TERMINOLOGY CORNER

Classification Terminology – DDC

Editors note: It seemed timely to include in a 1976 issue of this journal's section the special terms and their definitions used with the classification of Melvil Dewey. We gratefully acknowledge the DDC Editors (Mr. Ben Custer's) and the DDC Publishers (Forest Press, Mr. R. Sealock's) kind permission to reprint the following glossary from vol. 1 of the Dewey Decimal Classification, Ed. 18. Lake Placid Club, N. Y. 1971. p. 57–61.

Add note. An instruction directing the addition to a designated base number of digits derived either from a number sequence in the schedules or from a table. Replaces the former instruction to "divide like".

Application. A principle, concept, procedure, or technique basic to a specific discipline, used in another discipline. Example: application of psychology to management.

"Areas". Table 2. A table of notations designating geographical areas. Applied to other notations in the schedules and tables thru add notes.

Artificial digit. A letter or other symbol used in certain cases as a substitute for digits 0–9 to provide a more prominent location or shorter notation for various languages, literatures, religions, cultures, ethnic groups.

Aspect. That part of a single subject which belongs to a specific discipline. Examples: the technical and economic aspects of automobile manufacture.

Attraction. Classification of a specific aspect of a subject in a discipline not devoted to that aspect, usually because the correct discipline contains no specific provision for the subject in question.

Author number. A combination of letters and/or figures representing the name of an author.

Auxiliary table. See Table.

Base number. (1) In a sequence of numbers, that portion which does not vary but remains the same in each member of the sequence. To this number digits from the tables or from another sequence in the schedules may be added as instructed. (2) The unvarying portion of a sequence from which digits are taken to form another sequence may also be referred to as a base number.

Bibliographic classification. See Close classification.

Book number. That portion of a call number which designates a specific individual work within its class. May consist of author number and/or other elements, e. g., subject of a biography.

Broad classification. (1) Use of only the more inclusive classes of a classification scheme, omitting detailed subdivision. Also called reduction of numbers. (2) A classification scheme which does not provide for minute subdivision of topics. *See also Reduction of numbers.*

Call number. A set of letters, numerals, and/or other symbols providing complete identification of an individual work and its relative location, consisting of class and book number and sometimes of such other data as date, volume number, copy number, location symbol.

Centered heading. A heading representing a concept for which there is no specific number in the hierarchy of notation, and which, therefore, covers a span of numbers.

Characteristic of division. Any of the various ways in which a given subject may be divided. Example: division of textiles by material, process used in manufacture, color, destined usage, etc.

Citation order. The order in which the classifier should select the subdivisions of a subject that is divided by more than one characteristic. Example: weaving cotton textiles is clast first by material (cotton), then by process (weaving). May be specified by an instruction note or a table of precedence (*q.v.*).

Class. (noun) (1) A group of objects exhibiting one or more common characteristics, usually identified by a specific notation. (2) One of the ten major groups numbered 0–9 of the DDC. Also known as main class. (3) A subdivision of the DDC of any degree of specificity. (*verb*) To assign a class number to an individual work. *See also Classify.*

Class elsewhere note. An instruction under a heading directing that certain specific portions of the topic, or related topics, be clast in another number.

Class here note. An instruction under a heading directing that topics broader than the heading, or otherwise not obviously part of the heading be clast in the given number *and,* by implication, *its subdivisions.*

Class number. That portion of a call number which designates the class of a given work.

Classification. (1) An arrangement in some logical order of the whole field of knowledge, or of some specified portion thereof. (2) The art of arranging books or other objects in conformity with such a scheme.

Classified catalog. A catalog arranged according to the order of a classification scheme rather than alphabetically.

Classify. To arrange a collection of works according to the provisions of a classification scheme. *See also Class (verb).*

Close classification. (1) A classification providing for minute subdivision of topics. Also called bibliographic classification. (2) Arrangement of works in conformity with the provisions of such a scheme.

Comprehensive work. A work on a given subject *within one discipline* covering all, or most, of the subdivisions of the subject. *See also* Interdisciplinary work.

Cross classification. A situation in which a given work deals with two or more subdivisions of a subject, with each subdivision representing a different characteristic of division. Such a situation creates the possibility of inconsistent classification. Example: a work on weaving cotton cloth deals with two subdivisions of textile technology, cotton (material) and weaving (process), and may be clast with either. *See also Citation order.*

Cross reference. An instruction note leading from the point at which comprehensive works on a subject are clast (whether stated or implied) to subdivisions of the topic located in numbers other than those subordinate to the number used for comprehensive works.

DDC. Dewey Decimal Classification.

