## CATALOGING MANUAL – ADULT NONFICTION TABLE OF CONTENTS

ADULT NON-FICTION	1
ASVAB	12
AUTOMOTIVE REPAIR MANUALS	13
CHILTON AND HAYNES AUTOMOTIVE REPAIR MANUALS	16
BIOGRAPHY/INDIVIDUAL	19
BIOGRAPHY/COLLECTIVE	22
BOOK NOTES (809)	23
CIVIL SERVICE BOOKS	26
COLLEGE AND HIGH SCHOOL ASSESSMENT TEST STUDY GUIDES	31
DEWEY UPDATES 000-999	34
COMPUTER CERTIFICATION BOOKS	163
COMPUTER BOOKS	166
CRIME/HOMICIDE/MURDER (364)	186
DDC DECISIONS BY SUBJECT	187
FOREIGN LANGUAGE COLLECTION	191
GOVERNMENT DOCUMENTS	193
OCLC SEARCHING	194
LARGE PRINT	205
LAW (340'S)	207
MUSIC (780)	208
PLACE NAMES (910.3 VS. 910.014)	214
PUBLISHERS	215
TOEFL	216
TRAVEL GUIDES (91X)	218
SPANISH COLLECTION	220
VERTICAL FILE	223

#### **Adult Non-Fiction**

#### MINIMUM MARC FIELDS:

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



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 headcataloger.

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

single date S

reprint/reissue date and original date r

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

Revised: August 13, 2014

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])—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  $\pm b$  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: 1<sup>st</sup> ed., 1<sup>st</sup> U.S. ed., 1<sup>st</sup> 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 —  $\ddagger$ c 2007.

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

<u>ADAPTED</u> – Use the adaptation date. Text has been changed.

<u>EDITED</u> – 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.

<u>NEW FOREWORD</u> – 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.

<u>PUBLISHING DATE AND COPYRIGHT DATE</u> – 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.

<u>RENEWED</u> – If the copyright date has been renewed, use the original copyright date.

<u>REPRINTS</u> – 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.

<u>TWO COPYRIGHT DATES SEPARATED BY A COMMA</u> – 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 / ‡rLester 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 19<sup>th</sup> century setting of a work that was written in the 19<sup>th</sup> 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, Domestics, 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

Revised: August 13, 2014

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)

(2022 tharacters mercure	character cut off for douc		
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	<b>OLDSMOBI</b> LE	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

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 <u>do not double cutter</u> 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)

ACURA	ISUZU	SATURN	MOTORCYCLES
ALFA ROMEO	JAGUAR	SUBARU	629.2877
AMERICAN MOTORS	JEEP	SUZUKI	BMW
AUDI	KIA	ТОУОТА	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		

#### 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

Revised: August 13, 2014

18

## 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 1<sup>st</sup> 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.

<u>Names in Direct Order</u> 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.

<u>Persons with Titles</u> 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

21

## **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** 

BAR CODE NUMBER ITEM ID: 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 20<sup>th</sup> 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	Air traffic controller	
AUTOMOTI	Automotive mechanic	Automotive mechanic	
(Automotive)	Automotive serviceman		
BUILDING	Building superintendent		

Revised: August 13, 2014

_	
(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 adminstrative 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
FINANCE	Accountant
	Account clerk
	Assistant accountant
	Auditor
	Bookkeeper
	Cashier
FIRE	Fire alarm dispatcher
(Fire Department)	Fire fighter
	Lieutenant, fire department

