

CATALOGING MANUAL – ADULT NONFICTION TABLE OF CONTENTS

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Adult Non-Fiction

MINIMUM MARC FIELDS:

020 ISBN and Price
 092 Classification
 100 Author
 245 Title
 260 Publication distribution
 300 Physical description
 4XX Series (if applicable)
 6XX Subject headings
 7XX Author (if applicable)
 8XX Series (if applicable)

SPINE LABEL FORMAT

XXX.XXXX
Last name
Month/Date

POLICY:

Volume sets vs single volume

If a multi-volume set is ordered as individual volumes, make catalog records for each volume. If the set is one of pamphlets, please contact the non-fiction selector. If the only record is for a multi-volume set, contact the head-cataloger.

All non-fiction classifications should be cut off at the fourth digit (or less) past the decimal point. Do not automatically cut off at the fourth digit but determine where the most logical break is in the classification. Use the fifth digit if it fits the topic precisely. Continue to be as specific as possible.

WAYS TO DETERMINE THE DEWEY NUMBER:

To determine classification, use the 082. If there is no 082, please use the DDC number that fits the first subject heading and/or ask the head cataloger.

PAST POLICIES:

Before 1981: cut off at first segmentation
 1981-1988: carry out to most specific enumeration except cut off United States geographic subdivision (0973).

Fixed Field

Dat tp
 s single date
 r reprint/reissue date and original date
 t for publication date and copyright date

A complete list of date codes is in OCLC *Bibliographic Formats and Standards*.

Variable fields**020 ISBN**

Subfield a: Verify that the ISBN in the record matches the publisher and format. If the ISBN does not match the ISBN on the on order record, verify which ISBN is correct for the title in hand. Leave only the correct ISBN in record.

Subfield c: Add the correct price, when available.

If the price on the paper work is for a volume set, you need to determine the price for each book. To find the price for each book take the set price and divide this amount by the number of volumes in the set. This will give you the price for each book, and this amount is entered on the record in the “c” subfield.

Adding ISBN numbers for paperbacks to a bibliographic record

Add the ISBN for the paperback copy when linking them to the same record as the hardback copy.

Put (pbk.) after the ISBN number, and include the price in the subfield c.

Paperbacks may be added to a record for the hardback, when the title, subtitle/other title information, statement of responsibility, copyright date, paging, size (within 2 centimeters), edition and illustrator match exactly the title information as it appears on the bibliographic record.

Remove any ISBN which is not on current copy in hand, since this may retrieve a different title and generate duplicate reports.

Field *does not* end with a period.

09X

Use only one 092 field in the record. **Delete all other 09X fields.**

092 Local Call Number

Subfield a: Dewey Number, author’s last name or first significant word of the title, and date of publication. *Add month of inventory and the date for all circulating titles that are copyrighted during the current year. Use the copyright date of the English translation for foreign titles.*

Example: 973.7 Donald 01/2007

CUTTERING POLICIES

The cutter is determined from the 1XX field of author main entry or the 245 field of title main entry with exceptions for individual biographies and some series.

The cutter is limited to the first 8 characters of the author’s surname taken from the authorized form in the 100 field.

If the material is title entry, limit the cutter to the first 8 characters of the first non-article word of the title.

Use upper and lower case letters appropriately.

Consult label formats when editing the 092 field.

Acronyms

Use up to the first eight characters of the acronym. Eliminate spaces and punctuation, but use the case of the acronym.

Apostrophes and Hyphens

Leave apostrophes and hyphens out.

Dates

Add the month of inventory and date to adult non-fiction titles, only if the material has a copyright date in the current year -- 01/2007. For serial titles add date reflecting coverage of material. This may not necessarily be the copyright.

Diacritics

Take out diacritics for the 092 field and on the spine labels.

Numerals as Cutters

Spell out (Example: 20 common problems in women's health care; the cutter will be Twenty)

Title Main Entry

Use first non-article word of title. If first word is a number, then use first word of the number spelled out.

Volume Numbering

For circulating and non circulating materials, this is generally only used on the spine labels when present on the material and the decision is made to use the volume numbering for shelving purposes—for example sets of encyclopedias.

Hyphenated Double Surname

For a hyphenated double surname run the entire name together with no hyphen or spacing. Capitalize the first letter of the second surname. Limit the number of characters to eight letters.

Example: Surname: Garcia-Marquez

Cutter: GarciaMa

Un-hyphenated Double Surname

For an un-hyphenated double surname run the name together with no spacing. Capitalize the first letter of the second name. Limit the number of characters to eight letters.

Example: Surname: Lomas Garcia

Cutter: LomasGar

Names in direct order

For names in direct order, use up to the first 8 characters of the author's name, using up to the first two parts of the name taken from the authorized form in 100 field.

Example: 100 0 Minister Faust

Use Minister and Faust for the two cutters using the order in the 100 field.

Names with spaces between letters

If the last name contains a space between letters, leave in if the total number of characters does not exceed 8 characters (Example: De Palma). Remove the space to include 8 characters in the cutter (Example: Van Draanen [Van Draanen])—maintain capital letters.

Titled Persons (dagger “c”)

For persons with titles in the subfield c of the 600 field, use the title up to eight characters (use all of the dagger c if it will fit on the spine label).

100/110/111 Author

Verify the main entry. If there is more than one edition of a title, verify that all editions have the same main entry as the previous editions.

130 Uniform Title

Change to a 730 field.

Exceptions:

Keep 130 for Bible, Koran, and other texts of world religions.

Keep 130 for classical music.

Keep 130 for serial titles if title in 245 field matches another existing title in JCL database.

240 Uniform Titles

Change to a 246, indicators 30, if the title contains a portion of the title in the 245.

Change to a 246, indicators 3 blank, if it represents a previous title that is owned by JCL.

Change to a 246, indicators 3 blank, if it represents a foreign language title. Delete subfield "l" language.

Exceptions:

Do use 240 for Law, e.g. Kansas statutes.

Do use 240 for classical music. Works, selections, plays.

Delete 240 representing a title not owned by JCL.

Delete 240 Works, selections, plays, etc.

Example In OCLC: 240 10 Jakub a jeho pán. #l English.
 245 10 Jacques and his master : #b an homage to Diderot in
 three acts / #c Milan Kundera ; translated from the French by Michael
 Henry Heim.

Example in SIRSI: 245 10 Jacques and his master : #b an homage to Diderot in three acts / #c
 Milan Kundera ; translated from the French by Michael Henry Heim.

246 3 Jakub a jeho pán

245 Title

Subfield a: The title, subtitle/other title information and statement of responsibility must match exactly the title information as it appears on the title page or equivalent substitute.

Subfield p: When this subfield is used in OCLC record, change to #b for Sirsi.

246 Varying format of title

If any varying titles appear on the item, use a 246 and the appropriate indicators. Do not add varying titles that repeat the exact wording of the 245 and additional material after it.

If the title in the 245 field includes an ampersand, add a 246 with ampersand replaced with the word “and”.

All foreign titles should be in the 246 field with indicators of 3 blank.

Foreign titles with initial articles are repeated in 246 fields with and without the initial article.

Delete all other subfields and ending punctuation.

Example In OCLC: 240 10 Jakub a jeho pán. #l English.

245 10 Jacques and his master : #b an homage to Diderot in
three acts / #c Milan Kundera ; translated from the French by Michael Henry Heim.

Example in SIRSI: 245 10 Jacques and his master : #b an homage to Diderot in
three acts / #c Milan Kundera ; translated from the French by Michael Henry Heim.

246 3 Jakub a jeho pán

250 Edition

Edition statements must match exactly the information appearing on the item, except that abbreviations as prescribed in AACR2 Rev. may be used. If more than one edition statement appears in the book, list one in the 250 field, and the others in separate note fields indicating source of information.

JCL prefers the edition statement appearing in the following hierarchy:

1. Title page
2. Title page verso
3. First page of cover (front cover) **
4. Elsewhere on cover **
5. Preface/Introduction **
6. Jacket **

** Edition information found on these sources must appear in brackets.

Add first edition statements:

Examples: 1st ed., 1st U.S. ed., 1st Harter ed.

260 Publication

Verify place of publication, publisher and dates against information for the item in hand.

For works with multiple dates: Generally ignore printing dates, when publication dates and copyright dates are available. For any situations not covered by this list, review AACR2, Rev. 1.4F.

If a publication date is on the title page and it matches the copyright date on the verso, use the publication date. Example — ‡c 2007.

If a date is with the edition statement, and it matches the copyright date on the verso, use this date. Example — ‡c 2007.

If a publication date is available and it differs from the copyright date, use both dates. Example -
-‡c 2007, c2005.

ADAPTED – Use the adaptation date. Text has been changed.

EDITED – Check with a cataloger on this one. Most likely you will use the most recent copyright date. However, this depends on how much the material was changed from the original edition.

NEW FOREWORD – If a book contains a new forward that has been copyrighted, and that copyright date is different than the copyright date of the book, use the date that the foreword was copyrighted as the publication date and keep the original copyright date on the record. Example: 2007, c1939.

PUBLISHING DATE AND COPYRIGHT DATE – If a book has a publishing date and a copyright date, the publishing date comes first, and the copyright date second. Ignore printing dates. Example: 2000, c1999.

RENEWED – If the copyright date has been renewed, use the original copyright date.

REPRINTS – If the fixed field has an “r: (reprint) in the Date tp subfield, the dates subfield must contain 2 dates. The 260 field has just one date, the most current date, generally the publication date of the work in hand.

RESTORED – Use the original copyright date, not the restored date.

REVISED – If the copyright date is revised then, use the revised copyright date.

TRANSLATION – Use the translation copyright date.

TWO COPYRIGHT DATES SEPARATED BY A COMMA – If two copyright dates separated by a comma; use the second date, if the material is non-fiction. If the book is fiction, then determine if the material has been changed. If there are changes, then use the second date.

300 Description

Pagination, including preliminary paging and illustration statements and size (cm.) must agree exactly with the book in hand.

If the illustrations are part of the numbered sequence of pages then just use “ill.” in the description.

Use “ill., ports.”, when there are group portraits as well as individual ones.

Leaves are plates printed on one side.

Plates are the shiny unnumbered pages printed on both sides.

4XX/8XX Series

Verify if the series authority record for series title exists in the catalog. If there is an authority record in Sirsi, the 490 field should be a transcription of the series as displayed. Edit or add the 8XX field to match

the authority record. Place all titles in a fiction series in the same genre (e.g. Fiction, Mystery, Science fiction).

If the authority record says “use as quoted note”, change the 4XX/8XX fields to a single 500 note field.

Leave all series in a record.

If there is no series authority record available in Sirsi, add a 490 field, first indicator 0, second indicator blank, subfield “a” SERIES to bibliographic record.

Example: 490 0 SERIES

A JCL cataloguer will add an authority record, make changes to the bibliographic record as necessary and remove 490 0 SERIES.

Volume Numbers – “v:” subfield

Add numbering of volume, if available in subfield “v” to 490 and 8XX fields.

Example: 490 1 The Californians ; ‡v bk. 4
800 1 Wick, Lori. ‡t Californians ; ‡v bk. 4.

490 only

The 490 is a descriptive field and should match the wording available for the series statement. First indicator is 0, second indicator blank

Example: 490 0 Californians ; ‡v bk. 4

490/830 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 830 field, the first indicator is blank, second indicator is 0.

Example: 490 1 Star wars
830 0 Star wars (Bantam Books (Firm))

490/800 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 800 field, the first indicator is usually 1, second indicator is blank.

Example: 490 1 The Californians ; ‡v bk. 4
800 1 Wick, Lori. ‡t Californians ; ‡v bk. 4.

500 Notes

Add notes for previous publication of title, if coded as “r” in the Date tp.

Example: 500 Originally published: Hour of redemption : the Ranger raid on Cabanatuan. New York : Manor Books, c1978.

Books with accompanying materials.

If a book comes with CD, DVD, diskette, or other accompanying materials, determine if the material is integral to the story in the book and if the book and accompanying material can be successfully circulated. Discard material if it is only advertising or publisher’s catalog.

If all accompanying is discarded, remove all notes and physical description referring to the accompanying material

Example: Book with CD. [Delete or keep note]

504 Bibliography, etc., Notes.

Add note for bibliographical references and index if warranted.

505 Formatted Contents Notes

Verify the accuracy of content notes.

Add content notes, as needed, for volume titles for multi-volume sets.

Retain all content notes and add them for short story collections, if not provided.

Add enhanced contents notes, as needed for multiple titles contained in one or more volumes. Add up to 50 titles. If adding complete contents use 505, indicators 00.

Change unformatted notes to formatted notes.

Example:

505 00 †g PART ONE: CONTEXT AND INSTITUTIONS -- †t Historical perspectives on nonprofit organizations in the United States / †r Peter Dobkin Hall -- †t Nonprofit organizations and social institutions / †r Jon Van Til -- †g The †t legal framework of the nonprofit sector in the United States / †r Thomas Silk -- †g The †t changing context of American nonprofit management / †r Lester M. Salamon -- †g The †t internationalization of the nonprofit sector / †r Helmut K. Kornheier, †r Nuno Themudo.

If adding only partial contents, use indicators 20.

505 Unformatted Contents Notes

Example: Contents, controls, and interface—Managing music with iTunes—The iTunes music store—Of iPods and PCs—The removable drive—Making iContact—Make a date—Accessories—Troubleshooting your iPod.

520 Summary Notes

Verify the accuracy of the summary notes.

Not necessary to add to JCL records.

538 System requirements

Delete if accompanying materials are discarded.

6XX SUBJECT ACCESS

General Principles

Verify subject headings in Sirsi in proper form according to local policies and authority database. Add subject headings according to local policies.

Remove ‡x **Handbooks, manuals, etc.** from subject headings.

Headings should be assigned only as they come readily to mind after a superficial review of the work being cataloged.

Whenever possible, make the subject headings match between multiple records for the same title.

Use LCSH headings with second indicator of 0 for 600, 610, 630, 650, 651 fields

Delete all subject-heading fields with second indicators of 2, 3, 4, 5, 6, 7, 8.

A minimum of one subject heading is required for all items. Two to four subject headings are preferred.

Setting—Assign a subject heading for a place, event, or time period that is featured prominently in an individual work., or when it is judged to be important for retrieval. Assign these headings only if the place or time is significant. Generally do not assign headings for a time period that is contemporaneous to the period in which the work was written, for example, do not express the 19th century setting of a work that was written in the 19th century. Assign a subject for an imaginary place or organization only if the place appears in three or more works. Fictitious places generally use the parenthetical qualifier (Imaginary place).

For works of literary criticism about a single author or multiple authors add the subdivision ‡x Criticism and interpretation to the name heading to distinguish those works from biographies.

Real or imaginary persons, legendary or mythological characters—If the work prominently features a real person, a legendary character, other major character not created by the author of the work assign a subject heading for the name.

Classes of persons—A heading may also be assigned for the class of persons to which a biographee belongs with the appropriate subdivision, if that class of persons is established and is likely to be sought by the typical public library user., for example, College teachers, Private investigators, Domestic, etc. with subdivision ‡v Biography.

If other editions of a title exist in the database, copy those headings to the bibliographic record. Another source of possible subject headings are bibliographic records for sound recordings of the title in hand, either on SIRSI or OCLC if they are not readily available on the print record.

Guidelines for deleting the United States subdivision

Instances where you leave in the subdivision in all formats and levels:

A complete subdivision phrase: ‡z United States ‡x States

Biographical subject headings: 650 0 Artists ‡z France ‡x Biography.

When the biography is about a person who lives in the United States, you may delete the United States from the 650 field.

History subject headings: 650 0 Cities and towns ‡z United States ‡x History.

