Auxiliary Tables 13
   2.1.2 Lists of Changes 13
2.2 Volumes 2–3: Schedules 13
   2.2.1 Summaries 14
   2.2.2 Structure of a Schedule Page 14
   2.2.3 Hierarchy 17
   2.2.4 Sequence of Numbers 18
2.3 Volume 4: Relative Index and Manual 18
   2.3.1 Relative Index 18
   2.3.2 Manual 19
2.4 Reading the Schedules 20
2.5 Transcription of a Class Number: Dot and Spaces 20
   2.5.1 Dot 20
   2.5.2 Spaces 21
CHAPTER 3
STRUCTURE AND ORGANIZATION OF THE SCHEDULES:
NOTES AND INSTRUCTIONS

3.0 Introduction 25
3.1 Notes That Describe What Is Found in a Class 25
  3.1.1 Definition and Scope Notes 26
    3.1.1.1 Definition of a Class 26
    3.1.1.2 Notes Stating and Illustrating the Scope of a Class 26
  3.1.2 Former-Heading Notes 27
  3.1.3 Variant-Name and Former-Name Notes 27
  3.1.4 Class-Here Notes 27
  3.1.5 Notes Identifying Topics in Standing Room 28
3.2 Notes on What Is Found in Other Classes 29
  3.2.1 Class-Elsewhere Notes 29
    3.2.1.1 "Class Comprehensive Works in..." Type 30
    3.2.1.2 "Class Interdisciplinary Works in..." Type 31
    3.2.1.3 See References 31
    3.2.2 See-Also References 32
3.3 Notes Explaining Changes or Irregularities in the Schedules and Tables 33
  3.3.1 Revision Notes 33
  3.3.2 Discontinued Notes 33
  3.3.3 Relocation Notes 34
    3.3.3.1 Formerly Notes 35
  3.3.4 Do-Not-Use Notes 35
3.4 See-Manual Notes 35
3.5 Number-Building Notes 36
  3.5.1 Without Instructions 37
  3.5.2 Only on Instructions 37
    3.5.2.1 Individual Add Instructions 37
    3.5.2.2 Collective Instructions 38
3.6 Importance of Notes 38
3.7 Summary 39
CHAPTER 4

SUBJECT ANALYSIS AND CLASSIFICATION OF A DOCUMENT

4.0 Introduction 40

4.1 Analyzing the Subject Content of a Document 41

4.1.1 From the Title 41

4.1.1.1 Fanciful or Catchy Titles 41

4.1.1.2 Incomplete Titles 42

4.1.1.3 Redundant Words in Titles 42

4.1.1.4 Clear But Obscure Titles 43

4.1.1.5 Terminology 43

4.1.1.6 Literary Titles 44

4.1.1.7 Never by Title Alone 44

4.1.2 Other Sources of the Subject Found in the Work Itself 44

4.1.3 Outside Help 44

4.1.4 Determining the Discipline for a Work 45

4.1.5 Analysis of Works with Complex Subjects 45

4.1.5.1 Multitopical Works 45

4.1.5.2 Multifaceted Works 45

4.1.5.3 Interdisciplinary Works 45

4.1.6 Analysis of the "Nonsubject" Aspects of a Work 46

4.1.6.1 Author's Viewpoint 46

4.1.6.2 Form of Presentation 46

4.1.6.3 Physical Medium or Form 47

4.2 Assigning Class Numbers from the Schedules 47

4.2.1 Searching for the Right Class Number 49

4.2.1.1 Classification by Discipline 49

4.2.1.2 Example 1 50

4.2.1.3 Example 2 51

4.2.1.4 Example 3 51

4.2.2 Denoting Nonsubject Aspects 52

4.3 Complex Subjects 53

4.3.1 Number Building 53

4.3.2 Choosing Appropriate Numbers 53

4.3.2.1 Two or More Subjects Treated Separately 54

4.3.2.1.1 Two Subjects 54

4.3.2.1.2 Three or More Subjects 55

4.3.2.2 Two or More Subjects Treated in Relation to One Another 55

4.3.2.3 Interdisciplinary Works 55

4.3.2.4 Works Treating Two or More Aspects of a Subject 56
CHAPTER 5
USING THE MANUAL

5.0 Introduction
5.1 Scope of the Manual
5.2 Notes on Problems Common to More than One Number
5.3 Notes on Problems Involving Only One Number
5.3.1 General Information Notes
5.3.1.1 Notes on Major Revisions
5.4 Notes Differentiating Numbers
5.5 Organization of the Manual
5.6 See-Manual References
5.7 Appendix
5.8 Summary

