Dewey Decimal Classification (DDC)

Presented By

Illinois Heartland Library System

Topics

- A brief history of Dewey
- Structure of Dewey
- Building numbers
- Classifying with Dewey
How Do Books Get Organized on the Shelf?

That’s the job of classification numbers

Brief History of Classification

Before Dewey Decimal Classification

- Classification was often based on shelf location
- Resources were reclassified frequently as collections grew
- Classification systems were specific to each library
Melvil Dewey

- Noticed a lack of efficiency and a waste of time and money
- Wanted to provide intellectual order and physical location
- Wanted to group like subjects together, but also have the overall scheme of what he called the “order of knowledge”
- Created ten main classes that are still used today

The Beginning of DDC

- A Classification and Subject Index for Cataloging and Arranging the Books and Pamphlets of a Library was published anonymously in 1876—only 44 pages long
  - Not based on shelf location
  - Could be used at any library
Growth of DDC

- Dewey participated in the first 12 editions
- Renamed *Dewey Decimal Classification* with the 13th edition (1932)
- The last widely published print version was the 23rd edition, published in 2011
- The abridged version was last published in 2012, as the 15th edition

Dewey Today

- No longer regularly published
- Available online as *WebDewey* and *Abridged WebDewey*
  - Updated continuously
  - Subscription required
- A print-on-demand option is also available
  - Updated annually
  - In 4 volumes
Let’s Look at Dewey

▶ How many of you use Dewey?

▶ Are you familiar with the DDC schedules?

**THE DEWEY DECIMAL SYSTEM**

Structure of Dewey—Summaries

▶ First summary—The ten main classes

▶ Second summary—The hundred divisions (the ten main classes divided into ten branches)

▶ Third summary—The thousand sections (the ten divisions divided into ten branches)
The Ten Main Classes—
the First Summary

000  Computer science, information and general works
100  Philosophy and psychology
200  Religion
300  Social sciences
400  Language
500  Natural sciences and mathematics
600  Technology (Applied sciences)
700  Arts and recreation
800  Literature
900  History and geography

Structure of Dewey—
Notation

- DDC notation is expressed in Arabic numbers
  - 0-9

- Gives the unique meaning of the class and its relation to other classes

- Can expand a number without disturbing topics already classed
Anatomy of a Dewey Number

- A three-digit number followed by subdivisions as appropriate
  - No number has less than three digits
  - Zeros are used to fill positions as needed
- The first digit is the main class
  - 500—Science
- The second digit is the division
  - 510—Mathematics
- The third digit is the section
  - 511—General principles of mathematics
- A decimal point is entered after the third digit to add subdivisions
  - Numbers should never have a zero to the right of the decimal point

DDC Structural Hierarchy

- Numbers are arranged from broadest to narrowest
- All topics (aside from the ten main classes) are subordinate to and part of all the broader topics
Broader to Narrower—Example

- Uses Arabic numerals 0 to 9 on each level of the hierarchy

<table>
<thead>
<tr>
<th>300</th>
<th>Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>330</td>
<td>Economics</td>
</tr>
<tr>
<td>332</td>
<td>Financial Economics</td>
</tr>
<tr>
<td>332.4</td>
<td>Money</td>
</tr>
<tr>
<td>332.41</td>
<td>Value of Money</td>
</tr>
<tr>
<td>332.414</td>
<td>Factors affecting fluctuations in value</td>
</tr>
</tbody>
</table>

Arrangement of Dewey—Print

**Full version—4 volumes**

- v. 1 Introduction, Manual, Tables
- v. 2 Schedules 000-599
- v. 3 Schedules 600-999
- v. 4 Relative index

**Abridged Dewey—1 volume**

Abbreviated index, tables, and schedules
Arrangement of Dewey—WebDewey

Components of Dewey

- **Introduction**
  - The basic principles and structure of DDC

- **Manual**
  - A guide to the use of DDC, including guidance on when to use one number over another

- **Schedules**
  - The series of Dewey numbers 000-999, with their headings, subdivisions, and notes
Components of Dewey—cont'd

- **Tables**
  - List of notations that may be added to numbers to make them more specific

- **Relative index**
  - Alphabetical listing of subjects that shows the connection between subjects and their related disciplines
    - Under each subject, the disciplines in which they are found are listed alphabetically