Foreign relation documents such as treaties or other documents that display reciprocal agreements between the United States and another country.

Travel: Example :650 0 Cities and towns ‡z United States ‡v Guidebooks.

If a topic heading with a sub-field ‡z United States is a cross-reference to one or more headings in our local system, keep the subdivision in the heading.

Otherwise the subdivision ‡z United States can be deleted from all other topical headings (650 indicators blank 0). If possible, avoid using ‡z United States for fiction headings. You should instead use the state

or the city/state geographical sub-division. State or the city/state geographical field is 651, indicators blank 0. If in doubt, please consult a cataloger.

NOTICE THIS ONLY PERTAINS TO UNITED STATES AS A SUB-DIVISION IN A 650 FIELD. DO NOT DELETE UNITED STATES WHEN IT APPEARS AS A 651 +a.

700 Joint authors or responsible persons.

Field must be verified first against the SIRSI database.

If not present in the SIRSI database, verify in the OCLC A=Name Authority File.

If the form of the name cannot be verified in SIRSI or OCLC NAF, establish the name according to the title page for personal names or AACR2 Rev. Guidelines for corporate/conference names.

Do not keep author/title by using delimiter “t” (except in music collections and analytics).

Add 700 fields for the following:

Second and third authors

First author/contributor mentioned when there are four or more authors.

Editors

Illustrators

710 Corporate Name

Field must be verified first against the SIRSI database.

If not present in the SIRSI database, verify in the OCLC A=Name Authority File.

If the form of the name cannot be verified in SIRSI or OCLC NAF, establish the name according to the title page for personal names or AACR2 Rev.

Guidelines for corporate/conference names

If the publisher is obvious, such as McGraw-Hill, delete.

730 Uniform Title

Leave in and delimiter as necessary (130 usually becomes a 730).

740 Individual titles with a piece

If all the titles are by the same author, add 740 title added entries up to a number of 4.

Analytical titles: an independent work contained within the item being cataloged. Leave in the dagger t.

Use only first indicator 0, and second indicator 2, using no articles.

The first indicator reflects the number of non-filing characters. This indicator will be 0, reflecting JCL’s policy of excluding articles in a 740 fields.

The second indicator reflects that it is an analytical title, and will be 2 (indicators 02 for this field).

800 Personal Name Series. Author title or Uniform Title

Goes with 490 field.

Change to 440 if non-unique.

830 Series Added Entry – Uniform Title.

Leave in.

856 Electronic Location and Access

Leave in

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD

CLASS SCHEME: ASIS
LIBRARY: OWNING BRANCH

ITEM ID: BAR CODE NUMBER
PRICE:
TYPE: BOOK
HOME LOCATION: ONSHELF
ITEM CAT 1: Various number ranges
ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

ADD the different items enumerated to the label, i.e.

1 CD or
1 CD-ROM or
2 DVDs

Do not mention maps

ASVAB

Label Example

ASVAB or the Armed services vocational aptitude battery books are to be double cuttered with ASVAB.

355.0076 ASVAB Stanton 2000**Stanton, Robert, 1955-****Everything you need to score:****2000 /****355.0076****ASVAB****Stanton****2000**092 Dewey Number (Local)

All books will be double cutter with ASVAB as the first cutter and the author or the title as the second cutter. The Dewey number is 355.0076. Use year test covers in the 092.

Example: 355.0076 ASVAB Title or Author Date

Example (Serial): 355.0076 ASVAB Title Date

245 Title Entry

If there is a †p, change to a †b in order for the subfield to display in the catalog.

246 Additional Title

Add one or more 246's (indicators 30), if appropriate for portion or portions of the title in subfield "b".

650 Subject Headings

The following are subject headings required on the record:

Examples: 650 0 Armed Services Vocational Aptitude Battery †v Study guides.

0 United States †b Armed forces †v Study guides.

Automotive Repair Manuals

For automotive repair manuals that are not Chilton or Haynes follow the regular procedures for cataloging material for the collection.

092 Locally Assigned Dewey Call Number

Dewey Classification

Use the following classes for general maintenance and repair, not treatises about vehicles.

- Car/SUV repair 629.2872
- Truck/van repair 629.2873
- Motorcycle repair 629.28775

Double Cutter

If the title is a work about specific makes/models, double cutter with the make of the vehicle (i.e. CHRYSLER). The vehicle cutter should be entered in all caps.

If there are multiple makes of automobiles, use the name of the controlling company for the cutter. For example for Buick and Oldsmobile use GENERALM; for Dodge and Plymouth use CHRYSLER

(**BOLD** characters indicate 8 character cut-off for double cutter)

ACURA	ISUZU	SATURN	MOTORCYCLES --
ALFA ROMEO	JAGUAR	SUBARU	629.2877
AMERICAN MOTORS	JEEP	SUZUKI	BMW
AUDI	KIA	TOYOTA	HARLEYDAVIDSON
AUSTIN-HEALEY	LEXUS	TRIUMPH	HONDA
BMW	LINCOLN	VOLKSWAGEN VOLVO	KAWASAKI
BUICK	MAZDA	YUGO	SUZUKI
CADILLAC	MERCEDES		TRIUMPH
CHEVROLET	MERCURY	TRUCKS, VANS --	YAMAHA
CHRYSLER	MGB	629.2873	
CITROEN	MITSUBISHI	CHEVROLET	
DATSUN	NISSAN	DATSUN	
DODGE	OLDSMOBILE	DODGE	
FIAT	PEUGEOT	FORD	
FORD	PLYMOUTH	GMC	
GENERALM	PONTIAC	HONDA	
HONDA	PORSCHE	ISUZU	
HYUNDAI	RENAULT	TOYOTA	
INFINITI	SAAB		

Dates:

If the manual is a repair guide for specific years of a make or model, use those dates or date; and not the copyright date.

Otherwise, spine labels will only have the date, if the book was copyrighted in the current year. Use month of inventory and year—02/2007.

629.2873

FORD

Ludel

1948-95

Example:

100 Main entry—Personal name

Except for Chilton and Haynes auto, truck, van, SUV, and motorcycle repair manuals, leave personal names as main entry for a record. For Chilton and Haynes repair manuals, change the personal name entry to a 700.

110 Main Entry—Corporate Name

Except for Chilton and Haynes auto, truck, van, SUV, and motorcycle repair manuals, leave corporate names as main entry for a record.

245 Title Statement

If no 100/110, make book title main entry.

440: Series Statement.

Verify if the series authority record for series title exists in the database. If it does, edit the series note on the record to that it matches the series note used in the bibliographic record.

If the “series” title is in the 245 subfield a, it should not be in a 440 field

Change 490—indicators 1 blank—to a 440—indicators blank 0. Delete initial articles in the “a” subfield. Delete 800 author/title field or the 830 field. Add numbering of volume, if available to subfield “v”.

If it is a new series, add a 440 field with SERIES after you transfer the record to the JCL database or after you update on OCLC.

490: Series Statement.

If only a 490 and no 830, change 490 to 440 always if it matches authority record. Use 830 with 490 to get authority record match if necessary. Remove articles, if necessary, and use first indicator 0. If two series are in book, leave both in. If authority record says “use as quoted note”, change to a 500 note field. 490 has first indicator 1 if it has 830, 490 has first indicator 0 if no 830. (Never have a 490 with indicator 0 or without an 830).

650 Subject Added Entry

Remove ±v **Handbooks, manuals, etc.** from subject headings.

710 Added Entry—Corporate Name

Do not add or delete.

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD

CLASS SCHEME: ASIS

LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER

PRICE: Cost of the item

TYPE: BOOK

HOME LOCATION: ONSHELF

ITEM CAT 1: NONFICTION

ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Example: 1 BOOK, 1 DVD

Chilton and Haynes Automotive Repair Manuals

XXX.XXXX**MAKE****Publisher****Year(s) of vehicle model covered**

MINIMUM MARC FIELDS:

020 ISBN and Price
 092 Classification
 110 Corporate Author
 245 Title
 260 Publication distribution
 300 Physical description
 4XX Series (if applicable)
 6XX Subject headings
 700 Author added entry

POLICY:

For Chilton's repair manuals, establish the publisher, Chilton Book Company, as the main entry. If the publisher is not Chilton, but another firm (e.g. W. G. Nichols); and the book is a Chilton repair manual you use existing main entry, but use Chilton as the second cutter in 092 and on label.

Example: Title Control #: ADH-4156

For Haynes repair manuals, establish the publisher, Haynes Publishing Group, as the main entry. Change the bibliographic record so that any individual author or authors are an added entry (700 field).

If the title is a general work on maintenance and repair (not a specific make/model), class in the appropriate area; but do not double cutter with Chilton or Haynes.

092 Locally Assigned Dewey Call Number

Dewey Classification

Use the following classes for general maintenance and repair, not treatises about vehicles.

Car/SUV repair	629.2872
Truck/van repair	629.2873

Double Cutter

If the title is a work about specific makes/models, then double cutter. The first cutter is the make of the vehicle (i.e. CHRYSLER) and the second cutter is the publisher or title (i.e. Chilton or Haynes). The vehicle cutter should be entered in all caps.

IF there are multiple makes of automobiles covered in a Chilton or Haynes repair manual, use the name of the controlling company for the Dewey cutter. For example for Buick and Oldsmobile use GENERALM; for Dodge and Plymouth use CHRYSLER.

(**BOLD** characters indicate 8 character cut-off for double cutter)

<p>ACURA ALFA ROMEO AMERICAN MOTORS AUDI AUSTIN-HEALEY BMW BUICK CADILLAC CHEVROLET CHRYSLER CITROEN DATSUN DODGE FIAT FORD GENERALM HONDA HYUNDAI INFINITI</p>	<p>ISUZU JAGUAR JEEP KIA LEXUS LINCOLN MAZDA MERCEDES MERCURY MGB MITSUBISHI NISSAN OLDSMOBILE PEUGEOT PLYMOUTH PONTIAC PORSCHE RENAULT SAAB</p>	<p>SATURN SUBARU SUZUKI TOYOTA TRIUMPH VOLKSWAGEN VOLVO YUGO</p> <p>TRUCKS, VANS -- 629.2873</p> <p>CHEVROLET DATSUN DODGE FORD GMC HONDA ISUZU TOYOTA</p>	<p>MOTORCYCLES -- 629.2877 BMW HARLEYDAVIDSON HONDA KAWASAKI SUZUKI TRIUMPH YAMAHA</p>
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Date:

The year(s) that the manual is a repair guide for is the date you want on the spine label (1993-96). Do not use the copyright date in the 092 field for the spine label, unless the work is a general work on maintenance and repair. In this case, you follow the established rules for dates on spine labels.

100 Main Entry—Personal

Change to 700 field.

110 Main Entry—Corporate Name

Change to 710 field.

245 Title Statement

All books will be title main entry.

650 Subject Added Entry

Remove +v **Handbooks, manuals, etc.** from subject headings.

710 Added Entry—Corporate Name

Do not add or delete.

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD

CLASS SCHEME: ASIS

LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER

PRICE: Cost of the item
TYPE: BOOK
HOME LOCATION: ONSHELF
ITEM CAT 1: NONFICTION
ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Example: 1 BOOK, 1 DVD

Biography/Individual

MINIMUM MARC FIELDS:

020 ISBN and Price
 092 Classification
 100 Author
 245 Title
 260 Publication distribution
 300 Physical description
 4XX Series (if applicable)
 6XX Subject headings

BIO
LAST NAME
1st INITIAL
Author
Month/Year

POLICY:

The BIOGRAPHY collection consists of non-fiction works about the life of a single person. Library of Congress determines that a work is a true biography if it makes a serious attempt to present the personal details of a life, and personal details make up at least 25% of the work. This includes correspondence (letters by one person), interviews, journals and diaries of a famous person.

WHEN TO CLASS IN SUBJECT AREA INSTEAD OF BIOGRAPHY:

The vast majority of material deals with how the persons work is viewed by others (use subdivision **history and criticism** or something similar)

The vast majority of material deals with someone's experiences with a historical event. (his or her fight with cancer; his or her journey to China, etc.), classify with the subject.

Covers more than one person (especially if they are in the same field, equally famous or obscure), classify with the subject. If no subject classify in 920.

Interviews correspondence, journals, diaries dealing with a specific historical event such as the Holocaust, the Donner party, etc. classed in the subject area, 940.5318 for the Holocaust, 978.02 for the Donner party...

Illness – 362.1 vs. 616 vs. BIO. All material concerning individuals dealing with an illness either as a patient, or as a care giver will be classified with works about the illness in the 616's. For example material on cancer is classes in 616.994.

Material that deals with only the field of endeavor which the person is known for and doesn't touch on personal life.

In case of doubt, classify in the biography section or check with a cataloger.

SUBJECT ACCESS:

At a minimum, a 600 field for the biographee should be made. In addition, 650 headings for the class of persons the biography is part of, historical periods, and/or events that are reflected in the work should be included.

Delete ~~z~~ **United States** from the 650 field.

BIO**AARON****H.****Author****Month/Year**

Examples of 600 and 650 fields:

600 10 Aaron, Hank, #d 1934-

650 0 Baseball players †v Biography.

**BIO
DIANA
PRINCESS
Author
Month/Year**

600 00 Diana, †c Princess of Wales, †d 1961-

650 0 Princesses †z Great Britain †v Biography.

SPINE LABEL FORMAT

BIO Enter in capital letters

Last Name This is the last name of the person about whom the book is written. Enter in capital letters limited to the first eight characters.

First Initial The first letter of the first name of the person about whom the book is written. Enter in capital letter followed by a period.

Titles: For persons with titles in the subfield c of the 600 field, use the title up to eight characters, of the first word of the title.

Author The last name of the author of the book. Enter it even if the book is an autobiography. Do not capitalize name, just follow normal rules for capitalization.

Date: *Add month of inventory and the date for all circulating titles that are copyrighted during the current year. Use the copyright date of the English translation for foreign titles.*

Names in Direct Order For names in direct order, such as Leonardo da Vinci, Leiv Eiricksson, use the full name in order, up to eight characters per line, up to 2 lines.

Persons with Titles For persons with titles in the †c, use the name up to eight characters, up to 2 lines, then the first 8 characters of the first word of the title.

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD

CLASS SCHEME: ASIS

LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER

PRICE: Cost of the item

TYPE: BOOK

HOME LOCATION: ONSHELF

ITEM CAT 1: 92s

ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Example: 1 BOOK, 1 DVD

Biography/Collective

Class collective biographies with the subject, occupation, nationality, ethnic group or gender. The order of preference is as follows:

1. Occupation
2. Ethnic group
3. National group
4. Gender

For example class Women in World History with women, and Profiles of Negro Womanhood with African-Americans.

Do class in the 920's only general collections such as Who's Who or Current Biography.

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 FIELD

CLASS SCHEME: ASIS

LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER

PRICE: Use the retail price

TYPE: BOOK

HOME LOCATION: ONSHELF

ITEM CAT 1: NONFICTION

ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

Book Notes (809)

POLICY

SPINE LABEL FORMAT**BKNOTES****809**

Cutter

Month/Year

OCLC records for book notes are edited to conform to JCL policies. These rules apply to book notes that are published by *Barron's*, *Monarch*, *Cliffs Notes*, (*Cliffs Notes*, *Cliffs Complete*), and *Spark Notes*. **Books will be title entry by the name of the title covered by the study guide.**

BIBLIOGRAPHIC FIELDS

092 Local call number

BKNOTES 809 precedes the first word of the title of work for which the book notes are written.

Date: *Add month of inventory and the date for all circulating titles that are copyrighted during the current year. Use the copyright date of the English translation for foreign titles.*

Example: BKNOTES 809 Great 01/2007

245 Title

For the title, use the title of the work in the 245. Place original title and variations in 246 fields.