Discipline. An organized field of study or branch of learning dealing with specific kinds of subjects and/or subjects considered from specific points of view.

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Discontinued number. A number from the immediately preceding edition vacated because its content has been moved back to a more general number.

Divide-like. (Obsolete) An instruction to develop a span of numbers like another sequence by using the same pattern of terminal digits. Superseded by Add note (*q.v.*).

Division of DDC. The second degree of subdivision in the Classification (the first degree of subdivision of one of the ten main classes), represented by the second digit in the notation, e. g., the 2 in 620. There are 100 of these.

Entry. (1) In schedules and tables a self-contained unit of the text consisting of a number or span of numbers, a heading, and often one or more notes. (2) In index a term or phrase followed by information in the form either of a number or of a reference to another term or phrase.

Expansion. The development of a concept or series of concepts in the schedules or tables to provide for more minute subdivision.

General special concept. A subdivision of a topic according to a characteristic which has general applicability to other subdivisions that are based on different characteristics. Example: division of textiles by the process of weaving, which applies to kinds of textile materials, such as cotton.

Heading. A word or phrase used as the title or rubric of a given class.

Hierarchical force. The property by which headings and certain notes apply to all subdivisions of the topic described and defined.

Hierarchy. The arrangement of diciplines and subjects in an order ranging from the most general to the most specific. In DDC degree of specificity is indicated with rare exceptions by length of notation and always by depth of indention.

Inclusion note. An enumeration of subordinate topics under a heading, not obviously part of it, that have not yet been given separate provision. Such notes do *not* apply to subdivisions of the topic.

Instruction note. A note directing the user to take some specific step which is not obvious from the heading and its context or from the general notes.

Interdisciplinary work. A work dealing with a specific subject from the point of view of more than one discipline.

"Languages". Table 6. A table of notations designating specific languages. Applied to other notations in the schedules and tables thru add notes. Used where topics were formerly divided like 420–490 to indicate language.

Main class of DDC. One of the ten major subdivisions of the Classification, represented by the first digit in the notation, e. g., the 6 in 600.

Mnemonic device. Any of various methods of using the same combination of numbers to represent the same topic in various contexts.

Notation. Numerals, letters, and/or other symbols used to represent the main and subordinate divisions of a classification scheme.

Number building. The process of making a number more specific thru addition of segments taken from other parts of the classification.

Number column. The column of numbers printed at the left side of the entries in the schedules and tables, and at the right side of those in the index.

Optional provision. A variation from the preferred provision, offered to users in the printed schedules and tables of the DDC, but not used in centralized classification as supplied by the Library of Congress.

"Persons". Table 7. A table of notations designating persons by specific occupational and other class. Applied to other notations in the schedules and tables thru use of add notes. Used where topics were formerly divided like 001–999 or like 920–928.

Phoenix schedule. A completely new development of the schedule for a specific discipline. Except by change, only the basic number for the discipline remains the same as in previous editions, all other numbers being freely reused.

Precedence table. See Table of precedence.

"Racial, Ethnic, National Groups". Table 5. A table of notations designating specific racial, ethnic, or national groups. Applied to other notations in the schedules thru add notes. Used where topics were formerly divided like 420–490 to indicate such groups.

Reduction of numbers. Dropping by the classifier of one or more digits at the end of a number given in the schedules or tables. Results in a shorter number with a more inclusive meaning, thus in broader classification. *See Broad classification* (1).

Reduction of schedules. Dropping by the editors of some or all of the previous subdivisions of a number with resultant classification of these concepts in a higher number. This results in a notation for the topic that is one or more digits shorter than it was in the immediately preceding edition. *See Discontinued number.*

Relativity. That property of the index which reverses the subordination of subject to discipline, thus bringing together from all disciplines the various aspects of individual subjects.

Relocation. An adjustment in the schedules resulting in the shifting of a topic between successive editions from one number to another that differs in respects other than length.

Reuse of numbers. A total change in the meaning of a given number from one edition to another. Rarely occurs in DDC unless the reused number has been vacant for at least 25 years.

Scatter note. A class elsewhere note that does not lead to a specific location, but indicates that the topic will will be clast in a wide variety of applicable locations.

Scatter reference. A cross reference in the index not referring to a specific term but suggesting a variety of possibilities.

Schedules. The series of numbers constituting the notation for the ten main DDC classes and all their subdivisions. Formerly called general tables or tables.

Scope note. A note enumerating general special qualifications applicable to a subject and its subdivisions but not given a separate development.

Section of DDC. The third degree of subdivision in the Classification (the second degree of subdivision of one of the ten main classes, and the first degree of subdivision of one of the 100 divisions), represented by the third digit in the notation, e. g., the 9 in 629. There are 1000 of these.

