Learning objectives

The learner will:

- Understand DDC’s use of structural and notational hierarchy
- Be familiar with different types of notes in the DDC
- Be familiar with the relationship of different terminologies to the DDC
- Be able to apply basic rules to choose correctly between multiple potential base numbers
- Be able to apply basic number building techniques
**Outline**

*DDC structure*

  * Hierarchy
  * Notes
  * Terminologies

Principles for choosing DDC numbers

Number building
Overview

Parts of the DDC

Schedules 000-999

Tables 1-6 (in WebDewey, T1-T6)

Manual

Relative Index (+ Associated terminology)
DDC main classes

000 Computer science, information & general works
100 Philosophy & psychology
200 Religion
300 Social sciences
400 Language
500 Science
600 Technology
700 Arts & recreation
800 Literature
900 History & geography
DDC structure: Tables

DDC tables

Table 1  Standard Subdivisions
Table 2  Geographic Areas, Historical Periods, Biography
Table 3A-C  Subdivisions for Arts, for Individual Literatures, for Specific Literary Forms
Table 4  Subdivisions of Individual Languages and Language Families
Table 5  Ethnic and National Groups
Table 6  Languages
DDC main classes

000 Computer science, information & general works
100 Philosophy & psychology
200 Religion
300 Social sciences
400 Language
500 Science
600 Technology
700 Arts & recreation
800 Literature
900 History & geography
DDC structure: Divisions

DDC divisions

500  Science
510  Mathematics
520  Astronomy
530  Physics
DDC structure: Sections

DDC sections

510  Mathematics
511  General principles of mathematics
512  Algebra
513  Arithmetic
DDC categories / classes

500  Science
510  Mathematics
512  Algebra
512.3 Fields
512.4 Rings
DDC is arranged by discipline

Any given subject may be treated in more than one discipline ...

... and thus may appear in more than one place in DDC.
## DDC structure: Disciplinary basis (2)

### Clothing

<table>
<thead>
<tr>
<th>Category</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing</td>
<td>391</td>
</tr>
<tr>
<td>Clothing—arts</td>
<td>746.92</td>
</tr>
<tr>
<td>Clothing—customs</td>
<td>391</td>
</tr>
<tr>
<td>Clothing—home sewing</td>
<td>646.4</td>
</tr>
<tr>
<td>Clothing—product safety</td>
<td>363.19</td>
</tr>
<tr>
<td>Clothing—psychological influence</td>
<td>155.95</td>
</tr>
</tbody>
</table>
Hierarchy

Expressed through structure

Expressed through notation
Structural hierarchy

Every subject is subordinate to (i.e., part of) all the broader subjects above it

**Hierarchical force:** whatever is true of the whole is true of the parts
Structural hierarchy example

743.4 Drawing human figures

743.45 Children

Thus, drawing children classed in 743.45
Structural hierarchy example

323 Civil and political rights
   Class here civil liberties . . .

323.352 Young people
   Class here children

Thus, civil liberties of children classed in 323.352
Notational hierarchy

Hierarchy expressed by length of notation

Any given subject is usually subordinate to the topic whose notation is one digit shorter
Children—psychology

100 Philosophy, parapsychology and occultism, psychology

150 Psychology

155 Differential and developmental psychology

155.4 Child psychology
Exceptions to notational hierarchy

Centered entries

See references
Centered entries

Used to indicate a span of numbers that together represent a subject for which there is no specific hierarchical notation

> 081-089 General collections in specific languages and language families
Casualty insurance
> 368.5-368.8 Casualty insurance
    Class comprehensive works in 368.5
368.5 Liability insurance
368.6 Glass insurance
368.7 Insurance against industrial casualties (accidents)
368.8 Other casualty insurance
See references

Used to indicate that, although subject is logically part of hierarchy where reference appears, it is classed elsewhere

570 Biology

Class here life sciences

For paleontology, see 560; for plants, see 580; for animals, see 590; for medical sciences, see 610
Outline

**DDC structure**

- Hierarchy
- Notes
- Terminologies

Principles for choosing DDC numbers

Number building
“What’s here” notes

Definition notes

Scope notes

Variant-name notes

Class-here notes

Including notes
Definition notes

T1–0832 Infants

Children from birth through age two
Scope notes

177 Ethics of social relations

Limited to the topics provided for below
Variant-name notes

332.32  Savings and loan associations

Variant names: building and loan associations, building societies, home loan associations, mortgage institutions
Class-here notes

List major subjects included in a class

List subjects that approximate the whole of the class, even if broader or narrower than the caption [more about this to come]; also used to indicate comprehensive or interdisciplinary numbers