Example: On OCLC: CliffsNotes, Julius Caesar

For JCL Julius Caesar

246 Additional title

This field lists all variant titles or interpretations of titles that appear on the title page, cover and spine. Also include a 246 that contains the title of the book for which the notes were compiled.

Example: 246 34 CliffsNotes on Dickens' Great expectations (i.e. cover title of book notes)
246 3 Dickens' Great expectations (i.e. portion of cover title)

260 Publication, Distribution, Etc.

Date is the copyright date for the book notes, not the copyright date of the book for which the notes were compiled

490 Series Statement

All records should have the appropriate series field depending on the series authority records.

Examples:

490 1 CliffsComplete
830 0 CliffsComplete.

490 1 Monarch notes
830 0 Monarch notes.

490 1 Barron's book notes
830 0 Barron's book notes.

But:

490 0 Spark Notes

6XX Subject headings

Bibliographic records for book notes should contain the following 6XX fields:

600 10 Author ‡t Title ‡v Study guides.

For example: 600 10 Lee Harper. ‡t To kill a mockingbird ‡v Study guides.

650 0 Literature ‡y Time ‡v Study guides.

For example: 650 0 American fiction ‡y 20th century ‡v Study guides.

700 Personal author added entries

Contains the author of the notes. Indicators are 1 blank.

710 Corporate name added entries

Use if available.

Example: 710 2 ‡a Cliffs Notes, Inc.
710 2 ‡a Monarch Press.
710 2 ‡a Barron's Educational Series, Inc.

740 Added title entries

Change to a 246 field. Indicators 3 blank. No period at end of field.

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 ON THE BIB RECORD

CLASS SCHEME: ASIS

LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER

PRICE: Use the retail price

TYPE: BOOK

HOME LOCATION: ONSHELF

ITEM CAT 1: NONFICTION

ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

Civil Service Books

Policy

OCLC records for Civil service exam study guides are edited to conform to JCL policies.

092 Dewey Number (Local)

Books are title entry and are to be double cuttered. The classification is 351.076.

The study guides are double cuttered for the general area in CAPS as indicated on the list. The second cutter is the first word of the title up to eight characters. Date on spine label is the copyright date of the current year. *Add month of inventory and the date for all circulating titles that are copyrighted during the current year. Use the copyright date of the English translation for foreign titles.*

Example: 351.076 SOCIAL Case 01/2007

100 Personal Name. Individual Author

Change any author entry to a 700 field. Indicators are 1 blank.

245 Title

Make record title main entry. First indicator is 0, second indicator can be 0, 2, 3 or 4.

Example: 245 00 Case worker exam.

246 Additional Titles

This field lists all variant titles or interpretations of titles that appear on the title page, cover and/or spine.

Example: 245 00 Case worker exam.

246 38 Arco case worker exam (Spine title)

6XX Topical Tern Subject

Bibliographic records should contain the following 6XX fields:

General Example: 650 0 [Topic] ‡x Examinations ‡v Study guides. (Use for all topical headings)

650 0 Civil service ‡x Examinations. (Use for all records)

Specific Example: 650 0 Social workers ‡x Examinations ‡v Study guides.

650 0 Civil service ‡x Examinations.

DEWEY FOR CIVIL SERVICE BOOKS: 351.076	
CUTTER	POSITION
AIR (Air Traffic)	Air traffic controller
AUTOMOTI	Automotive mechanic
(Automotive)	Automotive serviceman
BUILDING	Building superintendent

(Building and Grounds)	Construction inspector
	Custodian
	Custodian engineer
	Electrician
	Electrician's helper
	Gardener
	Assistant gardener
	Grounds maintenance worker
	Housing inspector
	Janitor
	Laborer
	Machinist
	Machinist helper
	Maintenance mechanic
	Maintenance worker
	Mechanical maintainer
	Plumber steam fitter
	Stationary engineer
	Stationary fireman
	Welder
CLERICAL	Account clerk
	Administrative assistant
	Audit clerk
	Clerk
	Clerk-steno transcriber
	Clerk-stenographer
	Clerk-typist
	Employment security clerk
	File clerk
	General clerk

	Mail and supply clerk
	Office aide
	Office assistant
	Office machine operator
	Principal administrative associate
	Principal clerk
	Principal stenographer
	Stenographers
	Stock handler
	Store clerk
	Storekeeper
	Typists
CONSTRU	Construction foreman
(Construction)	Construction supervisor
COURT	Court clerk
	Court officer
	Senior court officer
	Stenographer (Law)
ENGINEER	Draftsman
(Engineering)	Engineering aide
	Engineering technician
FINANCE	Accountant
	Account clerk
	Assistant accountant
	Auditor
	Bookkeeper
	Cashier
FIRE	Fire alarm dispatcher
(Fire Department)	Fire fighter
	Lieutenant, fire department

FOREIGN (Foreign Service)	Foreign service officer
HEALTH	Head nurse
	Public health personnel
LAW	Captain
(Law Enforcement)	Correction officer
	Deputy sheriff
	Lieutenant
	Parole officer
	Police officer
	Probation officer
	Sergeant
	Special agent (FBI)
	Special agent (U.S. Treasury)
	State trooper
	Traffic enforcement agent
PARK	Forest Ranger
(Park and Recreation)	Range conservationist
POST	Distribution clerk
(Post Office)	Machine (Lettering sorting machine operator
	Mail handler
	Postal carrier
	Postal clerk
	Postal foreman
	Postal inspector
	Postal supervisor
REAL	Real estate appraiser manager

(Real Estate)	Real estate assessor
SOCIAL	Case worker
(Social Work)	Eligibility specialist
	Public assistance interviewer
	Social investigator
	Supervising clerk, income maintenance

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 FIELD
 CLASS SCHEME: ASIS
 LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER
 PRICE: Use the retail price

TYPE: BOOK
 HOME LOCATION: ONSHELF
 ITEM CAT 1: NONFICTION
 ITEM CAT 2: ADULT
 NUMBER OF PIECES: 1

COLLEGE AND HIGH SCHOOL ASSESSMENT TEST STUDY GUIDES**092 Dewey Number (local)****Classifications:**

378.1662 College level assessment and entrance examination test guides
 373.1262 GED study guides

- All books are double cuttered.
- The first cutter is the test abbreviation in all caps.
- The second cutter can either be the title or the author.
- If the test abbreviation is the main entry, use it on the label along with the double cutter. If two tests are included in study guide, double cutter for the first test.
- Use year test covers in the 092, unless the bibliographic record is a serial record.

The following is a list of test abbreviations used as the first part of the double cutter:

**ACT SAT LSAT MCAT VAT GRE GMAT GED PSAT CLEP
 PCAT AP
 TABE**

245 Title Entry

If there is a †p change to †b in order for the subfield to display in the catalog.

246 Additional Title

Add one or more 246's (indicators 30), if appropriate for portion or portions of title in subfield "b".

650 Subject Headings:**College level assessment and entrance examination test guides:**

650 0 (Use the LCSH form of the test name) ‡v Study guides.
 650 0 Universities and colleges ‡x Entrance examinations ‡v Study guides.
 650 0 Scholastic Aptitude test ‡v Study guides.
 650 0 Universities and colleges ‡x Entrance examinations ‡v Study guides.

GED study guides:

650 0 General educational development tests ‡v Study guides.
 650 0 High school equivalency examinations ‡v Study guides.

Subject Specific Guides

Add additional 650's as need for both college level assessment and entrance examination test guides and GED study guides.

650 0 (Subject of test) ‡x Examinations ‡v Study guides.

650 0 English language ‡x Examinations ‡v Study guides.

Label Examples:

College level assessment and entrance examination test guides:

378.1662

SAT

Stanton

2000

378.1662 SAT Stanton 1999

Stanton, Robert, 1955-

SAT II: mathematics:

2000 /

c1999

GED study guide:

373.1262

GED

Lawrence

2000

373.1262 GED Lawrence 2000

Lawrence, Nancy, \$c M.S.

Preparation for the GED basics/

2000

373.1262

GED

GED

2001

373.1262 GED GED 2001

GED :

2001 /

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 FIELD

CLASS SCHEME: ASIS

LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER

PRICE: Use the retail price

TYPE: BOOK

HOME LOCATION: ONSHELF

ITEM CAT 1: NONFICTION

ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

Dewey Updates 000-999

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
001.9	650 0 Curiosities and wonders 650 0 Pseudoscience	Controversial knowledge—including well-established phenomena for explanations are controversial; the end of the world; class here interdisciplinary works on controversial knowledge, parapsychology, occultism	See manual for 001-130	
001.94	651 0 Bermuda Triangle 650 0 Civilization, Ancient x Extraterrestrial influences	Mysteries—Reported phenomena, not fully verified, including Atlantis, Bermuda Triangle, pyramid power; class here nonastronomical extraterrestrial influences on earth	See also 900 for Atlantis as a subject of archaeology	
001.942	650 0 Unidentified flying objects 650 0 Alien abductions 650 0 Human-alien encounters	Unidentified flying objects (UFOs)		
001.95	650 0 Deception 650 0 Imposters and imposture	Deceptions and hoaxes	Class a hoax that influenced history with the hoax in 900	
001.96	650 0 Errors, Popular 650 0 Superstition	Errors, delusions, superstitions; Fallacies		
004.678	650 0 Internet 650 0 Computer network resources 650 0 Internet addresses	Internet	Use for general works about the Internet; for using the Internet for research, use 028.7	
011.62	650 0 Children's literature in series v Bibliography; 650 0 Children's stories v Bibliography; 650 0 Young adult fiction v Bibliography; 650 0 Children x Books and reading; 650 0 Teenagers x Books and reading	General bibliographies of works for young people, including children	Use for bibliographies of books for children and teenagers, selection guides	Popular series for fiction for K-6 readers
016		annotated subject bibliographies with descriptive annotations	Do not use this class; place subject	

		that do not give substantive information about the subject; indexes	bibliographies in subject area, except for bibliographies of bibliographies.	
023.2	650 0 Librarians v Job descriptions 650 0 Library employees v Job descriptions	Professional positions in library and information sciences		
028.5	650 0 Children x Books and reading 650 0 Youth x Books and reading	Reading and use of other information media by young people	Bibliographies of books for children and teenagers in 011.62	
028.7	650 0 Internet 650 0 Information literacy	Reading and use of other information media--Use of books and other information media as sources of information	General works on using the Internet for information	
070.195	650 0 Television broadcasting of news	Broadcast media--Television	News programs in 070.43	
070.4	650 0 Journalism 650 0 Freelance journalism	Journalism	See table of preferences for specific topics in journalism	
070.43	650 0 Reporters and reporting 650 0 Interviewing in journalism	Reporting and news gathering		
070.52	650 0 Fiction x Marketing 650 0 Authors and publishers	Publishing--Relations with authors; including literary agents	Class interdisciplinary works on composition, preparation of manuscript, publishing in 808.02	
100	650 0 Philosophy 650 0 Applied philosophy 650 0 Philosophy x History	Works that discuss the discipline of philosophy itself; works that discuss several of philosophy's major questions and branches		
101	650 0 Methodology 650 0 Philosophy	Theory of philosophy; class here works on the concept of philosophy; on the nature of the philosophical task; on the method of philosophy		
102	650 0 Philosophy	Miscellany of philosophy		
103	650 0 Philosophy v	Dictionaries,		

	Encyclopedias 650 0 Philosophy v Dictionaries	Encyclopedias, concordances of philosophy		
107	650 0 Philosophy x Study and teaching	Education, research, related topics of philosophy		
108	650 0 Philosophy	History and description of philosophy with respect to persons	use Table 1 to carry out classification	
108.2	650 0 Women philosophers	History and description of philosophy with respect to persons--Women		
108.3	650 0 Children and philosophy	History and description of philosophy with respect to persons—Young people; children		
109	650 0 Philosophy x History	Historical and collected persons treatment of philosophy; do not use for geographic treatment	Table 1 for collected biography for all schools of philosophy	
110	0 Cosmology 650 0 Metaphysics	Metaphysics		
111	650 0 Difference (Philosophy) 650 0 Ontology 650 0 Facts (Philosophy) 650 0 Existentialism	Ontology		
111.1	650 0 Accidents (Philosophy) 650 0 Essence (Philosophy) 650 0 Substance (Philosophy)	Existence, essence, substance, accidents		
111.5	650 0 Nonbeing	Nonbeing, nothingness		
111.6	650 0 Absolute, The 650 0 Infinite 650 0 Transcendence (Philosophy)	Finite and infinite		
111.8	650 0 Truth	Classical properties of being	comprehensive works on Truth in 121	
111.84	650 0 Good and evil	Goodness and evil		
111.85	650 0 Aesthetics	Beauty		
113	650 0 Cosmology 650 0 Philosophy of nature	Cosmology (Philosophy of life)		
113.8	650 0 Life	Philosophy of life	origin and nature human life in 128	
115	650 0 Space and time 650 0 Time 650 0 Relativity	Time; including eternity, space-time, relation of time and motion		

116	650 0 Change 650 0 Evolution	Change; including becoming, cycles, evolution, motion, process	Relation of time and motion in 115	
117	650 0 Metacognition 650 0 Form (Philosophy) 650 0 Matter 650 0 Order (Philosophy) 650 0 Prime matter (Philosophy)	Structure	117	650 0 Metacognition 650 0 Form (Philosophy) 650 0 Matter 650 0 Order (Philosophy) 650 0 Prime matter (Philosophy)
121	650 0 Knowledge, Theory of 650 0 Truth 650 0 Hermeneutics	Epistemology (Theory of Knowledge); comprehensive works on truth		
121.3	650 0 Intuition 650 0 A Priori 650 0 Perception (Philosophy)	Origins, sources, means of knowledge		
121.34	650 0 Perception (Philosophy)	Perception (Philosophy)		
121.4	650 0 Concepts (Philosophy) 650 0 Idea (Philosophy) 650 0 Memetics 650 0 Objectivism (Philosophy) 650 0 Objectivity	Structure of knowledge; subjective and objective components, including concepts, ideas		
121.403	650 0 Idea (Philosophy) v Dictionaries	Structure of knowledge; subjective and objective components, including concepts, ideas— Dictionaries, encyclopedias, concordances		Hutchinson dictionary of ideas
121.6	650 0 Belief and doubt 650 0 Inquiry (Theory of knowledge)	Nature of inquiry; including belief	Faith in 121.7	
121.7	650 0 Faith and reason 650 0 Belief and doubt	Faith	Religious faith in 200	
122	650 0 Causation	Causation; class here		

		chance versus cause		
123	650 0 Determinism (Philosophy) 650 0 Free will and determinism	Determinism and indeterminism, including contingency		
123.3	650 0 Chance 650 0 Coincidence	Chance		
123.5	650 0 Free will and determinism 650 0 Liberty	Freedom, including freedom of will		
124	650 0 Teleology	Teleology; including design, purpose, final cause		
126	650 0 Agent (Philosophy) 650 0 Consciousness 650 0 Self (Philosophy)	The self; class here consciousness, personality		
128	650 0 Act (Philosophy) 650 0 Human beings 650 0 Self knowledge, Theory of	Humankind; class here philosophical anthropology, comprehensive works on philosophy of human life, on philosophy and psychology of human life		
128.1	650 0 Soul 650 0 Spirit	Soul; Spirit		
128.2	650 0 Consciousness 650 0 Intellect 650 0 Mind and body	Mind; including mind-body relationship		
128.209	650 0 Mind and body x History	Mind; including mind-body relationship		
128.3	650 0 Emotions (Philosophy) 650 0 Imagination (Philosophy) 650 0 Reason 650 0 Will 650 0 Self-deception	Attribute and faculties; including imagination, intellect, memory, will		
128.33	650 0 Practical reason 650 0 Reason 650 0 Reasoning	Reason and rationality	Class reason as an instrument of knowledge in 121.3; Science of reasoning (logic) in 160	
128.4	650 0 Act (Philosophy) 650 0 Experience 650 0 Intentionality 650 0 Irrationality	Human action and experience; nature, conditions, origin		
128.46	650 0 Love	Human action and experience—Love		
128.5	650 0 Death 650 0 Life	Human death	Interdisciplinary works in 306.9	

