

BUILDING LIBRARY RESOURCES AND SERVICES

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Structure



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Learning Objectives



After going through Unit 17, it is expected that you would be able to

- ❖ Understand library skills and techniques for building library collections for access and retrieval
- ❖ Discuss the services offered in a library and the procedures for rendering them
- ❖ Implement library techniques in your own adult education set-up for building and managing a small library collection and offering services.

17.1 Introduction

Like any other library in academic set-up or research institutions, resources in adult education libraries have also to be planned, developed, and organized for access and retrieval. Besides, such libraries need to offer library and information services such as instructions in the use of library catalogue and reading materials, reference service, information dissemination, etc. Unit 17 describes the procedures for building library resources and rendering library services and explains the procedures for

library management. It discusses the techniques for classification and cataloguing of books and other reading material for information access and retrieval. In addition, it describes the services that a library in an adult education set up needs to offer its clientele.

Let us now begin with a discussion on building library resources and services for adult learners. On the basis of your experience, you may also add some inputs to this in Unit 17.

17.2 Building Library Resources and Services

The libraries in adult education set ups are, by design, small budget libraries, confined to one room space, and adult education staff manages them manually on part time basis. Keeping this in view, library procedures described in Unit 17 are basically quite simple and elementary in nature. Such members of adult educators who do not have any formal education and training in library and information science would find it easy and simple to learn library skills and apply them for building library collections and rendering library services. They can take the following step-by-step approach.

Step 1: Acquisition Procedures

Step 2: Classification and Cataloguing Procedures

Step 3: Library Services

17.2.1 Step 1: Acquisition Procedures

Library acquisition is about procedures for selection of published material for library acquisition, procedures for placing orders for purchase books and other reading material, their accessioning as well as of material received as gratis. It also about procedures for payment of bills, and about upkeep and maintenance of records as required for the purpose.

Procedure for Book Selection: The first step in book selection operations is to invite recommendations from users for purchase of new books and other reading material. For this, the library could take initiative by inviting books on approval from booksellers, or give users publisher catalogues for selection, or send them to visit book exhibitions. Based on this exercise, a tentative listing of useful books is compiled. The second step is to get the compiled list

of books approved by the Library Advisory Committee. The Committee might approve it in total or shortlist it as per their judgment. While finalizing books and other reading materials for purchase, the Committee should pay special attention to the usefulness of the selected material, currency of information given in the books, their cost and availability of funds. The book selection exercise should be undertaken on regular basis through out the year, and not towards the end of the financial year once, just to exhaust book budget.

Procedure for Book Purchase: The second step in book acquisitions is to initiate action for placing orders with the approved vendors or booksellers for selected books. In this regard, the Library needs to obtain first the financial sanction of the competent authority in the organization. It could be either head of the organization, or its deputy or any other designated person for the purpose. For operational performance, it will be useful if the In-Charge Library is given financial authority to sanction expenditure, say, up to Rs.5000/- only in respect of such books and other reading material as recommended by the Library Advisory Committee. The library should by default purchase only latest edition of a book, unless desired otherwise specifically. Sometimes cheap editions of foreign books are printed. In such cases, it is advisable to go for cheaper editions only. However, if one of the roles of the library is to archive books for future, in such a case the library should purchase books printed on good quality paper.

The Library may draw up a panel of vendors/ booksellers as per following criteria. It may purchase books from

booksellers on the panel.

- ❖ Bookseller must have membership of the Delhi State Booksellers Association/ Federation of Indian Publishers/
- ❖ Bookseller must have experience in the line for at least two years
- ❖ Must have PAN Number from the Income Tax
- ❖ The panel may be reviewed every year for performance on the parameters of relevance, quality and comprehensiveness of the books displayed for approval or on the parameter of efficiency and effectiveness with which the bookseller supplied books against order.

The next step is to place formal orders with approved for purchase of books. There is no need for inviting quotations since as per financial rules of the

Government of India books are not store items. Purchase orders can be placed on the catalogue price of the book. As per standard practice, booksellers offer discount on the catalogue price of books, ranging from 10 to 15 percent. Books priced in foreign currencies are to be paid in Rupee currency. The foreign currency conversion is done as per bank's TT selling rate as prevalent on the day of the supply of books. Information about bank conversion rate can be had from newspapers such as *The Economic Times*, and *The Financial Times*. The booksellers are required to supply books along the bill in triplicate. One copy of bill is to be returned to the bookseller duly signed as a token of receipt of books supplied. The library should insist on price proof of the book and bank conversion rate from the booksellers before accepting the supply of books.

Activity 17.1

List steps for acquiring reading material for library.

Accession of Books: Libraries need to maintain records of the books acquired in accession register. This register constitutes a permanent record of the library. Figure 17.1 shows a sample outline of columns of an accession registers. Printed accession registers are also available in the market. Before accessioning, the library needs to physically check the books supplied against order in terms of latest edition, year of publication, and price.

The next step in book acquisition is accession of books by making record

entries in the accession register, wherein each book is assigned an accession number. This number is reproduced later on several different pages in the book accessioned such as (i) back of the title page - bottom portion, (ii) secret page in a book. (This is a discrete page in a book which invariably carries its accession number. The secret page number is known only to the library staff and hence it is known as a secret page), and (iii) on the last page of the book; and on all the copies of the bill/cash memo.

Date	Accession Number	Author	Title	Ed	Place & Publisher	Year of Publication	Vol	Pages	Cost	Vendor	Bill No and Date	Remarks
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Figure 17.1 A Sample Outline of Columns of Accession Register

Printed accession registers are available in multiple of 1000 entries per register with a minimum of 5000 entries. Accession register starts from accession number 1 and goes up to 5000. Additional accession register, if required, should begin in continuation of the last accession number in the previous register. Avoid overwriting and cuttings of any kind in the Accession register. The competent authority in the Library must affix a certificate in the beginning pages of the Accession Register certifying that “This register contains ... (so many) pages in which accession

number run from ... to”

While making entry in the Accession register it is advisable to use ink of lasting quality so that its color doesn't fade away with the passage of time. The Accession register is a valuable document and must be kept under lock and key when not in use.

After accessioning, books stamped bearing the name of the library. Book tag, book plate, book card pockets and due date slip are to be pasted at the appropriate places in the book as decided upon by the library.

Activity 17.2

What precautions would you take in accession of books?

17.2.2 Step 2: Classification and Cataloguing Procedures

Each accessioned book is classified, for assigning it a unique (numeric or alphanumeric) call number, and catalogued to facilitate its access and retrieval from the card catalogue by author, title, subject, and call number. The call number of the book is reproduced on the back of the title page, book plate, and on the book card. The book card records necessary information about the book such as its accession number, author, and title. After verifying all these details, the book is released for circulation.

