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Note: Go by the section numbers. The page numbers have changed.

DDC Worksheet

65 min. 1.	General layout and principles of use of DDC			
1.1a	Examine the printed DDC 23 volumes or the sample pages starting on p. ~ 219			
General layout, print	DDC consists of five logical parts, arranged in four physical volumes:			
layout, print	 Physical volume 1 Introduction (general principles) Manual (extensive notes on the usage of individual classes, especially comparing usage of two or three classes) Tables (concept with their numbers that can be used to build new classes starting from classes found in the schedules) 			
	 Physical volumes 2 + 3 4 The schedules (the heart of DDC, the classified listing of many classes 			
	 Physical volume 4 5 Relative index (alphabetical index, also a descriptor-find index, access to classes that complements access through the classified arrangement) 			
	The sample pages give a unified view of the Tables and the Schedules. They are slightly edited from the originals in DDC or created for this unified view. Familiarize yourself with the general layout of the classification. by reading through the first and second "summary" (including the summary of the "Tables"). Then skim the third summary, reading thoroughly only the 000 and 370 (all in the sample pages). Then skim 370 in the schedules (vol. 2).			
	Outline of sample pages			
	First summary: the ten main classes (top level, level 1)p. ~220Comparison of the overall outline of DDC, the Library of Congressp. ~221Classification, and the Yahoo Classificationp. ~221			
	Second summary: The 10 main classes & the 100 classes one level down p. ~222			
	Third summary: One more level down, adds 1,000 more specific classesThird summary: Overview of the tablesp. ~223Table 2. Geographical area to fourth levelp. ~224Third summary: 000 Computer science, information, & general worksp.~225Third summary: 300 Social sciencesp. ~226			
	Tables and schedule, full listing Standard subdivisionsp. ~227 p. ~229020 Library and information sciencep. ~229 p. ~220370 Educationp. ~230Relative Index (alpha index), sample pages (science, sheep, trucks)p. ~233 - p. ~234			
1.1b WebDewey	 WebDewey provides access through hierarchical browse (schedules and tables) with links to the manual; 			
	 search by class number; search by words or phrases, which takes the place of look-up in the Relative Index. Search uses many access points: words in the class captions, the Relative Index entries for a class, and any notes for the class. 			
	Web Dewey Exercise (p. ~207 - 213): Do parts A and B now, part C later.			

65 min. 1.	General layout and principles of use of DDC
1.2 Fundamental rules of use	 Never assign a class number simply taken from the alphabetical (relative) index; always check the number in the schedules before using it. Finding the appropriate class number is often quicker in the schedules (scan the right section) than in the alphabetical (relative) index with subsequent check in the schedules. Always read the instructions given in the schedules and in the manual very carefully. There are many exceptions to general rules!
1.3 Focus of document	For determining the proper DDC class always ask yourself : What is the focus of this document ? Where does this document belong basically? See the examples below and on the next page

Document focus examples

Example 1. Sheep

The anatomy of sheep		Keeping sheep. A farmer's manual		Sheep hunting for profit and pleasure	
	Natural sciences and mathematics . Animals [natural history and descriptive biology] Mammalia (Mammals) Ungulates Bovidae 9 Sheep	600 630 636 636.3	Technology (Applied Sciences) . Agriculture and related Animal husbandry Sheep		The arts. Fine & decorative . Recreational and performing . Fishing, hunting, shooting Hunting Specific big game Ungulates Bovidae Sheep

• Always interpret the meaning of a class caption in context

599.649 means the natural history and descriptive biology of sheep

799.27 649 means the hunting of sheep

- The classes 799.27/6, 799.27/64, and 799.27/649 are built from the pattern under 599; more on building classes in Section 3. (the symbol | separates components of a built class number.)
- All these numbers are found under *sheep* in the relative index where you can also see that *sheep's milk* and *sheep's wool* are in different places still.