129	650 0 Death 650 0 Immortality 650 0 Reincarnation	Origin and destiny of individual souls	Personal accounts of reincarnation in 133.90135	
130	650 0 Parapsychology	Parapsychology and occultism; class here paranormal phenomena and frauds in occultism		
130.3	650 0 Occultism v Encyclopedias 650 0 Parapsychology v Encyclopedias	Parapsychology and occultism—Encyclopedia and dictionaries		
131	650 0 Chakras 650 0 Conduct of life 650 0 New Thought 650 0 Spiritual life	Parapsychological and occult methods for achieving well-being, success, etc.	Table 1 for subdivisions; Interdisciplinary works for self improvement in 158; Interdisciplinary works for personal and family living 646.7; see DDC for specific classes	1
133	650 0 Parapsychology 650 0 Occultism 650 0 Magic 650 0 Gems 650 0 Quartz crystals	Specific topics in parapsychology and occultism	No standard subdivisions for 133; class in 130.1-130.9	
133.1	650 0 Apparitions 650 0 Ghosts	Apparitions; class here ghosts		
133.109		Historical, geographic, persons treatment of Apparitions; two or more haunted places during a specific historical period or in a specific geographic area	Take out only to 5 digits past the decimal—generally country or state designation.	
133.10942	650 0 Haunted places z England, Northern 650 0 Ghosts z England, Northern	Historical, geographic, persons treatment of Apparitions; two or more haunted places during a specific historical period or	Specific haunted places— 133.129	

		in a specific geographic area—England, Northern		
133.10973	650 0 Haunted places z United States 650 0 Haunted places z United States	Historical, geographic, persons treatment of Apparitions; two or more haunted places during a specific historical period or in a specific geographic area—United States Northern		
133.12	650 0 Haunted places	Haunted places		
133.122	650 0 Haunted houses 650 0 Haunted parsonages 650 0 Haunted cemeteries	Specific types of haunted places; including haunted forests, churches, graveyards, houses		
133.129		Only one specific haunted place	Add from Table 2 up to 2 digits for geographic area— 133.12977	
133.2548	650 0 Crystals x Psychic aspects	Crystals--Occultism		
133.3	650 0 Divination 650 0 Fortune-telling 650 0 Prophecies	Divinatory arts; including fortune-telling by bones, dice, pendulum; Class here works on the symbolism of divinatory arts and objects; comprehensive works on divination as an aspect of parapsychology and religion, comprehensive works on occult methods of foretelling the future		
133.32	650 0 Fortune-telling	Fortune-telling by cards, tea leaves and coffee grounds, oracles and sibyls		
133.322	650 0 Crystal gazing 650 0 Gems 650 0 Fortune-telling by scarabs	Fortune-telling by crystals and stones		
133.323	650 0 Dowsing 650 0 Radiesthesia	Dowsing		
133.3242	650 0 Divination cards 650 0 Fortune-telling by cards	Fortune-telling by cards (Cartomancy)		
133.32424	650 0 Tarot	Fortune-telling by Tarot		
133.33	650 0 Fortune-telling by runes 650 0 Runes 650 0 Yi Jing	Symbolic divination, including divination with I Ching, names, runes		

133.333	650 0 Geomancy	Geomancy; Divination by means of lines and figures or by geographic features		
133.3337	650 0 Feng shui	Feng shui		
133.335	650 0 Numerology	Numerology		
133.43	650 0 Witchcraft 650 0 Magic	Magic and witchcraft		
133.5	650 0 Astrology	Astrology		
133.53	650 0 Houses (Astrology) 650 0 Aspects (Astrology)	Astrology— Specific aspects of western astrology--Planets, moon, sun		
133.54	650 0 Horoscopes	Astrology—specific aspects of western astrology--Horoscopes		
133.542	650 0 Horoscopes	Casting horoscopes		
133.58...	650 0 Astrology	Astrology— specific aspects of western astrology--Application of astrology to specific topics		
133.5861	650 0 Medical astrology 650 0 Health and astrology			
133.58646	650 0 Love 650 0 Mate selection 650 0 Dating 650 0 Astrology			
133.592		Types or schools of astrology originating in or associated with a specific area		
133.5925	650 0 Astrology, Tibetan	Astrology-Asia-Tibet		
133.6	650 0 Palmistry	Palmistry		
133.82	650 0 Telepathy	Mind reading; telepathy		
133.86	650 0 Precognition	Precognition--Purported knowledge of the future, obtained through some paranormal means.		
133.9	650 0 Spiritualism	Spiritualism; Phenomena and systems of ideas connected with belief in communication with spirits (discarnate beings)	See notes for other specific Deweys	

133.9013	650 0 Future life 650 0 Near-death experiences 650 0 Near-death experiences x Psychological aspects 650 0 Near-death experiences x Religious aspects	Personal survival, nature of spiritual world and life after death		
135.3	650 0 Dream interpretation 650 0 Dreams	Dreams and mysteries-- Dreams		
135.4	650 0 Occultism	Rosicrucianism, Hermetism, cabala	General works—check for specific Deweys	
142.73	650 0 Existentialism	Existentialism		
150	650 0 Psychology			
150.287	650 0 Psychological tests; 650 0 Personality assessment	Psychology--Testing and measurement		
150.192	650 0 Existential psychology 650 0 Logotherapy	Logotherapy		
150.19434	650 0 Behaviorism (Psychology)	Neobehaviorism; including systems of Guthrie, Hull, Skinner, Tolman		
150.195	650 0 Psychoanalysis	Psychoanalytic systems		
150.1952	650 0 Freud, Sigmund, 1856-1939 x Psychology 650 0 Psychoanalysis and philosophy	Freudian psychology		
150.1954	650 0 Jungian psychology 650 0 Archetype (Psychology) 650 0 Psychoanalysis and religion 650 0 Coincidence	Jungian psychology		
150.1957	650 0 Psychoanalysis	Including Horney, Fromm, Sullivan		
150.198	650 0 Positive psychology	Systems, schools, viewpoints--Other systems of psychology; including personal construct psychology		
150.1986	650 0 Humanistic psychology	Humanistic psychology		
150.1987	650 0 Transpersonal psychology	Application is found in transactional analysis		
150.3	650 0 Psychology v Encyclopedias			

150.89924	650 0 Psychological literature z United States x History 650 0 Psychology and religion z United States x History			Jews and the American soul
152	0 Neuropsychology 650 0 Psychobiology	Sensory perception, movement, emotions, physiological drives		
152.1	650 0 Awareness 650 0 Senses and sensation 650 0 Perception	Sensory perception; Class here receptive processes and functions, discriminations, thresholds		
152.14	650 0 Vision 650 0 Vision perception	Vision--Psychology; Visual perception--Psychology		
152.148	650 0 Optical illusions	Optical illusions; including afterimages; Class here interdisciplinary works on optical illusions		
152.182	650 0 Touch 650 0 Touch x Psychology	Class here tactile perception, touch; Cutaneous perception; tactile perception--psychology; itch--psychology; tickling--psychology		
152.33	650 0 Habit breaking	Habits and habit formation		
152.335	650 0 Laterality 650 0 Left- and right-handedness 650 0 Left and right (Psychology)	Handedness and laterality		
152.4	650 0 Emotions 650 0 Emotions x Physiological aspects 650 0 Emotions x Social aspects 650 0 Emotional intelligence; 650 0 Embarrassment 650 0 Aversion 650 0 Melancholy 650 0 Sadness 650 0 Optimism 650 0 Hate	Emotions; Class here affects, attitudes, feelings, moods, sentiments; emotional intelligence; Including embarrassment, grief, sadness; boredom--psychology	General works on emotions; works dealing with specific emotions go in the specific Dewey classifications	
152.41	650 0 Love 650 0 Empathy	Affection--psychology; Love--psychology; Empathy--psychology;		

152.42	650 0 Smile 650 0 Joy 650 0 Ecstasy 650 0 Pleasure	Pleasure, enjoyment, happiness, joy, ecstasy		
152.43	650 0 Wit and humor	Wit and humor		
152.46	650 0 Fear 650 0 Fear x Physiological aspects 650 0 Anxiety	Fear, including anxiety and worry		
152.47	650 0 Anger 650 0 Disappointment 650 0 Frustration	Anger; Including frustration; Class here aggressive moods and feelings		
152.48	650 0 Jealousy 650 0 Envy	Envy; Envy--psychological aspects; Jealousy; Jealousy--psychological aspects		
153	650 0 Consciousness 650 0 Consciousness x Physiological aspects 650 0 Awareness 650 0 Cognitive psychology 650 0 Cognitive science	Conscious mental processes and intelligence		
153.1	650 0 Learning, Psychology of 650 0 Memory	Memory and learning		
153.12	650 0 Memory 650 0 Cognition x Age factors	Memory		
153.125	650 0 Mnemonics 650 0 Memory x Age factors	Forgetting		
153.14	650 0 Learning, Psychology of 650 0 Mnemonics	Memory and learning-- Mnemonics		
153.3	650 0 Imagery (Psychology) 650 0 Imagination	Imagination, imagery, creativity		
153.35	650 0 Creation (Literary, artistic, etc.) 650 0 Creative ability 650 0 Genius	Creativity		
153.4	650 0 Cognition 650 0 Comprehension 650 0 Insight 650 0 Thought and thinking	Thought, thinking, reasoning, intuition, value, judgment		
153.42	650 0 Critical thinking 650 0 Mental discipline 650 0 Thought and	Thought and thinking		

	thinking 650 0 Thought and thinking v Problems, exercises, etc.			
153.43	650 0 Problem solving 650 0 Reasoning	Reasoning		
153.44	650 0 Intuition	Intuition		
153.46	650 0 Decision making 650 0 Errors x Psychological aspects	Judgment; judgment--psychology	Moral judgment—155.232	
153.6	650 0 Verbal self-defense 650 0 Verbal behavior 650 0 Voice x Psychological aspects 650 0 Interpersonal communication 650 0 Miscommunication	Communication—Speech--Psychology		
153.68	650 0 Listening	Listening		
153.69	650 0 Body language	Nonverbal communication; Class here meaning of movements, body language, cognitive processes involved in interpreting movements		
153.758	650 0 Face perception	Perceptual processes—Types of perception—Face perception		
153.8	650 0 Motivation (Psychology) 650 0 Autonomy (Psychology)	Will (Volition);including self-control; class here intentionality, motivation; comprehensive works on drives	For physiological drives, see 152.5	
153.852	650 0 Persuasion (Psychology) 650 0 Interpersonal communication 650 0 Persuasion (Rhetoric)	Persuasion		
153.853		Brainwashing		
153.9	650 0 Ability 650 0 Intellect	Intelligence and aptitudes Class here intellect, intelligence levels, multiple intelligences	Do not use for intelligence tests 153.93 or for aptitude tests, 153.94	
153.93	650 0 Intelligence tests 650 0 Stanford-Binet	Intelligence and aptitudes - -Intelligence tests		

	Test			
153.94	650 0 Ability x Testing	Intelligence and aptitudes - -Aptitude tests		
153.946	650 0 Mechanical ability	Intelligence and aptitudes-- Mechanical aptitude tests		
153.98	650 0 Genius 650 0 Gifted persons	Intelligence and aptitudes—Superior intelligence		
154.2	650 0 Subconscious	Subconscious and altered states and processes— The subconscious; Including works that emphasize the subconscious in treating relations among the id, ego, superego	Class works that emphasize the ego in 155.2	
154.4	650 0 Altered states of consciousness 650 0 Auditory hallucinations 650 0 Hallucinogenic drugs x Psychological aspects	Subconscious and altered states and processes— Alter states of consciousness; Including altered states due to the use of drugs; hallucinations		
154.6	650 0 Sleep 650 0 Sleep-wake cycle 650 0 Dreams	Subconscious and altered states and processes -- Sleep phenomena	Physiological aspects in 612.821	
154.63	650 0 Dream interpretation 650 0 Dreams	Subconscious and altered states and processes— Sleep phenomena— Dreams; class here interdisciplinary works on dreams	Class parapsychologi cal aspects of dreams in 135.3; physiological aspects in 612.821	
155.0287	650 0 Developmental psychology x Testing	Testing and measurement in Differential and developmental psychology	Formerly 155.28	
155.23		Traits and determinants of character and personality		

155.232	650 0 Aggressiveness 650 0 Altruism 650 0 Helplessness (Psychology) 650 0 Procrastination	Traits, including altruism, bashfulness, dependence, extroversion, introversion, moral judgment, perfectionism, workaholism; comprehensive works on the psychology of aggression		
155.234	650 0 Nature and nurture	Class here environment versus heredity as determinants		
155.264	650 0 Typology (Psychology) 650 0 Enneagram 650 0 Temperament	Specific topics in Psychology; Differential and developmental psychology; Individual psychology; Typology; Modern typology		
155.283	650 0 Myers-Briggs Type Indicator	Specific topics in Psychology; Differential and developmental psychology; Individual psychology; Appraisals and tests; Inventories and questionnaires		
155.284	650 0 Bender-Gestalt test	Specific topics in Psychology; Differential and developmental psychology; Individual psychology; Appraisals and tests; Projective techniques--psychological testing		
155.7	650 0 Behavior genetics 650 0 Instinct	Evolutional psychology		
155.9	650 0 Environmental psychology 650 0 Life change events	Environmental psychology		
155.9042	650 0 Stress (Psychology)	Environmental psychology—Special topics--Stress		
155.93	650 0 Loss (Psychology) 650 0 Bystander effect	Environmental psychology- -Influence of specific situations; including influence of divorce, loss of job		

155.937	650 0 Grief 650 0 Bereavement 650 0 Bereavement in children 650 0 Children and death 650 0 Death x Psychological aspects	Class here reactions to deaths of others		
158.1	650 0 Attitude (Psychology) 650 0 Behavior modification 650 0 Self-confidence 650 0 Conduct of life; 650 0 Change (Psychology) 650 0 Self-acceptance 650 0 Personal coaching;	Transactional analysis for self help; Personal improvement and analysis; class here works intended to make one a better person or to stave off failure; to solve problems or to adjust to a life that does not meet one's expectations		
158.2	650 0 Assertiveness x Psychology 650 0 Assertiveness training 650 0 Control (Psychology) 650 0 Interpersonal communication 650 0 Interpersonal conflict 650 0 Intimacy (Psychology) 650 0 Man-woman relationships 650 0 Manipulative behavior	Relations between an individual and other people; Class here dominance, intimacy; overcoming loneliness; applications of assertiveness training, sensitivity training, transactional analysis;	Class titles on Co-dependency	
158.723	650 0 Burnout (Psychology)	Industrial psychology—Job stress—Job burnout		
170	650 0 Ethics	Ethics (Moral philosophy)		