Revised: August 13, 2014

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) ½v Study guides.
- 650 Universities and colleges ‡x Entrance examinations ‡v Study guides.
- 650 0 Scholastic Aptitude test ‡v Study guides.
- 650 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	and rodding	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	Broadcast media	News programs
070.4	broadcasting of news 650 0 Journalism 650 0 Freelance journalism	Television Journalism	in 070.43  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	jeaaiie
070.52	650 0 Fiction x Marketing 650 0 Authors and publishers	PublishingRelations 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 personsWomen	
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 Metacogni tion 650 0 Form (Philosoph y) 650 0 Matter 650 0 Order (Philosoph y) 650 0 Prime matter (Philosoph y)
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		Hutchinso n 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	CrystalsOccultism		
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 Radiethesia	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	Magic and witchcraft	
100.10	650 0 Magic	Magic and Witcherart	
133.5	650 0 Astrology	Astrology	
133.53	650 0 Houses	Astrology— Specific	
	(Astrology)	aspects of western	
	650 0 Aspects	astrologyPlanets, moon,	
133.54	(Astrology)	Sun Astrology specific	<u> </u>
133.54	650 0 Horoscopes	Astrology—specific aspects of western	
		astrologyHoroscopes	
133.542	650 0 Horoscopes	Casting horoscopes	
133.58	650 0 Astrology	Astrology— specific	
		aspects of western	
		astrologyApplication of	
133.5861	650 0 Medical	astrology to specific topics	
133.5001	astrology 650 0 Health and astrology		
133.58646	650 0 Love		
	650 0 Mate selection		
	650 0 Dating		
100 700	650 0 Astrology		
133.592		Types or schools of	
		astrology originating in or associated with a specific	
		area	
133.5925	650 0 Astrology,	Astrology-Asia-Tibet	
	Tibetan		
133.6	650 0 Palmistry	Palmistry	
133.82	650 0 Telepathy	Mind reading; telepathy	
133.86	650 0 Precognition	PrecognitionPurported	
		knowledge of the future, obtained through some	
		paranormal means.	
133.9	650 0 Spiritualism	Spiritualism; Phenomena	See notes for
		and systems of ideas	other specific
		connected with belief in	Deweys
		communication with spirits	
		(discarnate beings)	

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	PsychologyTesting 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, viewpointsOther systems of psychology; including personal construct psychology	
150.1986	650 0 Humanistic psychology	Humanistic psychology	
150.1987	650 0 Transpersonal psychology 650 0 Psychology v	Application is found in transactional analysis	
150.3	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	VisionPsychology; Visual perceptionPsychology		
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 perceptionpsychology; itchpsychology; ticklingpsychology		
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; boredompsychology	General works on emotions; works dealing with specific emotions go in the specific Dewey classifications	
152.41	650 0 Love 650 0 Empathy	Affectionpsychology; Lovepsychology; Empathypsychology;		

152.42	650 0 Smile 650 0 Joy 650 0 Ecstasy	Pleasure, enjoyment, happiness, joy, ecstasy	
	650 0 Pleasure		
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; Envypsychological aspects; Jealousy; Jealousypsychological 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	

ĺ	Larri	1	1
	thinking		
	650 0 Thought and		
	thinking v Problems,		
	exercises, etc.		
153.43	650 0 Problem	Reasoning	
100.40	solving	reasoning	
	650 0 Reasoning		
153.44	650 0 Intuition	Intuition	
155.44	050 0 intuition	Intuition	
153.46	650 0 Decision	Judgment; judgment	Moral
133.40			
	making	psychology	judgment—
	650 0 Errors x		155.232
450.0	Psychological aspects	O constanting O const	
153.6	650 0 Verbal self-	Communication—Speech	
	defense	Psychology	
	650 0 Verbal behavior		
	650 0 Voice x		
	Psychological aspects		
	650 0 Interpersonal		
	communication		
	650 0		
	Miscommunication		
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	Perceptual processes—	
100.700	perception	Types of perception—Face	
	perception	perception	
153.8	650 0 Motivation	Will (Volition);including	For
133.0	(Psychology)	self-control; class here	physiological
	650 0 Autonomy	intentionality, motivation;	drives, see
		comprehensive works on	152.5
	(Psychology)	drives	132.3
153.852	650 0 Persuasion	Persuasion	
100.002		i cisuasiuli	
	(Psychology)		
	650 0 Interpersonal communication		
	650 0 Persuasion		
153.853	(Rhetoric)	Projewachina	
103.003		Brainwashing	
150.0	GEO O Abilita	Intelligence and antitude:	Do not upo for
153.9	650 0 Ability	Intelligence and aptitudes	Do not use for
	650 0 Intellect	Class here intellect,	intelligence
		intelligence levels, multiple	tests 153.93 or
		intelligences	for aptitude
450.00	CEO O Intelligrance	Intelligence out and tout	tests, 153.94
153.93	650 0 Intelligence	Intelligence and aptitudes -	
1	tests	-Intelligence tests	
	650 0 Stanford-Binet		

