

WebDewey User Guide

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Revision History

| Date | Section title | Description of changes |
|---------------|-------------------------------------|--|
| April 2004 | 5. Use results; 8. Record structure | Updated information on class numbers enclosed (or partially enclosed) in square brackets. |
| | 6. Browse | Updated to document new functionality to display of bracketed class numbers in browse results. |
| June 2005 | 8. Record structure | Noted that LCSH are now associated with DDC 22 class numbers in selected areas. |
| August 2005 | 2. Set Dewey options | Added information about setting up the new OPAC option to allow you to search for a DDC number in a local library catalog. |
| | 4. Search | Describes a button that appears on the results screen for a DDC number search after the Link to OPAC option is configured. Gives brief instructions on using the button to search an OPAC for a DDC number from within WebDewey. |
| | 8. Record structure | Describes the OPAC button that appears on record screens after the Link to OPAC option is configured. Gives brief instructions on using the button to search an OPAC for the DDC class number represented by the record. |
| November 2005 | 10. DDC Appendix: Segmentation | Minor changes to text and some new examples. |

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1 WebDewey overview

- Why use WebDewey?**
- Use associations between Dewey numbers and Library of Congress subject headings as additional access points to the DDC.
 - Access the many pre-built numbers that are found only in the web version, especially in the literature area.
 - Keep abreast of the latest changes to the Classification via the quarterly updates made to WebDewey.
 - Make your own annotations to the DDC with the user notes feature.
 - Use the thousands of additional Relative Index terms as additional access points to the DDC.

- Additional benefits for OCLC Cataloging users**
- If you have an OCLC Cataloging authorization, you gain these WebDewey capabilities:
- Enable automatic assignment of candidate Dewey numbers during harvesting and creation of a new base bibliographic record.
 - Check the validity of Dewey class numbers in bibliographic records.
 - Assign Dewey numbers to classify electronic resources.
 - Provide authority control for subject classifications by linking class numbers to authorized entries in DDC.

- WebDewey database**
- The WebDewey database, which is updated quarterly, includes the most current version of the Dewey Decimal Classification (DDC 22 and all updates since its publication in 2003), plus supplemental data. Major components are:
- Records for Dewey entry numbers from the schedules and tables
 - Records for entries in the DDC manual
 - DDC Relative Index
 - Library of Congress subject headings associated with Dewey class numbers
 - For details on the latest update to the database, check the Dewey enhancements page at <http://www.oclc.org/dewey/updates/enhancements/>

- WebDewey features**
- Flexible searching of the WebDewey database. Search functionality includes limiting by index, combined-term searches in one or multiple indexes using Boolean AND/OR/NOT operators, proximity searches, truncation, and character masking (wildcards).
 - Browsable sequential indexes of DDC numbers, the Relative Index, and LCSH.
 - Browsable KWIC indexes of the Relative Index and LCSH.

- Hierarchical displays that show the position of each class number in relation to broader and narrower classes.
- Extensive use of hyperlinks for convenient access to related records and manual entries cited in notes.
- Links from LCSH listed in a record to the corresponding subject authority records.
- Displays of the ten Main Classes and the DDC tables that enable top-down navigation through the DDC.

Edition 22 of the Dewey Decimal Classification

New Features For details on enhancements incorporated in Edition 22, see the following document, available via the Dewey Web site: http://www.oclc.org/dewey/versions/ddc22print/new_features.pdf

Relocations, Discontinuations, and Reused Numbers The following link points to a Microsoft Excel spreadsheet containing the following five tabs: Introduction, Relocations, Discontinuations, Reused numbers, and Table 7 (Groups of Persons) changes. Dewey Services subscribers are welcome to save this file on their hard drives and use the information contained in it to help plan updates to their catalogs. http://www5.oclc.org/downloads/dewey/relocations_discontinuations_ddc22.xls

To access the spreadsheet while logged on to Abridged WebDewey, on the Dewey Services tab, under Show Options, click **Relocations & Discontinuations**.

This link points to a PDF version of the same spreadsheet, designed for printing. http://www.oclc.org/dewey/versions/ddc22print/Relocations_and_discontinuations.pdf

Dewey Decimal Classification Introduction and Glossary

- View the complete *Introduction* to the DDC (PDF format).
- Check the DDC *Glossary* for brief explanations of DDC terminology (PDF format).

Introduction and Glossary via Show Options: To view the Introduction while using WebDewey, on the Dewey Services tab, open the Show Options list and click **Introduction to the DDC** or **Glossary - DDC**.

Introduction and Glossary via Connexion browser Help: To access the DDC *Introduction* and *Glossary*, log on to Connexion browser. On the header bar, click **Help** or press <Alt><H>. Search Help using the term **introduction** or **glossary**.

Download the Dewey Cuttering software

- The Dewey Cuttering software is available as a free download at the Dewey Web site: <http://www.oclc.org/dewey/support/program/>

Subscribe to WebDewey

A WebDewey subscription

- Can begin at any time and extends for one year from the starting date.
- Requires an annual fee only; no per-use charges.
- Is available on a single-user or site-license basis.
- For more information and a subscription order form, visit this site: <http://www.oclc.org/dewey>

2 Set Dewey options

Options for WebDewey or Abridged WebDewey

You need to set WebDewey options if

- You subscribe to WebDewey or Abridged WebDewey.
- You want to change default settings.

Why set WebDewey options?

- Specify preferences for viewing selected elements in DDC records.
- Specify whether to show existing user notes in displayed DDC records.
- Select the screen you want displayed immediately after you start a new Dewey-only session from a cataloging session. Select the screen you want displayed immediately after you start a new cataloging session from a Dewey-only session.

Options for shared WebDewey authorizations

- Each WebDewey authorization has **one** set of default options stored on the WebDewey server.
- Users who share an authorization can establish a set of defaults for use by the group.
- Users who prefer different settings can modify the defaults after logging in and then click the **Save for Session** button to apply changes without affecting the group's shared settings.

How to set Dewey options

| | Action |
|---|--|
| 1 | <p>Go to the Dewey Services Options screen</p> <ol style="list-style-type: none"> 1. On the General tab, click Admin. 2. At the Preferences screen, click Dewey Services Options. |
| 2 | <p>Specify display of the DDC hierarchy and segmentation information in DDC records</p> <p>On the Dewey Services Options screen, under DDC Record Options, select Show or Hide for each item:</p> <ul style="list-style-type: none"> • Hierarchy. Show or hide the list of broader classes and one narrower class associated with a DDC class number. • Segmentation Instructions (not available for Abridged WebDewey). Show or hide the hyperlink to segmentation instructions for the DDC number (if applicable). • Segmentation Numbers (not available for Abridged WebDewey). Show or hide a segmented version of the DDC number (if applicable). <p>Default setting: Show all record elements.</p> |

| | Action |
|---|--|
| 3 | <p>Specify display of the Work Area box in DDC records, results lists, and user notes</p> <p>On the Dewey Services Options screen, under DDC Record Options, select Show or Hide for the Work Area item:</p> <ul style="list-style-type: none"> • Select Show, the default setting, to display the Work Area box in all appropriate screens. With the Work Area on, you can hide or show the Work Area box as needed by pressing <Alt><W>. • Select Hide to remove the Work Area box from Dewey Services screens. With the Work Area off, you cannot use <Alt><W> to show the Work Area box. <p>Default setting: Show the Work Area box.</p> |
| 4 | <p>Specify display of user notes and related functions</p> <p>On the Dewey Services Options screen, under User Notes Options, set the following items:</p> <p>Display of user notes in DDC records</p> <ul style="list-style-type: none"> • Under User Notes in a WebDewey Record, select Show User Notes or Hide User Notes. • Determines whether associated user notes appear within DDC records. If shown, user notes follow the Notes area that contains notes included in the DDC record. If the DDC record has no Notes area, user notes follow the hierarchy. • Default setting: Show User Notes. <p>Show institution or personal notes (requires site license)</p> <ul style="list-style-type: none"> • Under Show User Notes, select Institution or Personal or both. • Determines which user notes appear in DDC records. • Default setting: Show both institution notes and personal notes. <p>Default type of note to create (requires site license)</p> <ul style="list-style-type: none"> • Under Default Type of Note, select Institution or Personal. • When you create a user note, the specified type is selected in the blank note workflow. You can change the type if appropriate. • Default setting: Personal. |

| | Action |
|---|---|
| 5 | <p>Set up link to library OPAC for automatic Dewey number searching Allows you to send a DDC number search to a local catalog from within WebDewey or Abridged WebDewey. Under OPAC Options, specify the URL required to perform a call number search in one or two local library catalog(s).</p> <ol style="list-style-type: none"> 1. In the first input box, type the complete URL for searching the call number index in the Web-accessible catalog you want to make the default for automatic searching. 2. Optional Use the second input box to specify the URL for call number searching in an alternative local catalog. 3. Designate the default local catalog for OPAC searching. Select one of the buttons to the left of the input boxes. 4. Test each link from the Options screen. In the DDC# box, type a Dewey number. Use a number you expect to find in the target catalog. Then click the Test button. 5. Successful link. If the test search is successful, click Save My Default (at the top or bottom of the screen) to complete setup. Unsuccessful link. If the test fails, check the URL for errors. For troubleshooting help, click More details in the Quick Tip next to the OPAC Options. You may also need to consult your system administrator for assistance. Be sure to retest the URL each time you modify it, and to click Save My Default when finished. <p>Once you set up the link to your OPAC:</p> <ul style="list-style-type: none"> • The Schedule record screen includes a button labeled OPAC (next to the Browse button). Click the button (or press <Alt></>) to search for the DDC number in your local catalog. • The No Records Found screen includes a button labeled Search OPAC for Dewey Number. Click the button (or press <Alt></>) to retry the unsuccessful DDC number search in your local catalog. Example: Your catalog may contain a built number not available in Dewey Services. <p>Problems with popup blockers</p> <ul style="list-style-type: none"> • Software that blocks display of popup advertisements from Web sites can interfere with OPAC searching from within Dewey Services. OPAC search results appear in a new browser window, which the popup blocker prevents from opening. • For best results while using Dewey Services (or any part of Connexion browser), turn off popup blocking software. • If you prefer to keep a popup blocker active, configure the software to allow popup windows from the domain oclc.org and from the URL used to link to your local library catalog. • For more information, click More details in the Quick Tip next to the OPAC Options. |

| | Action |
|---|---|
| 6 | <p>Specify start page for new session: Dewey-only or cataloging Under New Session Options, set the following items:</p> <ul style="list-style-type: none"> • Dewey-Only Session Start Page Select the screen you want displayed immediately after you start a new Dewey-only session from a cataloging session. <ul style="list-style-type: none"> — Choices (available options determined by your subscription): Search WebDewey, Browse WebDewey, Search Abridged WebDewey, and Browse Abridged WebDewey. — Default setting: Search WebDewey (Search Abridged WebDewey if you subscribe to Abridged Webdewey only). • Cataloging Session Start Page Select the screen you want displayed immediately after you start a new cataloging session from a Dewey-only session. <ul style="list-style-type: none"> — Choices: Search WorldCat, Browse WorldCat, Search Authorities, and Browse Authorities. — Default setting: Search WorldCat. |
| 7 | <p>Change default or change for current session</p> <ul style="list-style-type: none"> • To use the settings for the current session only, at the top or bottom of the Dewey Services Options screen, click Save for Session. Or • To use the settings for future sessions, click Save My Default. |