174.29589	650 0 Gene therapy	Occupational ethics— Medical professions— Specific topics and branches of medicine— Gene therapy		
174.29795	650 0 Sale of organs, tissues, etc.	Occupational ethics— Medical professions— Specific topics and branches of medicine— Organ transplants		
176	650 0 Human reproductive technology	Ethics of sex and reproduction, including artificial insemination, celibacy, chastity, cloning used for human reproduction, contraception, embryo transfer, homosexuality, premarital and extramarital relations, promiscuity, surrogate motherhood		
181.45	650 0 Yoga 650 0 Yoga, Raja	Philosophy of India— Yoga; Class here interdisciplinary works on the practice of yoga and yoga as a philosophical school		
181.452	650 0 Patanjali 650 0 Yoga	Philosophy of India— Yoga; Patanjali's philosophy		
181.48	650 0 Vedanta	Philosophy of India-- Vedanta (Philosophy)		
181.482	650 0 Advaita	Philosophy of India— Vedanta—Sankaracarya (Advaita)		

190	650 0 Philosophy, Modern 650 0 Philosophers, Modern	Modern Western and other non-Eastern philosophy		
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Dewey	Subject Heading	DDC Instructions	JCL Notes	Titles
200	650 0 Religion 650 0 Religions	Beliefs, attitudes, practices of individuals and groups with the respect to the ultimate nature of existences and relationships within the context of revelation, deity, worship		
200.223	650 0 Religions v Maps			
200.3	650 0 Religions v Dictionaries			
200.8				
200.904	650 0 Fundamentalism	Religion—Historical, geographic, persons treatment—Religion-20 th century		
201.3	650 0 Myth 650 0 Mythology	Specific aspects of religion—Religious mythology and mythological foundations		
201.303	650 0 Myth v Dictionaries 650 0 Mythology v Dictionaries	Specific aspects of religion—Religious mythology and mythological foundations-- Dictionaries		
201.3082	650 0 Women heroes x Mythology	Specific aspects of religion-Religious mythology--Women and mythology	Formerly 291.211	
201.30939	650 0 Mythology, Middle Eastern	Specific aspects of religion-Religious mythology—Middle East		
201.30941	650 0 Mythology, British	Specific aspects of religion-Religious mythology— Mythology—Great Britain		

201.3095	650 0 Mythology, Asian 650 0 Gods, Indic 650 0 Gods, Chinese 650 0 Gods, Chinese	Specific aspects of religion-Religious mythology— Mythology—Asia	Formerly 291.13095	
201.3096	650 0 Mythology, African	Specific aspects of religion-Religious mythology— Mythology—Africa		
201.3097	650 0 Indian mythology z North America	Specific aspects of religion-Religious mythology— Mythology—North America	Formerly 291.1308997	
201.44	650 0 Shamanism	Specific aspects of religion—General classes of religion-- Shamanism	Formerly 291.144	
201.44097	650 0 Shamanism z North America	Specific aspects of religion—General classes of religion-- Shamanism		
201.5	650 0 Interfaith worship 650 0 Religions x Relations 650 0 Religious pluralism	Specific aspects of religion—General classes of religion— Interreligious relations; Includes relations of religions with irreligion	Formerly 291.172	
201.6004	650 0 Information technology x Religious aspects 650 0 Religion x Philosophy	Specific aspects of religion—Religions and secular disciplines— Computer science and religion	Formerly 291.175	
201.61536	650 0 Listening x Religious aspects	Specific aspects of religion—Religions and secular disciplines-- Listening		
201.61581	650 0 Success x Religious aspects	Specific aspects of religion—Religions and secular disciplines— Self improvement; Success		
201.61582	650 0 Interpersonal relationships x Religious aspects	Specific aspects of religion—Religions and secular disciplines— Interpersonal relationships		

201.65	650 0 Religion and science	Specific aspects of religion—Religions and secular disciplines--Science		
201.6508	650 0 Religion and science 650 0 Natural history x Religious aspects	Specific aspects of religion—Religions and secular disciplines--Natural history and religion	Formerly 291.175	
201.653	650 0 Physics x Religious aspects	Specific aspects of religion—Religions and secular disciplines--Physics and religion		
201.691	650 0 Travel x Religious aspects	Specific aspects of religion—Religions and secular disciplines--Travel		
201.7	650 0 Religion and law 650 0 Religion and politics	Social theologies and interreligious relations and attitudes	Formerly 291.17	
201.72	650 0 Church and state 650 0 Religion and politics	Attitudes of religion toward social issues--Politics	Formerly 291.177	
201.73	650 0 Economics x Religious aspects 650 0 Work x Religious aspects 650 0 Finance, Personal x Religious aspects 650 0 Finance x Religious aspects	Attitudes of religion toward social issues—Economics	Formerly 291.1785	
201.7621	650 0 Church group work x Health aspects 650 0 Religious communities x Health aspects 650 0 Religious institutions x Health aspects 650 0 Medical care x Religious aspects	Attitudes of religion toward social issues—Specific social problems—Diseases—human—Social theology	Formerly 291.1783	
201.76229	650 0 Drugs x Religious aspects 650 0 Alcoholism x Religious aspects 650 0 Codependency x Religious aspects	Attitudes of religion toward social issues—Specific social problems—Mental health services—Addiction; Alcoholism—Social theology		

202.082	650 0 Feminism x Religious aspects	Feminist theology		
202.11	650 0 God v Comparative studies 650 0 God v Biblical teaching	Objects of worship and veneration--God, gods, goddesses, divinities and deities		
202.113	650 0 Gods 650 0 Thunder gods	Objects of worship and veneration--God, gods, goddesses, divinities and deities-- Male gods		
202.114	650 0 Femininity of God 650 0 Goddesses 650 0 Mother goddesses	Objects of worship and veneration-- God, gods, goddesses, divinities and deities--Female goddesses		
202.117	650 0 Miracles	Objects of worship and veneration-- God, gods, goddesses, divinities and deities--Female goddesses—Relation to the world, including miracles, prophecy, providence, relation to and action in history		
202.118	650 0 Suffering x Religious aspects	Objects of worship and veneration--God, gods, goddesses, divinities and deities—Theodicy (Vindication of God's justice and goodness in permitting the existence of evil and suffering)		
202.12	650 0 Nature x Religious aspects 650 0 Animals x Religious aspects	Objects of worship and veneration--God, gods, goddesses, divinities and deities - -Nature		
202.15	650 0 Angels 650 0 Angels v Miscellanea	Objects of worship and veneration--God, gods, goddesses, divinities and deities —Good spirits; class here angels		
202.16	650 0 Devil	Objects of worship and veneration--God, gods, goddesses, divinities and deities—Evil spirits;		

		class here demons, devils		
202.2	650 0 Man (Theology) 650 0 Self (Religious aspects)	Specific aspects of religion--Humankind, including atonement, creation of humankind, repentance, salvation, sin, soul		
202.3	650 0 Death x Religious aspects 650 0 Future life 650 0 End of world	Specific aspects of religion--Eschatology		
202.4	650 0 Creation	Specific aspects of religion—Creation and cosmology		
203	650 0 Theology v Dictionaries	Specific aspects of religion—Public worship and other practices	Formerly 291.3	
203.1	650 0 Healing x Religious aspects 650 0 Spiritual healing	Specific aspects of religion—Public worship and other practices—Religious healing		
203.5	650 0 Sacred space 650 0 Caves x Religious aspects 650 0 Ancestral shrines	Specific aspects of religion—Public worship and other practices—Sacred places, class here grottoes, holy buildings, pagodas, shrines, temples		
203.51	650 0 Pilgrims and Pilgrimages	Specific aspects of religion—Public worship and other practices--Pilgrimages		
203.8	650 0 Religious etiquette 650 0 Rites and ceremonies	Specific aspects of religion—Public worship and other practices—Rites and ceremonies		
203.8082	650 0 Women x Religious life 650 0 Rites and ceremonies	Specific aspects of religion—Public worship and other practices—Rites and ceremonies for women		
203.81	650 0 Birth customs x Religious aspects	Specific aspects of religion—Public worship and other practices—Birth rites		

203.82	650 0 Initiation rites x Religious aspects	Specific aspects of religion—Public worship and other practices—Initiation rites		
203.85	650 0 Marriage rites x Religious aspects	Specific aspects of religion—Public worship and other practices—Marriage rites		
203.88	650 0 Death x Religious aspects 650 0 Mourning customs x Religious aspects	Specific aspects of religion—Public worship and other practices—Funeral and mourning rites		
204	650 0 Spirituality	Specific aspects of religion—Religious experience, life, practice—Practices predominantly private or individual in character—Class here spirituality	Formerly 291.4	
204.2	650 0 Dreams x Religious aspects 650 0 Drugs x Religious aspects 650 0 Experience (Religion) 650 0 Hallucinogenic drugs and religious experience	Specific aspects of religion—Religious experience, life, practice—Practices predominantly private or individual in character, including conversion, enlightenment		
204.22	650 0 Mysticism	Specific aspects of religion—Religious experience, life, practice—Mysticism		
204.3	650 0 Prayer 650 0 Dance x Religious aspects	Worship, meditation, yoga; Class here practical books on prayer, on contemplation; comprehensive works on worship		
204.32	650 0 Spiritual life v Meditations 650 0 Devotional poetry	Worship, meditation, yoga—Devotional literature; Including meditations		
204.33	650 0 Prayer-books	Worship, meditation, yoga—Prayer books		
204.35	650 0 Meditation	Worship, meditation, yoga--Meditation		

204.36	650 0 Kundalini yoga 650 0 Yoga	Worship, meditation, yoga—Yoga; Religious and spiritual discipline-- yoga, comparative religion	Hindu kundalini yoga in 294.5436	
204.4	650 0 Spiritual life 650 0 Self- acceptance x Religious aspects 650 0 Peace of mind x Religious aspects	Religious life and practice		
204.4082	650 0 Women x Religious life	Religious life and practice--Women		
204.4083	650 0 Children x Religious life	Religious life and practice--Children		
204.40866	650 0 Gays x Religious life 650 0 Gay couples x Religious life 650 0 Lesbians x Religious life	Religious life and practice—Gays and lesbians		
204.41	650 0 Adoption x Religious aspects 650 0 Interracial marriage x Religious aspects 650 0 Marriage x Religious aspects	Religious life and practice—Marriage and family life; Including adoption, divorce, interreligious marriage, religious training of children in the home, single parents; Class here comprehensive works on marriage		
204.42	650 0 Bereavement x Religious aspects 650 0 Grief x Religious aspects 650 0 Suffering x Religious aspects 650 0 Codependency x Religious aspects	Religious life and practice—Persons experiencing illness, trouble, addiction, bereavement		
204.46	650 0 Diaries x Religious aspects 650 0 Turbans Religious aspects 650 0 Beef x Religious aspects 650 0 Success x Religious aspects 650 0 Religious	Religious life and practice—Individual observances—Not provided for elsewhere; Including almsgiving, ceremonial and ritual observances, dietary limitations,		

	articles 650 0 Storytelling x Religious aspects 650 0 Spiritual exercises 650 0 Spiritual retreats	observance of restrictions and limitations		
204.47	650 0 Asceticism 650 0 Solitude x Religious aspects	Religious life and practice--Asceticism		
205.693	650 0 Cloning; 650 0 Human-animal relationships x Religious aspects 650 0 Speciesism x Religious aspects	Animals--treatment of--religion; Vegetarianism-- ethics--religion		
205.6976	650 0 Abortion x Religious aspects	Specific moral issues, sins, vices, virtues— Abortion—ethics-- religion		
206.1	650 0 Religious leaders 650 0 Religious leaders z Middle East	Specific aspects of religion—Leaders and Organization— Leaders and their work		
206.5	650 0 Religious communities v Directories 650 0 Festivals v Directories 650 0 Spiritual retreats v Directories	Specific aspects of religion—Leaders and Organization-- Organization and organizations		
208.2	650 0 Sacred books	Specific aspects of religion—Sacred books		
209	650 0 Sects 650 0 Cults	Specific aspects of religion—Sects and reform movements		
211.6	650 0 Secularism 650 0 Humanism 650 0 Secular humanism	Concepts of God— Humanism and secularism		
212.6	650 0 God x Knowableness 650 0 Experience (Religion)	Ways of knowing God		
218	650 0 Human ecology x Religious aspects 650 0 Nature x Religious aspects	Humankind; including anthropology and religion, ethnology and religion, immortality		

220.6	630 00 Bible x Controversial literature 630 00 Bible x Criticism, interpretation, etc.	Class interpretation and criticism of Bible passages for other than devotional use		
230.2	650 0 Apologetics 650 0 Liberation theology 650 0 Catholic Church x Doctrines	Liberation theology— Roman Catholic		
231.73	650 0 Miracles	Miracles--Christianity		
232.917	650 0 Guadalupe, Our Lady of 650 0 Lourdes, Our Lady of	Family and life of Jesus—Mary, mother of Jesus—Miracles and apparitions		
241	650 0 Christian ethics	Christian ethics; Moral theology		
241.3	650 0 Temptation 650 0 Anger x Religious aspects x Christianity 650 0 Sin	Sin--Moral theology-- Christianity; Vices-- moral theology-- Christianity		
241.4	650 0 Gratitude 650 0 Joy x Religious aspects x Christianity 650 0 Trust in God x Christianity 650 0 Simplicity x Religious aspects x Christianity	Virtues, including specific virtues		
241.53	630 00 Beatitudes 630 00 Beatitudes x Criticism, interpretation, etc. 630 00 Sermon on the mount 630 0 Sermon on the mount x Criticism, interpretation, etc. 650 0 Christian life x Biblical teaching	Sermon on the Mount		
241.66	650 0 Body, Human x Religious aspects x Christianity 650 0 Sex x Religious aspects x Christianity	Christian ethics— Specific moral issues-- Sexual relations--ethics-- religion--Christianity		

	650 0 Sex x Biblical teaching 650 0 Sex instruction for children x Religious aspects 650 0 Chastity			
241.672	650 0 Encouragement x Religious aspects x Christianity	Christian ethics— Specific moral issues--Conversation		
241.6765	650 0 Courtship x Religious aspects x Christianity 650 0 Love x Religious aspects x Christianity 650 0 Marriage x Religious aspects x Christianity	Courtship--ethics-religion-Christianity		
241.68	650 0 Wealth x Moral and ethical aspects 650 0 Wealth x Religious aspects 650 0 Money x Biblical teaching	Consumption--ethics-religion--Christianity		
241.691	650 0 Life x Religious aspects x Catholic Church 650 0 Human ecology x Religious aspects x Christianity 650 0 Nature x Religious aspects x Christianity	Christian ethics-- Specific moral issues; Ecology--ethics--religion--Christianity; Environment--ethics--religion--Christianity; Life--respect for--ethics--religion--Christianity; Nature--respect for--ethics--religion--Christianity	Use for general/comprehensive discussions; look for classifications for specific issues	
241.693	650 0 Animal welfare x Religious aspects x Christianity 650 0 Dogs x Religious aspects x Christianity	Animals--treatment of--ethics--religion--Christianity; Hunting--ethics--religion--Christianity; Vegetarianism--ethics--religion--Christianity		
242	0 Christian life v Anecdotes 0 Devotional literature 0 Christian life x Meditations 0 Bible x	Devotional literature; Class here texts of meditations, contemplations, prayers for individuals and families, religious		

	Meditations 0 Spiritual life x Catholic Church x Meditations 600 00 Jesus Christ v Devotional literature	poetry intended for devotional use; See table of preferences for specific types of devotional literature		
242.2	650 0 Meditations 650 0 Christian life x Catholic authors 650 0 Spiritual life x Catholic Church 650 0 Devotional calendars	Prayers and meditations for daily use, including for use on Sunday, Sabbath		
242.3	650 0 Church year meditations 650 0 Church year v Prayer-books and devotions x English	Prayers and meditations for church year, other Christian feast and fast days		
242.33	650 0 Advent v Meditations 650 0 Christmas v Mediations 650 0 Incarnation v Meditations	Advent and Christmas		
242.332	650 0 Advent v Prayer-books and devotions x English 650 0 Advent v Meditations	Advent		
242.335	650 0 Christmas v Meditations 650 0 Incarnation v Meditations	Christmas season		
242.34	650 0 Lent v Meditations 650 0 Lent v Prayer- books and devotions	Lent--Devotional literature		
242.35	600 00 Jesus Christ x Passion v Meditations 650 0 Holy Week v Meditations;	Holy Week-- Devotional literature		
242.36	650 0 Easter v Meditations 650 0 Eastertide v Meditations	Easter season, including Ascension Day; Class here Easter Day		
242.37	650 0 Christian saints v Meditations 650 0 Church year meditations	Other Christian feast and fast days		
242.4	630 00 Serenity prayer 650 0 Consolation	Prayers and meditations for use in times of illness,		