Classification: One of the major management tasks of the librarian is to organize the reading material for

browsing, searching and retrieval by subject and language. The job of classifier involves giving each book in the library a unique numeric or alphanumeric number called ‘Call Number’ – as per library parlance. This number defines placement/ shelving position of the book in the stacks. The other objective of call number is to bring books on the same subject together for browsing and retrieval. According to Ranganathan (1959) a classified arrangement should be such that the library staff is able to:

- 1 Locate a book demanded by a reader immediately even if the library has miles of shelves of books.
- 2 Replace the book at its correct place on the shelf.

- 3 Find out a proper place for a newly purchased book among other books on the same subject.
- 4 Find a place for a new book on a new subject among the already existing books on related subjects

Choice of the Scheme of Classification: Quite a few schemes of classification have been in use in libraries. These include Colon Classification, Dewey Decimal Classification, Universal Decimal Classification, and Library of Classification, etc. Some of the small libraries design and develop their local scheme of classification. Applying an established and widely used scheme of classification is always better than designing and developing a local one. This gives the library the benefit of continuity in experience in classifying documents and to build thereby the foundation for the future.

Most libraries use Dewey Decimal Classification (DDC). It is now running into 22nd edition. This speaks volumes about its popularity amongst libraries throughout the world. One of the advantages of using DDC is that it can be adapted to the needs of any large or small library. Its abridged editions are designed to meet the special requirements of small libraries. A copy of schedule of 100 classes is given as Appendix A. This schedule alone may not be found adequate to represent all the facets of a subject. Therefore, the use of the Standard Subdivisions of 1000 classes (Appendix B) at times may be found necessary to separate a book from other books having the same ultimate class. These standard subdivisions are not in themselves class number and hence can't be used in isolation, but may be suffixed/and added to any number from the schedule.

Activity 17.3

Why do need to classify books? Why can't we arrange books by accession number?

Cataloguing: A library catalogue is a vital link between the reader and the book. It serves as the key to ascertain the availability of wanted book in a library and its physical location in the stacks. Conventionally, cataloguing of books in libraries is done by using standard cataloguing codes such as Anglo-American Cataloguing Rules (AACR), Classified Cataloguing Code. According to these cataloguing codes, the levels of cataloguing differ from library to library. For example, a major library may apply for highest level of

cataloguing, in which information that goes into the cataloguing entry is very extensive and detailed. However, a small library set up – like the one in adult education organizations – could consider going in for lowest level of cataloguing, in which the elements that go into the cataloguing entry are minimal to ensure access and retrieval of a book by author, title, and subject. A sample catalogue entry using AACR2 code is given below for illustration. This entry is made on a model on 5"x3" cataloguing card (see Box 17.1).

Box 17.1 Cataloguing Card

Class No.

Book No Main Access Point

Title Proper / First statement of responsibility, if different from main entry heading in form or number or if there is no main entry heading. - Edition statement. - Material (for type of publication) specific details. - First publisher, date of publication. - Extent of item. - Note(s). - Standard number

Tracing Section.

Main Entry and Added Entry Cards:

The cataloguing can be done by using cataloguing software or manually. If a library plans to go in for manual cataloguing, cataloguing entries are to be made on 5"x3" card catalogues. For every book, main entry as per sample given above is made. Additional entries are made in case the book has more than one author. Additional entries are also made for access by title and subject. For making added entry cards, main entry card is made in duplicate, and search element such as second author, title, or subject heading is imposed on the top of each duplicated card. For example, if there are two authors then there would one added entry card for the second author, the first author has already been given access point in the main entry card.

Catalogues are of different types such as author catalogue, title catalogue, or subject catalogue. Each catalogue type has catalogue entry cards arranged alphabetically (letter-by letter or word-by-word). These different types of catalogue entries can also be merged together and filed in a single sequence. Such a catalogue is known as dictionary catalogue. For convenience in searching information from the cataloguing tray, for every bunch of 100 cards, guide cards is inserted. Appropriate starting letters in the alphabetical sequence are inscribed on the guide cards. The

cataloguing tray can hold 1000-1500 catalogue cards. Sample catalogue entries for one book are given in the Appendix C for illustration.

17.2.3 Step 3: Library services

The services offered by libraries can be grouped as conventional library services and the services for promoting library use.

- i) Conventional Library Services
 - a) Library Rules
 - b) Circulation: Issue & Return of Books
 - c) Inter-Library Loan Service
- ii) Service Promoting Library Use
 - a) Initiation/Orientation Service
 - b) Reference Service
 - c) Current Awareness Service
 - d) New Books Display
 - e) Thematic Display
 - f) Press Clipping Service

Let us first discuss conventional library rules and then deal with service promoting library use.

i) Conventional Library Services

a) Library Rules: Every library frames a set of rules for regulating its services to members. Rules are framed keeping in mind the library objectives and members interests. As far as possible rules should be explicit, free from any ambiguity. The basic issues addressed in framing library rules are the following:

- 1 Who can use the library?

- 2 Opening and closing hours of the library
- 2 How many books can a member borrow at a time?
- 3 For how long can the member retain borrowed books?
- 4 Conditions of loan, find for the late return of books, loss or damage of books during the loaned period
- 5 Reservation of books
- 6 Recall of issued books
- 7 Renewal of loans
- 8 Suspension of membership privileges
- 9 Personal books/property counter, etc.

b) Circulation: Issue & Return of Books: Circulation means issuing books to valid members on loan, and canceling loans them from issue records upon return of books by members. It is one of the most important activities of a library from users' perspective. For managing circulation, the library needs a proper circulation system designed and developed for the effective control of circulation operations in terms of time per transactions, manpower deployment requirement, and accuracy in record keeping. The manual systems currently in use are: 'Newark' system, 'Browne' system, 'Passbook' system. Of all these systems, Browne system of issue and return is most popular for its efficiency in time per transaction. It is therefore important that a library in the adult education set up may apply Browne system for managing its circulation operations.

Browne System: In Browne system, the members are given Reader's Ticket(s) to enable them to borrow books from the library. The design of the reader ticket is such that it has a pouch on its front side. The pouch is used to hold Book card when a book is issued to a member. For every library book, a Book

card is made. It is kept inside the 'Book Pocket' provided in the book. While issuing a book the Circulation-in-Charge simply removes the Book Card from the Book Pocket and inserts it in the Reader's Ticket pouch, puts in due date stamp on the date slip provided in the book. The 'Book Card' coupled with the 'Reader's Ticket' is arranged behind date guides in the charging tray. This is the simplest of all the methods for issue and return of books. It reduces paper work in managing circulation transactions to the bare minimum. At the time of receiving books from the borrowers, Book card is separated from the Reader's Ticket and it is inserted back in the Book Pocket of the book received. At the close of the day, the issue record is got rearranged and filed behind Due Date guides. For books not received by due date, it is a good practice to send reminders to the borrowers for returning the overdue books. Secondly, the library may consider giving grace period to members before issuing such reminders.

Late Fine: Though it may be unfair to impose fines for the late return of borrowed books, yet it is essential in a library to enforce discipline amongst members. This is done mainly as a deterrent since the amount collected as fine is always very trivial. Formal receipt is, however, issued after realizing late fee money from defaulters in cash. As far as possible, a library in an adult education set up may not resort to this system unless it is warranted by circumstances.