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Shelf classification. A classification designed for use in arranging books on shelves rather than for minute precision in designating subject areas and relationships.

"Standard Subdivisions". Table 1. A table of notations designating certain frequently occurring forms or methods of treatment applicable to any subject or discipline. May be added, as required, to any number in the schedules.

"Subdivisions of Individual Languages". Table 4. A table of notations designating regularly occurring topics applicable to any language. May be added, as directed, to individual languages in 420–490.

"Subdivisions of Individual Literatures". Table 3. A table of notations designating regularly occurring topics applicable to any literature. May be added, as directed, to individual literatures in 810–890.

Subject. A specific unit or object of study. May be a person, group of people, thing, place, process, activity, abstract concept. Usually exhibits aspects belonging to more than one discipline.

Summary. A listing of the chief subdivisions of a number (i. e., those one digit longer) set forth at the head of the full development of the topic. The first three summaries (of main classes, divisions, sections respectively) stand at the head of the whole classification.

Synthesis of notation. See Number building.

Table. A sequence of dependent notations indicating various special concepts used repeatedly with a variety of subjects and disciplines. Used in number building but never by itself. Also called auxiliary table. Formerly called supplementary tables. The term Tables was formerly used also for what are now called Schedules (*q.v.*).

Table of precedence. A table stating the correct citation order under a subject that the schedules subdivide according to several characteristics. *See also Citation order.*

Work. A unit or series of units of information having physical form and lending itself to bibliographic description. Examples: books, periodicals, phonorecords, films, microforms.

Libraries Honoured

In celebration of the 100th birthday of the DDC, Forest Press, the publisher of the Classification, presented centennial certificates to libraries which adopted the DDC in the 19th century and are still using the system today.

In honour of their early and continuous use of the Dewey Decimal Classification, four British libraries have been awarded special centennial certificates by the Forest Press Division of the Lake Placid Education Foundation, Albany, New York.

The libraries are: Peterborough, part of Cambridgeshire Libraries; Bradford; the National Library of Ireland; and Tameside, Ashton-under-Lyne. The presentation took place at a reception at Library Association Headquarters, London, Friday, Oct. 1 st, 1976.

The DDC is used in England by 99 % of the public libraries, 85 % of college libraries and bearly a third of unicersity libraries.

The Libr. Assoc. Press Release

Translation and Computerization of the Portuguese Medium Edition of the UDC

In 1967, the former IBBD/UDC Commission decided to translate into Portuguese the Medium Edition on the basis of the German UDC Handausgabe, then the only medium edition available (the French version, published somewhat later, was considered in later stages of the translation too). The translation was accomplished by the members of the UDC Commission, coordinated by the Executive Group for the revision of the UDC. The use of a computer for the printout of the index had been envisaged already in 1972, but computer input of the translated tables could only be started in 1974, since only then about 40 % of the whole edition was available in Portuguese translation.

It took the time of four months of one person to prepare the translated tables for input. The other 60 % were prepared during 1975, according to the availability of the rest of the translations coming in.

The preparation of the tables for the automatic generation followed the description as given in (1), which means, that the texts of the schedules were adapted to the requirements of the index generation system whenever necessary in order to avoid erroneous entries. For this the class descriptions had to be coded in such a way that the computer program could handle the possible grammatical alternatives automatically.

The three volumes of the completed edition (2) were presented to the public at the inauguration of the Brazilian Conference on Bibliographic Classification, Rio de Janeiro, Sept. 12, 1976 by P. Astério T. Campos. The two index volumes comprise an extensive natural language approach to the schedules. This was intended for the sake of best accessibility. It could very easily be reduced, if synonyms would be excluded and if also a number of other terms from the sometimes extensive class descriptions would be dropped.

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1) Oliveira, E. de Andrade: An automatic index in natural language for UDC editions. In: Intern. Classificat. 2(1975) No. 2, p. 89–93.
2) Classificação Decimal Universal. Edição média em lingua portuguesa. Rio de Janeiro: Instituto Brasileiro de Informação em Ciencia e Tecnologia 1976. 3 vols. 456 + 1443 p.

Bibliography of Thesauri

The FID Secretariat is preparing a *Bibliography of Thesauri and Controlled Vocabularies* for publication in early 1977. It is planned that this inventory will include information on published thesauri, as well as those in preparation, in all subject fields (science, technology, social sciences, and the humanities), and in all languages. In order to have the coverage as comprehensive as possible interested persons are invited to contribute information, in particular relating to works in preparation.

Contact: FID Secretariat, Information Department, 7 Hofweg, The Hague 2001, Netherlands.

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