	Test		
153.94	650 0 Ability x Testing	Intelligence and aptitudesAptitude 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 techniquespsychological 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 topicsStress	
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	

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 <sup>th</sup> 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 foundationsDictionaries		
201.3082	650 0 Women heroes x Mythology	Specific aspects of religion-Religious mythologyWomen 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 religionShamanism	Formerly 291.144
201.44097	650 0 Shamanism z North America	Specific aspects of religion—General classes of religionShamanism	
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 disciplinesListening	
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	

004.05	050 0 0 11 1	0 '6'		
201.65	650 0 Religion and science	Specific aspects of religion—Religions and secular		
		disciplinesScience		
201.6508	650 0 Religion and science 650 0 Natural history x Religious aspects	Specific aspects of religion—Religions and secular disciplinesNatural history and religion	Formerly 291.175	
201.653	650 0 Physics x Religious aspects	Specific aspects of religion—Religions and secular disciplinesPhysics and religion		
201.691	650 0 Travel x Religious aspects	Specific aspects of religion—Religions and secular disciplinesTravel		
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 issuesPolitics	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		

202.002	CEO O Faminiam V	Consists the colors	T
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 venerationGod, gods, goddesses, divinities and deities	
202.113	650 0 Gods 650 0 Thunder gods	Objects of worship and venerationGod, 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 deitiesFemale goddesses	
202.117	650 0 Miracles	Objects of worship and veneration God, gods, goddesses, divinities and deitiesFemale 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 venerationGod, 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 venerationGod, gods, goddesses, divinities and deities - -Nature	
202.15	650 0 Angels 650 0 Angels v Miscellanea	Objects of worship and venerationGod, gods, goddesses, divinities and deities —Good spirits; class here angels	
202.16	650 0 Devil	Objects of worship and venerationGod, gods, goddesses, divinities and deities—Evil spirits;	

		г		
		class here demons,		
		devils		
202.2	650 0 Man	Specific aspects of		
	(Theology)	religionHumankind,		
	650 0 Self	including atonement,		
	(Religious aspects)	creation of		
		humankind,		
		repentance, salvation, sin, soul		
202.3	650 0 Death x	Specific aspects of		
202.0	Religious aspects	religionEschatology		
	650 0 Future life	Toligion Econatology		
	650 0 End of world			
202.4	650 0 Creation	Specific aspects of		
		religion—Creation		
		and cosmology		
203	650 0 Theology v	Specific aspects of	Formerly 291.3	
200	Dictionaries	religion—Public		
		worship and other		
		practices		
203.1	650 0 Healing x	Specific aspects of		
	Religious aspects	religion—Public		
	650 0 Spiritual	worship and other		
	healing	practices—Religious		
000.5	050 0 0	healing		
203.5	650 0 Sacred space	Specific aspects of		
	650 0 Caves x Religious aspects	religion—Public worship and other		
	650 0 Ancestral	practices—Sacred		
	shrines	places, class here		
		grottoes, holy		
		buildings, pagodas,		
		shrines, temples		
203.51	650 0 Pilgrims and	Specific aspects of		
	Pilgrimages	religion—Public		
		worship and other		
		practices		
202.0	GEO O Doligious	Pilgrimages		
203.8	650 0 Religious	Specific aspects of religion—Public		
	etiquette 650 0 Rites and	worship and other		
	ceremonies	practices—Rites and		
	33.333	ceremonies		
203.8082	650 0 Women x	Specific aspects of		
	Religious life	religion—Public		
	650 0 Rites and	worship and other		
	ceremonies	practices—Rites and		
		ceremonies for		
200.5	0.00 0.00	women		
203.81	650 0 Birth customs	Specific aspects of		
	x Religious aspects	religion—Public		
		worship and other practices—Birth rites		
		practices—bitti fites	1	