Save changes, cancel, or restore original defaults

- When finished viewing and/or changing options on this screen, use the buttons at the top and bottom of the screen to take an action.

| Button | Purpose/Result |
|------------------|---|
| Go Back | <ul style="list-style-type: none"> • Return to the previous screen. |
| Save for Session | <ul style="list-style-type: none"> • Save changes on this screen for the current session only. • When you log off, the system restores your previous default settings. |
| Save My Default | <ul style="list-style-type: none"> • Save changes on this screen for the current session and future sessions. • The new settings remain in effect until you change them. |
| Reset | <ul style="list-style-type: none"> • Restore original Connexion settings for options on this screen. • Reverse any changes you made during the current session or in previous sessions. |
| Cancel | <ul style="list-style-type: none"> • Reverse any changes you made since you accessed this screen during the current session. • Your previously saved settings remain in effect. |

Why use a Dewey-Only session?

Benefits for OCLC cataloging users:

- Session does not incur access and user support fees.
- Session does not count against simultaneous logon limits for libraries subscribing to Flat Fee Internet or Dedicated TCP/IP access.
- Dewey-only sessions have a default inactivity timeout of 120 minutes (default timeout for other Connexion sessions is 40 minutes).

- You can start a Dewey-only session from within Connexion cataloging session via automatic logon.
- You can start a cataloging session via automatic logon from within a Dewey-only session.
- You can have both a cataloging session and a Dewey-only session open at once and switch between them while working. You are charged access and user support fees for the cataloging session as long as that session remains open.

Benefits for Dewey Services subscribers:

- The 120-minute inactivity timeout lets you remain logged on to WebDewey and/or Abridged WebDewey while you switch to another application to complete other cataloging tasks. Your Dewey Services session stays active, ready for use when you need it.

Start cataloging session or Dewey-Only session

Start Dewey-Only session

| Start session | Procedure |
|--|--|
| Default Dewey-Only session | <p>If you designate your default authorization as Dewey-Only (in Local Browser Settings), the system automatically displays the Dewey-only logon screen.</p> <ol style="list-style-type: none"> 1. Enter authorization and password: <ul style="list-style-type: none"> — Default authorization and password. Use the displayed authorization. Type the password if not already supplied. — Multiple saved authorizations. Select a saved authorization from the list. Type the password if not already supplied. — Or type an authorization number and password. 2. Click Logon to Dewey-Only Session or press <Enter>. <p>Result</p> <ul style="list-style-type: none"> • The system starts a Dewey-Only session and displays the Connexion home screen. |
| From Connexion cataloging logon screen | <ol style="list-style-type: none"> 1. Under Related Links, click Dewey-Only Session. 2. Enter authorization and password: <ul style="list-style-type: none"> — Default authorization and password. Use the displayed authorization. Type the password if not already supplied. — Multiple saved authorizations. Select a saved authorization from the list. Type the password if not already supplied. — Or type an authorization number and password. 3. Click Logon to Dewey-Only Session or press <Enter>. <p>Result</p> <ul style="list-style-type: none"> • The system starts a Dewey-Only session and displays the Connexion home screen. |

| Start session | Procedure |
|--|--|
| <p>From Connexion cataloging session</p> <p>Shortcut Key <Alt><N></p> | <ul style="list-style-type: none"> On the Dewey Services tab, under Show Options, click Start Dewey-Only. Or press <Alt><N>. <p>Result The system</p> <ul style="list-style-type: none"> Opens a new browser window for the Dewey-Only session. Logs you on automatically to the new session. Selects the Dewey Services tab and displays the screen you specified as the Dewey Session Start Page (on the Dewey Services Options screen, under New Session Options). <p>Specify starting screen for Dewey-Only session</p> <ul style="list-style-type: none"> On the Dewey Services Options screen, under New Session Options, use the list labeled Dewey-Only Session Start Page to select the screen you want displayed immediately after you start a new Dewey-only session from a cataloging session. <p>Default setting: Search WebDewey (or Search Abridged WebDewey).</p> <p>Choices (available options determined by your subscription): Search WebDewey, Browse WebDewey, Search Abridged WebDewey, and Browse Abridged WebDewey.</p> |

Start cataloging session

| Start session | Procedure |
|-----------------------------------|--|
| <p>Default cataloging session</p> | <p>Unless you designate your default authorization as Dewey-Only (in Local Browser Settings), the system automatically displays the logon screen for a cataloging session.</p> <ol style="list-style-type: none"> Enter authorization and password: <ul style="list-style-type: none"> Default authorization and password. Use the displayed authorization. Type the password if not already supplied. Multiple saved authorizations. Select a saved authorization from the list. Type the password if not already supplied. Or type an authorization number and password. Click Logon or press <Enter>. <p>Result</p> <ul style="list-style-type: none"> The system starts a cataloging session and displays the Connexion home screen. |

| Start session | Procedure |
|--|---|
| From Dewey-Only logon screen | <ol style="list-style-type: none"> 1. Under Related Links, click Cataloging Session. 2. Enter authorization and password: <ul style="list-style-type: none"> — Default authorization and password. Use the displayed authorization. Type the password if not already supplied. — Multiple saved authorizations. Select a saved authorization from the list. Type the password if not already supplied. — Or type an authorization number and password. 3. Click Logon or press <Enter>. <p>Result</p> <ul style="list-style-type: none"> • The system starts a cataloging session and displays the Connexion home screen. |
| From Dewey-Only session Shortcut Key <Alt><N> | <ul style="list-style-type: none"> • On the Dewey Services tab, under Show Options, click Start Cataloging. Or press <Alt><N>. <p>Result</p> <p>The system</p> <ul style="list-style-type: none"> • Opens a new browser window for the Cataloging session. • Logs you on automatically to the new session. • Selects the Cataloging tab and displays the screen you specified as the Cataloging Session Start Page (on the Dewey Services Options screen, under New Session Options). <p>Specify starting screen for Cataloging session</p> <ul style="list-style-type: none"> • On the Dewey Services Options screen, under New Session Options, use the list labeled Cataloging Session Start Page to select the screen you want displayed immediately after you start a new cataloging session from a Dewey-only session. <p>Default setting: Search WorldCat. Choices: Search WorldCat, Browse WorldCat, Search Authorities, and Browse Authorities.</p> |

Switch between active sessions: tips

- **Switch sessions via the taskbar.** When you have both a cataloging session and a Dewey-only session open, you can use the Windows taskbar to switch between the sessions. To switch,
 - Click the browser icon for the session you want to use.
 - Or press <Alt><Esc> to move through all running programs to reach the window for the session you want.
 - Or press <Alt><Tab> to select the correct browser icon from a list of icons for all running programs.
- **Shortcut to start new session.** The keyboard shortcut <Alt><N> automatically opens a new session.
 - In a Dewey-Only Session, pressing <Alt><N> opens a cataloging session.
 - In a cataloging session, pressing <Alt><N> opens a Dewey-Only session.

- **Which session is this?**
 - In a **Dewey-Only** session, **only** the Dewey Services tab and the General tab are present.
 - In a **cataloging** session, the Cataloging and/or Authorities tab(s) are present; tabs for other Connexion services may also appear, depending on your authorization and your customization of the interface.

3 Dewey Services tab options

Why use Dewey Services tab options?

- Streamline your work by hiding buttons and options for WebDewey or Abridged WebDewey functions you do not use.
- Simplify learning for new staff or limit staff access to selected functions.
- Control access to the Scan Title (Browse WorldCat) function to ensure appropriate use of this extra-cost search method.

Go to Dewey Services Tab Options screen

| | Action |
|---|---|
| 1 | On the General tab, under Admin Options, click Preferences . |
| 2 | At the Preferences screen, click General Options . |
| 3 | On the General Options screen, click Interface Customization Options . |
| 4 | On the Interface Customization screen, find the section labeled Select Service Tabs for Navigation Bar . |
| 5 | In the list of service tabs, click Dewey Services . |

Select Dewey Services tab options to show or hide

- To hide an option on the Dewey Services tab, clear the check box for that option.
- To hide a group of options (for example, all options for creating user notes), clear the check box for that Options list (for example, Create Options). Hiding an Options list hides the related button (for example, the Create button)

| | Action |
|---|---|
| 1 | On the Dewey Services Tab Options screen, find the check box for the specific option or Options list you want to show or hide. |
| 2 | <ul style="list-style-type: none"> • Clear the check box to remove any option or Options list (and related button) from the Dewey Services tab. Or • Select the check box to restore any option or Options list (and related button) on the Dewey Services tab. <p>Default setting: All check boxes selected. All available Options lists, buttons, and options appear on the Dewey Services tab.</p> |
| 3 | Save changes as default or use for current session only. <ul style="list-style-type: none"> • Click Save My Default or Save for Session. |

Save changes, cancel, or restore original defaults

- When finished viewing and/or changing options on this screen, use the buttons at the top and bottom of the screen to take an action.

| Button | Purpose/Result |
|---------|--|
| Go Back | <ul style="list-style-type: none"> • Return to the previous screen. |

| Button | Purpose/Result |
|------------------|--|
| Save for Session | <ul style="list-style-type: none">• Save changes on this screen for the current session only.• When you log off, the system restores your previous default settings. |
| Save My Default | <ul style="list-style-type: none">• Save changes on this screen for the current session and future sessions.• The new settings remain in effect until you change them. |
| Reset | <ul style="list-style-type: none">• Restore original Connexion settings for options on this screen.• Reverse any changes you made during the current session or in previous sessions. |
| Cancel | <ul style="list-style-type: none">• Reverse any changes you made since you accessed this screen during the current session.• Your previously saved settings remain in effect. |

4 Search WebDewey

Why search WebDewey?