Have hierarchical force

Standard subdivisions can be added; other number-building techniques allowed
Class here notes—examples

333.95 Biological resources

Class here biodiversity, biosphere

T2—4672 Barcelona province

Class here Barcelona
Class here interdisciplinary works on death

Class here comprehensive works on crime insurance
Including notes

List subjects in standing room at a number

Do not have hierarchical force

Standard subdivisions cannot be added

Other number-building techniques not allowed
Including notes—example

577.699 Seashore ecology

Including ecology of rock pools, sea caves, tidal flats, tide pools

Note: Standard subdivisions can be added for seashore ecology, but not for ecology of tide pools.
“What’s elsewhere” notes

Class-elsewhere notes

See references

See-also references
“What’s elsewhere” notes:
Class-elsewhere notes (1)

Class-elsewhere notes—examples

552 Petrology

Class structural geology in 551.8

662.625 Uses of coal

Class a specific use with the use, e.g.,
metallurgical use 669.81
Class-elsewhere notes—examples—cont.

155.937  Death and dying

Class interdisciplinary works on death in 306.9
See references

Note introduced by “For” that leads from stated or implied comprehensive or interdisciplinary number for a subject to component parts in numbers other than direct subdivisions of the original number or span.

Part of structural hierarchy, but violates notational hierarchy.
See references—example

331.893  Other labor measures

Class here comprehensive works on labor violence

For violence in strikes, see 331.892
See references—example—cont.

302.2 Communication

Class here interdisciplinary works on communication, content analysis, semiotics

For information theory, see 003.54 . . .

For the semiotics of a specific subject, see the subject, plus notation 014 from Table 1, e.g., semiotics of biology 570.14

See references (3)
See-also references

Point to topics tangentially related to topic

364.15554  Child abuse

See also 364.1536 for incest; also 364.174 for pornography
Other notes

Changes & irregularities
See-Manual notes
Instructions: standard subdivisions
Instructions: add notes (individual, collective)
Instructions: subdivisions
Optional arrangement
Changes: relocations & discontinuations [DDC 22]

- 641.52 Breakfests
- 641.53 Luncheons, lunches, brunches, teas, suppers, snacks
  - 641.532 Brunches
  - 641.534 Box and bag lunches
  - 641.536 Afternoon teas
  - 641.538 Suppers
  - 641.539 Snacks
Changes: relocations & discontinuations [DDC 23]

641.52 First meal of the day
   Class here brunches [formerly 641.532],
   breakfasts

641.53 Light meals
   Class here snacks; dinners, lunches, suppers,
   teas as light meals
   Class breakfasts and brunches in 641.52;
   class dinners, lunches, suppers, teas as main
   meals in 641.54
DDC structure:
Changes: Relocations & discontinuations (3)

Changes: relocations & discontinuations [DDC 23]

641[.532] Brunches
   Relocated to 641.52

641[.534-.539] Box and bag lunches, afternoon teas, suppers, snacks
   Numbers discontinued; class in 641.53
Irregularities

577    Ecology

577.1   Specific ecosystem processes

577[.101-577.109] Standard subdivisions

Do not use; class in 577.01-577.09

Note: Bracketing of a number indicates that it is not used.
See-Manual notes

371.262  Standardized tests

See Manual at 371.262 vs. 371.264

371.264  Academic prognosis and placement

Class standardized tests, use of specific tests of academic achievement and general education, comprehensive works on specific kinds of educational tests in 371.262

See Manual at 371.262 vs. 371.264
See-Manual notes—example

371.262 vs. 371.264

Standardized tests vs. Academic prognosis and placement

Use 371.262 for works that focus on particular tests and their use. Use 371.264 for general discussions of the use of results of standardized tests in prognosis and placement. Use 371.26 for works giving substantial treatment to both the tests in general and to their use in prognosis and placement. If in doubt, prefer 371.262.
Instructions: standard subdivisions

749  Furniture and accessories

Standard subdivisions are added for furniture and accessories together, for furniture alone
Instructions: add notes (individual)

551.68 Artificial modification and control of weather

Add to base number 551.68 the numbers following 551.5 in 551.51-551.57, e.g., cloud seeding 551.6876
Instructions: add notes (collective)

781.43 *Performance techniques
781.432 *Playing time
781.434 *Harmonization
781.436 *Transposition
781.438 *Ensemble technique

*Add as instructed under 781.2-781.8
Instructions: subdivisions

781.423 *Sight and score reading

Subdivisions are added for either or both topics in heading

*Add as instructed under 781.2-781.8
Optional arrangement

629.2222  Specific named passenger automobiles

Arrange alphabetically by name or make of car

Note:  Optional arrangement is not related to optional (i.e., nonstandard) numbers; optional numbers are shown in parentheses, e.g., (789)
## (Print) Relative Index