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, yogaMeditation	

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 practiceWomen		
204.4083	650 0 Children x Religious life	Religious life and practiceChildren		
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 practiceAsceticism	
205.693	650 0 Cloning; 650 0 Human-animal relationships x Religious aspects 650 0 Speciesism x Religious aspects	Animalstreatment ofreligion; Vegetarianism ethicsreligion	
205.6976	650 0 Abortion x Religious aspects	Specific moral issues, sins, vices, virtues— Abortion—ethicsreligion	
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	Liberation theology— Roman Catholic	
231.73	Church x Doctrines 650 0 Miracles	MiraclesChristianity	
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	SinMoral 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 relationsethics religionChristianity	

241.672	650 0 Sex x Biblical teaching 650 0 Sex instruction for children x Religious aspects 650 0 Chastity 650 0 Encouragement x	Christian ethics— Specific moral		
	Religious aspects x Christianity	issuesConversation		
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	Courtshipethics- religion-Christianity		
241.68	650 0 Wealth x Moral and ethical aspects 650 0 Wealth x Religious aspects 650 0 Money x Biblical teaching	Consumptionethics- -religionChristianity		
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; Ecologyethics religionChristianity; Environmentethics religionChristianity; Liferespect for ethicsreligion Christianity; Nature respect forethics religionChristianity	Use for general/comprehensive discussions; look for classifications for specific issues	
241.693	650 0 Animal welfare x Religious aspects xChristianity 650 0 Dogs x Religious aspects x Christianity	Animalstreatment ofethicsreligion Christianity; Hunting ethicsreligion Christianity; Vegetarianism ethicsreligion 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	LentDevotional 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,	

242.5	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. 630 00 Bible x	trouble, bereavement  Prayers and	Add 630 for specific	
	Devotional literature 630 00 Bible x Meditations 630 00 Bible. p O.T. p Psalms XXIII x Meditations	meditations based on passages of the Bible for devotions;	passage if available	
242.64	650 0 Young adults x Religious life 650 0 Young adults x Prayer-books and devotions	Young adults religionChristianity devotional literature	Covers 20s to just before Aged	
242.642	650 0 Christian men x Prayer-books and devotions	Menreligion Christianity devotional literature		
242.643	650 0 Christian women x Prayer- books and devotions 650 0 Christian women x Religious life	Womenreligion 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	MothersReligion Christianity devotional literature		
242.644	650 0 Married people x Religious life 650 0 Married people x Prayer- books and devotions	Married persons ReligionChristianity- -Devotional literature		
242.645	650 0 Parents x Prayer-books and devotions	ParentsReligion 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- -religionChristianity- -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 prayersChristianity; Class here prayer books	
242.80089	650 0 African Americans x Religion 650 0 Prayers	Collections of prayersAfrican Americans	
242.80096	650 0 Christians z Africa v Prayer- books and devotions x English	Geographic treatment of prayersAfrica	
242.802	650 0 Prayers x Catholic Church 650 0 Benediction x Catholic Church	Collections of prayersChristianityby adherents of specific denominations and sectsCatholic Church	
242.8041	650 0 Prayers x Lutheran Church 650 0 Benediction x Lutheran Church	Collections of prayersLutheran	
242.843	650 0 Women v Prayer-books and devotions x English	Collections of prayers for specific classes of personswomen	
242.8431	650 0 Mothers x Prayer-books and devotions	Collections of prayers for specific classes of personsMothers	
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 personsSingle 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	