Document focus examples

Example 2. Taxicabs. Document: Urban transportation services using taxicabs

The document is clearly focused on *Commerce, communication, transportation*, specifically local transportation. It would therefore be wrong to use

629.222 32 Taxicabs

which is part of 600 Technology and means Technical aspects of taxicabs. The correct class is

300 The social sciences (the main class)
380 . Commerce, communication, transportation
388 Ground transportation
388.4 Local transportation [Urban transportation is local]
388.41 Vehicular and pedestrian traffic
388.413 Activities and services
388.413 2 Vehicular services
388.413 21 Services by private passenger automobiles
388.413 214

Now give the class number for

The economics of trucking services (Hint: check out 629.22 and 388.3 and note that trucking services could be local or long-distance, thus do not fit under 388.4):

►A 388.324 Trucking services

Note: The economics aspect is implied by being under class 380

Note: Very similar, but with emphasis on trucks as a type of vehicle (rather than on services provided by trucks) is the following class which is built by method 2.3 (see below) 388.34|4 Social sciences > Commerce, communication, transportation >

Transportation. Ground transportation > Vehicular transportation > Vehicles > Trucks (629.224 is trucks)

40 min. 2.	Building new precombined classes May need to ask in class about this
Introduction	The DDC schedules (vols 2 and 3) enumerate many precombined descriptors, but packing all the concepts of a document theme into one class often requires still more precombination. DDC allows for building new precombined descriptors (classes). Since each built class is represented by a built class number, this is often called number building .
	Any Dewey class number (enumerated or built) has a decimal point after the third digit and a blank space after the sixth digit. We show the division of a built number into its components through . (The symbol setting off components of a built number is not part of the "official" Dewey number . Nevertheless, in this assignment include the for your own understanding.)
	To build the number for a new precombined class, one starts with a class number given in the schedule and appends digits from another place, often from a table, as explained in this part of the worksheet.
	Note: In Dewey number building instructions, "add" it means "append". In LCC number building instructions, "add" means "use a calculator".

	2.1 Building new precombined classes 1: General tables
General Tables (v. 1)	The most prominent number-building feature in DDC. General <i>Tables</i> are used in many places in DDC. Numbers from these tables are never used alone but combined with (appended to) simpler numbers. The following instructions introduce Table 1. Standard subdivisions and Table 2. Geographical areas .
Table 1. Standard Subdivisions	Numbers from Table 1 may be combined freely with any number from the schedules, e.g., <i>modern Indic languages</i> (491.4), <i>classification of</i> (Table 1 / -012): 491.4 012. (Note: The '-' in front of 012 just shows that this number must not be used alone; the hyphen does not become part of the number: 491.4-012 is wrong!)
	Example 2: 530 .0712 All aspects of teaching (curricula, study, teaching) high school physics (530 Physics, Table 1 / -0712 Secondary ed.) Now build the class number for Railroads (385) directory (of persons and organizations) (T1 / -025): B 385 .025

	2.1 Building new precombined classes 1: General tables, continued		
Table 2. Areas.	Areas from Table 2 can be added according to the following rules:		
	(1) By direct addition when so noted in an instruction in the schedules Examples:		
	378.73 Higher education in the US (as instructed at 378.49)		
	372.9 <i>Historical, geographical, persons treatment of elementary education</i> has a note to add directly from Table 2, T2 / -52 is <i>Japan</i> , thus 372.9 52 <i>Elementary education in Japan</i>		
	 (2) Through the interposition of "Standard Subdivisions" notation -09 from Table 1 whenever there is no special instruction. Example: 		
	 385 <i>Railroad transportation</i> has no special instruction about adding areas directly, thus 385 .09 52 Railroad transportation in Japan 		
	The "linkage" function of the standard subdivision -09 is fully explained under		
	Table 1, -093-099 Treatment by specific continents, countries, localities; extraterrestrial worlds Uistamuend description by place, by press instance of the		
	History and description by place, by spec. instance of the subject		
	Add "Areas" notation 3-9 from Table 2 to base number - 09. e.g., the subject in the <i>United States</i> - 09 73, in <i>Brazil</i> -09 81, in <i>North America</i> -09 7.		
	Class persons associated with the subject regardless of area, region, place in -092; treatment by areas, regions, place not limited by continent, country, locality in -091; history and description of the subject among groups of specific kinds of persons in -088, among specific racial, ethnic, national groups nondominant in their continents, countries, localities in -089.		
	Now build class numbers for the following::		
	River transportation (386.3) in the U.S. (T2 / -73) (no instruction with 386.3)		
	►C 386.3 09 73 (no instruction with 386.3, use 09 to combine with 73 from Table 2)		
	The role of trucks in transportation in Germany (area T2/ -43)		
	►D 388.344 09 43		
	Again: Add area numbers without intervening 09 only if instructed to do so.		