	650 0 Bereavement 650 0 Meditation x Christianity 650 0 Sorrows of the Blessed Virgin Mary, Devotion to 650 0 Suffering x Religious aspects x Catholic Church.	trouble, bereavement		
242.5	630 00 Bible x Devotional literature 630 00 Bible x Meditations 630 00 Bible. p O.T. p Psalms XXIII x Meditations	Prayers and meditations based on passages of the Bible for devotions;	Add 630 for specific passage if available	
242.64	650 0 Young adults x Religious life 650 0 Young adults x Prayer-books and devotions	Young adults-- religion--Christianity-- devotional literature	Covers 20s to just before Aged	
242.642	650 0 Christian men x Prayer-books and devotions	Men--religion-- Christianity-- devotional literature		
242.643	650 0 Christian women x Prayer- books and devotions 650 0 Christian women x Religious life	Women--religion-- Christianity-- devotional literature		
242.6431	650 0 Mothers x Religious life 650 0 Mothers x Prayer-books and devotions 650 0 Motherhood x Religious aspects x Christianity v Meditations	Mothers--Religion-- Christianity-- devotional literature		
242.644	650 0 Married people x Religious life 650 0 Married people x Prayer- books and devotions	Married persons-- Religion--Christianity-- -Devotional literature		
242.645	650 0 Parents x Prayer-books and devotions	Parents--Religion-- Christianity-- Devotional literature		
242.68	650 0 Armed Forces x Prayer-books and devotions 650 0 Armed Forces x Religious life 650 0 Baseball x Religious aspects x	Occupational groups-- religion--Christianity-- -Devotional literature		

	Christianity v Meditations			
242.7		Specific prayers and groups of prayers		
242.72		Specific types of prayers; including doxologies		
242.722	650 0 Lord's Prayer v Meditations	Bible prayers		
242.74	650 0 Rosary	Prayers to Mary, including Ave Maria(Hail Mary), Rosary		
242.8	650 0 Prayers 650 0 Benediction	Collections of prayers--Christianity; Class here prayer books		
242.80089	650 0 African Americans x Religion 650 0 Prayers	Collections of prayers--African Americans		
242.80096	650 0 Christians z Africa v Prayer- books and devotions x English	Geographic treatment of prayers--Africa		
242.802	650 0 Prayers x Catholic Church 650 0 Benediction x Catholic Church	Collections of prayers--Christianity-- by adherents of specific denominations and sects--Catholic Church		
242.8041	650 0 Prayers x Lutheran Church 650 0 Benediction x Lutheran Church	Collections of prayers--Lutheran		
242.843	650 0 Women v Prayer-books and devotions x English	Collections of prayers for specific classes of persons--women		
242.8431	650 0 Mothers x Prayer-books and devotions	Collections of prayers for specific classes of persons--Mothers		
242.8432	650 0 Mate selection v Prayer- books and devotions x English; 650 0 Single women v Prayer-books and devotions x English	Collections of prayers for specific classes of persons--Single women		
243	650 0 Christian life 650 0 Revivals 650 0 Church	Evangelistic writings for individuals and families; works to		

	renewals	convert readers, promote repentance		
246	650 0 Christian art and symbolism.	Use of art in Christianity		
246.03	650 0 Christian art and symbolism v Encyclopedias	Use of art in Christianity-- Dictionaries and encyclopedias		
246.5		Icons, symbols, insignia; Class here Christian symbolism		
246.72	650 0 Drama in public worship 650 0 Drama in Christian education	Dramatic arts in Christianity		
246.75	650 0 Music x Religious aspects; 650 0 Music x Social aspects	Use of music in Christianity		
246.96	650 0 Cathedrals z France v Meditations	Cathedrals—religious significance		
248	650 0 Christian life 650 0 Loneliness x Religious aspects x Christianity	Christian experience, practice, life		
248.08828	650 0 Spiritual life x Formation 650 0 Spirituality x Catholic Church 650 00 Spirituality x Orthodox Eastern church	Christian life, experience, practice; Class here Spirituality for persons in specific denominations	Church doctrine	
248.2	650 0 Spiritual life x Christianity 650 0 Spiritual formation 650 0 Spiritual life x Catholic Church 650 0 Enneagram	Christian religious experience		
248.22	650 0 Mysticism 650 0 Women mystics 650 0 Mysticism x History 650 0 Visions Early works to 1800	Mysticism		
248.24	650 0 Christian Converts 650 0 Conversion x Christianity	Conversion—From one system of belief to another; Comprehensive works; see schedule		

		for specific classifications		
248.242	650 0 Catholic converts	Conversion from Protestantism to Roman Catholicism		
248.246	650 0 Christian converts 650 0 Christian converts from Judaism	Conversion from non-Christian religions to Christianity		
248.29	650 0 Christian pilgrims and pilgrimages	Christian experience, practice, life—religious experience—other religious experiences	Class personal accounts of pilgrimages in 263.041	
248.3	650 0 Worship 650 0 God x Worship and love 650 0 Desire for God	Worship--Christianity		
248.32	650 0 Prayer 650 0 Intercessory prayer	Prayer	For individuals	
248.34	650 0 Meditation x Christianity 650 0 Spiritual life x Christianity	Meditation and contemplation		
248.4	650 0 Christian life 650 0 Character x Religious aspects x Christianity 650 0 Conduct of life 650 0 Peace of mind x Religious aspects x Christianity 650 0 Family x Religious life 650 0 God x Will	Christian life and practice	How to lead a Christian life--General guides	
248.4019	650 0 Creative ability x Religious aspects x Christianity	Christian life and practice--Creativity		
248.46	650 0 Spiritual journals 650 0 Spiritual journals x Authorship 650 0 Food x Religious aspects x Christianity	Christian life and practice—individual observances, including ceremonial and ritual observances, observance of restrictions and limitations		

248.47	650 0 Solitude x Religious aspects x Christianity	Asceticism; attitudes and practices aside from and beyond moral duties adopted as aids to moral and spiritual development— practice of celibacy, poverty, physical austerities, i.e. flagellation	Clerical celibacy— 253.25 Practices of religious congregations and orders--255	
248.4819	650 0 Christian life x Eastern Orthodox Authors	Guides to Christian life—Eastern Orthodox Church		
248.482	650 0 Christian life x Catholic authors	Guides to Christian life—Roman Catholic Church		
248.4851	650 0 Christian life x Presbyterian authors	Guides to Christian life—Presbyterian Church		
248.4857	650 0 Christian life x Reformed authors	Guides to Christian life—Reformed Church		
248.4858	650 0 Christian life x Congregationalist authors	Guides to Christian life— Congregationalism		
248.4861	650 0 Christian life x Baptist authors	Guides to Christian life—Baptists		
248.4893	650 0 Christian life x Mormon authors	Guides to Christian life--Mormons		
248.4896	650 0 Christian life x Quaker authors; 650 0 Spiritual life x Christianity 650 0 Spiritual life x Society of Friends	Society of Friends-- guides to Christian life		
248.6	650 0 Christian giving 650 0 Stewardship, Christian 650 0 Tithes 650 0 Tithes x Biblical teaching	Stewardship		
248.8	650 0 Christian life 650 0 Character x Religious aspects x Christianity 650 0 Conduct of life	Guides to Christian life for specific classes of persons; class here comprehensive works	How to lead a Christian life for specific classes of persons	

248.82	650 0 Children x Religious life	Guides to Christian life for specific classes of persons— Children through age 11		
248.83	650 0 Teenagers x Religious life	Guides to Christian life for specific classes of persons-- Adolescents and college students		
248.84	650 0 Young adults x Religious life 650 0 Middle aged persons x Religious life 650 0 Single people x Religious life	Guides to Christian life for specific classes of persons- Adults	See Dewey schedule for specific groups	
248.842	650 0 Christian men x Religious life 650 0 Men x Religious life	Guides to Christian life for specific classes of persons- Men		
248.8421	650 0 Fathers x Religious life	Guides to Christian life for specific classes of persons- Fathers	Including Divorced fathers	
248.8425	650 0 Husbands x Religious life			
248.843	650 0 Women x Religious life	Guides to Christian life for specific classes of persons- Women		
248.8431	650 0 Mothers x Religious life	Guides to Christian life for specific classes of persons- Mothers		
248.8435	650 0 Wives x Religious life	Guides to Christian life for specific classes of persons- Wives		
248.844	650 0 Married people x Religious life 650 0 Marriage x Religious aspects x Christianity	Guides to Christian life for specific classes of persons- Married couples		
248.85	650 0 Aged x Religious life	Guides to Christian life for specific classes of persons- Older adults		

248.86	630 00 Bible. p O.T. p Job x Criticism, interpretation, etc. 650 0 Suffering x Religious aspects x Christianity 650 0 Health x Religious aspects 650 0 Pain x Religious aspects	Persons experiencing illness, trouble, bereavement	Include here Christian faith based weight reduction/exercise guides/health improvement	
248.8619	650 0 Down syndrome x Patients 650 0 Tumors in children	Persons experiencing illness or specific medical conditions	Angel unaware	
248.866	650 0 Bereavement 650 0 Grief	Persons experiencing bereavement		
248.88	650 0 Country musicians 650 0 Business people 650 0 Authors	Guide to Christian life for occupational classes		
248.8942	650 0 Monastic and religious life	Guide to Christian life for occupational classes—Religious groups—Persons in religious orders--Men		
249	650 0 Family x Prayer-books and devotions 650 0 Family x Religious life	Christian observances in family life		
251.08	650 0 Homiletical illustrations 650 0 Christian life v Quotations, maxims, etc.	Homiletical illustrations		
263.2	650 0 Sabbath	Days, times, places of Christian religious observance— Sabbath and Sunday— Observance of the seventh day		
264.23	650 0 Hymns, English 650 0 Hymns x Devotional use	Class here texts of hymns for devotional use of individuals and families; class hymnals with texts and music, interdisciplinary works on hymns in		

		782.27		
270.2092	600 00 Augustine c Saint, Bishop of Hippo t Confessiones	Biography of Christians during the period of ecumenical councils 325-787	Use BIO for other biographies	
283	610 20 Episcopal Church 650 0 Anglicans	Anglican churches		
292.13	650 0 Mythology, Classical 650 0 Mythology, Greek 650 0 Mythology, Roman	Classical religion(Greek and Roman religion)— Specific elements-- Mythology		
293.13	650 0 Germanic peoples x Religion 650 0 Mythology, Germanic 650 0 Mythology, Norse	Germanic religion-- Mythology		
294.522	650 0 Karma	Hinduism—Doctrinal theology--Humans		
294.543	650 0 Spiritual life x Hinduism	Hinduism—Religious experience, life, practice, religious ethics—Worship, meditation, yoga— Spiritual life		
294.5432	650 0 Chakra (Hinduism) 650 0 Hindu meditations 650 0 Kundalini	Hinduism—Religious experience, life, practice, religious ethics—Worship, meditation, yoga— Devotional literature		
294.5433	650 0 Hinduism x Prayer-books and devotions	Hinduism—Religious experience, life, practice, religious ethics—Worship, meditation, yoga— Prayer books		
294.5436	650 0 Yoga 650 0 Kundalini yoga	Hinduism—Religious experience, life, practice, religious ethics—Worship, meditation, Yoga		

294.544	650 0 Religious life x Hinduism 650 0 Spiritual life x Hinduism	Hinduism—Religious life and practice		
296.36	650 0 Ethics, Jewish 650 0 Ten commandments 650 0 Golden rule	Judaism—Ethics, including biblical precepts, conscience, ethical wills, sin		
297.09	650 0 Islam	Works that emphasize religious aspects of Islamism and Islamic fundamentalism, such as maintaining and handing down a pure version of the Islamic faith		
299.16	650 0 Celts x Religion 650 0 Druids and Druidism	Religions of Indo- European origin-- Celtic religion		
299.16113	650 0 Mythology, Celtic	Religions of Indo- European origin-- Celtic religion— Specific of Celtic religion--Mythology		
299.7	650 0 Indians of North America x Religion	Religions of North American native origin		
299.7113	650 0 Indian mythology z North America	Mythology—Native American religions		
299.71211	650 0 Gods 650 0 Kokopelli (Pueblo deity) v Miscellanea	Religions of North American native origin—Specific aspects--Gods and goddesses—Native American		
299.7138	650 0 Indian dance	Religions of North American native origin—Rites, ceremonies		
299.7826	650 0 Navajo Indians x Religion 650 0 Navajo Indians x Rites and ceremonies	Religions of North American native origin—Religions of specific groups and peoples		

299.93	650 0 New Age movement 650 0 Eckankar (Organization) 650 0 Course in miracles	Religions and applied Religious philosophies of eclectic, syncretistic, universal nature		
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	650 0 Sociology 650 0 Anthropology	Sociology and Anthropology—Class here interdisciplinary works on society, humans	Social problems in 361-365		
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
301.01	650 0 Action theory 650 0 Macrosociology 650 0 Anthropology x Methodology 650 0 Sociology x Methodology	Anthropology, Sociology—methodology; research			
301.03	650 0 Sociology v Dictionaries	Sociology--Dictionaries			
301.092	650 0 Sociologists v Biography 650 0 Anthropologists v Biography	Sociologists; Anthropologists—Biographies	Use for primarily for recounts of person's career and contributions in the field; comprehensive biographies go in BIO		
301.0973	650 0 Social indicators z United States	Sociology—Treatment by specific continents, countries, localities, extraterrestrial worlds			
302	650 0 Social interaction 650 0 Social networks 650 0 Social capital (Sociology)	Social interaction—Class here psychological principles of sociology, interpersonal relations, social psychology			
302.1	650 0 Interpersonal relations 650 0 Deception 650 0 Passing (Identity)	General topics of social interaction			

302.12	650 0 Social perception 650 0 Respect 650 0 Risk x Sociological aspects	General topics of social interaction— Social understanding; Including attribution, risk perception			
302.14	650 0 Community 650 0 Communalism 650 0 Cooperativeness	General topics of social interaction— Social participation; Including communalism, competition, cooperation, encounter groups, sensitivity training, voluntarism; class here Social acceptance, social adjustment, social skills, success			
302.17	650 0 Fear x Social aspects 650 0 Epidemics x Social aspects 651 0 United States x Moral conditions	General topics of social interaction— Social dysfunction— Dysfunction affecting a substantial portion of society, e.g. mass hysteria, crazes; Class here apathy, fear, panic; class here social psychoanalysis			
302.2	650 0 Communication 650 0 Communication and culture 650 0 Communication in organizations	Social interaction— Communication; Including failures and disruptions of communication; Class here interdisciplinary works on communication, semiotics			
302.2023	650 0 Communication x Vocational guidance 650 0 Mass media x Vocational guidance	Social interaction— Communication-- Careers			
302.2024	650 0 Communication in library administration 650 0 Communication in library science	Social interaction— Communication—In library and information science			
302.2082	650 0 Communication x Sex differences	Social interaction— Communication— Gender differences in communication			