Conscience Box: An alternative to fine system for late return of books is Conscience Box. This concept was designed and developed by Dr S R Ranganathan (1959). In this method no formal receipt is issued to the borrower,

You can use the following devices to promote the use of library by adult members of a community.

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instead money as overdue charges is dropped in the Consciences Box. The key to this Box always remains with the authority in the organization. The Conscience Box is opened at a

convenient time in the presence of several officials. The distinct advantage of this method is that it saves time and develops in members a feeling of civic sense and responsibility.

Activity 17.4

Why is Browne System of Issue and Return used most in libraries?

Reservation of Books: Books in heavy demand usually remain in circulation. Members in the waiting list could reserve such books so that they could get the priority in borrowing them upon their receipt in the library. The library informs the member in the waiting list about the availability of the reserved book.

Loss of Books: Books reported as lost by borrowers are required to be dealt as per library rules. Usually, the borrower is advised to replace the book with a new copy. If, however, the book is out of stock in the market, he may be asked to pay the current price of the book after getting it verified from the Publisher's catalogue or from trade bibliographies. The price may also be got ascertained from the Accession Register and formal receipt issued to the borrower. Necessary postings may be done in the Accession Register indicating in the Remarks Column about the "Lost and cost realized vide receipt no... dated...."

c) Inter-Library Loan Service: Every library has a liaison with other libraries in the vicinity. In case of urgent requirements, the resource of such nearby libraries could be harnessed for borrowing books on inter-library loan, or get a photocopy made of the wanted material. The library in the adult education set up could consider building such type of cooperative networks for the purpose.

ii) Service Promoting Library Use

You can use the following devices to promote the use of library by adult members of a community.

Initiation/Orientation Service: For most of users, a visit to the library is the first encounter with the world of books. The users have to be made aware of the privileges they are entitled to as also the rules they are to follow to derive full benefits from the library. There are certain 'do's and don'ts which need to be explained to users at the time of their first formal visit to the library. This information is given to new members upon registration during initiation/orientation service. This service is also important for inculcating reading habits in neo-literates.

Reference Service: Reference service is a reactive service given to members on demand. In an adult education set up, the emphasis in reference service should be on giving knowledge and not just information or documents.

Current Awareness Service: For promoting library services, the library needs to offer proactive services such as current awareness service, selective dissemination of information service, etc. Section 6.5 of Unit 6 has covered detailed information in this regard.

New Books Display & Thematic Display: All the books added into the library stock must be put on display for

a limited period so as to bring them to the notice of all library users. On special occasions, such as birth day of an important author or leader, festivals, sport events, relevant books may be separated from the general sequence and put on a display to bring them to the notice of users.

Press Clipping Service: Newspapers are the most important sources of latest information. It would be most appropriate if the relevant cuttings of write-ups, editorials letters, statements, news items, events etc. are organized in some logical order for future reference and use.

17.4 Tips for Improving Library Value

The following useful tips may help you improve library value at your adult learning setup.

- 1 The library collection must be kept relevant (*i.e.* it must be need based, and irrelevant material if any must be weeded out), current (*i.e.* it must offer latest and novel information), accessible (*i.e.* it must provide tools for such as catalogues, databases for access to information), and available (*i.e.* document wanted by users must be available on the shelf and success rate of the library in this regard should be at least 80 per cent).
- 2 Organize customized information services and give information to users in the form that they can understand and use. For example, audio-visual media is most suitable form of information delivery to adult community lacking in literacy.
- 3 Customized information services include information repackaging (such as rehashing technical information for non-technical audience), information condensation (such as preparing abstracts, digests, summaries of useful documents for information dissemination), and information consolidation (such as state-of-the-art information giving an overview of the trends in the literature)
- 4 Customized information services should aim at disseminating information for adding and updating knowledge of individuals, increasing their awareness on issues of interest to them
- 5 Use customized information services as a tool to enable the library to play its role as knowledge gatekeeper on topics of interest to the organization and its clientele
- 6 Make library as a place for social interactions by organizing discussions on issues of topical importance
- 7 Follow the best practices in library management, operations and services
- 8 Library operations and services must kept be efficient and library response time must not exceed users expectations
- 9 Increase the library penetration by enlarging its users base
- 10 Develop a special collection of books and publications frequently in use
- 11 Keep the library circulation current so that books do not remain with the borrower for more than a prescribed period of loan
- 12 Books not in circulation or not in use must be removed from the shelves and be considered actively for weeding them out

- 13 Organize library collections in classified sequence to facilitate information browsing, searching and retrieval by subject
- 14 Publish bibliographies on hot topics of interest to users
- 15 Undertake user survey of library services on periodical basis to ensure that library services are focused and effective
- 16 Keep the library ambience pleasant and inviting
- 17 Develop networking with other libraries for sharing resources
- 18 Ensure regular training of library staff on library skills and procedures
- 19 For collections exceeding 10,000 volumes, the library must consider using any library management system for library automation.

17.5 Apply What You Have Learnt

Suppose you are responsible for improving the library services to the adult community that your adult learning setup covers. Write a note of about 800 words about the various steps you would undertake to promote the library and its services for the adult community.

Appendix A: Copy of Dewey Decimal Schedule of 100 classes Second Summary* The Hundred divisions

000 Generalities

- 010 Bibliography
- 020 Library & information sciences
- 030 General encyclopedic works
- 040 [Unassigned]
- 050 General serial publications
- 060 General organizations & museum science
- 070 News media, journalism & publishing
- 080 General collections
- 090 Manuscripts & rare books

100 Philosophy & psychology

- 110 Metaphysics
- 120 Epistemology, causation & humankind
- 130 Parapsychology & occultism
- 140 Specific philosophical schools
- 150 Psychology
- 160 Logic
- 170 Ethics
- 180 Ancient, medieval & eastern philosophy
- 190 Modern western philosophy

200 Religion

- 210 Philosophy & theory of religion
- 220 Bible
- 230 Christianity & Christian theology
- 240 Christian moral & devotional theology
- 250 Christian orders & local church
- 260 Social & ecclesiastical theology
- 270 History of Christianity & Christian church
- 280 Christian denominations & sects
- 290 Other religions

300 Social Sciences

- 310 Collections of general statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration & military science
- 360 Social problems & services; associations
- 370 Education
- 380 Commerce, communications & transportation
- 390 Customs, etiquette & folklore

400 Language

- 410 Linguistics
- 420 English & Old English
- 430 Germanic languages; German
- 440 Romance languages; French
- 450 Italian, Romanian & related languages
- 460 Spanish & Portuguese languages
- 470 Italic languages; Latin
- 480 Hellenic languages; classical Greek
- 490 Other languages

500 Natural science & mathematics

- 510 Mathematics
- 520 Astronomy & allied sciences
- 530 Physics
- 540 Chemistry & allied sciences
- 550 Earth sciences
- 560 Paleontology; paleozoology
- 570 Life sciences; biology
- 580 Plants (Botany)
- 590 Animals (Zoology)