- Find a classification number appropriate for the item you are describing.
- Identify additional subject terms to use as access points.

Enter a WebDewey query

| | Action |
|---|---|
| 1 | <p>On the Dewey Services tab, under Search Options, click WebDewey. The Search WebDewey screen appears.</p> |
| 2 | <p>Construct a search to specify the record(s) you want to retrieve.</p> <ul style="list-style-type: none"> • Type search term(s) in 1 or more boxes in the form. For each term, select the index to search from the list to the right of the box in which you enter the term. Click the arrow to open the list; then click the index you want to use. • To search for 2 or more terms in the same index, type the terms in 1 text box and select an index. Spaces between words are treated as and operators; you can also combine terms with or and/or exclude terms with not. • To search for 2 or more terms in different indexes, select the Boolean operator(s) with which to combine the term(s). Use the list of operators at the left end of the box in which you enter the term. Click the arrow to open the list; then click the operator you want to use. • Use truncation to expand a term to include variant endings or to search for both singular and plural forms of a word (e.g., dog and dogs. Or use truncation when you know only part of a term. Truncation is useful when searching for a DDC number, a word, or a multiword term. Right truncation. Type the first characters of the word or the first part of the number (include as many letters/digits as you know); then type an asterisk (*). Examples: 610*, librar*, comput*, war*, catalog* Left truncation. Type an asterisk (*) and then type the last part of the term. Examples: *073, *crime, *net • Use character masking (wildcards) to expand a term to include variant spellings or when you are unsure of the correct spelling for part of a term. Type a question mark (?) or a number sign (#) in place of the character(s) you want to mask. Use the question mark to retrieve variants of 0 or more characters. Examples: col?r retrieves <i>color</i> or <i>colour</i>; int?net retrieves <i>internet</i> or <i>intranet</i>. Use the number sign to retrieve variants of exactly 1 character. Example: wom#n retrieves both <i>woman</i> and <i>women</i>. |
| 3 | <p>Check the search form for errors in the terms, index selections, or operators.</p> <p>Clear search</p> <ul style="list-style-type: none"> • To clear the text boxes, click Clear Search. • Index lists retain the last index you selected. • Operator lists retain the last operator you selected. • The Retain Search check box retains its setting (selected or cleared). |
| 4 | <p>When finished constructing the search, click Search or press <Enter>.</p> <p>Retain search</p> <ul style="list-style-type: none"> • To preserve keywords you typed in the text boxes, select the Retain Search check box. • If Retain Search is not selected (the default setting), the system clears the text boxes. Index lists always retain the last index you selected. Lists of Boolean operators always retain the last operator you selected. • The setting for the Retain Search check box is retained until you change it. |

Search history: view and use previous searches

- Use the Search History window to
 - View your previous 10 searches.
 - Repeat a previous search.
 - Revise a previous search.
- Previous searches are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.
- **Note:** Separate search histories exist for the following: Quick Search/Quick Browse area, Search WebDewey screen, Browse WebDewey screen, and Search WebDewey User Notes screen.

| Search History function | How to use |
|---------------------------------|---|
| Open Search History window | At the Search WebDewey screen, <ul style="list-style-type: none"> • Click Search History or press <Alt><=>. |
| List of previous searches | For each listed search, the window shows <ul style="list-style-type: none"> • Search type: Dewey. • Timestamp: date and time the search was performed. • Search criteria: all terms and specified indexes. |
| Repeat a previous search | <ul style="list-style-type: none"> • Click Repeat. Connexion immediately performs the selected search. |
| Revise a previous search | <ul style="list-style-type: none"> • Click Revise. Results <ul style="list-style-type: none"> • Connexion displays the Search WebDewey screen. The selected search is ready for revision. |
| Clear search history | <ul style="list-style-type: none"> • Click Clear History (at the top of the Search History window). |
| Close the Search History window | <ul style="list-style-type: none"> • Click Close (at the top of the Search History window). |

Searching tip: find DDC number in local library catalog

- When a search for a DDC number retrieves no records, you can try the search in your local library catalog. By searching the call number index of your OPAC, you can learn whether your collection contains items classed under this number.
- Use the OPAC Options on the Dewey Services Options screen to specify the URL required to access your local catalog and search the call number index. On the General tab click **Admin**; at the Preferences screen click **Dewey Services Options**.
- Once you set up the link to your OPAC, the **No Records Found** screen includes a button labeled **Search OPAC for Dewey Number**. Click the button (or press <Alt></>) to retry the unsuccessful DDC number search in your local catalog. **Example:** Your catalog may contain a built number not available in Dewey Services.

Searching tip: find table numbers

- To find a record for a DDC table number, you must enter 2 hyphens to separate the table number from the rest of the number.
- Type the table number (for example **t1**). Then type 2 hyphens (--). Then type the remaining digits of the number you want (for example, **071**). Do not type a space between the table number and the first hyphen, or between the second hyphen and the final digits of the number.
- **Example: t1--071**

Searching tip: find literary period tables

Literary period tables are found in the Notes area of particular schedule records. The following searches are effective for locating these tables:

- To retrieve all available literary period tables, search the All Dewey index using the search query **period table*** (using the asterisk to match either **table** or **tables**).
- To find literary period tables for a specific literature or language, include the name of the literature in the search query. For example, the following searches retrieve records containing period tables for specific literatures: **period table* german** or **period table* hungarian** or **period table* hindi**.
- **Note:** If a search for literary period tables for a particular literature yields no results, you may have given a different name for the literature than is used in DDC; or the literature may have no period table,

WebDewey search indexes

| Index (label) | Included Fields | Example | Tips/Why use? |
|---------------------|--|-----------------------|---|
| All Fields (al:) | All fields/data included in all indexes of the WebDewey database | cookies | Improve results when a search on another index produces too few hits. Find all occurrences of a term in the database. |
| Dewey Numbers (dd:) | All Dewey entry numbers in the schedules, tables, manual, and Relative Index | 610.73 | Find all occurrences of a specific DDC class number. Use truncation to match all class numbers that begin with the same sequence of digits. |
| Captions (cp:) | Words in the captions | bibliographies | Find a record for a DDC number when you know the caption or part of the caption. Determine whether a term is part of a DDC caption. |

| Index (label) | Included Fields | Example | Tips/Why use? |
|---------------------------------|--|-------------------------|--|
| LCSH (Editorially Mapped) (em:) | Words in the editorially mapped Library of Congress subject headings (LCSH) only | online etiquette | Determine whether an LCSH term has been associated with a DDC class number by the DDC editors. |
| LCSH (lc:) | Words in all Library of Congress subject headings (LCSH) that have been mapped to DDC class numbers, either editorially or statistically | flyball | Determine whether an LCSH term has been associated with a DDC class number, either by the DDC editors or by a statistical process. |
| Relative Index (ri:) | Words in the Relative Index, including See Also and See Manual entries | health | Find records that encompass a subject in the context of various disciplines. |
| Notes (nt:) | Words and Dewey numbers in the notes fields of the schedules, tables, and manual | geologic | Find special instructions regarding a subject or a class number. |
| All Dewey (ad:) | All data included in these indexes: Dewey Numbers, Captions, Relative Index, and Notes | deity | Omit the mapped LCSH from the search. |

Combine terms in one index

| To specify | Enter | Example |
|---|---|---|
| Multiple terms, all terms required (AND) | [term1] [term2] Or [term1] and [term2] A space between terms is treated as an and . | transportation safety |
| Multiple terms, at least one term required (OR) | [term1] or [term2] | radiography or radiology |
| One or more terms that must not be found (NOT) | [term1] [term2] not [term3] Or [term1] or [term2] not [term3] | college education not secondary |
| One or more groups of terms combined with other terms (parentheses) | [term1] ([term2] or [term3]) [term1] or ([term2] or [term3]) [term1] or ([term2] [term3]) | education (college or university) graduate or (college or university) graduate or (college university) |

Combine terms in multiple indexes

| Operator | Retrieves | Example |
|---------------|--|--|
| AND (default) | Records that contain both of the combined terms in the field(s) specified for each term | food [All Fields] and 613* [Dewey Numbers] |
| OR | Records that contain at least 1 of the combined terms in the field(s) specified for that term; records can contain either term or both terms | food [All Fields] or 613* [Dewey Numbers] |
| NOT | Records that do not contain the term that follows NOT in the field(s) specified. | food [All Fields] or 613* [Dewey Numbers] not supply [All Fields] |

Stopwords

The following common words are omitted from all WebDewey indexes. The system ignores these words if you include them in a query.

| | | | | |
|----|------|-----|------|-----|
| a | an | and | as | at |
| be | by | for | from | in |
| is | of | on | that | the |
| to | with | | | |

Characters to omit from searches

The following characters and symbols appear in search results and/or WebDewey records as part of a class number, caption, or other text. They are not included in any index. Omit these characters from search terms.

| Characters to omit | Example | Purpose of characters |
|--|--|--|
| Square brackets in class numbers | [207] | Indicates a number that has been discontinued or relocated, or an unassigned number. |
| Parentheses in class numbers | (789) | Indicate a class number that is an optional alternative to the number usually assigned to a concept. |
| Diacritics | Provençal Omit cedilla when searching: Provençal | Indicate pronunciation of non-English words. |
| Asterisk (*), dagger (†), and/or double dagger (‡) in captions | *Administration of general forms of control † Latin dramatic poetry and drama ‡*Visual programming | Indicate that a record contains a footnote marked with that symbol. |

| Characters to omit | Example | Purpose of characters |
|---|--------------------------|---|
| Slash (/) in segmented class numbers or phrases | 004./03 client/server | Show segmentation of number Punctuate term |
| C preceding class number (search results) | C 560-590 | Indicates a record for a centered entry--a concept covered by a span of numbers. |
| M preceding class number (search results) | M 005.369 | Indicates a record for an entry in the DDC Manual. |
| B preceding class number (search results) | B 942.06 | Indicates a record for a built number: a number constructed according to add instructions stated or implied in the schedules or tables. |

5 Use WebDewey search results

Results display

| Number of Records Found | Results Display |
|---------------------------|--|
| No records found | The system displays the following message at the top of the Search WebDewey screen: No Records Found for Your Search Please change or simplify your search and try again. The search entry form retains the search term(s) you used. |
| 1 record found | The system displays the full record. |
| Up to 10 records | The system displays the message: [number] records found searching for [search query] in WebDewey <ul style="list-style-type: none"> • The results screen lists the class number and caption for all retrieved records. • Records appear in class-number order. • Schedule records are listed first, then table records. Manual records appear last. |
| 11 or more records | The system displays the message: [number] records found searching for [search query] in WebDewey <ul style="list-style-type: none"> • The results screen lists class number and caption for the first 10 retrieved records. • The View List box lets you type an entry number to display 10 entries beginning with that number. The left and right arrow buttons let you move forward or back 10 entries. The View Record box lets you type an entry number to view the full record. • Records appear in class-number order. • Schedule records are listed first, then table records. Manual records appear last. |

Query display

At the top of the first screen of results, the system displays a message that includes the number of records retrieved and the query that produced the results. The message provides feedback that lets you see how the system interpreted your search criteria. The display shows:

- Each term preceded by an index label identifying the index in which it was searched. **Example:** al: (dublin)
- Term groups (terms entered in the same box on the search form and searched in the same index). **Example:** al: (swift jonathan)
- Boolean operators specified to combine terms entered in different boxes on the search form. **Example:** not al: (travels)

Use this displayed query to

- Diagnose causes for unsatisfactory search results.
- Refine your search to improve results.