<table>
<thead>
<tr>
<th>Term</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social groups</td>
<td>305</td>
</tr>
<tr>
<td>T1—08</td>
<td></td>
</tr>
<tr>
<td>influence on crime</td>
<td>364.253</td>
</tr>
<tr>
<td>religion</td>
<td>200.8</td>
</tr>
<tr>
<td>Christianity</td>
<td>270.08</td>
</tr>
<tr>
<td>Judaism</td>
<td>296.08</td>
</tr>
<tr>
<td>see also People</td>
<td></td>
</tr>
<tr>
<td>see also Manual at 306 vs. 305, 909, 930-990</td>
<td></td>
</tr>
</tbody>
</table>
Associated terminology: WebDewey (1)

In WebDewey

Search Relative Index or terminologies

Browse Relative Index or terminologies
  Browse is left-anchored

Class display shows
  Relative Index terms assigned to class
  Terminology terms mapped to class

Terminologies = LCSH, BISAC, MeSH, etc.
### Associated terminology: WebDewey (2)

**History**

<table>
<thead>
<tr>
<th>612.67 Aging</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 Technology</td>
</tr>
<tr>
<td>610 Medicine &amp; health</td>
</tr>
<tr>
<td>612 Human physiology</td>
</tr>
<tr>
<td>612.1-612.8 Specific functions, systems, organs</td>
</tr>
<tr>
<td>612.6 *Reproduction, development, maturation</td>
</tr>
<tr>
<td>612.65-612.67 Postnatal development</td>
</tr>
<tr>
<td>612.6/7 Aging</td>
</tr>
</tbody>
</table>

**Notes**

Class here physical gerontology

See also [616.078](#) for death

**Comments**

**Relative Index Terms (English)**

- Aging--human physiology
- Gerontology--human physiology
- Older people--physiology
- Physical gerontology

**LC Subject Headings**

- Older people--Physiology

**BISAC**

- MEDICAL--Nursing--Gerontology
Outline

DDC structure

Principles for choosing DDC numbers

Number building
Choice of number: Procedure

Basic procedure

Determine subject
Translate subject into scheme representation
  Determine disciplinary focus of subject
Relative Index is guide to schedules, but schedules must be consulted
Read instructions (follow hierarchy)
Pay attention to author’s intention
Follow basic rules
Choice of number: Principles

Basic rules
- Rule of application
- Fullest treatment
- First-of-two rule
- Rule of three
- Rule of zero

Comprehensive number
Interdisciplinary number
Preference notes
Preference tables
Table of last resort
Rule of application

A work on application or influence of one subject on another is classed with second subject

Example: Influence of Virginia Woolf on the novels of Eudora Welty is classed with Welty (813.52), not Woolf (823.912)
Choice of number: Fullest treatment

Fullest treatment

A work on two subjects is classed with the subject receiving the fullest treatment.

Example: A history of Nebraska that includes information on bordering towns in Kansas is classed with Nebraska (978.2), not Kansas (978.1).
First-of-two rule

A work dealing equally with two subjects not used to introduce or explain one another is classed with the number coming first.

Example: A history of Nebraska and Kansas is classed with Kansas (978.1), not Nebraska (978.2)
First-of-two rule: exceptions

If the two subjects are the two major subdivisions of a broader subject, use the number for the broader subject

Instructions in the schedules override the first-of-two rule (i.e., follow specific instructions)
Choice of number: Rule of three

Rule of three

A work giving equal treatment to three or more subjects that are all subdivisions of a broader subject is classed with the first higher number that includes all three.

Example: A history of Kansas, Nebraska, and South Dakota is classed with Western United States (978), not Kansas (978.1), Nebraska (978.2), or South Dakota (978.3).
Rule of zero

At a given position in the notation, if there is a choice between the 0 subdivision and a subdivision beginning 1-9, prefer the one beginning 1-9

Example: Professional qualifications of teachers in private schools is classed with *professional qualifications* (371.12), not private schools (371.02)
Choice of number: Comprehensive numbers

Comprehensive number

A number that covers all the component parts of a subject that are treated within a single discipline

Component parts may be in a span of consecutive numbers or distributed throughout schedule or table

Example: Labor violence (strikes, sabotages, and other actions) is classed at 331.893 (“Class here comprehensive works on labor violence”), not 331.892 ( Strikes)
Interdisciplinary (ID) number

A number that covers all the disciplinary perspectives on a given subject (including that of the discipline where the interdisciplinary number is located)

First class number in an index entry is the ID number

Example: Social and psychological development of teenagers: class at 305.2355 ("Class here interdisciplinary works on development of young people twelve to twenty"), not 155.5 (Psychology of young people twelve to twenty)
Preference notes—examples

- 081-088 Groups of people by specific attributes

  Unless other instructions are given, class a subject with aspects in two or more subdivisions of –081-088 in the number coming last, e.g., children with disabilities –087 (not –083)
Preference notes—examples—cont.