What’s in the Relative Index

- Indexed terms in the headings and notes of schedules and tables
- Terms with literary warrant for concepts in the schedules or tables
- Some built numbers
- Terms for broad concepts covered in Manual notes
- Some proper names (geographic names like countries, states and provinces, names of counties in the U.S., names of capital cities and other important municipalities, and names of important features)
What's Not in the Relative Index

- All names of persons, cities, organizations, minerals, plants, animals, chemical compounds, drugs, manufactured articles, etc. (Names are included selectively)
- Phrases beginning with the adjectival form of countries, languages, nationalities, and religions (English poetry, French architecture, Mexican cooking)
- Phrases containing general concepts represented by standard subdivisions such as education and history (Art education, History of science, Automobile maintenance)

The Relative Index—print view
The Relative Index - WebDewey View

Entries—Print Version

- Always read numbers in terms of their hierarchy

- The first three numbers appear only once. They are repeated at the top of the page where the subdivision continues

- Subordinate numbers appear with the decimal point (the first three numbers are understood)
Entries - Numbers in Square Brackets

Any number in square brackets is not valid and should not be used.

- Numbers that have never been assigned
  [008] [Never assigned]

- Numbers that are currently unassigned but were once valid. Contain a note stating when it was last used
  [007] [Unassigned]
  Most recently used in Edition 16

Entries - Numbers in Square Brackets

- Vacated numbers--Moved to a different location for the current edition
  627[.92] Navigation aids
  Relocated to 623.893

- Discontinued numbers--No longer used because the concept has been moved to a more general number or has been dropped entirely
  [775] Digital photography
  Number discontinued; class in 770
Entries - Numbers in Parenthesis

- At certain places in the schedules options are provided to accommodate cultural differences

  330(.159) Socialist and related school

  - (Optional number; prefer 335)

  330.91 Geographic treatment (Economic geography) by areas, regions, places in general (Option: Class in 910.13301)

Centered Entries

Sometimes headings are denoted not by one number but by a span of numbers identified by the caret symbol (>) in the number column.

> 391.1-391.3 Costumes of men, women, children

Class costume for men, women, children by specific economic, social, occupational groups in 391.01-391.04
Class kinds of garments for men, women, children in 391.4
Class accessories for men, women, children in 391.44
Class comprehensive works in 391

Used to indicate a subject covered by a span of numbers.
Standing Room Entries

- Provide a location for topics with relatively few items written about them, but whose literature may grow in the future.

- Standard subdivisions cannot be added to topics in standing room, nor are there other number building techniques allowed.

641.229 Nongrape wine
Including fermented cider

Some Definitions

- Base number = number you add to, when directed by schedule or when adding from tables.

- Built number = number not directly available in schedule, but already “built” for you in the index.
  - In WebDewey you will see a puzzle piece next to the Dewey number.

- Period number = segment sometimes available to be added, indicating a time period.

- Segmentation = logical break points to make a classification number shorter; indicated by “/” in OCLC & by “ ’ ” in CIP.
Bicycles in DDC Index (Built Number)

Components of Built Number for Bicycles
Ten Main Classes

- Mutually exclusive (can only be in one at a time)
- Sometimes we must choose between two perfectly good numbers
- Where are similar items in your collection?

What you might find on some Dewey shelves 😊

See any problems?
Classifying with DDC

- Determine the subject
- Determine the disciplinary focus
- Determine the approach or form

Determine the Subject

- Look for clues in the title or subtitle
- Consult table of contents or chapter headings
- Consult preface, introduction and foreword
- Scan the text
- Look at bibliographical references and index
- Find reviews (if nothing else)
Determine the Discipline

▶ Class in the discipline for which it is intended, not from which it is derived

Controlling garden pests organically written by a zoologist would be classed either under garden pests or organic gardening, but NOT under zoology.

More Than One Subject

▶ Rule of Application—Class a work dealing with interrelated subjects with the subject that is being acted upon. Takes precedence over any other rule.

A work dealing with Shakespeare’s influence on Keats is classified with Keats.
Two Subjects

- If one subject receives fuller treatment, class with that subject.
- “First of Two Rule”—If two subjects receive equal treatment, class the work with the subject whose number comes first in the schedule.

A history dealing equally with U.S. and Japan, classed as 952, because 952 precedes 973 in schedules.

Always check the schedule!