600 Technology

- 610 Medicine & health
- 620 Engineering & allied operations
- 630 Agriculture & related technologies
- 640 Home & family management
- 650 Management & auxiliary services
- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Buildings

700 The arts; fine & decorative arts

- 710 Civic & landscape art
- 720 Architecture
- 730 Plastic arts; sculpture
- 740 Drawing & decorative arts
- 750 Painting & paintings
- 760 Graphic arts; printmaking & prints
- 770 Photography, photographs & computer art
- 780 Music
- 790 Recreational & performing arts

* Consult schedule for complete and exact heading

800 Literature & rhetoric

- 810 American literature in English
- 820 English & Old English literatures
- 830 Literatures of Germanic languages
- 840 Literatures of Romance languages
- 850 Italian, Romanian & related literatures
- 860 Spanish & Portuguese literatures
- 870 Italic literatures; Latin literature
- 880 Hellenic literatures; classical Greek
- 890 Literatures of other languages

900 History & geography

- 910 Geography & travel
- 920 Biography, genealogy & insignia
- 930 History of ancient world to ca. 499
- 940 History of Europe
- 950 History of Asia; Far East
- 960 History of Africa
- 970 History of North America
- 980 History of South America
- 990 History of other areas

Appendix B: Copy of Dewey Decimal Schedule of 1000 classes

Third Summary*

The Thousand divisions

000 Computer science, information & general works

- 001 Knowledge
- 002 The book
- 003 Systems
- 004 Data processing & computer science
- 005 Computer programming, programs & data
- 006 Special computer methods
- 007 [Unassigned]
- 008 [Unassigned]
- 009 [Unassigned]

010 Bibliography

- 011 Bibliographies
- 012 Bibliographies of individuals
- 013 [Unassigned]
- 014 Of anonymous & pseudonymous works
- 015 Bibliographies of works from specific places
- 016 Bibliographies of works on specific subjects
- 017 General subject catalogs
- 018 Catalogs arranged by author, date, etc.
- 019 Dictionary catalogs

020 Library & information sciences

- 021 Library relationships
- 022 Administration of physical plant
- 023 Personnel management
- 024 [Unassigned]
- 025 Library operations
- 026 Libraries for specific subjects
- 027 General libraries
- 028 Reading & use of other information media
- 029 [Unassigned]

030 General encyclopedic works

- 031 Encyclopedias in American English
- 032 Encyclopedias in English
- 033 Encyclopedias in other Germanic languages
- 034 Encyclopedias in French, Occitan & Catalan
- 035 In Italian, Romanian & related languages
- 036 Encyclopedias in Spanish & Portuguese
- 037 Encyclopedias in Slavic languages
- 038 Encyclopedias in Scandinavian languages
- 039 Encyclopedias in other languages

040 [Unassigned]

- 041 [Unassigned]
- 042 [Unassigned]
- 043 [Unassigned]
- 044 [Unassigned]
- 045 [Unassigned]
- 046 [Unassigned]
- 047 [Unassigned]
- 048 [Unassigned]
- 049 [Unassigned]

050 General serial publications

- 051 Serials in American English
- 052 Serials in English
- 053 Serials in other Germanic languages
- 054 Serials in French, Occitan & Catalan
- 055 In Italian, Romanian & related languages
- 056 Serials in Spanish & Portuguese
- 057 Serials in Slavic languages
- 058 Serials in Scandinavian languages
- 059 Serials in other languages

060 General organizations & museum science

- 061 Organizations in North America
- 062 Organizations in British Isles; in England
- 063 Organizations in central Europe; in Germany
- 064 Organizations in France & Monaco
- 065 Organizations in Italy & adjacent islands
- 066 In Iberian Peninsula & adjacent islands
- 067 Organizations in eastern Europe; in Russia
- 068 Organizations in other geographic areas
- 069 Museum science

070 News media, journalism & publishing

- 071 Newspapers in North America
- 072 Newspapers in British Isles; in England
- 073 Newspapers in central Europe; in Germany
- 074 Newspapers in France & Monaco
- 075 Newspapers in Italy & adjacent islands
- 076 In Iberian Peninsula & adjacent islands
- 077 Newspapers in eastern Europe; in Russia
- 078 Newspapers in Scandinavia
- 079 Newspapers in other geographic areas

080 General collections

- 081 Collections in American English
- 082 Collections in English
- 083 Collections in other Germanic languages
- 084 Collections in French, Occitan & Catalan
- 085 In Italian, Romanian & related languages
- 086 Collections in Spanish & Portuguese
- 087 Collections in Slavic languages
- 088 Collections in Scandinavian languages
- 089 Collections in other languages

090 Manuscripts & rare books

- 091 Manuscripts
- 092 Block books
- 093 Incunabula
- 094 Printed books
- 095 Books notable for bindings
- 096 Books notable for illustrations
- 097 Books notable for ownership or origin
- 098 Prohibited works, forgeries & hoaxes
- 099 Books notable for format

Philosophy & psychology**100 Philosophy & psychology**

- 101 Theory of philosophy
- 102 Miscellany
- 103 Dictionaries & encyclopedias
- 104 [Unassigned]
- 105 Serial publications
- 106 Organizations & management
- 107 Education, research & related topics
- 108 Kinds of persons treatment
- 109 Historical & collected persons treatment

110 Metaphysics

- 111 Ontology
- 112 [Unassigned]
- 113 Cosmology
- 114 Space
- 115 Time
- 116 Change
- 117 Structure
- 118 Force & energy
- 119 Number & quantity

120 Epistemology, causation & humankind

- 121 Epistemology
- 122 Causation
- 123 Determinism & indeterminism
- 124 Teleology
- 125 [Unassigned]
- 126 The self
- 127 The unconscious & the subconscious
- 128 Humankind
- 129 Origin & destiny of individual souls

130 Parapsychology & occultism

- 131 Parapsychological & occult methods
- 132 [Unassigned]
- 133 Specific topics in parapsychology & occultism
- 134 [Unassigned]
- 135 Dreams & mysteries
- 136 [Unassigned]
- 137 Divinatory graphology
- 138 Physiognomy
- 139 Phrenology

140 Specific philosophical schools

- 141 Idealism & related systems
- 142 Critical philosophy
- 143 Bergsonism & intuitionism
- 144 Humanism & related systems
- 145 Sensationalism
- 146 Naturalism & related systems
- 147 Pantheism & related systems
- 148 Eclecticism, liberalism & traditionalism
- 149 Other philosophical systems

150 Psychology

- 151 [Unassigned]
- 152 Perception, movement, emotions & drives
- 153 Mental processes & intelligence
- 154 Subconscious & altered states
- 155 Differential & developmental psychology
- 156 Comparative psychology
- 157 [Unassigned]
- 158 Applied psychology
- 159 [Unassigned]

