Exercise 1: Standard Search

- Logon to WebDewey using the authorization: 100-xxx-xxx password: xxxxx
- For each topic, enter terms in the Standard Search box (searching All fields)
- From the results list, select a number that matches the discipline for the topic.
- Click on the number to see the full Dewey record and determine if the number is appropriate for the topic.
- Write the number (including segmentation) and caption (heading) in the spaces below.

1. Underwater photography for beginners
   ![Number]

2. Starting a backyard herb garden
   ![Number]

3. 21st century architecture: an international perspective
   ![Number]

4. Hypnosis in the relief of pain
   ![Number]

5. Ultimate guide to training your dog
   ![Number]
Exercise 2: Advanced Search

- Logon to WebDewey using the authorization: 100-xxx-xxx password: xxxxx

- Use the Advanced Search box to determine what the following Dewey numbers represent. When you find the number, click on the OPAC link to see how the number has been used. Enter the heading in the space provided.

1. 155.937
2. 523.2
3. 294.5
4. 912.09
5. 070.4

- Use the Advanced Search box, selecting an appropriate index(es) (Relative, LCSH, BISAC, etc.) to determine what Dewey number should be used for the following topics. If the terms you select result in no results, use fewer terms or truncation. Make sure you click on the number from the results list to view the class record number in the schedule before making a selection. When you find the number, click on the OPAC link to see how the number has been used. Enter the Dewey number and heading in the spaces provided.

6. Japanese comic books and manga
7. Predicting earthquakes
8. Bike racing
9. The hummingbird enthusiast
10. Complete guide to table manners
Exercise 3: Browse

- Logon to **WebDewey** using the authorization: **100-xxx-xxx** password: **xxxxx**

- Use Browse to determine Dewey numbers for the following topics. When you find the number in a results list, click on the number to see the class record. Also, click on the OPAC link to see how the number has been used. Enter the number and caption (heading) in the space provided.

1. Milky way

2. Architectural models

3. Motorcycle repair

4. Amendments of the Constitution of the United States

5. Guide to beer making at home

(Optional)

Exercise 4: Main Classes

- Logon to **WebDewey** using the authorization: **100-xxx-xxx** password: **xxxxx**

- For each topic, using the **Main Classes** in WebDewey, first determine the discipline in which the topic belongs, next determine the division within that discipline where the topic belongs, and finally, find the section within the division where the topic belongs. Write the Discipline, Division and section numbers in the spaces provided.

Example:

- **Cello music for beginners**
  
  700 780 787

1. **Using iPads as a reference tool in libraries**
2. French cooking

3. Managing your child’s diabetes

4. Curriculum planning, the dynamics of theory and practice

5. Poetry of William Blake

Exercise 5: Number Building

- Logon to WebDewey using the authorization: 100-xxx-xxx password: xxxxx

- Find a base number and then follow the instructions to add to the number. Use the Build box in WebDewey to record the number as you add to it. Enter the number in the space provided.

  1. Journal of marketing management

  2. Thai cooking: recipes

  3. Foreign relations between the United States and Canada (emphasis on U.S.)

Exercise 6: Comments

- Logon to WebDewey using the authorization: 100-xxx-xxx password: xxxxx

- Create a new Comment for one of the Dewey numbers in Exercise 2 or 3. (You may add it from the Dewey record or by going directly to Comments and clicking on New Comment). Complete the appropriate fields. Required fields: Title, Type, Comment; Optional fields: DDC number and Keyword.

- Search for the DDC record and view your comment. Click on Edit and make a change to the comment. Click on Save.
Answers:

Exercise 1: Standard Search
1. Underwater photography for beginners
   778.7/3  Underwater photography

2. Starting a backyard herb garden
   635/.7  Aromatic and sweet herbs

3. 21st century architecture: an international perspective
   724/.7  Architecture 2000-

4. Hypnosis in the relief of pain
   615.8/51 2  Hypnotherapy

5. Ultimate guide to training your dog
   636.7/0887  Dogs – care and maintenance – pets, …

Exercise 2: Advanced Search
1. 155.937  Death and dying

2. 523.2  Planetary systems

3. 294.5  Hinduism

4. 912.09  History and biography of maps and mapmaking

5. 070.4  Journalism

6. Japanese comic books and manga
   741.5/952  Comic books—Japan…

7. Predicting earthquakes
   551.22  Earthquakes

8. Bike racing
   796.6/2  Bicycle racing
9. **The hummingbird enthusiast**  
   598.072/34 Attracting birds—zoology

10. **Complete guide to table manners**  
    395.5/4 Table manners

**Exercise 3: Browse**

1. **Milky way**  
   523.113 Milky way

2. **Architectural models**  
   720.22 Architecture—Illustrations, models, miniatures

3. **Motorcycle repair**  
   629.28/775 Motorcycles—repair, …

4. **Amendments of the Constitution of the United States**  
   342.7303 Constitutional amendments—United States, …

5. **Guide to beer making at home**  
   641.87/3 Alcoholic brewed beverages

**Exercise 4: Main Classes**

1. **Using iPads as a reference tool in libraries**  
   000 020 028

2. **French cooking**  
   600 640 641

3. **Managing your child’s diabetes**  
   600 610 616

4. **Curriculum planning, the dynamics of theory and practice**  
   300 370 375

5. **Poetry of William Blake**  
   800 820 821
Exercise 5: Number Building

1. Journal of marketing management
   658.8005

2. Thai cooking: recipes
   641.59593

3. Foreign relations between the United States and Canada (emphasis on U.S.)
   327.73071