2.1 Building new precombined classes 1: General tables, continued		
General tables 3 -7	Never append numbers from Tables 3-7 unless an instruction tells you that they can be used.	
Combination from several tables	When so instructed (and only then), you can build a highly precombined class by appending from two tables. For example, go to Table 1 / -025; following the instruction, one can build 385 .025 52 <i>Railroad directories for Japan</i> .	

15 min.	2.2 Building new precombined classes 2: Local tables		
Local tables found in the schedules apply only to a specified range of class For example, at the beginning of 372.3 - 372.8 <i>Elementary education in</i> <i>specific subjects</i> (DDC23 vol.2, p. 836, in the sample pages), there is a tab that applies only to this range of classes. This table "hijacks" -04 of Table Read this table and the instructions, and then build the class number for			
	Curriculums for elementary school science:		
	 E 372.35 043 372.35 from the schedules, 043 from the local table Elementary education > Elementary education in specific subjects > Science and technology Curriculums 		
	For a more extensive local table see 362-363 <i>Specific social problems and services</i> (vol.2, p. ~720-722), which gives such concepts as 1 <i>Social causes</i> and 62 <i>Standards</i> , or 616.1- 616.9 <i>Specific diseases</i> (v 3, p. ~84-88).		

15 min.	2.3 Building new precombined classes 3: Applying the pattern of subdivision found in a different place in the schedules as a model
Pattern models	In Section 1 (Example 2) we saw 388.413 214 [Transportation services by] Taxicabs and limousines (focus on service, qualified by the type of vehicle used). Now assume we have a book The role of taxicabs in transportation, a book on taxicabs, not on their technical construction but how they are used in transportation. The focus on vehicles, specifically taxicabs. There is no enu- merated class for this topic, the classification goes only as far as shown here:
	300The social sciences (the main class)380.388.388.3.388.34Vehicular transportation
	To build a class that specifies the role of taxicabs in transportation, follow the instruction given for 388.342348: Add to 388.34 the numbers following 629.22 in 629.222-228, where <i>taxicab</i> is 629.22232, thus <i>taxicabs as used in transportation</i> is 388.34 232. In other words, the subdivision of vehicles given in the technical class is reused here, saving space in the schedule.
	 Now build the class number for Trucks (transportation focus) F 388.34 4 388.34 from the schedule in the 300s, 629.224 is trucks Social sciences > Commerce, communication, transportation > Transp. Ground transportation > Vehicular transportation > Vehicles Trucks

	2.4 More examples for building classes
More	For further examples see the model catalog. But note that in the model catalog, numbers for area and historical period have been added far beyond what is usual, resulting in long numbers. The common practice often omits the area 73 U.S. and the modern time periods. DDC 18 allowed for even more highly precombined (and longer) numbers: 09 followed by area notation followed by time notation taken from 930-990; the official rules of DDC23 (started in DDC19) allow only subdivision by place and not further subdivision by time. Example:
examples	DDC18: 386.4 09 73 0917 Canal transportation in the U.S. in the Administration of Franklin D. Roosevelt DDC23: 386.4 09 '73 Canal transportation in the U.S. Any individual system can, of course, apply DDC any way its designers see fit if they are not worried about compatibility.