160 Logic

- 161 Induction
- 162 Deduction
- 163 [Unassigned]
- 164 [Unassigned]
- 165 Fallacies & sources of error
- 166 Syllogisms
- 167 Hypotheses
- 168 Argument & persuasion
- 169 Analogy

170 Ethics

- 171 Ethical systems
- 172 Political ethics
- 173 Ethics of family relationships
- 174 Occupational ethics
- 175 Ethics of recreation & leisure
- 176 Ethics of sex & reproduction
- 177 Ethics of social relations
- 178 Ethics of consumption
- 179 Other ethical norms

180 Ancient, medieval & eastern philosophy

- 181 Eastern philosophy
- 182 Pre-Socratic Greek philosophies
- 183 Socratic & related philosophies
- 184 Platonic philosophy
- 185 Aristotelian philosophy
- 186 Skeptic & Neoplatonic philosophies
- 187 Epicurean philosophy
- 188 Stoic philosophy
- 189 Medieval western philosophy

190 Modern western philosophy

- 191 Philosophy of United States & Canada
- 192 Philosophy of British Isles
- 193 Philosophy of Germany & Austria
- 194 Philosophy of France
- 195 Philosophy of Italy
- 196 Philosophy of Spain & Portugal
- 197 Philosophy of former Soviet Union
- 198 Philosophy of Scandinavia
- 199 Philosophy in other geographic areas

200 Religion

- 201 Religious mythology & social theology
- 202 Doctrines
- 203 Public worship & other practices
- 204 Religious experience, life & practice
- 205 Religious ethics
- 206 Leaders & organization
- 207 Missions & religious education
- 208 Sources
- 209 Sects & reform movements

210 Philosophy & theory of religion

- 211 Concepts of God
- 212 Existence, knowability & attributes of God
- 213 Creation
- 214 Theodicy
- 215 Science & religion
- 216 [Unassigned]
- 217 [Unassigned]
- 218 Humankind
- 219 [Unassigned]

220 Bible

- 221 Old Testament (Tanakh)
- 222 Historical books of Old Testament
- 223 Poetic books of Old Testament
- 224 Prophetic books of Old Testament
- 225 New Testament
- 226 Gospels & Acts
- 227 Epistles
- 228 Revelation (Apocalypse)
- 229 Apocrypha & pseudepigrapha

230 Christianity & Christian theology

- 231 God
- 232 Jesus Christ & his family
- 233 Humankind
- 234 Salvation & grace
- 235 Spiritual beings
- 236 Eschatology
- 237 [Unassigned]
- 238 Creeds & catechisms
- 239 Apologetics & polemics

240 Christian moral & devotional theology

- 241 Christian ethics
- 242 Devotional literature
- 243 Evangelistic writings for individuals
- 244 [Unassigned]
- 245 [Unassigned]
- 246 Use of art in Christianity
- 247 Church furnishings & articles
- 248 Christian experience, practice & life
- 249 Christian observances in family life

250 Christian orders & local church

- 251 Preaching
- 252 Texts of sermons
- 253 Pastoral office & work
- 254 Parish administration
- 255 Religious congregations & orders
- 256 [Unassigned]
- 257 [Unassigned]
- 258 [Unassigned]
- 259 Pastoral care of families & kinds of persons

260 Social & ecclesiastical theology

- 261 Social theology
- 262 Ecclesiology
- 263 Days, times & places of observance
- 264 Public worship
- 265 Sacraments, other rites & acts
- 266 Missions
- 267 Associations for religious work
- 268 Religious education
- 269 Spiritual renewal

270 History of Christianity & Christian church

- 271 Religious orders in church history
- 272 Persecutions in church history
- 273 Doctrinal controversies & heresies
- 274 History of Christianity in Europe
- 275 History of Christianity in Asia
- 276 History of Christianity in Africa
- 277 History of Christianity in North America
- 278 History of Christianity in South America
- 279 History of Christianity in other areas

280 Christian denominations & sects

- 281 Early church & Eastern churches
- 282 Roman Catholic Church
- 283 Anglican churches
- 284 Protestants of Continental origin
- 285 Presbyterian, Reformed & Congregational
- 286 Baptist, Disciples of Christ & Adventist
- 287 Methodist & related churches
- 288 [Unassigned]
- 289 Other denominations & sects

290 Other religions

- 291 [Unassigned]
 - 292 Greek & Roman religion
 - 293 Germanic religion
 - 294 Religions of Oldic origin
 - 295 Zoroastrianism
 - 296 Judaism
 - 297 Islam, Babism & Bahai Faith
 - 298 (Optional number)
 - 299 Religions not provided for elsewhere
- Dewey Decimal Classification 22nd ed. Summaries*

300 Social sciences

- 301 Sociology & anthropology
- 302 Social interaction
- 303 Social processes
- 304 Factors affecting social behavior
- 305 Social groups
- 306 Culture & institutions
- 307 Communities
- 308 [Unassigned]
- 309 [Unassigned]

310 Collections of general statistics

- 311 [Unassigned]
- 312 [Unassigned]
- 313 [Unassigned]
- 314 General statistics of Europe
- 315 General statistics of Asia
- 316 General statistics of Africa
- 317 General statistics of North America
- 318 General statistics of South America
- 319 General statistics of other areas

320 Political science

- 321 Systems of governments & states
- 322 Relation of state to organized groups
- 323 Civil & political rights
- 324 The political process
- 325 International migration & colonization
- 326 Slavery & emancipation
- 327 International relations
- 328 The legislative process
- 329 [Unassigned]

330 Economics

- 331 Labor economics
- 332 Financial economics
- 333 Economics of land & energy
- 334 Cooperatives
- 335 Socialism & related systems
- 336 Public finance
- 337 International economics
- 338 Production
- 339 Macroeconomics & related topics

340 Law

- 341 Law of nations
- 342 Constitutional & administrative law
- 343 Military, tax, trade & industrial law
- 344 Labor, social, education & cultural law
- 345 Criminal law
- 346 Private law
- 347 Civil procedure & courts
- 348 Laws, regulations & cases
- 349 Law of specific jurisdictions & areas

350 Public administration & military science

- 351 Public administration
- 352 General considerations of public administration
- 353 Specific fields of public administration
- 354 Administration of economy & environment
- 355 Military science
- 356 Infantry forces & warfare
- 357 Mounted forces & warfare
- 358 Air & other specialized forces
- 359 Sea forces & warfare

360 Social problems & services; associations

- 361 Social problems & social welfare in general
- 362 Social welfare problems & services
- 363 Other social problems & services
- 364 Criminology
- 365 Penal & related institutions
- 366 Associations
- 367 General clubs
- 368 Insurance
- 369 Miscellaneous kinds of associations

370 Education

- 371 Schools & their activities; special education
- 372 Elementary education
- 373 Secondary education
- 374 Adult education
- 375 Curricula
- 376 [Unassigned]
- 377 [Unassigned]
- 378 Higher education
- 379 Public policy issues in education

