

library classification Theory



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Description

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Chapter 1: Library Classification

Introduction, Definition, Need of Library Classification, Different Schemes of Classification

Chapter 2: Dewey decimal classification (DDC), 19th Edition

Introduction, Notation, Basic Plan of DDC

Vol-1 Introduction and Tables

Auxiliary Tables

Summaries

Vol-2 Schedules

Hierarchical Order

Sequence of numbers

Understand the schedules

Vol-3 Relative Index

Assignment of Class Numbers in the Book, Numbers in the Square-Brackets and Obsolete Entries

Chapter 3: Definitions, Notes and Instructions Used in DDC Schedules

Introduction, Definition, Explanation and Scope Notes

Different Types of Notes

Inclusion notes

'Class here' notes

'Class elsewhere' notes

Centered heading /Centered Entries, Number Building Synthesis of Class Numbers

Chapter 4: Ascertaining Specific Subject of a Document and Assigning Class Number to it

Introduction

Sources of Obtaining Information about the Subject

Titles of document

Other sources of information for ascertaining specific subject of a document

Subject Analysis ,Sources of Readymade Numbers ,Deciding the View Points or Forms of a Subject

Searching the Class Numbers

Steps in arriving at the class number

Classification by discipline

Defining Non-Subject Elements in the Class Number

Chapter 5: Synthesis of Class Numbers and Number Building Process

Introduction

Process of Number Building in DDC

Building numbers with the addition of standard subdivision

Number building with proper instructions

Addition of a Full Number

Addition of a Segment or Part of a Class Number

Addition of a segment from other parts of the schedule

Addition of a segment from the same division or section

Addition of Numbers from the Same Division with 0 (zero) as Facet Indicator

Collective Add-note Instruction

Chapter 6: Use of Relative Index

Introduction, Need and Purpose, Relative nature of the Index, Scope of the Index

Organisation of the Index

Searching through key terms

Location of numbers in the Index

Abbreviations used in the Index for the classifiers

Entries from the Seven Tables, Cross-References used in the Index

Chapter 7: Common Isolates and Phase Relations

Introduction, Anteriorising Common Isolates (ACI), Posteriorising Common Isolates (PCI)

Chapter 8: Book Number & Collection Number

Introduction, Components of Book Number, Facet Formula for Book Number, Collection Number

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