Identify record types

| Type (indicator) | Description | Example (number and caption) |
|-------------------------------|---|--|
| Built number (B) | Indicates a record for a number constructed according to add instructions stated or implied in the schedules or tables. | B 598.16 Flightless birds |
| Centered entry (C) | Represents a subject covered by a span of numbers. A centered entry is used to indicate and relate structurally a span of schedule numbers that together form a single concept. In add tables, a greater-than symbol (>) precedes a centered entry. | C 930-990 History of ancient world; of specific continents, countries, localities; of extraterrestrial worlds |
| Table centered entry | Represents a subject covered by a span of numbers. A table centered entry is used to indicate and relate structurally a span of table numbers that together form a single concept. | C T2--4-T2--9 The modern world; extraterrestrial worlds |
| Manual entry (M) | Indicates a record for an entry in the DDC Manual. | M 361-365 Social problems and services |
| Number in square brackets [] | Indicates a number that has been discontinued or relocated, or an unassigned number. Record instructs you not to use this number and provides a cross-reference to the correct class number. | [104] Unassigned 511[.22] Intuitionistic mathematics [291] Comparative religion T5--[04] Persons of mixed ancestry with ethnic origins from more than one continent |
| Number in parentheses () | Indicates a class number that is an optional alternative to the number usually assigned to a concept. | (921) Philosophers and psychologists |

| Type (indicator) | Description | Example (number and caption) |
|---|---|--|
| Footnoted caption (caption preceded by * or † and/or ‡) | Indicates that a record contains a reference to a footnote marked with that symbol. | *Administration of general forms of control † Latin dramatic poetry and drama ‡*Visual programming |
| Caption followed by ellipses | Occurs only with some built numbers. Indicates that the caption given is one of a series of Relative Index terms associated with that number. | B 809.4 Essayists (literature), . . . |
| Number followed by ellipses | Indicates standard subdivisions and topics that use 0 instead of 1-9 to indicate their position in the hierarchy. | 004.0 . . . Standard and special subdivisions |

Improve results: expand search

- Remove 1 or more keywords from search terms
- Combine terms with OR instead of AND.
- Remove NOT operator(s) and terms that follow NOT.
- Truncate 1 or more terms to retrieve variant endings.
- Use character masking to include variant spellings of term(s).

Improve results: limit search

- Add terms combined with AND.
- Exclude words with NOT.
- Specify proximity of terms.
- Reduce or eliminate use of character masking or truncation.
- Consider removing terms included using OR.

Move through list (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.
- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

| Action | How to |
|---|--|
| Move forward 10 entries | Click the right arrow button (right of View List box). |
| Move back 10 entries | Click the left arrow button (left of View List box). |
| View 10 entries beginning with specific entry | Type an entry number in the View List box and press <Enter>. |

| Action | How to |
|------------------------|--|
| View a specific record | Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the View Record box and press <Enter>. |

Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record _ of _**) appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

| Action | How to |
|------------------------------|---|
| View next record in list | Click the right arrow button (right of View Record box). |
| View previous record in list | Click the left arrow button (left of View Record box). |
| View a specific record | Type an entry number in the View Record box and press <Enter>. |
| Return to search results | Click the Search Results button at the top or bottom of the record screen. Or On the Dewey Services tab, under Search Options, WebDewey, click Search Results . |

Quick search or browse from record or results screen

- A Quick Search/Quick Browse form appears at the top of each WebDewey record, search results screen, and browse results screen. (**Note:** the Quick Search/Quick Browse form is not available in user notes.)
- Use Quick Search/Quick Browse to find WebDewey records without returning to the Search WebDewey screen or the Browse WebDewey screen.
- Within each session, the text box retains the last query you performed from Quick Search or Quick Browse. When the query yields no results, the query is retained and automatically selected (highlighted), ready for you to repeat the previous query, revise it, or enter a new query.
- **Search History window.** To view and reuse previous searches or browse queries performed via Quick Search/Quick Browse, click **Search History** or press <Alt><=>.
- The Search History window for Quick Search/Quick Browse does not list searches performed from the Search WebDewey screen or browse queries performed from the Browse WebDewey screen.
- **Note:** Separate search histories exist for the following: Quick Search/Quick Browse area, Search WebDewey screen, Browse WebDewey screen, and Search WebDewey User Notes screen.

| Quick Search/Quick Browse function | How to use |
|---|---|
| Start quick search | <ol style="list-style-type: none"> 1. Select an index and type 1 or more term(s) in the text box. 2. Click Quick Search or press <Enter>. |
| Start quick browse | <ol style="list-style-type: none"> 1. Click the option button labeled Browse. 2. Select an index and type 1 or more term(s) in the text box. 3. Click Quick Browse or press <Enter>. |
| Repeat last search or browse | <ul style="list-style-type: none"> • To repeat the retained query, click Quick Search or Quick Browse or press <Enter>. |
| Enter new search or browse | <ul style="list-style-type: none"> • To replace the text of the retained query, select the retained text and start typing the text of the new query. |
| Revise last search or browse | <ul style="list-style-type: none"> • To revise the retained query, select the retained text and then press the left or right arrow key to move to the beginning or end of the query text. • Then begin editing. |
| Refine a Quick Search that retrieves no records | <ul style="list-style-type: none"> • If a Quick Search query retrieves 0 records, Connexion redisplay the screen from which you entered the Quick Search. • Replace or revise the (highlighted) query. Then click Quick Search or press <Enter>. |
| Open Search History window | In the Quick Search/Quick Browse area, <ul style="list-style-type: none"> • Click Search History or press <Alt><=>. |
| List of previous search/browse queries | For each listed search or browse, the window shows <ul style="list-style-type: none"> • Search type: Dewey Quick Search/Browse. • Timestamp: date and time the search was performed. • Search/browse criteria: indicates Search or Browse, shows selected index and query term(s). |
| Repeat a previous search or browse | <ul style="list-style-type: none"> • Click Repeat. Connexion immediately performs the selected search. |
| Revise a previous search or browse | <ul style="list-style-type: none"> • Click Revise. Results • Connexion enters the selected search or browse query in the Quick Search/Quick Browse area. |
| Clear search history | <ul style="list-style-type: none"> • Click Clear History (at the top of the Search History window). |
| Close the Search History window | <ul style="list-style-type: none"> • Click Close (at the top of the Search History window). |

Work area: build a DDC number

- Use the work area to
 - Build a classification number incrementally. Type a base number in the work area box and then add to the number as you read number-building instructions.
 - Keep the number you are building on the screen while viewing relevant schedule and table records, following instructions in add tables, consulting Manual entries, or checking user notes.
- The work area appears by default at the top of results lists, schedule and table records, and user notes.
- **Work area dialog box.** The work area does not remain in view as you scroll down through a long record. To continue building a number in the work area without scrolling up and down, use the work area dialog box. Press <Alt><Shift><. > (period) to open the dialog box. Type the data you want to add to the number you are building. Then click **OK** or press <Enter> to store the information in the work area.
- If you do not use the work area, you can hide it by changing the default setting. On the Dewey Services Options screen, under DDC Record Options, change the **Work Area** setting to **Hide**.
- If you use the work area occasionally, leave the option set to **Show**. Then, to show or hide the work area as needed, press <Alt><W>.
- Contents of the work area are retained between Connexion sessions. The work area is not cleared when you log off.
- **Browser requirements:** The work area is available only in supported versions of Internet Explorer with cookies enabled.

| Work Area function | How to use |
|--|---|
| Show or hide work area | On a Dewey Services results, record, or user note screen, <ul style="list-style-type: none"> • Press <Alt><W>. Note: The keystroke works only if the Work Area option is set to Show in Dewey Services Options. |
| Move cursor to work area | <ul style="list-style-type: none"> • Press <Alt><. > (period). Connexion places the cursor in the work area and highlights any existing text. |
| Open work area dialog box | <ul style="list-style-type: none"> • Press <Alt><Shift><. > (period). The dialog box appears, containing any data currently stored in the work area. |
| Close work area dialog box; save changes to the data stored in the work area | <ul style="list-style-type: none"> • Click OK or press <Enter>. The contents of the work area are updated with any changes made since you opened the dialog box. |
| Close work area dialog box; do not save changes to work area contents | <ul style="list-style-type: none"> • Click Cancel. |

| Work Area function | How to use |
|--|---|
| Change Work Area setting Default: Show | <ol style="list-style-type: none"> 1. On the General tab, under Admin Options, click Preferences. At the Preferences screen, click Dewey Services Options. 2. On the Dewey Services Options screen, under DDC Record Options, select Show or Hide for the Work Area item. 3. To use the setting for the current session only, at the top or bottom of the Dewey Services Options screen, click Save for Session. To use the settings for future sessions, click Save My Default. |

Print screen of results

| | Action |
|---|--|
| 1 | If the list includes multiple screens, jump to the screen you want to print. |
| 2 | Click once in the frame that contains the results list. |
| 3 | In your browser, on the File menu, click Print or on the toolbar click the Print button. |
| 4 | In the Print dialog box, click OK or press <Enter>. |

6 Browse WebDewey

Why browse WebDewey?

- Determine whether a subject term occurs in a WebDewey index.
- Identify alternative terms for the desired subject that do occur in a WebDewey index.