	1	for openitie	T	1
		for specific classifications		
		Classifications		
0.40.040	050 0 0 4 1			
248.242	650 0 Catholic	Conversion from		
	converts	Protestantism to Roman Catholicism		
248.246	650 0 Christian	Conversion from non-		
240.240	converts	Christian religions to		
	650 0 Christian	Christianity		
	converts from	,		
	Judaism			
248.29	650 0 Christian	Christian experience,	Class personal	
	pilgrims and	practice, life—	accounts of	
	pilgrimages	religious	pilgrimages in 263.041	
		experience—other religious experiences		
248.3	650 0 Worship	WorshipChristianity		
	650 0 God x			
	Worship and love			
	650 0 Desire for			
0.40.00	God			
248.32	650 0 Prayer	Prayer	For individuals	
	650 0 Intercessory prayer			
248.34	650 0 Meditation x	Meditation and		
210.01	Christianity	contemplation		
	650 0 Spiritual life x	'		
	Christianity			
248.4	650 0 Christian life	Christian life and	How to lead a	
	650 0 Character x	practice	Christian lifeGeneral	
	Religious aspects x Christianity		guides	
	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			
248.4019	650 0 Creative	Christian life and		
	ability x Religious	practiceCreativity		
	aspects x			
	Christianity			
248.46	650 0 Spiritual	Christian life and		
	journals	practice—individual		
	650 0 Spiritual journals x Authorship	observances, including ceremonial		
	650 0 Food x	and ritual		
	Religious aspects x	observances,		
	Christianity	observance of		
		restrictions and		
		limitations		

248.47	650 0 Solitude x Religious aspects x Christianity	Asceticism; attitudes and practices aside from and beyond	Clerical celibacy— 253.25  Practices of religious	
		moral duties adopted as aids to moral and spiritual development—practice of celibacy, poverty, physical austerities, i.e. flagellation	congregations and orders255	
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 lifeMormons		
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 ordersMen		
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		
		102.21		
270.2092	600 00 Augustine c	Biography of	Use BIO for other	
	Saint, Bishop of	Christians during the	biographies	
	Hippo t	period of ecumenical		
	Confessiones	councils 325-787		
283	610 20 Episcopal	Anglican churches		
	Church			
000.40	650 0 Anglicans			
292.13	650 0 Mythology, Classical	Classical		
	650 0 Mythology,	religion(Greek and Roman religion)—		
	Greek	Specific elements		
	650 0 Mythology,	Mythology		
	Roman			
293.13	650 0 Germanic	Germanic religion		
	peoples x Religion 650 0 Mythology,	Mythology		
	Germanic			
	650 0 Mythology,			
	Norse			
294.522	650 0 Karma	Hinduism—Doctrinal		
		theologyHumans		
294.543	650 0 Spiritual life x	Hinduism—Religious		
	Hinduism	experience, life, practice, religious		
		ethics—Worship,		
		meditation, yoga—		
		Spiritual life		
294.5432	650 0 Chakra	Hinduism—Religious		
	(Hinduism)	experience, life,		
	650 0 Hindu meditations	practice, religious		
	650 0 Kundalini	ethics—Worship, meditation, yoga—		
	- Community	Devotional literature		
294.5433	650 0 Hinduism x	Hinduism—Religious		
	Prayer-books and	experience, life,		
	devotions	practice, religious		
		ethics—Worship, meditation, yoga—		
		Prayer books		
294.5436	650 0 Yoga	Hinduism—Religious		
	650 0 Kundalini	experience, life,		
	yoga	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 religionMythology	
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 aspectsGods 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	Religions and applied	
	movement	Religious	
	650 0 Eckankar	philosophies of	
	(Organization)	eclectic, syncretistic,	
	650 0 Course in	universal nature	
	miracles		