380 Commerce, communications & transportation

- 381 Commerce
- 382 International commerce
- 383 Postal communication
- 384 Communications; telecommunication
- 385 Railroad transportation
- 386 Inland waterway & ferry transportation
- 387 Water, air & space transportation
- 388 Transportation; ground transportation
- 389 Metrology & standardization

390 Customs, etiquette & folklore

- 391 Costume & personal appearance
- 392 Customs of life cycle & domestic life
- 393 Death customs
- 394 General customs
- 395 Etiquette (Manners)
- 396 [Unassigned]
- 397 [Unassigned]
- 398 Folklore
- 399 Customs of war & diplomacy

Language**400 Language**

- 401 Philosophy & theory
- 402 Miscellany
- 403 Dictionaries & encyclopedias
- 404 Special topics
- 405 Serial publications
- 406 Organizations & management
- 407 Education, research & related topics
- 408 Kinds of persons treatment
- 409 Geographic & persons treatment
- 410 Linguistics**
- 411 Writing systems
- 412 Etymology
- 413 Dictionaries
- 414 Phonology & phonetics
- 415 Grammar
- 416 [Unassigned]
- 417 Dialectology & historical linguistics
- 418 Standard usage & applied linguistics
- 419 Sign languages

420 English & Old English

- 421 English writing system & phonology
- 422 English etymology
- 423 English dictionaries
- 424 [Unassigned]
- 425 English grammar
- 426 [Unassigned]
- 427 English language variations
- 428 Standard English usage
- 429 Old English (Anglo-Saxon)
- 430 Germanic languages; German**
- 431 German writing systems & phonology
- 432 German etymology
- 433 German dictionaries
- 434 [Unassigned]
- 435 German grammar
- 436 [Unassigned]
- 437 German language variations
- 438 Standard German usage
- 439 Other Germanic languages

440 Romance languages; French

- 441 French writing systems & phonology
- 442 French etymology
- 443 French dictionaries
- 444 [Unassigned]
- 445 French grammar
- 446 [Unassigned]
- 447 French language variations
- 448 Standard French usage
- 449 Occitan & Catalan

450 Italian, Romanian & related languages

- 451 Italian writing systems & phonology
- 452 Italian etymology
- 453 Italian dictionaries
- 454 [Unassigned]
- 455 Italian grammar
- 456 [Unassigned]
- 457 Italian language variations
- 458 Standard Italian usage
- 459 Romanian & related languages

460 Spanish & Portuguese languages

- 461 Spanish writing systems & phonology
- 462 Spanish etymology
- 463 Spanish dictionaries
- 464 [Unassigned]
- 465 Spanish grammar
- 466 [Unassigned]
- 467 Spanish language variations
- 468 Standard Spanish usage
- 469 Portuguese

470 Italic languages; Latin

- 471 Classical Latin writing & phonology
- 472 Classical Latin etymology
- 473 Classical Latin dictionaries
- 474 [Unassigned]
- 475 Classical Latin grammar
- 476 [Unassigned]
- 477 Old, postclassical & Vulgar Latin
- 478 Classical Latin usage
- 479 Other Italic languages

480 Hellenic languages; classical Greek

- 481 Classical Greek writing & phonology
- 482 Classical Greek etymology
- 483 Classical Greek dictionaries
- 484 [Unassigned]
- 485 Classical Greek grammar
- 486 [Unassigned]
- 487 Preclassical & postclassical Greek
- 488 Classical Greek usage
- 489 Other Hellenic languages

490 Other languages

- 491 East Indo-European & Celtic languages
- 492 Afro-Asiatic languages; Semitic languages
- 493 Non-Semitic Afro-Asiatic languages
- 494 Altaic, Uralic, Hyperborean & Dravidian
- 495 Languages of East & Southeast Asia
- 496 African languages
- 497 North American native languages
- 498 South American native languages
- 499 Austronesian & other languages

Science

500 Natural sciences & mathematics

- 501 Philosophy & theory
- 502 Miscellany
- 503 Dictionaries & encyclopedias
- 504 [Unassigned]
- 505 Serial publications
- 506 Organizations & management
- 507 Education, research & related topics
- 508 Natural history
- 509 Historical, geographic & persons treatment

510 Mathematics

- 511 General principles of mathematics
- 512 Algebra
- 513 Arithmetic
- 514 Topology
- 515 Analysis
- 516 Geometry
- 517 [Unassigned]
- 518 Numerical analysis
- 519 Probabilities & applied mathematics

520 Astronomy & allied sciences

- 521 Celestial mechanics
- 522 Techniques, equipment & materials
- 523 Specific celestial bodies & phenomena
- 524 [Unassigned]
- 525 Earth (Astronomical geography)
- 526 Mathematical geography
- 527 Celestial navigation
- 528 Ephemerides
- 529 Chronology

530 Physics

- 531 Classical mechanics; solid mechanics
- 532 Fluid mechanics; liquid mechanics
- 533 Gas mechanics
- 534 Sound & related vibrations
- 535 Light & infrared & ultraviolet phenomena
- 536 Heat
- 537 Electricity & electronics
- 538 Magnetism
- 539 Modern physics

540 Chemistry & allied sciences

- 541 Physical chemistry
- 542 Techniques, equipment & materials
- 543 Analytical chemistry
- 544 [Unassigned]
- 545 [Unassigned]
- 546 Inorganic chemistry
- 547 Organic chemistry
- 548 Crystallography
- 549 Mineralogy

550 Earth sciences

- 551 Geology, hydrology & meteorology
- 552 Petrology
- 553 Economic geology
- 554 Earth sciences of Europe
- 555 Earth sciences of Asia
- 556 Earth sciences of Africa
- 557 Earth sciences of North America
- 558 Earth sciences of South America
- 559 Earth sciences of other areas

560 Paleontology; paleozoology

- 561 Paleobotany; fossil microorganisms
- 562 Fossil invertebrates
- 563 Fossil marine & seashore invertebrates
- 564 Fossil mollusks & mollusoids
- 565 Fossil arthropods
- 566 Fossil chordates
- 567 Fossil cold-blooded vertebrates; fossil fishes
- 568 Fossil birds
- 569 Fossil mammals

570 Life sciences; biology

- 571 Physiology & related subjects
- 572 Biochemistry
- 573 Specific physiological systems in animals
- 574 [Unassigned]
- 575 Specific parts of & systems in plants
- 576 Genetics & evolution
- 577 Ecology
- 578 Natural history of organisms
- 579 Microorganisms, fungi & algae

580 Plants (Botany)

- 581 Specific topics in natural history
- 582 Plants noted for characteristics & flowers
- 583 Dicotyledons
- 584 Monocotyledons
- 585 Gymnosperms; conifers
- 586 Seedless plants
- 587 Vascular seedless plants
- 588 Bryophytes
- 589 [Unassigned]

590 Animals (Zoology)

- 591 Specific topics in natural history
- 592 Invertebrates
- 593 Marine & seashore invertebrates
- 594 Mollusks & mollusoids
- 595 Arthropods
- 596 Chordates
- 597 Cold-blooded vertebrates; fishes
- 598 Birds
- 599 Mammals