Enter a WebDewey browse query

| | Action |
|---|---|
| 1 | On the Dewey Services tab, under Browse Options, click WebDewey . The Browse WebDewey screen appears. |
| 2 | Select the index to browse. Click the option button next to the index name. Default index: Dewey Numbers (with Captions). In the Browse for box, type word(s) to specify the subject you want to find in the selected index. |
| 3 | Check your browse query for errors such as misspellings. Clear text of browse query <ul style="list-style-type: none"> • To clear the Browse for text box, click Clear Search. |
| 4 | When finished constructing the browse query, click Browse or press <Enter>. Note: Browse query retained <ul style="list-style-type: none"> • Your browse query remains in the Browse for text box until you revise the query or click Clear Search. |

Search history: view and use previous browse queries

- Use the Search History window to
 - View your previous 10 browse queries.
 - Repeat a previous browse query.
 - Revise a previous browse query.
- Previous queries are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.
- **Note:** Separate search histories exist for the following: Quick Search/Quick Browse area, Search WebDewey screen, Browse WebDewey screen, and Search WebDewey User Notes screen.

| Search History function | How to use |
|---------------------------------|--|
| Open Search History window | At the Browse WebDewey screen, <ul style="list-style-type: none"> • Click Search History or press <Alt><=>. |
| List of previous browse queries | For each listed browse query, the window shows <ul style="list-style-type: none"> • Search type: Browse Dewey. • Timestamp: date and time the search was performed. • Search criteria: term(s) and specified index. |

| Search History function | How to use |
|---------------------------------|---|
| Repeat a previous browse | <ul style="list-style-type: none"> Click Repeat. Connexion immediately performs the selected browse query. |
| Revise a previous browse | <ul style="list-style-type: none"> Click Revise. Results Connexion displays the Browse WebDewey screen. The selected browse query is ready for revision. |
| Clear search history | <ul style="list-style-type: none"> Click Clear History (at the top of the Search History window). |
| Close the Search History window | <ul style="list-style-type: none"> Click Close (at the top of the Search History window). |

Browsing tip: find table numbers

- To find a record for a DDC table number, you must enter 2 hyphens to separate the table number from the rest of the number.
- Type the table number (for example **t1**). Then type 2 hyphens (--). Then type the remaining digits of the number you want (for example, **071**). Do not type a space between the table number and the first hyphen, or between the second hyphen and the final digits of the number.
- Example: t1--071**

WebDewey browse indexes

| Index | Included Fields | Example | Tips/Why use? |
|-----------------------------|--|---------------|---|
| Dewey Numbers with Captions | All Dewey entry numbers in the schedules, tables, manual, and Relative Index. Results show number and associated caption in Dewey number order. | 004.67 | Browse for a Dewey number. Displays the Dewey number you entered in the context of all Dewey entry numbers in sequence, with captions. It is easy to navigate from the number you browsed for to others in the immediate vicinity. |
| LCSH | Words and phrases in all Library of Congress subject headings (LCSH) associated with Dewey numbers in the WebDewey database listed alphabetically by first word. | web | Browse for a heading by typing the first word (or several words). Include punctuation such as parentheses and hyphens to find an exact match for a specific heading. Displays the heading in an alphabetical list of all subject headings so it is easy to navigate from the heading you browsed for to others in the immediate vicinity. |

| Index | Included Fields | Example | Tips/Why use? |
|---------------------------|--|------------------|---|
| LCSH (KWIC) | Words in all associated Library of Congress subject headings (LCSH) listed alphabetically in context. | lions | Browse for a word that occurs anywhere in an indexed heading. Displays headings that begin with the word, and then headings that contain the word in positions other than the beginning, in alphabetical order. |
| LCSH (Editorially Mapped) | Words and phrases in the editorially mapped Library of Congress subject headings (LCSH) listed alphabetically by first word. | mice | Browse for a heading by typing the first word (or several words). Include punctuation such as parentheses and hyphens to find an exact match for a specific heading. |
| Relative Index | Words and phrases in the Relative Index, including See Also and See Manual entries, listed alphabetically by first word. | telephone | Browse for an entry by typing the first word (or several words). Include punctuation such as parentheses and hyphens to find an exact match for a specific entry. |
| Relative Index (KWIC) | Words in the Relative Index, including See Also and See Manual entries, listed alphabetically in context. | birds | Browse for a word that occurs anywhere in a Relative Index entry. Displays entries that begin with the word, and then entries that contain the word in positions other than the beginning, in alphabetical order. |

Tips for effective browsing

- Most search techniques (truncation, character masking, Boolean operators, grouping) cannot be used in browse queries. The browse term you enter is matched—character by character, from left to right—against the characters of the terms in the index.

View the browse display

| Browse result | Display |
|---------------------|---|
| Any results display | Shows the index name at the top of the screen. Left column lists Dewey numbers or terms from the section of the index containing the browsed number or term or the number or term that matches it most closely. Right column lists the associated Dewey number or caption. Each term or number is hyperlinked to a WebDewey record. Page Up and Page Down buttons appear at the top and bottom of the screen. |
| No matching term | The browse term appears with the message <i>No partial match, see nearby terms</i> <ul style="list-style-type: none"> The browse display shows the part of the index that is closest numerically or alphabetically to the number or term you entered. |
| Matching term | The browse display shows the browsed number or term in its numerical or alphabetical place in the index. |

Tip: Brackets in DDC numbers

- Browse results may include DDC numbers enclosed (or partially enclosed) in square brackets; for example, 331 [.2109].
- Brackets indicate numbers or number segments that have been discontinued or relocated, or unassigned numbers.
- For discontinued/relocated numbers, notes in the record direct you to an appropriate class number.
- When searching or browsing for discontinued or relocated numbers, you may omit the square brackets from the query term.

| Browse display | Description | Examples (number and caption) |
|----------------------------------|---|--|
| Number in square brackets [] | Indicates a number that has been discontinued or relocated, or an unassigned number. Record instructs you not to use this number and provides a cross-reference to the correct class number. | [104] Unassigned 511 [.22] Intuitionistic mathematics [291] Comparative religion T5--[04] Persons of mixed ancestry with ethnic origins from more than one continent |

Use the browse display

| Action | How to |
|----------------------|--|
| View next screen | At the top or bottom of the browse display, click Page Down . |
| View previous screen | At the top or bottom of the browse display, click Page Up . |

| Action | How to |
|---|---|
| View WebDewey record containing browse term | Find the number or term in the left column of the browse display. In the right column, click the hyperlinked DDC caption or number. |
| Return to browse display | Click the Browse Results button at the top or bottom of the record screen. Or On the Dewey Services tab, under Browse Options, WebDewey, click Browse Results . |

Quick search or browse from record or results screen

- A Quick Search/Quick Browse form appears at the top of each WebDewey record, search results screen, and browse results screen. (**Note:** the Quick Search/Quick Browse form is not available in user notes.)
- Use Quick Search/Quick Browse to find WebDewey records without returning to the Search WebDewey screen or the Browse WebDewey screen.
- Within each session, the text box retains the last query you performed from Quick Search or Quick Browse. When the query yields no results, the query is retained and automatically selected (highlighted), ready for you to repeat the previous query, revise it, or enter a new query.
- **Search History window.** To view and reuse previous searches or browse queries performed via Quick Search/Quick Browse, click **Search History** or press <Alt><=>.
- The Search History window for Quick Search/Quick Browse does not list searches performed from the Search WebDewey screen or browse queries performed from the Browse WebDewey screen.
- **Note:** Separate search histories exist for the following: Quick Search/Quick Browse area, Search WebDewey screen, Browse WebDewey screen, and Search WebDewey User Notes screen.

| Quick Search/Quick Browse function | How to use |
|------------------------------------|--|
| Start quick search | 1. Select an index and type 1 or more term(s) in the text box. 2. Click Quick Search or press <Enter>. |

| Quick Search/Quick Browse function | How to use |
|---|--|
| Start quick browse | <ol style="list-style-type: none"> 1. Click the option button labeled Browse. 2. Select an index and type 1 or more term(s) in the text box. 3. Click Quick Browse or press <Enter>. |
| Repeat last search or browse | <ul style="list-style-type: none"> • To repeat the retained query, click Quick Search or Quick Browse or press <Enter>. |
| Enter new search or browse | <ul style="list-style-type: none"> • To replace the text of the retained query, select the retained text and start typing the text of the new query. |
| Revise last search or browse | <ul style="list-style-type: none"> • To revise the retained query, select the retained text and then press the left or right arrow key to move to the beginning or end of the query text. • Then begin editing. |
| Refine a Quick Search that retrieves no records | <ul style="list-style-type: none"> • If a Quick Search query retrieves 0 records, Connexion redisplay the screen from which you entered the Quick Search. • Replace or revise the (highlighted) query. Then click Quick Search or press <Enter>. |
| Open Search History window | <p>In the Quick Search/Quick Browse area,</p> <ul style="list-style-type: none"> • Click Search History or press <Alt><=>. |
| List of previous search/browse queries | <p>For each listed search or browse, the window shows</p> <ul style="list-style-type: none"> • Search type: Dewey Quick Search/Browse. • Timestamp: date and time the search was performed. • Search/browse criteria: indicates Search or Browse, shows selected index and query term(s). |
| Repeat a previous search or browse | <ul style="list-style-type: none"> • Click Repeat. <p>Connexion immediately performs the selected search.</p> |
| Revise a previous search or browse | <ul style="list-style-type: none"> • Click Revise. <p>Results</p> <ul style="list-style-type: none"> • Connexion enters the selected search or browse query in the Quick Search/Quick Browse area. |
| Clear search history | <ul style="list-style-type: none"> • Click Clear History (at the top of the Search History window). |
| Close the Search History window | <ul style="list-style-type: none"> • Click Close (at the top of the Search History window). |

Work area: build a DDC number

- Use the work area to
 - Build a classification number incrementally. Type a base number in the work area box and then add to the number as you read number-building instructions.