Sometimes you'll be directed not to use the First of Two Rule.

Example: At 598, the note tells you to class a work on birds and mammals in 599 (mammals) not 598 (birds).
“Rule of Three”

- Three or more subjects should be classed with the number that includes all the subjects

A history of Portugal (946.9), Sweden (948.5) and Greece (949.5) is classed with the history of Europe (940).

More Than One Discipline

- If there is an interdisciplinary number given in the schedule, use it

- If there is not an interdisciplinary number, use the number for the discipline which is given the fullest treatment
An interdisciplinary number is given here

- If a specific term is not in the index, look under the index listing for the broader class or term that contains the topic.

Charles Dickens is not listed in the Relative Index; look under Authors.
Tables: General Info

- After you have determined a general class, the schedule will tell you how and if you can further classify your item. If you can further subdivide, then you will go to the Tables.
- T1 = Standard subdivisions, -01-09
  - Use for all classes
- T2 = Geographic table, -1-9
  - Use when told to, or
  - Use after standard subdivision, -09
- T3 = Literatures, 3A, B, C
  - Use with base number of asterisked class numbers, 810-890

Tables: General Info, Cont’d

- T4 = Individual languages (analysis of)
  - Use with base number of asterisked class numbers, 420-490
- T5 = Racial, ethnic, national aspects
  - Use when directed in the schedule, or
  - Use after standard subdivision, -089
- T6 = Languages (items in other languages)
  - Use when directed in the schedule
Table 1—WebDewey

<table>
<thead>
<tr>
<th>T1-0</th>
<th>Table 1. Standard Subdivisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1-01</td>
<td>Philosophy and theory</td>
</tr>
<tr>
<td>T1-02</td>
<td>Miscellany</td>
</tr>
<tr>
<td>T1-03</td>
<td>Dictionaries, encyclopedias, concordances</td>
</tr>
<tr>
<td>T1-04</td>
<td>Special topics</td>
</tr>
<tr>
<td>T1-05</td>
<td>Serial publications</td>
</tr>
<tr>
<td>T1-06</td>
<td>Organizations and management</td>
</tr>
<tr>
<td>T1-07</td>
<td>Education, research, related topics</td>
</tr>
<tr>
<td>T1-08</td>
<td>Groups of people</td>
</tr>
<tr>
<td>T1-09</td>
<td>History, geographic treatment, biography</td>
</tr>
</tbody>
</table>

Common Standard Subdivisions

0207 - Humorous treatment
   Humorous books about gardening=635.0207

025 - Directories of persons and organizations
   Directory of doctors=610.92025

0285 - Computer applications
   Software for doing income taxes=336.240285

03 - Dictionaries, encyclopedias, concordances
   Medical dictionary=610.3; regular dictionary=413
Common Standard Subdivisions

075 - Museum activities and services--collecting
   Stamp collections=737.6075

076 - Review and exercise
   Test-book for the GRE=378.1662076

08 - Groups of people
   Women professors=378.12082
   Travel with children=910.83

Geographic Areas, Historical Periods, Biography—09

<table>
<thead>
<tr>
<th>Added by way of subdivisions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning railroad facilities</td>
<td>711.75</td>
</tr>
<tr>
<td>Planning railroad facilities in U.S.</td>
<td>711.750973</td>
</tr>
<tr>
<td>Planning railroad facilities in Illinois</td>
<td>711.7509773</td>
</tr>
<tr>
<td>Planning railroad facilities in Effingham County, IL</td>
<td>711.7509773796</td>
</tr>
</tbody>
</table>

- Can also be added directly without 09 if instructed to do so within the schedules
Review--Steps to Follow When Assigning Dewey Numbers

- Start with the Relative Index
  - Look for the subject and possible built numbers

- ALWAYS look up index number in the schedules for further direction/explanation

- Use tables to add to number, if directed or desired

Number Building

- Standard subdivisions can be added to a main class or a division

- Never leave a 0 on the end of a number longer than three digits

- Schedules often tell you to add from another place in the schedules
Adding Standard Subdivisions To Classes

► Always check the schedule! Standard subdivisions are often included. But if not:

► Unless you are given other instructions, drop terminal zeros from class numbers before adding the standard subdivision

**Encyclopedia of science** = 500 + 03 = 500 - 00 + 03 = 503

► But: Check the schedule for directions on adding standard subdivisions to classes 000, 200 and 300