Technology**600 Technology**

- 601 Philosophy & theory
- 602 Miscellany
- 603 Dictionaries & encyclopedias
- 604 Special topics
- 605 Serial publications
- 606 Organizations
- 607 Education, research & related topics
- 608 Inventions & patents
- 609 Historical, geographic & persons treatment

610 Medicine & health

- 611 Human anatomy, cytology & histology
- 612 Human physiology
- 613 Personal health & safety
- 614 Incidence & prevention of disease
- 615 Pharmacology & therapeutics
- 616 Diseases
- 617 Surgery & related medical specialties
- 618 Gynecology, obstetrics, pediatrics & geriatrics
- 619 [Unassigned]

620 Engineering & allied operations

- 621 Applied physics
- 622 Mining & related operations
- 623 Military & nautical engineering
- 624 Civil engineering
- 625 Engineering of railroads & roads
- 626 [Unassigned]
- 627 Hydraulic engineering
- 628 Sanitary & municipal engineering
- 629 Other branches of engineering

630 Agriculture & related technologies

- 631 Techniques, equipment & materials
- 632 Plant injuries, diseases & pests
- 633 Field & plantation crops
- 634 Orchards, fruits & forestry
- 635 Garden crops (Horticulture)
- 636 Animal husbandry
- 637 Processing dairy & related products
- 638 Insect culture
- 639 Hunting, fishing & conservation

640 Home & family management

- 641 Food & drink
- 642 Meals & table service
- 643 Housing & household equipment
- 644 Household utilities
- 645 Household furnishings
- 646 Sewing, clothing & personal living
- 647 Management of public households
- 648 Housekeeping
- 649 Child rearing & home care of persons

650 Management & auxiliary services

- 651 Office services
- 652 Processes of written communication
- 653 Shorthand
- 654 [Unassigned]
- 655 [Unassigned]
- 656 [Unassigned]
- 657 Accounting
- 658 General management
- 659 Advertising & public relations

660 Chemical engineering

- 661 Industrial chemicals
- 662 Explosives, fuels & related products
- 663 Beverage technology
- 664 Food technology
- 665 Industrial oils, fats, waxes & gases
- 666 Ceramic & allied technologies
- 667 Cleaning, color & coating technologies
- 668 Technology of other organic products
- 669 Metallurgy

670 Manufacturing

- 671 Metalworking & primary metal products
- 672 Iron, steel & other iron alloys
- 673 Nonferrous metals
- 674 Lumber processing, wood products & cork
- 675 Leather & fur processing
- 676 Pulp & paper technology
- 677 Textiles
- 678 Elastomers & elastomer products
- 679 Other products of specific materials

680 Manufacture for specific uses

- 681 Precision instruments & other devices
- 682 Small forge work (Blacksmithing)
- 683 Hardware & household appliances
- 684 Furnishings & home workshops
- 685 Leather, fur goods & related products
- 686 Printing & related activities
- 687 Clothing & accessories
- 688 Other final products & packaging
- 689 [Unassigned]

690 Buildings

- 691 Building materials
- 692 Auxiliary construction practices
- 693 Specific materials & purposes
- 694 Wood construction & carpentry
- 695 Roof covering
- 696 Utilities
- 697 Heating, ventilating & air-conditioning
- 698 Detail finishing
- 699 [Unassigned]

Art & Recreation

700 The arts; fine & decorative arts

- 701 Philosophy of fine & decorative arts
- 702 Miscellany of fine & decorative arts
- 703 Dictionaries of fine & decorative arts
- 704 Special topics in fine & decorative arts
- 705 Serial publications of fine & decorative arts
- 706 Organizations & management
- 707 Education, research & related topics
- 708 Galleries, museums & private collections
- 709 Historical, geographic & persons treatment

710 Civic & landscape art

- 711 Area planning
- 712 Landscape architecture
- 713 Landscape architecture of trafficways
- 714 Water features
- 715 Woody plants
- 716 Herbaceous plants
- 717 Structures in landscape architecture
- 718 Landscape design of cemeteries
- 719 Natural landscapes

720 Architecture

- 721 Architectural structure
- 722 Architecture to ca. 300
- 723 Architecture from ca. 300 to 1399
- 724 Architecture from 1400
- 725 Public structures
- 726 Buildings for religious purposes
- 727 Buildings for education & research
- 728 Residential & related buildings
- 729 Design & decoration

730 Plastic arts; sculpture

- 731 Processes, forms & subjects of sculpture
- 732 Sculpture to ca. 500
- 733 Greek, Etruscan & Roman sculpture
- 734 Sculpture from ca. 500 to 1399
- 735 Sculpture from 1400
- 736 Carving & carvings
- 737 Numismatics & sigillography
- 738 Ceramic arts
- 739 Art metalwork

740 Drawing & decorative arts

- 741 Drawing & drawings
- 742 Perspective
- 743 Drawing & drawings by subject
- 744 [Unassigned]
- 745 Decorative arts
- 746 Textile arts
- 747 Interior decoration
- 748 Glass
- 749 Furniture & accessories

750 Painting & paintings

- 751 Techniques, equipment, materials & forms
- 752 Color
- 753 Symbolism, allegory, mythology & legend
- 754 Genre paintings
- 755 Religion
- 756 [Unassigned]
- 757 Human figures
- 758 Other subjects
- 759 Historical, geographic & persons treatment

760 Graphic arts; printmaking & prints

- 761 Relief processes (Block printing)
- 762 [Unassigned]
- 763 Lithographic processes
- 764 Chromolithography & serigraphy
- 765 Metal engraving
- 766 Mezzotinting, aquatinting & related processes
- 767 Etching & drypoint
- 768 [Unassigned]
- 769 Prints

770 Photography, photographs & computer art

- 771 Techniques, equipment & materials
- 772 Metallic salt processes
- 773 Pigment processes of printing
- 774 Holography
- 775 Digital photography
- 776 Computer art (Digital art)
- 777 [Unassigned]
- 778 Fields & kinds of photography
- 779 Photographs

780 Music

- 781 General principles & musical forms
- 782 Vocal music
- 783 Music for single voices; the voice
- 784 Instruments & instrumental ensembles
- 785 Ensembles with one instrument per part
- 786 Keyboard & other instruments
- 787 Stringed instruments
- 788 Wind instruments
- 789 (Optional number)

790 Recreational & performing arts

- 791 Public performances
- 792 Stage presentations
- 793 Indoor games & amusements
- 794 Indoor games of skill
- 795 Games of chance
- 796 Athletic & outdoor sports & games
- 797 Aquatic & air sports
- 798 Equestrian sports & animal racing
- 799 Fishing, hunting & shooting

Literature

800 Literature & rhetoric

- 801 Philosophy & theory
- 802 Miscellany
- 803 Dictionaries & encyclopedias
- 804 [Unassigned]
- 805 Serial publications
- 806 Organizations & management
- 807 Education, research & related topics
- 808 Rhetoric & collections of literature
- 809 History, description & criticism