- Keep the number you are building on the screen while viewing relevant schedule and table records, following instructions in add tables, consulting Manual entries, or checking user notes.
- The work area appears by default at the top of results lists, schedule and table records, and user notes.
- **Work area dialog box.** The work area does not remain in view as you scroll down through a long record. To continue building a number in the work area without scrolling up and down, use the work area dialog box. Press <Alt><Shift><. > (period) to open the dialog box. Type the data you want to add to the number you are building. Then click **OK** or press <Enter> to store the information in the work area.
- If you do not use the work area, you can hide it by changing the default setting. On the Dewey Services Options screen, under DDC Record Options, change the **Work Area** setting to **Hide**.
- If you use the work area occasionally, leave the option set to **Show**. Then, to show or hide the work area as needed, press <Alt><W>.
- Contents of the work area are retained between Connexion sessions. The work area is not cleared when you log off.
- **Browser requirements:** The work area is available only in supported versions of Internet Explorer with cookies enabled.

| Work Area function | How to use |
|--|---|
| Show or hide work area | On a Dewey Services results, record, or user note screen, <ul style="list-style-type: none"> • Press <Alt><W>. Note: The keystroke works only if the Work Area option is set to Show in Dewey Services Options. |
| Move cursor to work area | <ul style="list-style-type: none"> • Press <Alt><. > (period). Connexion places the cursor in the work area and highlights any existing text. |
| Open work area dialog box | <ul style="list-style-type: none"> • Press <Alt><Shift><. > (period). The dialog box appears, containing any data currently stored in the work area. |
| Close work area dialog box; save changes to the data stored in the work area | <ul style="list-style-type: none"> • Click OK or press <Enter>. The contents of the work area are updated with any changes made since you opened the dialog box. |
| Close work area dialog box; do not save changes to work area contents | <ul style="list-style-type: none"> • Click Cancel. |

| Work Area function | How to use |
|--|---|
| Change Work Area setting Default: Show | <ol style="list-style-type: none">1. On the General tab, under Admin Options, click Preferences. At the Preferences screen, click Dewey Services Options.2. On the Dewey Services Options screen, under DDC Record Options, select Show or Hide for the Work Area item.3. To use the setting for the current session only, at the top or bottom of the Dewey Services Options screen, click Save for Session. To use the settings for future sessions, click Save My Default. |

7 Use WebDewey records

Verify applicability of class number

Review the WebDewey record to determine whether this is an appropriate class number for the item you are classifying.

- Examine the hierarchy to make sure that the class number places the item in the correct discipline.
- Read the notes (if any) to confirm that the item fits criteria for items to be classed under this number. Check for indications that the item should be classed elsewhere.
- Scan the related terms from the Relative Index and/or Library of Congress Subject Headings. Verify that some of the terms are applicable to the item.

Select a more appropriate class number

The WebDewey record provides several tools to help you do this.

- In the **hierarchy** area, click a caption to jump to a record for a related broader or narrower number.
- **Search** or **Browse** WebDewey.
To search, type 1 or more words in the text box at the top of the record screen. If desired, select an index (All Fields is the default index). Then click **Search**.
To browse, click the option button labeled **Browse**. Type 1 or more words in the text box at the top of the record screen. If desired, select an index (Dewey Numbers [with Captions] is the default index). Then click **Browse**.
- **Browse** for the number in the Dewey Numbers/Captions index. Click the **Browse** button that appears to the right of the class or table number (in the grey shaded area). The browse display shows the number in its place in numerical sequence in this index. At the browse display, click a hyperlinked caption to view the full record.
- **Notes** in the record may give instructions for building a more precise class number. Or notes may include cross-references (via hyperlinks) to records for alternative classes.
- The **Terms** area may include subject terminology that suggests potentially applicable classes. Use selected words as alternative terms for searching or browsing.

Use associated LC subject headings

| | Action |
|---|---|
| 1 | In the WebDewey record, scroll down to view the Terms section or click the Terms button. |
| 2 | <p>Under LC Subject Headings, find the heading(s) applicable to the item you are classifying.</p> <p>In the table to the right of the headings list, check the basis for the term's association with the DDC class. Column labels indicate the source of the mapping of LC subject headings to class numbers:</p> <ul style="list-style-type: none"> • EM (Editorially Mapped). Intellectually linked by DDC editorial staff; • PPT (People, Places & Things). Either intellectually associated with the DDC, or statistically associated and then reviewed by Dewey editorial staff. • SM (Statistically Mapped). Automatically linked to the DDC using a statistical term co-occurrence measure. This measure was applied to WorldCat records that contain MARC 082 (Dewey Decimal Classification number) and a subject heading field, MARC tags 600-651. |
| 3 | <p>Display the LC subject authority record for the heading.</p> <p>Click the hyperlinked heading.</p> <p>The authority record appears in a new browser window.</p> <p>Review the authority record to verify that the heading is suitable for the bibliographic record you are creating/modifying.</p> |
| 4 | <p>(Optional) OCLC Cataloging users only</p> <p>Copy and paste the heading from the subject authority record to a bibliographic record.</p> <p>In the authority record, select the text of the heading. Right-click the text. On the popup menu click Copy.</p> <p>In the main window, display the bibliographic record in a template edit view. Right-click in the field where you want to insert the heading. On the popup menu, click Paste.</p> <p>Control the heading. In the list, click Control Heading.</p> |

Use associated terms from DDC Relative Index

The Relative Index terms associated with a WebDewey record provide an at-a-glance view of other terminology associated with a class number.

Use cross-references

The **Notes** section of the WebDewey record may include cross-references to related class numbers, table numbers, instructions, or manual entries within WebDewey.

To follow a cross-reference, click the hyperlinked DDC number. If the cited record is for a manual entry, it appears in a new browser window; otherwise, the hyperlinked record replaces the record in the current browser window.

Print record

| | Action |
|---|--|
| 1 | Click once in the frame that contains the record. |
| 2 | In your browser, on the File menu, click Print or on the toolbar click the Print button. |
| 3 | In the Print dialog box, click OK or press <Enter>. |

8 WebDewey record structure

WebDewey record Each WebDewey record represents an entry in the DDC schedules or tables or a built number synthesized according to instructions in the schedules and/or tables. Each record contains a DDC number, a caption (heading) describing the class (subject) that the number represents, a representation of the class number's position in the DDC hierarchy, and term(s) from the DDC Relative Index. Records often include one or more notes explaining correct application of the class number and Library of Congress subject headings associated with the number. If a DDC number can be segmented (i.e., truncated at a logical break), the segmented form of the number is shown at the top of the record, immediately below the class number or table number.

DDC number WebDewey provides records for the following types of DDC numbers.

| Number type | Example | Description |
|--------------------|--|--|
| Class number | 004.67 | Number or span of numbers provided in the DDC schedules to represent a subject. |
| Built class number | B 598.176 | A number constructed according to add instructions stated or implied in the schedules or tables to represent a specific subdivision of a DDC class. |
| Centered entry | C 930-990 | Represents a subject covered by a span of numbers. |
| Optional number | (921) | Number enclosed in parentheses; a class number that is an optional alternative to the number usually assigned to a concept. |
| Bracketed number | [104] Unassigned 511 [.22] Intuitionistic mathematics [291] Comparative religion T5--[04] Persons of mixed ancestry with ethnic origins from more than one continent | Number enclosed in square brackets; a number that has been discontinued or relocated, or an unassigned number. Record instructs you not to use this number and provides a cross-reference to the correct class number. |
| Table number | T1--071 | Number for an entry in one of the DDC tables. Provides notation that can be added to other numbers to make a class number appropriately specific to the work being classified. |

| Number type | Example | Description |
|----------------------|-----------------|---|
| Built table number | T4--092 | A number constructed according to add instructions stated or implied in the schedules or tables to represent a specific subdivision of a DDC table. |
| Table centered entry | T2--4- T2--9 | Number used to indicate and relate structurally a span of table numbers that together form a single concept. |
| Manual number | M 361-365 | A number or range of numbers covered in an entry in the DDC Manual. The manual entry explains the proper use of the class number (or range). |

Caption

For each DDC number in the schedules, tables, and manual, a caption (heading) defines the subject or subdivision that number represents. For built numbers, the caption given is the first Relative Index term (in alphabetic order) associated with that number. Therefore, if a built number contains more than one Relative Index term, note all the Relative Index terms associated to it; all associated Relative Index terms can apply to that number, not merely the alphabetically first Relative Index term associated to the built number in its caption.

- Footnoted captions. Captions preceded by an asterisk, dagger, and/or double dagger contain footnotes. In most cases, footnotes explain how to create a more specific class number by adding notation.
- Captions with ellipses. Captions that end with ellipses occur only in records for built numbers. Built numbers do not appear in the DDC schedules but are constructed according to add instructions stated or implied in the schedules or tables. WebDewey uses the associated Relative Index term as the caption for a built number. If multiple Relative Index terms are associated with a built number, the first term in alphabetical order appears as the caption, followed by ellipses. (Ellipses, which also appear in browse results, indicate that more than one Relative Index term is associated to a given built number.)

Hierarchy display

- Below the caption, each WebDewey record contains a representation of the number's position in the DDC hierarchy. Records for manual entries do not contain a hierarchy display.
- The hierarchy display shows the selected number, the hierarchy of broader class numbers that contain it (up to the main class or the table introduction record), and the first level of narrower classes subordinate to it.
- One or more numbers in the hierarchy display will end in zero(s) that appear gray rather than black. The gray zeros indicate levels in the DDC hierarchy. Two gray zeros indicate that a number belongs to the top level of the DDC hierarchy: the 10 main classes, or first summary. One gray zero indicates that a number belongs to the 100 divisions, or second summary. Three-digit numbers in which all digits appear black belong to the 1,000 sections, or third summary.
- A built number appears in a hierarchy only when it is the subject of the record or is parallel to the subject of the record. Built numbers never appear in the upward or downward portions of hierarchies for other class numbers.

Notes

Below the hierarchy display, a WebDewey record may contain one or more notes. Notes serve the following purposes:

- Describe what is found in the current class. Such notes may define the class, clarify its scope, give examples of subjects that belong in the class, or indicate where interdisciplinary and comprehensive works are classed.
- Identify topics with **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.
- Describe related topics found in other classes. Such notes may list topics to be classed elsewhere in the DDC, or provide **See** or **See Also** references. In WebDewey, cross references include hyperlinks to the referenced record. Click the linked DDC number to view the cited record.
- Explain changes or irregularities in the schedules or tables. Such notes may identify a revised, discontinued, or relocated class or instruct classifiers not to use the current number.
- Some WebDewey records contain a link labeled **Segmentation Instruction** in the Notes field. Segmentation instructions explain how to segment numbers that you build. This information is generally needed only by national libraries and other large agencies.

User Notes

- If you have created notes associated with a DDC record, they appear after other notes in an area labeled **User Notes**.
- To edit a user note associated with the DDC record you are viewing, click the **Edit** button that follows the note title.