45 min.	3. Probing the conceptual cross-reference structure (Broader Term, Narrower Term, Related Term)
Cross- reference structure	For each example, give the class number and list 5 - 7 cross-references (class number and full caption) that <i>should</i> be there, followed by (Sched) if they are given in the schedules, (Rel) if they can easily and obviously be located through the Relative Index, and (No) if they are not given either place. Remember that semantic factoring can be used to detect cross-references needed. Use the Relative Index or search WebDewey to find the class numbers for the concepts to which cross-references should be made, but do not spend more than 45 min. on this section. Note: A cross-reference "should" be there if it would help the user to know about the classes referred to. Of the cross-references that should be there by this definition, Dewey includes very few. Your task is to supply the missing cross-references, or at least some of them.
	Example
	Class number and full caption:
	616.891 42 Behavior therapy (Behavior modification therapy) Technology > Medicine & health > Diseases > Specific diseases > Diseases of specific systems and organs > Diseases of nervous system and mental disorders > Mental disorders > Therapy > Psychotherapy > Behavior therapy (Behavior modification therapy)
	Cross-references (class number and full caption) All Related Terms. Mostly found through searching WebDewey for words I knew to be related, such as <i>conditioning</i> and <i>punishment</i> . I thought of social work and foiund 362.27 through a combination of searching and browsing in WebDewey I thought of <i>school discipline</i> as related and knew to find it under 371. Some of these related terms important for a thorough search.
	 153.1526 Associative learning Including Pavlovian conditioning (classical conditioning), operant conditioning
	2 344.0793 Law > > Discipline and student rights
	3 355.133 Military science > > Regulation of conduct
	4 362.27 †Disorders of personality, intellect, impulse control Under 362 Social problems of and services to groups of people
	5 371.5 School discipline and related activities DSNote: Includes 371.53 Rewards and 371.54 Punishment
	6 658.314 General management > > Motivation, morale, discipline

	lass	number a	and fu	Il caption:
	71.7	12 Soci educ heal	ial sci cation th and	ences > Education > Schools and their activities; special > Schools and their activities > Student welfare > Student I related topics > School nursing programs references here to any of the classes listed below
С	ross	-referen	ces (c	lass number and full caption) (NT = Narrower Term, etc.)
1	NT	372.1 71	2	Elementary education > Organization and activities in elementary education > School organization and activities in elementary education > Student welfare in el. ed. > Student health and related topics in el. ed. > School nursing programs in elementary education
2	NT	373.1 71	2	Secondary ed. $> >$ School nursing programs in secondary education
3	NT	374.1 71	Adult	education > > School nursing programs in adult education
4	NT	378.19 7	12	Higher ed. > > School nursing programs in higher education
	372. Scho	1the numb ools and th	er follo eir acti	lowing instructions, for example at 372.11-18 to append to base number owing 371 in 371.1 - 371.8. There should be a note at 371.1 - 371.8 vities that the class numbers under this class are used to build ounder each educational level.
5	 5 BT 362.173 Social sciences > Social problems and services; associations > Social problems and services > Specific social problems and services > Social welfare problems and services > Problems of and services to persons with illnesses and disabilities > Physical illness > Specific services > Services of nurses This class covers the social provision of nursing services, the next class the technology of nursing services (i.e. the craft of nursing. Comprehensive works go here. This has no cross-reference to 371.712. From Relative Index under Nursing 			
	RT	610.73		Technology (applied sciences) > Medical sciences; medicine > Education research, nursing, related topics > Nursing and services of allied health
6	This	has a cros	s-refer	personnel ence to 371.712. From Relative Index under Nursing
•]	H Bli	nd studen	ts	ence to 371.712. From Relative Index under Nursing
►] C	H Bli	nd studen umber and 1 Social	ts l full ca science ion > S	ence to 371.712. From Relative Index under Nursing