CHAPTER 6
USING THE RELATIVE INDEX

6.0 Introduction
6.1 Need and Importance of the Relative Index
6.1.1 Limited Knowledge of the Classifier
6.1.2 Illogical Placements of Some Subjects in the DDC
6.2 Value of the Relative Index
6.3 Nomenclature: Relative Index
6.4 Scope of the Index
6.4.1 What the Index Contains
6.4.2 What the Index Does Not Contain
6.4.3 Interdisciplinary Numbers
6.5 Organization of the Index
CHAPTER 7
SYNTHESIS OF CLASS NUMBERS OR PRACTICAL NUMBER BUILDING

7.0 Introduction 85
7.1 Kinds of Number Building in the DDC 86
  7.1.1 Building a Number without Specific Instructions 86
  7.1.2 Number Building, or Synthesis, upon Instruction 86
7.2 Building Class Numbers from the Schedules 86
  7.2.1 Citation Order 87
7.3 Adding a Full Number 87
7.4 Adding a Part of a Number 89
7.5 Addition by Way of a Facet Indicator 90
7.6 Collective Add Notes 91
7.7 Summary 92
7.8 Exercises 93

CHAPTER 8
TABLE 1: STANDARD SUBDIVISIONS

8.0 Introduction 95
8.1 Nomenclature 96
8.2 Characteristics of Standard Subdivisions 97
8.3 How to Use Standard Subdivisions 99
8.4 Adding a Standard Subdivision to a Main Class or a Division 99
8.5 Extending a Standard Subdivision by an Add Instruction 102
8.6 Variations in the Meaning of Standard Subdivisions 103
8.7 Displaced Standard Subdivisions 104
8.8 Co-Occurrence of Two or More Standard Subdivision Concepts in a Document 104
8.9 When Standard Subdivisions Are Not Used 105
8.9.1 When a Standard Subdivision Is Already Implied in the Class Number 105
8.9.2 When There Is No Specific Class Number for the Subject 106
8.10 Summary 107
8.11 Exercises 108

CHAPTER 9

TABLE 2: GEOGRAPHIC AREAS, HISTORICAL PERIODS, PERSONS

9.0 Introduction 110
9.1 Area Table Definition and Characteristics 111
9.2 Divisions of the Area Table 111
9.3 Locating Area Numbers in Table 2 113
9.4 Adding Area Numbers from Table 2 114
9.5 Adding Area Numbers according to Add Instructions 114
9.5.1 A Class, Division, or Section Number Directly Divided by Area 115
9.5.2 Adding a Part of a Number from Table 2 116
9.6 Adding Area Numbers without Instructions 116
9.7 The Difference between —09 and —9 117
9.8 Area Number Interposed between Two Subject Facets 118
9.9 Adding Two Area Numbers 118
9.10 Extending a Table 2 Number by Another Table 2 Number 119
9.11 Adding Area Notation to Standard Subdivisions Other than —09 121
9.12 Using Standard Subdivisions after an Area Number 122
9.13 Summary 122
9.14 Exercises 123

CHAPTER 10

USING TABLE 3 WITH INDIVIDUAL LITERATURES AND OTHER CLASSES

10.0 Introduction 127
10.1 Division of Main Class 800 Literature 128
10.1.1 Facets of Literature 128
10.1.1.1 Language 129
10.1.1.2 Form 129
10.1.1.3 Period 130
10.1.1.4 Feature/Theme/Persons 130
10.2 Introduction to Table 3 130
10.3 Table 3A: Works by and about Individual Authors 131
10.3.1 A Word of Caution 135
10.4 Using Tables 3B and 3C 135
10.4.1 Table 3B: Subdivisions for Works by or about More Than One Author 136
10.4.2 Table 3C: Notation to be Added Where Instructed in Table 3B, 700.4, 791.4, 808–809 136
10.5 General Collections of Literary Texts and Criticism: More than Two Literatures 136
10.5.1 General Collections and Criticism with One Facet 137
10.5.1.1 Form 137
10.5.1.2 Period 137
10.5.1.3 Feature/Theme/Persons 138
10.5.2 General Collections and Criticism with Two Facets 139
10.5.2.1 Form and Period 139
10.5.2.2 Form and Feature/Theme/Persons 139
10.5.2.3 Period and Feature/Theme/Persons 140
10.6 Anthologies of and Criticism of Literature in a Specific Language 140
10.6.1 Anthologies of and Criticism of Literature in a Specific Language and Another Facet 141
10.6.1.1 Form 141
10.6.1.1.1 Kind of Form 142
10.6.1.2 Period 142
10.6.1.3 Feature/Theme/Persons 143
10.6.2 Anthologies of and General Criticism of Literature in a Specific Language with Two Other Facets 144
10.6.2.1 Form and Period 144
10.6.2.2 Form and Feature/Theme/Persons 144
10.6.2.3 Period and Feature/Theme/Persons 145
10.6.3 Literature in a Particular Language with All Facets 146
10.7 Using Table 3C with Other Classes 147
10.8 Summary 147
10.9 Exercises 148
CHAPTER 11
TABLE 4: SUBDIVISIONS OF INDIVIDUAL LANGUAGES
AND TABLE 6: LANGUAGES