**Dictionary of social science** = 300.3
Adding Standard Subdivisions To Divisions

- Always check the schedule! Standard subdivisions are often included. But if not:
- Unless otherwise directed in the schedule, drop the terminal zero
- But: Check the schedule for directions on adding to the 000, 200, and 300 divisions

Encyclopedia of mathematics:
510 + 03 = 510 - 0 + 03 = 510.3
But:
Encyclopedia of law: 340 + 03 = 340.03 based on directions in the schedule

Example—Standard Subdivisions For Dewey Number 025
Dewey Decimal Classification
Number Structure

Most:
Discipline (0-9) → subject subdivision → geographic/time period → form of presentation (T1)

641.5/942/05

Literature and language:
Discipline → original language → form → period of composition

851./1

Generalities (dictionaries, encyclopedias, library science):
Form → language or place

038./81

Building Dewey Numbers—Some Don’ts

- Don’t combine more than one standard subdivision (T1) unless specifically directed
  - Follow the precedence table in Table 1 when doing so

- Don’t add standard subdivision if redundant, e.g., adding -09 + to 973

- Don’t add standard subdivisions to standing room numbers
  - Instructions start with “Including”
Dewey Decimal Practice Time in WebDewey

General Tips and Information
When More than One Number Works

- In what field of study will this item be used?
- For whom is this work intended?
- Be consistent in your local practice; shelve similar subjects together

Example--300 vs. 600

Many topics can be discussed from either a social or technological point of view.

Social implications- 300
Technological operation (how to make, operate, maintain, or repair)- 600

Book about Ford Motor Co.=338.476292
Car manual for Fords=629.2872
Travel Books—Geography or History?

Geography or travel, 910+
Geography or travel and history, 930-990

Travel books with information such as hotels and rates, restaurants, etc. go in travel number
Travel books with mostly historical facts usually go with the history number

Fodor’s Guide to Illinois  917.7304
Trenton’s Past in Our Presence  977.3875
Options for Classifying Biographies

B

920—Biography

920.71—Biography by sex (men)

927.96323—Persons in arts & recreation

796.323092—Basketball players

Clues to Look for in OCLC Records for DDC Currency

▶ Check record creation date

▶ 040—Who created the record?
  ▶ Usually prefer DLC (Library of Congress)

▶ 082 or 092 $2—DDC edition used
Dewey Numbers in MARC

▶ **082 Dewey Decimal Classification Number**
  
  ▶ **1st indicator**
    - **Blank**—no information provided
    - **0** Full edition
    - **1** Abridged edition
    - **7** Other edition
  
  ▶ **2nd indicator**
    - **0** Number assigned by LC
    - **4** Number assigned by another agency
  
  ▶ **$a** classification number
  
  ▶ **$b** main entry cutter [rarely used for DDC]
  
  ▶ **$2** edition of DDC used, if 1st indicator is 0 or 1
Dewey Numbers in MARC, Cont’d

- 092 Locally Assigned Dewey Call Number
  - 1st indicator
    - Blank—No information provided
    - 0 Full edition
    - 1 Abridged edition
  - 2nd indicator is blank
  - $a classification number
  - $2 edition of DDC used

Formatting $2

- If DDC number is assigned from a print version
  - Record edition number/language code/date of edition
    082 04 $a 641.5 $2 23/eng/2011
- If DDC number is assigned from WebDewey
  - Record edition number/language code/date DDC number was assigned by the cataloger
  - Use edition number 23
  - Record date in yyyyymmdd format
    082 04 $a 641.5 $2 23/eng/20220125
SHARE Cataloging—082 and 092

- Record Dewey numbers in either MARC tag 082 with 2nd indicator 4, or MARC tag 092
- $2 is required in 082 _4. Format as in the example
- $2 is optional in MARC tag 092. If included, format $2 the same as in the 082
- When creating original records or editing OCLC records, use the new formatting in 082 $2
- It's optional (but appreciated!) to change existing records in Polaris

What If You Don't Have the Print Version or WebDewey?

- Check your own collection
- Check Polaris for what other libraries have used
- Look for CIP in the book
- Use OCLC Classify
- Check WorldCat
- Check the Library of Congress catalog
- When all else fails, Google it!
A Little Dewey Humor

Roz Chast