Blind students, continued					
Cross-references (class number and full caption)					
1 BT 362.41 Social sciences > Social problems and services; associations > Social welfare problems and services > Problems of and services to people with physical disabilities > Persons with impaired vision [Relative Index]					
2 RT 305.908 1 Social sciences > Social groups > Occupational and miscellaneous groups > Persons by physical and mental characteristics > Persons with blindness and visual impairments [Relative Index]					
 3 RT T1-0871 Table 1 > History and description with respect to kinds of persons > Persons with disabilities and illnesses, gifted persons > Persons with blindness and visual impairments [Relative Index] Any class formed by appending 0871 would be an RT, for example 					
4 RT 794.8 08 71 Arts and recreation > Recreational and performing arts > Indoor games of skill > Electronic games > Persons with blindness and visual impairments [built class]					
Note: While such classes can be built, I did not find any book with such built classes.					
5 RT 617.712 Technology > Medicine and health > Surgery and related medical specialties > Ophthalmology > Pathology and surgery of eyes > Blindness and partial blindness [Relative Index]					
►I Elementary education in music composition					
Class number and full caption:					
372.874 Social sciences > Education > Elementary education > Other studies > Music > Composition					
Cross-references (class number and full caption)					
 BT 781.3 071 Arts and recreation > Music > General principles and musical forms > Composition > Education, research, related topics > education [The first part in the Relative Index under Composition (Music), then append from Table 1] [This built class is explicitly listed in WebDewey.] There are 23 books under this in WorldCat 					
I give some classes that fall below this one just to illustrate how Dewey works					
2 RT 781.3 0712 Arts and recreation > Music > General principles and musical forms > Composition > Education, research, related topics > education > Secondary education					
[The first part in the Relative Index under Composition (Music), then append from Table 1] [This built class is not explicitly listed in WebDewey.] There are 7 books under this in WorldCat					
3 RT 781.37 076 Arts and recreation > Music > General principles and musical forms > Composition > Arrangement > Education, research, related topics > Review and exercise					
[The first part in the Relative Index under Composition (Music), then append from Table 1] [This built class is not explicitly listed in WebDewey.] There are 4 books under this in WorldCat					
4 BT 780.7 Music instruction (Relative Index under Music)					
5 RT 153.9478 Philosophy & psychology > Psychology > Specific topics in psychology > Conscious mental processes and intelligence > Intelligence and aptitudes > Aptitude tests > Tests for aptitudes in specific fields > Musical aptitude tests Searched for <i>musical ability</i> in WebDewey					

	4. Exploring the structure of DDC from a facet perspective (in class)			
Overview	 In Lecture 9.1, we identified three important facets in education: Subject Grade level What vs. how of education, or, broader, Aspects of education(curriculum, methods of instruction; how students learn,) In the following you will find some segments of DDC that show how these facets are implemented some examples to illustrate how it works 			
Subject	300 Social sciences 370 Education 372-374 Specific levels of education 372 Primary education (Elementary education) 372.3-372.8 Primary education in specific subjects 372.3 Secience, computer science, library and information sciences, science, technology 372.35 Secience 372.357 Secience 372.357 Secience 372.357 Secience 372.357 Secience 372.357 Secience 372.357 Secience 373 Secience 373 Secience 372.357 Secience 372.357 Secience 372.357 Secience 373 Secience 370 Secience 3			
	535 Light and related radiation535.2 Physical optics			
Aspects of education	 DS: This is tricky. There are two places to look for this: (1) Table 1, specifically T1–071 Education (2) the local table at 372.3-372.8 Primary education in specific subjects 			
	See next two pages			