769.56 Postage stamps and related devices

Unless other instructions are given, class a subject with aspects in two or more subdivisions of 769.56 in the number coming first, e.g., counterfeit stamps depicting plants 769.562 (not 769.56434)
Preference tables

> 155.42-155.45 Children by specific attributes

  Unless other instructions are given, observe the following table of preference, e.g., boys aged three to five 155.423 (not 155.432):

  Exceptional children … 155.45
  Children by status and relationships 155.44
  Children in specific age groups 155.42
  Children by gender or sex 155.43
Choice of number: Table of last resort

Table of last resort

Kinds of things
Parts of things
Materials from which things, kinds, or parts are made
Properties of things, kinds, parts, or materials
Processes within things, kinds, parts, or materials
Operations upon things, kinds, parts, or materials
Instrumentalities for performing such operations
Exercise: Find the correct DDC number. Which rule supports that choice?

1. Leopards, tigers, and lions (interdisciplinary work)
2. History of Swaziland and Lesotho
3. Volcanoes and earthquakes (interdisciplinary work)
4. Obedience training for your miniature Schnauzer
5. Middle-aged veterans as workers [labor economics]
Outline

- DDC structure
- Principles for choosing DDC numbers
- *Number building*
Terminology

*Number building*: the process of constructing a number by adding (appending) notation from the tables or other parts of the schedules to a base number

*Built number*: the result of number building, i.e., a number constructed according to add instructions stated or implied in the schedules or tables; thousands of built numbers not available in the print version of DDC are listed in WebDewey, e.g., 781.3071
Terminology—cont.

*Add instruction*: a note instructing the classifier to append digits found elsewhere in the DDC to a given base number; add instructions are not usually given for adding notation from Table 1 (standard subdivisions)
Number building: Example

Example

**338.372** Products of fishing, whaling, hunting, trapping:
Add to base number 338.372 the numbers following 59 in 592-599 …

**7695** Numbers following 59 in 597.695 Hippoglossus (Halibuts)

**338.3727695** Halibuts—fishing industry = built number
Sources

Adding from tables

- Table 1. Standard subdivisions
- Table 2. Geographic areas, historical periods, biography
- Table 5. Ethnic and national groups
- Table 6. Languages

Internal add tables

Building from other parts of the schedules
### Summary

<table>
<thead>
<tr>
<th>01</th>
<th>Philosophy and theory</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Miscellany</td>
</tr>
<tr>
<td>03</td>
<td>Dictionaries, encyclopedias, concordances</td>
</tr>
<tr>
<td>04</td>
<td>Special topics</td>
</tr>
<tr>
<td>05</td>
<td>Serial publications</td>
</tr>
<tr>
<td>06</td>
<td>Organizations and management</td>
</tr>
<tr>
<td>07</td>
<td>Education, research, related topics</td>
</tr>
<tr>
<td>08</td>
<td>Groups of people</td>
</tr>
<tr>
<td>09</td>
<td>History, geographic treatment, biography</td>
</tr>
</tbody>
</table>
Table 1 notation

- Used to specify physical form (e.g., dictionary) or approach (e.g., history) applicable to many subjects
- May be added to any number in the schedules (barring instructions to the contrary)
- May be added for any subject that approximates the whole of the class (barring instructions to the contrary)
- May not be added for subjects listed in including notes
Subjects that approximate the whole

- Subjects designated in standard-subdivisions-are-added notes
- Subjects in class-here notes
- Subjects representing over half the meaning of the number
- Subjects covering at least three subdivisions of the number (or two if the number has only three subdivisions)
- Subjects equivalent to subjects that approximate the whole
Adding standard subdivisions

Typical base number + T1 notation
  (e.g., 635 Garden crops (Horticulture) + 07 Education, research = 635.07)

Division number - 0 + T1 notation
  (e.g., 630 Agriculture - 0 + 07 = 630.7)

Main class number - 00 + T1 notation
  (e.g., 600 Technology - 00 + 07 = 607)

Exceptions noted in schedules
  (e.g., 620.001 [Engineering] Philosophy and theory)
Example 1-1

A dictionary of the Internet

004.678 Internet

Including extranets, virtual private networks

Class here World Wide Web

Note: Subjects that approximate the whole of 004.678 = Internet and World Wide Web; permissible to add standard subdivisions to 004.678 for Internet
Example 1-2

Dictionaries, encyclopedias, concordances of the Internet 004.67803

004.678  Internet
03  Dictionaries, encyclopedias, concordances (from Table 1)
Example 2-1

A biography of Jesse Owens

How do we class Jesse Owens?
Example 2-2

Track and field athletes—Biography 796.42092

796.42  Track and field

“Class here . . . running”

092  Biography

(from Table 1)
Usage

Table 2 is primarily a table of geographic notation.