11.0 Introduction 151
11.1 Introduction to Table 4 151
11.2 Division of Main Class 400 153
11.3 Using Table 4 153
11.3.1 Using Table 4 with Designated Base Numbers 154
11.3.2 Numbers That Cannot Be Extended 156
11.4 Using Table 6 156
11.4.1 Using Table 6 157
11.4.2 Table 6 Notation in the Relative Index 158
11.4.3 Examples Illustrating the Use of Table 6 158
11.4.4 Using Partial Notation from Table 6 160
11.4.4.1 Caution 160
11.5 Using Table 6 with Table 4: Classifying Bilingual Dictionaries 162
11.6 Using Table 6 with Other Tables 163
11.7 Summary 164
11.8 Exercises 165

CHAPTER 12
TABLE 5: RACIAL, ETHNIC, NATIONAL GROUPS
AND TABLE 7: GROUPS OF PERSONS

12.0 Introduction 166
12.1 Introduction to Table 5 166
12.1.1 Citation and Preference Order in Table 5 167
12.2 Using Table 5 on Specific Instructions 168
12.3 Extending Table 5 Numbers by Notation from Tables 2 and 6 169
12.3.1 Extending Table 5 Notation Using Zero as a Facet Indicator 169
12.3.2 Extending Table 5 Notation by Other Means 170
12.3.3 Extending Table 5 Notation by Table 6 171
12.4 Adding a Part of a Number from Table 5 171
12.5 Using Table 5 through Standard Subdivision —089 172
12.6 Using Table 5 through Table 3C 172
12.7 Introduction to Table 7 173
12.7.1 Using Table 7 174
12.8 Using Table 7 on Specific Instructions 174
12.8.1 Adding a Part of a Number from Table 7 175
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.9</td>
<td>Using Table 7 in Conjunction with Other Tables</td>
<td>175</td>
</tr>
<tr>
<td>12.9.1</td>
<td>Using Table 7 with Table 1 Standard Subdivisions</td>
<td>175</td>
</tr>
<tr>
<td>12.9.2</td>
<td>Using Table 7 with Table 2 Geographic Areas</td>
<td>176</td>
</tr>
<tr>
<td>12.9.3</td>
<td>Using Table 7 in Conjunction with Table 3</td>
<td>177</td>
</tr>
<tr>
<td>12.10</td>
<td>Order of Preference in Table 7</td>
<td>178</td>
</tr>
<tr>
<td>12.11</td>
<td>Summary</td>
<td>178</td>
</tr>
<tr>
<td>12.12</td>
<td>Exercises</td>
<td>179</td>
</tr>
</tbody>
</table>

**CHAPTER 13**

NUMBER BUILDING FOR COMPLEX SUBJECTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.0</td>
<td>Introduction</td>
<td>180</td>
</tr>
<tr>
<td>13.1</td>
<td>Multiple Synthesis in the Social Sciences</td>
<td>181</td>
</tr>
<tr>
<td>13.1.1</td>
<td>Public Administration</td>
<td>183</td>
</tr>
<tr>
<td>13.2</td>
<td>Multiple Synthesis in Sciences and Technology</td>
<td>184</td>
</tr>
<tr>
<td>13.2.1</td>
<td>Life Sciences</td>
<td>185</td>
</tr>
<tr>
<td>13.3</td>
<td>Multiple Synthesis in the Humanities</td>
<td>186</td>
</tr>
<tr>
<td>13.3.1</td>
<td>Arts</td>
<td>186</td>
</tr>
<tr>
<td>13.3.2</td>
<td>Music</td>
<td>187</td>
</tr>
<tr>
<td>13.3.3</td>
<td>Literature</td>
<td>188</td>
</tr>
<tr>
<td>13.4</td>
<td>Summary</td>
<td>189</td>
</tr>
<tr>
<td>13.5</td>
<td>Exercises</td>
<td>190</td>
</tr>
</tbody>
</table>

**ANSWERS TO EXERCISES** 191

**GLOSSARY** 213

**SELECTED BIBLIOGRAPHY** 229

**INDEX** 235