302.222	650 0 Body language 650 0 Gesture 650 0 Nonverbal communication	Kinds of communication— Nonverbal communication; Including drumbeats, smoke signals; body language, gestures, flower language; Class here means of nonverbal communication, interdisciplinary works on nonlinguistic (nonstructured) communication			
302.2223	650 0 Signs and symbols 650 0 Symbolism	Kinds of communication— Symbols; Class here interdisciplinary works on symbols, symbolism	For religious symbolism—203.7 For Christian religious symbols—246.55		
302.2242	650 0 Oral communication 650 0 Gossip 650 0 Listening 650 0 Speech	Kinds of communication— Verbal communication—Oral communication; Including listening			
302.2244	650 0 Written communication 650 0 Functional literacy 650 0 Literacy	Kinds of communication— Verbal communication— Written communication; Class here literacy, illiteracy			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
302.23	650 0 Journalism x Political aspects 650 0 Mass media and culture	Media (Means of communication); Including signboards, signs; Class here electronic media, mass media, sociology of journalism			
302.234	650 0 Mass media	Motion pictures, television, radio			

302.2343	650 0 Motion pictures x Social aspects 650 0 Motion pictures x Ratings 650 0 Motion pictures x Audiences	Motion pictures, television, radio— Motion pictures			
302.2345	650 0 Television 650 0 Television viewers 650 0 Television and children.	Motion pictures, television, radio-- Television			
302.235	650 0 Telephone x Social aspects	Media (Means of communication)— Telephony and Telegraphy			
302.24	650 0 Rumor 650 0 Scandal 650 0 Scandal in mass media	Social interaction— Communication-- Content			
302.3	650 0 Decision making 650 0 Judgment 650 0 Cults x Psychology	Social interaction— Social interaction within groups— including bullying, teasing			
302.34	650 0 Friendship 650 0 Gangs 650 0 Small groups	Social interaction— Social interaction within groups— Social interaction in primary groups; Class here friendship			
302.346	650 0 Conversation	Social interaction— Social interaction within groups— Conversation			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
302.35	650 0 Corporate culture 650 0 Organizational behavior	Social interaction— Social interaction within groups— Social interaction in complex groups			
302.4	650 0 Social networks 650 0 Fraternalization 650 0 Group identity	Social interaction— Social interaction between groups; Including ingroups and outgroups			
302.5	650 0 Deviant behavior 650 0 Social comparison 650 0 Failure (Psychology)	Social interaction— Relation of individual to society			

302.54	650 0 Agression 650 0 Social values x Psychological aspects	Social interaction— Relation of individual to society --Response of individuals			
302.545	650 0 Social isolation	Social interaction— Relation of individual to society --Response of individuals--Isolation			
303.3	650 0 Power (Social sciences) 650 0 Social pressure 650 0 Manipulative behavior	Social processes— Coordination and control			
303.32	650 0 Cognition in children 650 0 Cognition and culture	Social processes— Coordination and control—Socialization; Class here conformity			
303.4824	650 0 Europe x Civilization 650 0 Americas x Discovery and exploration	Contact between cultures; Historical and Persons treatment; Contact between specific areas; Europe and the Americas			
303.484	650 0 Social movements 650 0 Protest movements 650 0 Demonstrations	Causes of change; Purposefully induced change; including dissent, radicalism; class here social innovation; social reform, social reform movements			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
303.4833	650 0 Information technology 650 0 Computer networks x Social aspects 650 0 Digital divide	Causes of change; Communication; Class here information technology			
303.4834	650 0 User interfaces (Computer systems) 650 0 Computers and civilization	Social change-Causes of change- Development of science and technology-Computers			

304.2	650 0 Human ecology 650 0 Human beings x Effect of environment on	Factors affecting human behavior; human ecology; class here ecological anthropology; human geography			
304.23	650 0 Human geography 650 0 Human territoriality 650 0 Personal space	Factors affecting human behavior; human ecology; Geographic, space, time factors, including territoriality			
304.25	650 0 Climate and civilization 650 0 Climatic changes x Social aspects	Factors affecting human behavior; human ecology; Climatic and weather factors			
304.27	650 0 Human-animal relationships	Factors affecting human behavior; human ecology; Biological factors; other than human			
304.28	650 0 Environmental degradation	Factors affecting human behavior; human ecology; Environmental abuse, including greenhouse effect; Class here social consequences of pollution, of misuse of resources			
305	650 0 Social groups 650 0 Social status 650 0 Social stratification	Social groups			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
305.2	650 0 Age groups 650 0 Conflict of generations 650 0 Intergenerational communication	Social groups--Age groups			
305.23	650 0 Children 650 0 Children in popular culture	Social groups—Age groups—Young people Through age 20			
305.231	650 0 Child development	Child development; class here interdisciplinary works on Child development	Do not use for child rearing; See 649.1... Psychological development see 155.4		

			Socialization see 303.32 Physical development, see 612.65		
305.232	650 0 Infants x Development 650 0 Toddlers x Development	Child development; class here interdisciplinary works on Child development; Infants; Children from birth through age two	Do not use for child rearing; See 649.1... Psychological development see 155.4 Socialization see 303.32 Physical development, see 612.65		
305.234	650 0 School children	Child development; class here interdisciplinary works on Child development; Children six to eleven; Class here preteens, school children	Do not use for child rearing; See 649.1... Psychological development see 155.4 Socialization see 303.32 Physical development, see 612.65		
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
305.235	650 0 Adolescence 650 0 Teenagers 650 0 Young adults	Child development; class here interdisciplinary works on Child development; Young people twelve to twenty	Do not use for child rearing; Use 649.1... Psychological development see 155.4 Socialization see 303.32 Physical development, see 612.65		
305.24	650 0 Adulthood	Social groups—Age Groups—Adulthood			
305.244	650 0 Middle age 650 0 Middle aged 650 0 Baby boom generation	Social groups—Age Groups—Persons in middle adulthood			

305.26	650 0 Aged xConduct of life 650 0 Aged vLife skills guides 650 0 Aged xPsychology	Social groups—Age Groups—Persons in late adulthood	Sociology of retirement in 306.38; Guides to retirement in 646.79		
305.4	650 0 Women 650 0 Women in popular culture	Social groups—Women—Class here interdisciplinary works on women, on females	Class here general collective biographies of women		
305.42	650 0 Feminism 650 0 Anti-feminism 650 0 Sex discrimination against women	Social groups—Women--Social status and role of women; Class here discrimination against women, feminism, women's movements			
305.5	650 0 Social classes 650 0 Classism 650 0 Racism	Social classes; Including persons by level of cultural development; Class here class struggle			
305.5122	650 0 Caste	Social classes; Including persons by level of cultural development; Caste systems			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
305.52	650 0 Upper class 650 0 Elites (Social sciences)	Social classes; Including persons by level of cultural development; Upper class; Class here aristocracy, elites			
305.5234	650 0 Rich people 650 0 Billionaires	Social classes; Including persons by level of cultural development; Upper class by economic status; Class here Rich people			
305.55	650 0 Middle class	Social classes; Including persons by level of cultural development; Middle class (Bourgeoisie); Class here persons of medium cultural development, moderately well to do			

305.552	650 0 Intellectuals	Social classes; Including persons by level of cultural development; Intelligentsia; Class here persons of high cultural development, intellectual elites			
305.554	650 0 Business people 650 0 Middle managers	Social classes--Middle classes (Bourgeoisie)- -Managerial and entrepreneurial classes			
305.56	650 0 Minorities 650 0 Socially handicapped 650 0 Peasantry zChina. 650 0 Slavery	Social classes--Lower, alienated, excluded classes			
305.562	650 0 Working class 650 0 Proletariat 650 0 Working poor	Social classes--Lower, alienated, excluded classes--Working class			
305.568	650 0 Tramps 650 0 Hermits 650 0 Hippies	Social classes--Lower, alienated, excluded classes--Alienated and excluded classes			
305.5688	650 0 Dalits	Social classes--Lower, alienated, excluded classes--Alienated and excluded classes-- Dalits			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
305.569	650 0 Underground homeless persons 650 0 Poverty 650 0 Rural poor	Social classes--Lower, alienated, excluded classes--Alienated and excluded classes-- Poor people			
305.56909	650 0 Social history yMedieval, 500- 1500 650 0 Poor xHistory	Social classes--Lower, alienated, excluded classes--Alienated and excluded classes --Poor people			
305.5692	650 0 Homeless persons vBiography	Social classes--Lower, alienated, excluded classes--Alienated and excluded classes-- Poor people			

305.6	650 0 Slaves xReligious life xHistory 650 0 Muslims, Black xHistory	Social groups-- Religious groups-- Muslims			
305.62	610 20 Catholic Church y20th century zUnited States xHistory 650 0 Catholics y20th century zUnited States xHistory	Social groups-- Religious groups-- Christians--Catholics as a social group			
305.686	650 0 Quakers	Social groups-- Religious groups-- Christians--Quakers as a social group			
305.696	650 0 Jews 650 0 Orthodox Judaism zIsrael 650 0 Hasidim	Social groups-- Religious groups-- Jews as a religious group			
305.697	650 0 Muslims in popular culture 650 0 Muslims xSocial conditions 650 0 Muslims zEurope	Social groups-- Religious groups-- Muslims as a social group			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
305.8	650 0 Ethnic groups 650 0 Ethnic relations 650 0 Race 650 0 National characteristics	Social groups—Ethnic and national groups; Class here specific indigenous and national groups			
305.868	650 0 National characteristics, Central Americans 650 0 Hispanic Americans	Social groups—Ethnic and national groups; Class here specific indigenous and national groups— Central Americans; Hispanic Americans			
305.8893	650 0 Greek Americans	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—			

		Greek Americans			
305.89149	650 0 Gypsies	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—Other Indic peoples—Romany people (Gypsies)			
305.89159	650 0 Kurds	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—Other Iranian—Kurds			
305.89185	650 0 Polish Americans	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—Slavs—Poles			
305.8924	650 0 Jews	Social groups—Ethnic and national groups; Class here specific indigenous and national groups---Semites--Jews			
305.8927	650 0 Arabs	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—Arabs and Maltese			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
305.895	650 0 Asian Americans	Social groups—Ethnic and national groups; Class here specific indigenous and national groups-East and Southeast Asian peoples			
305.8952	650 0 Japanese Americans	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—East and Southeast Asian peoples--Japanese			

305.89592	650 0 Vietnamese Americans	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—East and Southeast Asian peoples—Viet-Muong peoples			
305.89594	650 0 Hmong Americans	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—East and Southeast Asian peoples—Miao and Yao peoples			
305.896	650 0 African Americans 650 0 Blacks	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—African Americans			
305.8968	650 0 Hispanic Americans	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—Hispanic Americans			
305.897	650 0 Indians 650 0 Indians in popular culture 650 0 Whites x Relations with Indians	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—American native peoples			
305.90691	650 0 Refugees 650 0 Immigrants 650 0 Nomads	Persons with status defined by changes in residence—Immigrants; Displaced persons; Nomads			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
305.90697	650 0 Veterans	Persons with status defined by changes in residence—Veterans of military service			

305.9081	650 0 Blind 650 0 People with visual disabilities 650 0 Children with visual disabilities	Persons with disabilities and illnesses, gifted persons—Blind persons			
305.9082	650 0 Deaf x History 650 0 Hearing impaired infants	Persons with disabilities and illnesses, gifted persons—Deaf persons			
305.963	650 0 Farmers 650 0 Migrant agricultural workers	Persons by occupation other than generalists—Agricultural occupations			
306	650 0 Anthropology 650 0 Social anthropology 650 0 Popular culture 650 0 Fads	Culture: the aggregate of a society's beliefs, folkways, mores, science, technology, values, arts; Class here mass culture (popular culture), cultural and social anthropology	Class cultural exchange in 303.482 Class physical anthropology in 599.9 Class history of a specific ethnic group in 900 For customs and folklore, see 390		
306.1	650 0 Subculture 650 0 Counterculture 650 0 Goth culture (Subculture)	Subcultures; including Counterculture, Drug culture	Class subcultures of specific groups in 305 Class drug usage considered as a social problem in 362.29		
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
306.36	650 0 Work x Social aspects 650 0 Quality of work life 650 0 Dual-career families 650 0 Industrial sociology	Systems of labor; including free labor systems; Class here industrial sociology, sociology of work			
306.362	650 0 Slavery	Systems of labor; Slavery			

306.38	650 0 Retirement	Systems of labor; Retirement	See also 646.79 for guides to retirement		
306.47	650 0 Arts and globalization	Specific aspects of culture; Art; including Arts and crafts			
306.7	650 0 Sex 650 0 Man-woman relationships 650 0 Sex (Psychology)	Culture and institutions--Sexual relations			
306.734	650 0 Courtship	Culture and institutions--Sexual relations—General institutions—Courtship and engagement			
306.766	650 0 Homosexuality 650 0 Gay culture	Culture and institutions--Sexual relations—Sexual orientation— Homosexuality; Class here gay liberation movement; gays, homophobia			
306.7662	650 0 Gay men 650 0 Homosexuality, Male	Culture and institutions--Sexual relations—Sexual orientation—Male homosexuality			
306.7663	650 0 Lesbians 650 0 Lesbian culture	Culture and institutions--Sexual relations—Sexual orientation— Lesbianism			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
306.768	650 0 Transsexuals x Identity 650 0 Female-to-male transsexuals	Culture and institutions--Sexual relations—Sex orientation— Transsexuality			
306.81	650 0 Brides 650 0 Marriage in popular culture 650 0 Marriage	Marriage and marital status; Class here persons by marriage status; interdisciplinary works on marriage, marriage status			

306.8153	650 0 Single women	Culture and institutions—Marriage and family—Marriage and marital status—Single marital status—Single women			
306.82	650 0 Mate selection 650 0 Mail order brides	Culture and institutions—Marriage and family—Patterns in mate selection			
306.83	650 0 Kinship	Culture and institutions—Marriage and family --Types of kinship systems; including matrilineal, patrilineal, totemic systems			
306.84	650 0 Forced marriage 650 0 Intermarriage 650 0 Open marriage 650 0 Remarriage	Culture and institutions—Marriage and family-- Types of marriage and relationships			
306.841	650 0 Civil unions	Culture and institutions—Marriage and family-Types of marriage and relationships- Cohabitation; class here common law marriage; domestic partnerships, unmarried couples			
306.8423	650 0 Polygamy 650 0 Polygyny 650 0 Non-monogamous relationships	Culture and institutions—Marriage and family-Types of marriage and relationships- Polygamy; Including ménage a trois			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
306.848	650 0 Same-sex marriage 650 0 Gay couples	Culture and institutions—Marriage and family-Types of marriage and relationships-Same-sex marriage			

306.85	650 0 Dual-career couples 650 0 Family 650 0 Family x Psychological aspects	Culture and institutions—Marriage and family-Family			
306.856	650 0 Single-parent families 650 0 Single parents 650 0 Children of single parents 650 0 Teenage mothers	Culture and institutions—Marriage and family-Family--Single-parent family; class here divorced families with single-parent custody, unmarried parents, unmarried parenthood			
306.87	650 0 Family 650 0 Parents-in-law	Intrafamily relationships; Including men by kinship characteristics; women by kinship characteristics; persons by kinship characteristics	Description of relationships; for improving relationships consider 646.7s;For improving Parent-child relationships, consider 649.1s		
306.872	650 0 Husband and wife. 650 0 Dual-career families 650 0 Married people 650 0 Marital conflict	Culture and institutions—Marriage and family-Intrafamily relationships--Husband-wife relationship			
306.8722	650 0 Husbands 650 0 Married men	Culture and institutions—Marriage and family-Intrafamily relationships--Husband-wife relationship--Husbands			
306.8723	650 0 Wives 650 0 Married women	Culture and institutions—Marriage and family-Intrafamily relationships--Husband-wife relationship--Wives			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	