Aspects of education, Table 1	T1-0Table 1. Standard SubdivisionsT1-07. Education, research, related topicsT1-071. Education [really means Aspects of education, see Notes below]T1-0711-T1-0715 Specific levels of educationT1-0711 Higher education (Tertiary education)T1-0712 Secondary educationT1-0715 Adult education and on-the-job trainingDS Note: Here Aspects of education and Grade level are precombined. T10712 Secondaryeducation really means Aspects of education at the secondary level. Remember that thisnumber is appended to a subject.					
	 Note with T1–07 Education, research, related topics Including programmed texts Class here subject-oriented study programs; comprehensive works on education and research, on resources for education and research Class psychology of learning specific subjects in T1019 For a specific resource not provided for here, see the resource, e.g., directories T1025, bibliographies 016, libraries 026 See Manual at 016 vs. 026, T107 Class textbooks, school activities in a subject in 001-999 without adding notation T1071 from Table 1 For review and exercise, see T1076 For use of apparatus and equipment in education, see T1078 For competitions, awards, financial support in education, see T1079 or special education in specific subjects, see 371.9 					
	Note with T1-071 Education					
	Class here curricula, study (education), teaching, vocational education					
	 Class student organizations in T10601-T10609 Class textbooks, school activities in a subject in 001-999 without adding notation T1071 Class comprehensive works on education and research in T107 Class interdisciplinary works on education in 370 Class interdisciplinary works on teaching in 371.102 					
	 For review and exercise, see T1076 For use of apparatus and equipment in education, see T1078 For competitions, awards, financial support in education, see T1079 For special education in specific subjects, see 371.9 					
	• See Manual at 407.1, T1071 vs. 401.93, T4019, 410.71, 418.0071, T480071					
	Note with T1-0711-T1-0715 Specific levels of education					
	 Class comprehensive works in T1071 For education in specific subjects at primary level, see 372.3-372.8 					

Aspects of	Add to each a	each subdivision identified by * as follows:		
Aspects of	Add to each subdivision identified by * as follows.			
education,	04	General topics		
Local table	042	. Place of subject in education		
with	043	. Curricula		
372.3-372.8	044	. Teaching		
		Class here methods of instruction, teaching materials		
		 Class textbooks with the subject in 001-999, e.g., primary textbooks on arithmetic 513 		
	(045)	. Textbooks		
	(043)	• (Optional number; prefer the subject in 001-999, e.g., primary textbooks on arithmetic 513)		
		 Including readers (if option at 372.4122 is used) 		
	049	Instruction at specific levels		
		Including kindergarten		
		• Class a specific aspect of instruction at a given level with the aspect,		
		e.g., curricula for kindergarten 043		
		Class comprehensive works in 372.19		
More complexity	For your ov	wn exploration (optional)		
	300	Social sciences		
Special		Education		
education		Schools and their activities; special education		
		Special education		
		. General topics of special education		
		Programs in specific subjects		
		Class here curricula		
		• Add to base number 371.9044 the numbers following 372 in 372.3-372.8, e.g., mathematics 371.90447 (372.7 Mathematics)		

Example 1	Curriculum of basic concepts in physics for fourth grade372.35 043372.35Science and technology 043Curricula				
	Facet analysis				
	<i>Grade level</i> 372 Elementary Broad	Subject .35 Science and technology Broad	Aspect 043 Curricula Specific		
Example 2	A modern curriculum for 12th grade physics530 .0712530 Physics T10712Secondary education				
	Facet analysis				
	<i>Subject</i> 530 Physics Specific	Aspect T10712 Aspects of education Broad	<i>Grade level</i> on. Secondary education Broad		
Example 3	Bodies, mass, force, and movement: Physics for elementary schools 530 Physics This is a textbook, so only the <i>Subject</i> facet is considered; the subject can be as specific as the entire DDC schedule <i>Grade level</i> and <i>Aspect of education</i> are not considered				
Example 4	A workbook of optics experiments for high school 535.2 Physical optics Same comment as for Example 3				
Example 5 On your own	Relating physics to	o other subjects in the element	tary school curriculum		
Example 6 On your own	Teaching high school physics with applications of calculus				
Effects on retrieval					