Terms (Relative Index and LCSH)

Most WebDewey records for schedule numbers and built numbers contain terms from the DDC Relative Index and Library of Congress subject headings associated with the class numbers. Most WebDewey records for manual numbers contain terms from the DDC Relative Index.

- Terms from the DDC Relative Index name the topics covered by the number in the record. Many Relative Index terms have subheadings (preceded by two hyphens) that indicate the discipline in which the topics are treated in the class represented by the number.
- Associated Library of Congress subject headings appear in records for most schedule numbers and built numbers in WebDewey. The headings are hyperlinked to subfield \$a of the heading field in the corresponding LC subject authority record.
- **View long list of terms by alphabetic group.** Some WebDewey records e.g., 813.54, list large numbers of associated subject headings in the Terms box. In these records, the Terms section contains a jump bar with hyperlinks for each letter of the alphabet. Click a hyperlinked letter to view associated subject terms that begin with the letter.

| Abbreviation | Source of term | Association | Revised for Edition 22? |
|--------------|---|------------------------------|-------------------------|
| EM | <ul style="list-style-type: none"> Dewey editorial staff members have intellectually linked terms designated EM to the DDC, and have revised these mappings to fit DDC 22. In 610 Medicine and health, a few headings designated EM will be Medical Subject Headings (MeSH) rather than LCSH; these headings can be identified because no part of the heading is linked to an authority record. | intellectual | yes |
| PPT | <ul style="list-style-type: none"> LCSH from the Forest Press print publication <i>People, Places & Things</i>. Either intellectually associated with the DDC, or statistically associated and then reviewed by Dewey editorial staff. PPT mappings in the areas of computer science, religion, and law have been updated to match DDC 22 numbers. All other PPT mappings reflect DDC 21, and have not yet been revised to fit DDC 22. | intellectual/ statistical | no |
| SM | <ul style="list-style-type: none"> LCSH automatically linked to the DDC using a statistical term co-occurrence measure. This measure was applied to WorldCat records that contain MARC 082 (Dewey Decimal Classification number) and a subject heading field, MARC tags 600-651. The SM mappings have not been revised to fit DDC 22. | statistical | no |

Quick search or browse from record or results screen

- A Quick Search/Quick Browse form appears at the top of each WebDewey record, search results screen, and browse results screen. (**Note:** the Quick Search/Quick Browse form is not available in user notes.)
- Use Quick Search/Quick Browse to find WebDewey records without returning to the Search WebDewey screen or the Browse WebDewey screen.
- Within each session, the text box retains the last query you performed from Quick Search or Quick Browse. When the query yields no results, the query is retained and automatically selected (highlighted), ready for you to repeat the previous query, revise it, or enter a new query.

- **Search History window.** To view and reuse previous searches or browse queries performed via Quick Search/Quick Browse, click **Search History** or press <Alt><=>.
- The Search History window for Quick Search/Quick Browse does not list searches performed from the Search WebDewey screen or browse queries performed from the Browse WebDewey screen.
- **Note:** Separate search histories exist for the following: Quick Search/Quick Browse area, Search WebDewey screen, Browse WebDewey screen, and Search WebDewey User Notes screen.

| Quick Search/Quick Browse function | How to use |
|---|---|
| Start quick search | <ol style="list-style-type: none"> 1. Select an index and type 1 or more term(s) in the text box. 2. Click Quick Search or press <Enter>. |
| Start quick browse | <ol style="list-style-type: none"> 1. Click the option button labeled Browse. 2. Select an index and type 1 or more term(s) in the text box. 3. Click Quick Browse or press <Enter>. |
| Repeat last search or browse | <ul style="list-style-type: none"> • To repeat the retained query, click Quick Search or Quick Browse or press <Enter>. |
| Enter new search or browse | <ul style="list-style-type: none"> • To replace the text of the retained query, select the retained text and start typing the text of the new query. |
| Revise last search or browse | <ul style="list-style-type: none"> • To revise the retained query, select the retained text and then press the left or right arrow key to move to the beginning or end of the query text. • Then begin editing. |
| Refine a Quick Search that retrieves no records | <ul style="list-style-type: none"> • If a Quick Search query retrieves 0 records, Connexion redisplay the screen from which you entered the Quick Search. • Replace or revise the (highlighted) query. Then click Quick Search or press <Enter>. |
| Open Search History window | In the Quick Search/Quick Browse area, <ul style="list-style-type: none"> • Click Search History or press <Alt><=>. |
| List of previous search/browse queries | For each listed search or browse, the window shows <ul style="list-style-type: none"> • Search type: Dewey Quick Search/Browse. • Timestamp: date and time the search was performed. • Search/browse criteria: indicates Search or Browse, shows selected index and query term(s). |
| Repeat a previous search or browse | <ul style="list-style-type: none"> • Click Repeat. Connexion immediately performs the selected search. |

| Quick Search/Quick Browse function | How to use |
|------------------------------------|---|
| Revise a previous search or browse | <ul style="list-style-type: none"> Click Revise. Results Connexion enters the selected search or browse query in the Quick Search/Quick Browse area. |
| Clear search history | <ul style="list-style-type: none"> Click Clear History (at the top of the Search History window). |
| Close the Search History window | <ul style="list-style-type: none"> Click Close (at the top of the Search History window). |

Work area: build a DDC number

- Use the work area to
 - Build a classification number incrementally. Type a base number in the work area box and then add to the number as you read number-building instructions.
 - Keep the number you are building on the screen while viewing relevant schedule and table records, following instructions in add tables, consulting Manual entries, or checking user notes.
- The work area appears by default at the top of results lists, schedule and table records, and user notes.
- **Work area dialog box.** The work area does not remain in view as you scroll down through a long record. To continue building a number in the work area without scrolling up and down, use the work area dialog box. Press <Alt><Shift><. > (period) to open the dialog box. Type the data you want to add to the number you are building. Then click **OK** or press <Enter> to store the information in the work area.
- If you do not use the work area, you can hide it by changing the default setting. On the Dewey Services Options screen, under DDC Record Options, change the **Work Area** setting to **Hide**.
- If you use the work area occasionally, leave the option set to **Show**. Then, to show or hide the work area as needed, press <Alt><W>.
- Contents of the work area are retained between Connexion sessions. The work area is not cleared when you log off.
- **Browser requirements:** The work area is available only in supported versions of Internet Explorer with cookies enabled.

| Work Area function | How to use |
|--|--|
| Show or hide work area | On a Dewey Services results, record, or user note screen, <ul style="list-style-type: none"> Press <Alt><W>. Note: The keystroke works only if the Work Area option is set to Show in Dewey Services Options. |
| Move cursor to work area | <ul style="list-style-type: none"> Press <Alt><.> (period). Connexion places the cursor in the work area and highlights any existing text. |
| Open work area dialog box | <ul style="list-style-type: none"> Press <Alt><Shift><.> (period). The dialog box appears, containing any data currently stored in the work area. |
| Close work area dialog box; save changes to the data stored in the work area | <ul style="list-style-type: none"> Click OK or press <Enter>. The contents of the work area are updated with any changes made since you opened the dialog box. |
| Close work area dialog box; do not save changes to work area contents | <ul style="list-style-type: none"> Click Cancel. |
| Change Work Area setting Default: Show | <ol style="list-style-type: none"> On the General tab, under Admin Options, click Preferences. At the Preferences screen, click Dewey Services Options. On the Dewey Services Options screen, under DDC Record Options, select Show or Hide for the Work Area item. To use the setting for the current session only, at the top or bottom of the Dewey Services Options screen, click Save for Session. To use the settings for future sessions, click Save My Default. |

Browse Dewey Number index from record

A **Browse** button appears to the right of the Dewey number in WebDewey records for schedule numbers, built numbers, and table numbers. Use the button to browse for the current DDC number in the Dewey Numbers (with Captions) index.

The resulting browse display shows the current number in its place in numerical sequence in the index. Captions appear opposite the numbers. Click a hyperlinked caption to view the full WebDewey record.

Find DDC number in local library catalog

- From a Schedule record, you can search the DDC number in your local library catalog. By searching the call number index of your OPAC, you can learn whether your collection contains items classed under this number.
- Use the OPAC Options on the Dewey Services Options screen to specify the URL required to access your local catalog and search the call number index. On the General tab click **Admin**; at the Preferences screen click **Dewey Services Options**.

- Once you set up the link to your OPAC, the Schedule record screen includes a button labeled **OPAC** (next to the **Browse** button). Click the button (or press <Alt></>) to search for the DDC number in your local catalog.

View tables from record

A **Tables** button appears to the right of the **Browse** button in WebDewey records for schedule numbers, built numbers, and table numbers. Use the **Tables** button to go to the WebDewey Tables screen, which gives you access to the DDC tables.

The resulting display provides links to the DDC tables. Captions appear opposite the table numbers. Click a hyperlinked caption to view the full WebDewey record for that table.

Navigation buttons in record

WebDewey records for schedule numbers, built numbers, and table numbers include navigation buttons that let you jump to specific parts of the record.

| Button label | Button location | Action |
|--------------------|-----------------------------|---|
| Notes | Beginning and end of record | Scroll record to display beginning of Notes section |
| User Notes | Beginning and end of record | Scroll record to display beginning of User Notes section |
| Terms | Beginning and end of record | Scroll record to display beginning of Terms section |
| Class # or Table # | End of record | Scroll record to display the class number or table number |

9 Use DDC numbers in bibliographic records (OCLC Cataloging users only)

Who can use these functions?

- An OCLC Cataloging authorization
- A WebDewey subscription

Sources for DDC numbers in bibliographic records

- Dewey numbers automatically assigned when the system extracts metadata to create a base record for an online resource. Auto-assigned numbers are hyperlinked to the corresponding WebDewey record.
- Dewey numbers assigned by users (catalogers and other library staff who create or modify bibliographic records). If a number is not already controlled, add authority control to hyperlink it to a WebDewey record.
- **No hyperlinked DDC numbers in text area edit views.** Links to WebDewey records appear in a bibliographic record when you use a display view or a template edit view; the links are not visible in a text area view.

Auto-classify function for new records

- When you create new bibliographic records by extracting metadata from web pages, you can choose to have the system automatically determine the subject of the resource and assign appropriate Dewey numbers.
- On the Create Record screen or the Create Multiple Records screen, select the check box labeled **Generate Dewey numbers**. Clear the check box to turn off the auto-classify function. **Default setting:** check box not selected.