810 American literature in English

- 811 American poetry in English
- 812 American drama in English
- 813 American fiction in English
- 814 American essays in English
- 815 American speeches in English
- 816 American letters in English
- 817 American humor & satire in English
- 818 American miscellaneous writings
- 819 (Optional number)

820 English & Old English literatures

- 821 English poetry
- 822 English drama
- 823 English fiction
- 824 English essays
- 825 English speeches
- 826 English letters
- 827 English humor & satire
- 828 English miscellaneous writings
- 829 Old English (Anglo-Saxon)

830 Literatures of Germanic languages

- 831 German poetry
- 832 German drama
- 833 German fiction
- 834 German essays
- 835 German speeches
- 836 German letters
- 837 German humor & satire
- 838 German miscellaneous writings
- 839 Other Germanic literatures

840 Literatures of Romance languages

- 841 French poetry
- 842 French drama
- 843 French fiction
- 844 French essays
- 845 French speeches
- 846 French letters
- 847 French humor & satire
- 848 French miscellaneous writings
- 849 Occitan & Catalan literatures

850 Italian, Romanian & related literatures

- 851 Italian poetry
- 852 Italian drama
- 853 Italian fiction
- 854 Italian essays
- 855 Italian speeches
- 856 Italian letters
- 857 Italian humor & satire
- 858 Italian miscellaneous writings
- 859 Romanian & related literatures

860 Spanish & Portuguese literatures

- 861 Spanish poetry
- 862 Spanish drama
- 863 Spanish fiction
- 864 Spanish essays
- 865 Spanish speeches
- 866 Spanish letters
- 867 Spanish humor & satire
- 868 Spanish miscellaneous writings
- 869 Portuguese literature

870 Italic literatures; Latin literature

- 871 Latin poetry
- 872 Latin dramatic poetry & drama
- 873 Latin epic poetry & fiction
- 874 Latin lyric poetry
- 875 Latin speeches
- 876 Latin letters
- 877 Latin humor & satire
- 878 Latin miscellaneous writings
- 879 Literatures of other Italic languages

880 Hellenic literatures; classical Greek

- 881 Classical Greek poetry
- 882 Classical Greek dramatic poetry & drama
- 883 Classical Greek epic poetry & fiction
- 884 Classical Greek lyric poetry
- 885 Classical Greek speeches
- 886 Classical Greek letters
- 887 Classical Greek humor & satire
- 888 Classical Greek miscellaneous writings
- 889 Modern Greek literature

890 Literatures of other languages

- 891 East Indo-European & Celtic literatures
- 892 Afro-Asiatic literatures; Semitic literatures
- 893 Non-Semitic Afro-Asiatic literatures
- 894 Altaic, Uralic, Hyperborean & Dravidian
- 895 Literatures of East & Southeast Asia
- 896 African literatures
- 897 North American native literatures
- 898 South American native literatures
- 899 Austronesian & other literatures

History & geography

900 History & geography

- 901 Philosophy & theory
- 902 Miscellany
- 903 Dictionaries & encyclopedias
- 904 Collected accounts of events
- 905 Serial publications
- 906 Organizations & management
- 907 Education, research & related topics
- 908 Kinds of persons treatment
- 909 World history

910 Geography & travel

- 911 Historical geography
- 912 Atlases, maps, charts & plans
- 913 Geography of & travel in ancient world
- 914 Geography of & travel in Europe
- 915 Geography of & travel in Asia
- 916 Geography of & travel in Africa
- 917 Geography of & travel in North America
- 918 Geography of & travel in South America
- 919 Geography of & travel in other areas

920 Biography, genealogy & insignia

- 921 (Optional number)
- 922 (Optional number)
- 923 (Optional number)
- 924 (Optional number)
- 925 (Optional number)
- 926 (Optional number)
- 927 (Optional number)
- 928 (Optional number)
- 929 Genealogy, names & insignia

930 History of ancient world to ca. 499

- 931 China to 420
- 932 Egypt to 640
- 933 Palestine to 70
- 934 India to 647
- 935 Mesopotamia & Iranian Plateau to 637
- 936 Europe north & west of Italy to ca. 499
- 937 Italy & adjacent territories to 476
- 938 Greece to 323
- 939 Other parts of ancient world to ca. 640

940 History of Europe

- 941 British Isles
- 942 England & Wales
- 943 Central Europe; Germany
- 944 France & Monaco
- 945 Italian Peninsula & adjacent islands
- 946 Iberian Peninsula & adjacent islands
- 947 Eastern Europe; Russia
- 948 Scandinavia
- 949 Other parts of Europe

950 History of Asia; Far East

- 951 China & adjacent areas
- 952 Japan
- 953 Arabian Peninsula & adjacent areas
- 954 South Asia; India
- 955 Iran
- 956 Middle East (Near East)
- 957 Siberia (Asiatic Russia)
- 958 Central Asia
- 959 Southeast Asia

960 History of Africa

- 961 Tunisia & Libya
- 962 Egypt & Sudan
- 963 Ethiopia & Eritrea
- 964 Northwest African coast & offshore islands
- 965 Algeria
- 966 West Africa & offshore islands
- 967 Central Africa & offshore islands
- 968 Southern Africa; Republic of South Africa
- 969 South Indian Ocean islands

970 History of North America

- 971 Canada
- 972 Middle America; Mexico
- 973 United States
- 974 Northeastern United States
- 975 Southeastern United States
- 976 South central United States
- 977 North central United States
- 978 Western United States
- 979 Great Basin & Pacific Slope region

980 History of South America

- 981 Brazil
- 982 Argentina
- 983 Chile
- 984 Bolivia
- 985 Peru
- 986 Colombia & Ecuador
- 987 Venezuela
- 988 Guiana
- 989 Paraguay & Uruguay

990 History of other areas

- 991 [Unassigned]
- 992 [Unassigned]
- 993 New Zealand
- 994 Australia
- 995 Melanesia; New Guinea
- 996 Other parts of Pacific; Polynesia
- 997 Atlantic Ocean islands
- 998 Arctic islands & Antarctica
- 999 Extraterrestrial worlds

Appendix C: Sample catalogue cards

Main Entry

658.8 KOT	Kotler, Philip	
234567		<p>Introduction to marketing. 2nd ed. - New York: Prentice Hall. 1999</p> <p>xvi, 345p. ,23cm. - (Prentice Hall Series Marketing: 29)</p> <p>I. Marketing. I. Title II (Series)</p> <div style="text-align: center; margin-top: 20px;">○</div>

Added Entry (Subject)

658.8	Kotler. Philip	
234567		Introduction to marketing. 2nd ed. - New York: Prentice Hall. xvi, 345p. ,23cm. - (Prentice Hall Series Marketing: 29) I. Marketing. I. Title II (Series)

Added Entry (Series)

658.8	Kotler. Philip	
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