306.874	650 0 Birthparents 650 0 Children of divorced parents 650 0 Children of single parents 650 0 Aging parents 650 0 Adoptive parents	Culture and institutions—Marriage and family-Intrafamily relationships--Parent-child relationship; including children of unmarried parents, adopted children; only child; Class here generation gap within families; Comprehensive works on generation gap in 305.2			
306.875	650 0 Brothers and sisters 650 0 Twins	Culture and institutions—Marriage and family-Intrafamily relationships--Sibling relationships			
306.877	650 0 Incest	Culture and institutions—Marriage and family-Intrafamily relationships--Incest--Sociology			
306.88	650 0 Death x Social aspects 650 0 Desertion	Culture and institutions—Marriage and family-Alteration of family arrangements; including desertion			
306.882	650 0 Widowers	Culture and institutions—Marriage and family-Alteration of family arrangements--Widowers			
306.883	650 0 Widows	Culture and institutions—Marriage and family-Alteration of family arrangements--Widows			
306.89	650 0 Divorce 650 0 Divorce mediation	Culture and institutions—Marriage and family-Alteration of family arrangements-Separation and divorce; including binuclear family and shared custody			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	

306.893	650 0 Separated women	Culture and institutions—Marriage and family—Alteration of family arrangements—Separation and divorce—Separated and divorced women			
320.01	650 0 Political science x Philosophy 650 0 Political science x Early works to 1800 650 0 Social contract	Political science (Politics and government)—Philosophy and theory			
320.1	650 0 State, The	Political science (Politics and government)—The state			
320.11	650 0 Social contract 650 0 Law x Philosophy	Political science (Politics and government)—The state—Theories of origin			
320.55	650 0 Christian conservatism 650 0 Religious right	Political science (Politics and government)—Political ideologies--Religious ideologies--Political science; Theocracy--political ideology; Political science view of religiously oriented theories and ideologies			
320.557	650 0 Islam and state 650 0 Islamic fundamentalism 650 0 Ummah (Islam)	Political science (Politics and government)—Political ideologies--Religious ideologies—Islamic ideologies; Class here Islamic fundamentalism, Islamism			
320.6	650 0 Public policy 650 0 Political planning 650 0 Policy sciences	Political science (Politics and government)—Policy making			

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
320.9	650 0 Political geography 650 0 World politics	Political science (Politics and government)—Political situations and conditions		
320.97	651 0 United States x Politics and government y 1945-1989 v Caricatures and cartoons 651 0 United States x Politics and government y 1989-1993 v Caricatures and cartoons	Political science (Politics and government)—Political situations and conditions	Prefer 973... for specific eras or historical events	Best editorial cartoons of the year
322.4	650 0 Radicalism 650 0 Protest groups 650 0 Social action 650 0 Blogs x Political aspects	Political science (Politics and government)-Relation of the state to organized groups and their members-Political action groups		
322.42	650 0 Terrorists v Encyclopedias 650 0 New Left x History y 20 th century	Political science (Politics and government)-Relation of the state to organized groups and their members-Political action groups Revolutionary and subversive groups		
322.43	650 0 Pressure groups	Political science (Politics and government)-Relation of the state to organized groups and their members-Political action groups-Pressure groups		
322.44	650 0 Social movements	Political science (Politics and government)-Relation of the state to organized groups and their members-Political action groups-Reform movements		

323.1		Civil and political rights-Civil and political rights of nondominant groups			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
323.11		Civil and political rights-Civil and political rights of nondominant groups-Ethnic and national groups			
323.1168	650 0 Mexican Americans x History y 20 th century 650 0 Return migration z Mexico x History y 20 th century	Civil and political rights-Civil and political rights of nondominant groups-Ethnic and national groups-			
323.1196		Civil and political rights-Civil and political rights of nondominant groups-Ethnic and national groups-African Americans			
323.1197		Civil and political rights-Civil and political rights of nondominant groups-Ethnic and national groups-Indians of North America			
323.173					
323.4					

323.62					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
324.22					
327.1					
327.101					
327.117					
327.12					
327.14					

327.16					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
327.17					
327.172					
327.174					
327.1747					
328		Legislative process			
328.1		Legislative process			

328.2	650 0 Referendum	Legislative process— Initiative and referendum			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
328.334					
328.38					
330.126	650 0 Mixed economy 650 0 Welfare economics 650 0 Welfare state	Economics—Systems, schools, theories— Systems—Mixed economies			
330.16	650 0 Poverty 650 0 Wealth 650 0 Wealth x Moral and ethical aspects	Economics—Systems, schools, theories— Systems—Theories of wealth			
331.11					
331.11734					

331.125					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
331.12791					
331.128					
331.136					
331.21					

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
331.28137	650 0 School employees z Kansas v Statistics 650 0 Teachers z Kansas v Statistics 650 0 School administrators z Kansas v Statistics 650 0 Educational surveys z Kansas v Statistics 650 0 Education z Kansas v Statistics			Kansas USD's certified personnel	
331.31					
331.318					
331.38					
331.88					
331.8811					

355.30947	651 0 Russia x Armed forces x Organization x History	Military science—organization and personnel of military forces--Russia			
355.3434					
355.					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
355.4					
355.43					

355.71					
355.81					
356.113	<p>6 United States xHistory. 5 0 Military yTo 1900. 1 6 United States xHistory. 5 0 Military y20th century. 1 :</p>				
358.175					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
358.3					

362.16	650 0 Long- term care of the sick 650 0 Nursing homes 650 0 Aged x Long-term care	Medical services- Services of specific kinds of institutions- Extended medical care facilities; Including convalescent homes, extended medical care facilities for persons in late adulthood; nursing homes providing complete medical care			
362.19....	650 0 [Disease] x Patient v Biography		Do not use; place with specific physical or mental disease or condition		
362.29					
362.293					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
362.6					

362.61		Problems of and services to persons in late adulthood; Class here comprehensive works on life care communities (continuing care retirement communities) and on rest homes [both formerly also 362.16]; assisted living; facilities providing minimal medical care, e.g., medication maintenance; services of old age homes	Titles with an emphasis on residential medical care, prefer 362.16		
362.7					
362.7083					
362.61					
362.7					

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
362.74					
362.76	650 0 Abused children 650 0 Abused children x Services for	Problems and services to young people- Specific kinds of young people-Abused and neglected children			
362.88					
362.883					
362.973	650 0 Social service 650 0 Social advocacy	Social welfare, problems and services in the United States			

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
363					
363.25					
363.256					
363.2595					

363.2596					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
363.5					
363.55					
364					
364.1					

364.12					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
364.132					
364.152					
364.15554	650 0 Abused children 650 0 Children x Crimes against 650 0 Child sexual abuse	Criminal offenses- Offenses against the person-Other violent offenses against persons-Assault and battery-Child abuse			

364.162					
364.163					
364.177					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
364.2					

782.27	650 0 Hymns	Specific sacred vocal forms-- hymns	Hymns without music in 264.23	
791.4572	630 00 On the road with Charles Karat (Television program)	Television—Single programs		

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
910.202	650 0 Ocean travel 650 0 Safaris 650 0 Cruise lines v Guidebooks	Geography & travel-Miscellany- World travel guides	Also use for Cruise ships and cruise vacations	
914-919			Use for titles emphasizing popular culture, geography, customs, dress, foods for countries or areas of countries, some history, primarily used for youth titles	
914.3712	651 0 Prague (Czech Republic) x Description and travel 651 0 Prague (Czech Republic) v Guidebooks			
914.531	651 0 Venice (Italy) v Guidebooks 651 0 Venice (Italy) x Description and travel			
914.563	651 0 Rome (Italy) v Guidebooks 651 0 Rome (Italy) x Description and travel		Do not use for Roman empire	
914.672	651 0 Barcelona (Spain) v Guidebooks 651 0 Barcelona (Spain) x Description and travel			
917.1	651 0 Canada v Guidebooks 651 0 Canada x Description and travel			

917.3	651 0 United States v Guidebooks 651 0 United States x Description and travel			
92...			Do not use for most collective biographies unless otherwise specified in following classifications; prefer classification for specific subject areas	
929.2	600 30 [family surname of primary person(s)] 600 10 [primary person(s)]	Genealogy, names, insignia- Family histories	For general family histories not emphasizing particular subject areas	
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
929.3...			Use for Cemetery records as well as vital records for Genealogy collection; take out to state or country level only; Double cutter for U.S. county	
929.5...			Do not use; use 929.3...	
932	651 0 Egypt †x History †y To 640 A.D.		General works on ancient Egypt; can further subdivide within classification by specific periods; Do not use option 962.01	

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
940-999			Countries and United States, States – History alone and cultural/ history of a specific historical period Use base number 940-999, do not add historical periods.	
944.0813	650 0 France x History y 1870-1940	History of Europe-Western Europe-France and Monaco-France-1870- -1900-1914		
970.1	650 0 Indians of North America	History of North America-North American native peoples	Prefer over geographic placement of Native American tribes for titles involving history, social life and customs	
972	650 0 Aztecs. 650 0 Mayas			Aztecs, Mayans, and (treated equally) for juvenile titles
972.01	650 0 Indians of Mexico x History			Aztecs, Mayans, and Toltecs (treated equally for juvenile titles)
972.81	650 0 Mayas	Central America-Guatemala-Mayan period, ca. 300-900	Use for Maya Indians	Mayas treated alone for juvenile titles
980	651 0 Latin America x History		General works on Latin American history; can further subdivide within classification by	

			specific country and specific time periods	
985.019	650 0 Incas 650 0 Incas x History	History of South America-Countries and localities-Peru-Period of Inca Empire	Use for Youth and adult titles	

ITEM ID: BAR CODE NUMBER
PRICE: Use the retail price

TYPE: BOOK
HOME LOCATION: ONSHELF
ITEM CAT 1: NONFICTION
ITEM CAT 2: ADULT
NUMBER OF PIECES: 1

Computer Books

Dewey	Subject Heading	DDC Instruction	JCL Notes
004.023	Computer networks †x Examinations †v Study guides Telecommunications engineers †x Certification 690 Computer certification tests †v Study guides 690 CompTIA Network+ certification	Computer networks	All materials on computer certification will be classed in 004.023 and have a local subject heading
004.072	Computer science †x Research Computer science †x History.		
004.0922	Computer scientists †v Biography		Including American computer scientists
004.165 MACINTOS	650 0 (name of specific computer)	Place works on fixing, upgrading, installing hardware for specific types pf personal computers	Double cutter for computer; drop manufacturer name and note version-MACINTOS; PRESARIO, but IBMPC; note version
004.6	650 0 Intranets (Computer networks)	Class here works concerning intranets and building and upgrading pc networks	
004.62	Wireless Application Protocol (Computer network tool) Wireless communication systems Computer network protocols Wireless Internet Web sites †x Design Routers (Computer networks) Computer networks Computer networks †x Standards	Interfacing and communications protocols Interfacing protocols--Computer science Wireless Web usability Routers	Use for titles about computer/Internet usability

005.133 PERL	650 0 Perl (Computer program language) 650 0 Programming languages (Electronic computers)	Specific programming languages; including application generators, nonprocedural (declarative) languages, text editors specially designed to assist in coding programs	Double cutter for language; drop manufacturer name, note version
005.262 JAVA	650 0 Java (Computer program language) 650 0 Object-oriented programming (Computer science)	Specific programming languages; including application generators, nonprocedural (declarative) languages, text editors specially designed to assist in coding programs	Double cutter for language; drop manufacturer name; note version
005.262 JAVASCRI	650 0 JavaScript (Computer program language) 650 0 Object-oriented programming (Computer science)	Specific programming languages; including application generators, nonprocedural (declarative) languages, text editors specially designed to assist in coding programs	Double cutter for language; drop manufacturer name; note version
005.262 VISUAL BASIC 2005	650 0 Application software 650 0 Client/server computing 630 00 Microsoft Visual BASIC	Class here works on programming using specific enhanced computer programming languages such as Visual Basic, Visual C#.Net	Using the code to create applications Double cutter for language; drop manufacturer name VISUAL BASIC; note version

005.262 VISUAL C#.NET	630 00 Microsoft Visual C# .NET 650 0 Programming languages (Electronic computers)	Class here works on programming using specific enhanced computer programming languages such as Visual Basic, Visual C#.Net	Double cutter for language; drop manufacturer name; note version
005.268 PALMOS GARNET	630 00 Palm OS 650 0 Operating systems (Computers) 650 0 Pocket computers	Class here works on programming for specific operating systems	Double cutter for operating system; note version
005.276	650 0 Internet programming 650 0 CGI (Computer network protocol) 650 0 Computer network protocols	Class here general works on Web programming. If more than one language is involved, use this number. If it is material on CGI (Common gate) and not language specific, class here with the additional subject 650 0 Computer network protocols.	
005.276 ROBOHELP	630 00 RoboHELP (Computer file) 650 0 Online data processing 650 0 Question-answering systems 650 0 Web site development		Double cutter for specific suite of tools; drop manufacturer name; note version

<p>005.276 VISUAL STUDIO</p>	<p>630 00 Microsoft Visual studio 650 0 Internet programming 650 0 Web site development 650 0 Application software ≠x Development</p>	<p>Client-server programming</p>	<p>Double cutter for specific suite of tools; drop manufacturer name; note version</p>
<p>005.2762 PHP</p>	<p>650 0 PHP (Computer program language) 650 0 Internet programming</p>	<p>Class here about Web programming in a specific language</p>	<p>Using the code to create applications on the Web Double cutter for language; drop manufacturer name; note version</p>
<p>005.2762 VBSCRIPT</p>	<p>650 0 VBScript (Computer program language) 650 0 Internet programming</p>	<p>Class here about Web programming in a specific language Add subject heading for the language</p>	<p>Using the code to create applications on the Web Double cutter for language; drop manufacturer name; note version</p>
<p>005.2765 IBMPC</p>	<p>650 0 IBM Personal Computer ≠x Programming. 650 0 Internet programming</p>	<p>Class here Web programming for specific processors, for computer systems based on specific computers</p>	<p>Double cutter for computer; note version</p>

005.2765 MAC	650 0 Macintosh (Computer) ≠x Programming 650 0 Internet programming	Class here Web programming for specific processors, for computer systems based on specific computers	Double cutter for computer; note version
005.2768 LINUX 9	630 0 Linux 650 0 Client/server computing 650 0 Internet programming	Class here Web programming for specific operating systems.	Change from 005.262; Double cutter for Operating system, LINUX, note version
005.2768 MACOSX TIGER	MAC OS 650 0 Client/server computing 650 0 Internet programming	Class here Web programming for specific operating systems.	Change from 005.262; Double cutter for Operating system, MACOSX, note version TIGER, PANTHER. JAGUAR
005.2768 UNIX	630 0 Unix 650 0 Client/server computing 650 0 Internet programming	Class here Web programming for specific operating systems.	Change from 005.262; Double cutter for Operating system, UNIX, note version

CATALOGING MANUAL

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Example: 1 FOLDER, 1 CD-ROM

SERIAL RECORDS

For all continuing resources that circ or will circ after a new edition comes, they will now be entered as monograph records. We will normally keep only 2 years of any title. For travel guides, and other materials we will continue to use the year on the cover/title page for the 092 field and the labels. If there is no year on the cover/title page, use the copyright year. This will apply to travel guides, test guides, college books, and short story collections. For books like best Fantasy/Science Fiction of a year, if there is a 505 note keep it. If there isn't one, we will not add one.

POETRY COLLECTIONS

If there are 50 or fewer different poems, add a 505 with all the titles