Table 2 notation is typically added to a base number by first adding notation 09 (Geographic treatment) from Table 1 ...

... but is sometimes added through other standard subdivisions or directly through instructions in tables and schedules.
Example 3

The Internet in Sweden 004.67809485

004.678  Internet
09      Geographic treatment
        (from Table 1)
485     Sweden
        (from Table 2, as instructed under T1–093-T1–099
        Specific continents, countries, localities: Add to base
        number T1–09 notation T2–3-T2–9 from Table 2)
Example 4

Political parties of France 324.244

324.2  Political parties
44   France
       (from Table 2, as instructed under 324.24—324.29 Parties in specific countries and localities in modern world: Add to base number 324.2 notation 4—9 from Table 2 for the specific country)
Usage

Table 5 notation is never used alone, but may be used as required with any schedule number through interposition of T1–089 or as otherwise specifically instructed.

After adding T5 notation, notation from some other tables may be added:

- Add 0; add T2 notation
- Add 00; add standard subdivisions
Example 5

Ceramic arts of Jews 738.089924

738  Ceramic arts
089  Ethnic and national groups
     (from Table 1)
924  Jews
     (from Table 5 as instructed under T1–0891-T1–0899: Add to base number T1–089 notation T5–1-T5–9 from Table 5)
Example 6

Civil and political rights of Navajo Indians in Utah

323.1197260792

323.11  Civil and political rights of ethnic and national groups

9726  Navajo (Diné)

(from Table 5, as instructed under 323.111-323.119: Add to base number 323.11 notation T5—1-T5—9 from Table 5)

0  (as instructed under Table 5—0: Add 0 to the number from this table and to the result add notation T2—1 or T2—3-T2—9 from Table 2)

792  Utah (from Table 2)
Usage

Table 6 notation is never used alone; only used if explicit instructions given to do so
Example 7

Translations of the Bible into Italian 220.551

220.5 Modern versions of Bible and translations

51 Italian

(from Table 6, as instructed under 220.53-220.59:
Add to base number 220.5 notation T6–3-T6–9 from Table 6)
Example 8-1

> 031-039  General encyclopedic works in specific languages and language families

Except for modifications shown under specific entries, add to each subdivision identified by * as follows:

01  Philosophy and theory

02  Books of miscellaneous facts . . .
Example 8-2

*Chambers Factfinder* (a UK book of facts) **032.02**

032  *General encyclopedic works in English  
    *Add as instructed under 031-039

02  (from add table at 031-039)
Example 9

Medical journalism 070.44961

070.449    Journalism in specific subjects
61         Medicine and health

(as instructed under 070.449: Add to base number 070.449 notation 001-999; note the deletion of the final 0 from 610, which has lost its placeholder function)
Summary: Structure

DDC structure

Structural hierarchy: Topics organized hierarchically

Notational hierarchy: DDC uses hierarchically-expressive notation

Exceptions to notational hierarchy: centered entries, see references
Notes

What’s classed here notes: definition, scope, variant-name, class-here, including notes

What’s classed elsewhere notes: class-elsewhere, see-references, see-also-references

Other types of notes: see-Manual, preference, relocation, discontinuation, irregularities, optional arrangement notes; standard-subdivision, subdivision, add instructions
Summary: Terminology

Terminology

Relative Index terms
LCSH mappings
BISAC mappings
MeSH mappings
Other terminologies for other languages
Choosing between numbers:

- Rule of application, fullest treatment, first-of-two rule, rule of three, rule of zero
- Comprehensive, interdisciplinary numbers
- Preference notes; preference tables
- Table of last resort
Notational segments in number building come from:

- Table 1. Standard subdivisions
- Other tables, T2-T6; sometimes introduced by T1 notation
- Internal add tables
- Remainder of schedules
Exercise: What is the correct built number?

1. Journal of marketing management
2. History of banks in Washington, DC
3. Thai cooking: recipes
4. Foreign relations between the United States and Canada (emphasis on U.S.)