	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 Fraternization 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 societyResponse of individuals			
302.545	650 0 Social isolation	Social interaction— Relation of individual to societyResponse of individualsIsolation			
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 groupsAge 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— WomenSocial 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  650 0 Business people 650 0 Middle managers	Social classes; Including persons by level of cultural development; Intelligentsia; Class here persons of high cultural development, intellectual elites  Social classesMiddle classes (Bourgeoisie)Managerial and			
305.56	650 0 Minorities 650 0 Socially handicapped 650 0 Peasantry zChina. 650 0 Slavery	entrepreneurial classes Social classesLower, alienated, excluded classes			
305.562	650 0 Working class 650 0 Proletariat 650 0 Working poor	Social classesLower, alienated, excluded classesWorking class			
305.568	650 0 Tramps 650 0 Hermits 650 0 Hippies	Social classesLower, alienated, excluded classesAlienated and excluded classes			
305.5688	650 0 Dalits	Social classesLower, alienated, excluded classesAlienated 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 classesLower, alienated, excluded classesAlienated and excluded classes Poor people			
305.56909	650 0 Social history yMedieval, 500- 1500 650 0 Poor xHistory	Social classesLower, alienated, excluded classesAlienated and excluded classes Poor people			
305.5692	650 0 Homeless persons vBiography	Social classesLower, alienated, excluded classesAlienated 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 ChristiansCatholics as a social group			
305.686	650 0 Quakers	Social groups Religious groups ChristiansQuakers 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 SemitesJews			
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 peoplesJapanese			

81

305.89592	650 0 Vietnamese Americans  650 0 Hmong Americans	Social groups—Ethnic and national groups; Class here specific indigenous and national groups—East and Southeast Asian peoples—Viet-Muong peoples 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 institutionsSexual relations			
306.734	650 0 Courtship	Culture and institutionsSexual relations—General institutions—Courtship and engagement			
306.766	650 0 Homosexuality 650 0 Gay culture	Culture and institutionsSexual relations—Sexual orientation— Homosexuality; Class here gay liberation movement; gays, homophobia			
306.7662	650 0 Gay men 650 0 Homosexuality, Male	Culture and institutionsSexual relations—Sexual orientation—Male homosexuality			
306.7663	650 0 Lesbians 650 0 Lesbian culture	Culture and institutionsSexual 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 institutionsSexual 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			

Revised: August 13, 2014

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 familyTypes 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-Samesex 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 relationshipsHusband-wife relationship			
306.8722	650 0 Husbands 650 0 Married men	Culture and institutions—Marriage and family-Intrafamily relationshipsHusband-wife relationshipHusbands			
306.8723	650 0 Wives 650 0 Married women	Culture and institutions—Marriage and family-Intrafamily relationshipsHusband-wife relationshipWives			
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 relationshipsParent-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 relationshipsSibling relationships			
306.877	650 0 Incest	Culture and institutions—Marriage and family-Intrafamily relationshipsIncestSociology			
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	

87

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 ideologiesReligious ideologiesPolitical 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 ideologiesReligious 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 <sup>th</sup> 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			

89

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 <sup>th</sup> century 650 0 Return migration z Mexico x History y 20 <sup>th</sup> 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	
204.00					
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					
001.21					

Ĭ	Ī	1	1		
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
200)	- Casjoot Hoading				
224 00427	050 0 0ah ad amalawaa			Managa .	
331.28137	650 0 School employees z Kansas v Statistics			Kansas USD's	
	650 0 Teachers z Kansas v Statistics 650 0 School			certified personnel	
	administrators z Kansas v Statistics 650 0				
	Educational surveys z Kansas v Statistics				
	Kansas v Statistics 650 0 Education z Kansas				
331.31	v Statistics				
331.31					
331.318					
331.38					
331.88					
331.8811					