Review auto-assigned DDC numbers

- Always review auto-assigned numbers for appropriateness. Delete incorrect numbers and/or substitute valid numbers.
- Click the hyperlinked DDC number to view the WebDewey record. Review the hierarchy display, notes, and related terms to verify that the assigned number fits the content of the resource.

Display WebDewey record for DDC number

| Action |
|--|
| <p>Click the hyperlinked DDC number in the bibliographic record.</p> <p>Or</p> <p>For an unlinked DDC number,</p> <p>On the Dewey Services tab, under Browse Options, click WebDewey.</p> <p>At the top of the Browse WebDewey screen, type the number in the Browse for box and click Browse.</p> <p>At the browse display, find the DDC number in the list and click the hyperlinked caption to view the full record.</p> |

View associated LC subject headings

| | Action |
|---|--|
| 1 | In the WebDewey record, scroll down to view the Terms section or click the Terms button. |
| 2 | <p>Under LC Subject Headings, find the heading(s) applicable to the item you are classifying.</p> <p>In the table to the right of the headings list, check the basis for the term's association with the DDC class. Column labels indicate the source of the mapping of LC subject headings to class numbers:</p> <ul style="list-style-type: none"> • EM (Editorially Mapped). Intellectually linked by DDC editorial staff;. • PPT (People, Places & Things). Either intellectually associated with the DDC, or statistically associated and then reviewed by Dewey editorial staff. • SM (Statistically Mapped). Automatically linked to the DDC using a statistical term co-occurrence measure. This measure was applied to WorldCat records that contain MARC 082 (Dewey Decimal Classification number) and a subject heading field, MARC tags 600-651. |
| 3 | <p>Display the LC subject authority record for the heading.</p> <p>Click the hyperlinked heading.</p> <p>The authority record appears in a new browser window.</p> <p>Review the record to verify that the heading is suitable for the resource you are creating/modifying.</p> |

Add DDC number

| | Action |
|---|--|
| 1 | <p>Add a field to contain the DDC number.</p> <p>Template view Move to the field above the place where you want to add a field. In the Functions list click Add Single Field.</p> <p>Text area view Create a blank line for the new field. Move to the field above the place where you want to insert a field. At the end of the field, press <Enter>. Or (Dublin Core text area only) Use the Add Element link below the text box. Open the list of elements and click the element you want to add. If using a qualifier, open the list of qualifiers (list includes qualifiers valid for the selected element type) and then click the one you want. Then click Add Element. The system adds the label for the element/qualifier below existing elements in the text box.</p> |
| 2 | <p>Supply the correct MARC tag and indicators or DC element/qualifier/scheme for the added DDC number field.</p> <p>Template view Change the MARC tag and indicators (or Dublin Core element name and qualifiers) to indicate a field/element containing a DDC number.</p> <p>Text area view Type the MARC tag and indicators (or Dublin Core element name and qualifiers) to indicate a field/element containing a DDC number. Precede the tag or element name with a greater-than symbol (>) and use correct spacing and punctuation. (If you use the Add Element function (DC Text Area view), the element/qualifier are entered for you.) MARC: 082 or 092 or 699 DC: Subject.DDC or Subject.classLocal.DDC or Subject.classAuto.DDC</p> |
| 3 | <p>In the new field, type the DDC number or paste a number copied from a WebDewey record.</p> |
| 4 | <p>Link the number to the WebDewey record. If editing in a text area view, switch to a template view. Move to the field where you added the DDC number. Open the Functions list and click Control DDC.</p> |

Add authority control for a DDC number

| | Action |
|---|--|
| 1 | <p>If editing in a text area view, switch to a template view.</p> |
| 2 | <p>Move to the field that contains the DDC number you want to control.</p> |
| 3 | <p>At the right end of the DDC number field/element, open the Functions list and click Control DDC.</p> |

Change a controlled DDC number

Note on text area edit views. You can change a controlled DDC number in a text area view of the bibliographic record. However, to link the modified number to a WebDewey record, you must switch to a template edit view and use the **Control DDC** function.

| | Action |
|---|---|
| 1 | If editing in a text area view, switch to a template view. |
| 2 | Move to the field that contains the DDC number you want to change. |
| 3 | Remove authority control to permit editing. Open the Functions list and click Uncontrol DDC . The DDC number is no longer hyperlinked. |
| 4 | In the text box for the field/element, change the Dewey number. |
| 5 | Restore authority control and link to a WebDewey record. Open the Functions list and click Control DDC . |

Delete a controlled DDC number

| | Action |
|---|--|
| 1 | Move to the field that contains the DDC number you want to delete. |
| 2 | Template view Open the Functions list and click Delete Field . The system redisplay the record with the field removed. Text area view Use the <Delete> or <BackSpace> key to delete all text for the field, including MARC tag and indicators or Dublin Core element and qualifier names. |

Change or delete an uncontrolled DDC number

| | Action |
|---|---|
| 1 | Display the record for editing in a template view or text area view. |
| 2 | Move to the field that contains the DDC number you want to change. |
| 3 | Change DDC number In the text of the field, change the Dewey number. Delete DDC number field or element Template view In the text box for the field, delete the DDC number. The system automatically deletes the empty field the next time the screen is refreshed. Or Open the Functions list and click Delete Field . Text area view Use the <Delete> or <BackSpace> key to delete all text for the field, including MARC tag and indicators or Dublin Core element and qualifier names. |

10 DDC Appendix: Segmentation

Policies and Procedures of the Library of Congress Decimal Classification Division

Segmentation in DDC numbers

- One aid to reduction of the full DDC number is the segmentation provided in DDC numbers assigned by such centralized cataloging services as the Decimal Classification Division of the Library of Congress and the Library and Archives Canada.
- The segmentation is indicated by a prime mark ('), a slash mark (/), or other comparable indicators.
- The segmentation mark indicates the end of the abridged number (including, if applicable, the end of the abridged standard subdivision in the abridged number).

Examples illustrating segmentation methods

| | |
|----------------------|--|
| 155.6/6 155.6 | The psychology of midlife The psychology of adults (the number found in the abridged edition) |
| 6 | Persons in middle adulthood (the remainder of the number found in the schedules of the unabridged edition) |
| 324.6/23092 324.6 | A biography of Susan B. Anthony Election systems and procedures; suffrage (the number found in the abridged edition) |
| 2309 2 | 23 Women's suffrage (the remainder of the number found in the schedules of the unabridged edition) plus 092 Persons (from unabridged Table 1) |
| 282.092/2 282.092 | Collected biography of Catholics 282 Roman Catholic Church (the number found in the schedules of the abridged edition) plus 092 Persons (from abridged Table 1) |
| 2 | Collected persons treatment (the remainder of the notation found in unabridged Table 1) |

11 Use DDC Main Classes

About DDC main classes and summaries

- The 10 main classes provide a top level outline of the DDC. Each main class represents one of the major areas into which the DDC divides recorded knowledge. The numbers and captions of the main classes comprise the **first summary** of the classification system.
- The DDC defines 10 divisions within each main class. The numbers and captions of the main classes and their divisions comprise the 100 divisions of the **second summary**.
- Within each division, the DDC defines sections. The numbers and captions of the main classes, the divisions, and the sections comprise the 1,000 sections of the **third summary**.

Why use the Main Classes screen?

- Classify an item by moving from a generally relevant class to an appropriately specific subclass.
- When classifying, avoid moving too quickly to a narrowly focused search for an appropriate class number. Traversing the DDC hierarchy from the top down helps you remain aware of the broader context of a subject as represented in the DDC.
- Get an overview of the structure of the DDC and/or of a particular class, division, or section.

How to use the Main Classes screen

| To | Do this |
|--|--|
| View divisions within a main class | At the Main Classes screen, click the hyperlinked caption for the class whose divisions you want to view. |
| View record for another division or section | In the hierarchy display at the top of a record, click the hyperlinked caption for the division or section you want. |
| Search WebDewey or Abridged WebDewey (the database you subscribe to) | At the top of the Main Classes screen or a record, the Search option button is selected by default. In the text box, type 1 or more words to specify the subject you want. If desired, select an index. (All Fields is the default index.) Then click Search . |
| Browse WebDewey or Abridged WebDewey (the database you subscribe to) | At the top of the Main Classes screen or a record, select the Browse option button. In the text box, type 1 or more words to specify the subject you want. If desired, select an index. (Dewey Numbers is the default index.) Then click Browse . |
| Return to Main Classes screen from record | In the hierarchy display at the top of a record, click the hyperlinked caption Main Classes . |
| View Tables screen | At the bottom of the Main Classes screen, click Tables . |

12 Use DDC Tables in WebDewey

Purpose of the DDC Tables

- Provide notation used to build specific class numbers. To a DDC number defined or provided for in the schedules, the classifier adds table notation to represent a subdivision of the class.
- Serve only to extend schedule numbers; cannot be used alone to classify an item.

Why use the WebDewey Tables screen?

- Locate a table entry for a subdivision of a class. WebDewey records for class numbers often include notes that link directly to table entries appropriate for specifying subdivisions. However, to review other potentially relevant extensions, you can navigate to table entries from the Tables screen.
- Clarify the context of a table entry by viewing the hierarchy of the table.
- Explore options when selecting an appropriate subdivision.
- Review the structure and content of a specific table or of the DDC tables as a whole.

How to use the Tables screen

| To | Do this |
|-------------------------------------|---|
| Go to Tables list | Dewey Services tab. Press <Ctrl><[> (left square bracket). Or Search/Browse screen. At the bottom of the Search WebDewey screen or the Browse WebDewey screen, click Go to Tables . Or Navigation bar. Under Show Options, click Show Tables . Or DDC record. Click Tables (top right, next to Browse button). |
| View table | At the Tables screen, click the hyperlinked caption for the table you want. |
| View record for another table level | In the hierarchy display at the top of a table number record, click the hyperlinked caption for the table level you want. |
| Search WebDewey | At the top of the Tables screen or a table record, the Search option button is selected by default. In the text box, type 1 or more words to specify the subject you want. If desired, select an index. (All Fields is the default index.) Then click Search . |
| Browse WebDewey | At the top of the Tables screen or a record, select the Browse option button. In the text box, type 1 or more words to specify the subject you want. If desired, select an index. (Dewey Numbers is the default index.) Then click Browse . |
| Return to Tables screen from record | In the hierarchy display at the top of a table number record, click the hyperlinked caption Tables . |

| To | Do this |
|--------------------------|---|
| View Main Classes screen | At the bottom of the Tables screen, click Main Classes . |