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
331.883					
331.8832					
331.8896					
331.89	650 0 Collective labor agreements. 650 0 Wage bargaining	Labor-management bargaining and disputes			
331.8904	650 0 Collective bargaining x Government employees.	Labor-management bargaining and disputes by industry and occupation	Use headings for industry and/or occupation		
331.892	650 0 Strikes and lockouts	Labor-management bargaining and disputesStrikes			
331.8928	650 0 Strikes and lockouts x Trucking	Labor-management bargaining and disputes—Strikes—Strikes by industry and occupation			
331.894					
332.024					
332.02401					

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
332.1					
332.1023					
332.1068					
332.10688					
222 422 45					
332.10945					
332.11					
332.11					
332.15					
332.73					
332.1532					
332.16					
332.178					
332.4					

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
332.401					
332.41					
332.45					
332.456					
332.46					
332.49					
332.4973					
332.6					
332.6042	650 0 Tax shelters 650 0 Social responsibility of business 650 0 Investments x Moral and ethical aspects	Financial economics— Investments—Special topics of investment— Investment for specific reasons, including socially responsible investment			
332.63					

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
332.632					
332.6322					
332.63225					
332.6323					
332.6324					
332.6327					
332.6328					
332.64					
332.642	610 20 New York Stock Exchange 650 0 Stock exchanges	Investment— Exchange of securities and commodities;			
	650 0 Stock transfers	speculation— Exchange of securities			
332.644					
332.645					

1 222 6450	I	1	1	I	I
332.6452					
332.64524					
332.6453					
000 0457					
332.6457					
332.67					
332.6725					
000.070					
332.673					
332.6734					

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
332.678					
332.742					
333.1					
333.16					
333.3					
333.3098					
333.32					
333.322					
333.323	650 0 Five Civilized Tribes x Land tenure z Indian territory	Ownership of land— Private ownership of land—Types of tenure—Individual tenure			
333.73	650 0 Watersheds 650 0 Mountain watersheds	Natural resources and energy—Land, recreational and wilderness areas, energy—Land			

333.736	650 0 Arid regions 650 0 Water salinization	Natural resources and energy—Land, recreational and wilderness areas, energy—Land—Arid lands	Class here semiarid lands, desertification		
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
333.91	650 0 Water quality management 650 0 Water supply x Management	Natural resources and energy—Other natural resources—Water and lands adjoining bodies of water			
333.9104	650 0 Groundwater	Natural resources and energy—Other natural resources—Water and lands adjoining bodies of water— Groundwater (Subsurface water)			
333.9115	650 0 Water resources development	Natural resources and energy—Other natural resources—Water and lands adjoining bodies of water—General topicsDevelopment			
333.914					
333.9164	650 0 Salton Sea (Calif.) x Environmental conditions	Natural resources and energy—Other natural resources—Water and lands adjoining bodies of water—Specific bodies of water, shore lands, wetlands and related areas—Specific bodies of water	Including bays, statuaries, gulfs, salt lakes		
333.917	650 0 Coast changes 650 0 Beach erosion	Natural resources and energy—Other natural resources—Water and lands adjoining bodies of water—Specific bodies of water, shore lands, wetlands and related areas— Lands adjoining bodies of water	River basins in 333.73		

Revised: August 13, 2014

333.918	650 0 Riparian ecology 650 0 Wetland ecology 650 0 Wetlands	Natural resources and energy—Other natural resources—Water and lands adjoining bodies of water—Specific bodies of water, shorelands, wetlands, and related areas—Wetlands and submerged lands			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
335.4	650 0 Socialism 650 0 Communism 650 0 Marxian economics	Socialism and related systems—Marxian systems			
335.411	650 0 Dialectical materialism 650 0 Philosophy, Marxist 600 10 Marx, Karl, 1818- 1883 x Philosophy	Socialism and related systems—Marxian systems—Philosophic foundations, economic concepts, aims—Philosophic foundations			
335.412	650 0 Labor theory of value 650 0 Marxian economics 650 0 Production (Economic theory) 650 0 Property and socialism	Socialism and related systems—Marxian systems—Philosophic foundations, economic concepts, aims— Economic concepts			
335.5					
336.206	650 0 Income tax deductions for charitable contributions				
338.0029	650 0 Manufacturing industries v Directories 650 0 Business enterprises v Directories	Production- Commercial miscellany	Use for general manufacturers's directories		
338.54					

338.76		Production-Business enterprises-Business enterprises by industry	Use for industry specific directories		
338.9					
339.41					
339.43					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
339.47	650 0 Consumption and economics v Statistics 650 0 Cost and standard of living v Statistics 650 0 Consumers v Statistics			Consumer expenditure survey	
339.5					
341.22					
341.23					
341.2322					
341.33					
341.448					
341.45					

342	650 O People (Constitutional law) 650 O Constituent power 650 O Judicial review	Constitutional and administrative law			
342.02	650 0 Democracy 650 0 Representative government and representation	Constitutional and administrative law-Basic instruments of government			
342.023	610 10 United States. tConstitution. 650 0 Constitutions. 651 0 United States x Constitutional law 630 00 Magna Carta. 650 0 Constitutional history zGreat Britain xSources.	Constitutional and administrative law-Basic instruments of government-Texts of constitutions			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
342.024	651 0 United States x Constitutional history	Constitutional and administrative law-Basic instruments of government-Sources			
342.0264	651 0 United States x Constitutional law v Cases	Constitutional and administrative law-Cases			
342.029	650 O Political science x History 650 O Constitutional history	Constitutional and administrative law-Basic instruments of government-Constitutional history			
342.0292	610 10 United States.  b Constitutional Convention d(1787)	Constitutional and administrative law-Basic instruments of government-Constitutional history-History of conventions			
342.03	650 0 Constitutional law 650 0 Law reform 650 0 Constitutional amendments	Constitutional and administrative law-Revision and amendment of basic instruments of government			
342.0412	650 0 War and emergency powers x History	Constitutional and administrative law-Structure, powers, functions of government-Powers			

342.042	610 10 United States   b Supreme Court 650	and functions of government-Conduct of relations with foreign governments  Constitutional and administrative law-Structure, powers, functions of government-Powers and functions of government-Levels of government			
342.044	650 0 Separation of powers 650 0 Executive powers 650 0 Legislative power	Constitutional and administrative law-Structure, powers, functions of government-Powers and functions of government-Branches of government			
342.06	650 0 Judicial review of administrative acts 650 0 Administrative law 650 0 Public interest law	Constitutional and administrative law-Structure, powers, functions of government-Powers and functions of government-Executive branch of government			
342.062	610 10 United States b Congress x Powers and duties x History 650 0 War and emergency powers x History 650 0 Executive power x History 650 0 Trials (Impeachments) 650 0 Impeachments	Constitutional and administrative law-Structure, powers, functions of government-Powers and functions of government-Executive branch of government-Chief and deputy chief executives			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
342.0662	650 0 Courthouses v Directories 650 0 Public records v Directories 651 0 United States v Trials, litigation, etc. 650 0 Official secrets 650 0 National security x Law and legislation 650 0 Executive privilege (Government information)	Constitutional and administrative law-Structure, powers, functions of government-Powers and functions of government-Administrative procedure-Public records			

342.068	650 0 Impeachments	Constitutional and administrative law-Administrative law-Official employeesincluding impeachment; Class here Civil service		
342.0684	650 0 Civil service ethics 650 0 Conflict of interest 651 0 United States x Officials and employees x Professional ethics	Constitutional and administrative law-Officials and employees-Employee rights and discipline		
342.07	650 0 Contested elections	Constitutional and administrative law- Election law		
342.075	650 0	Constitutional and administrative law- Election law-Voting procedures		
342.078	650 0 Campaign funds x Law and legislation 650 0 Election law	Constitutional and administrative law- Election law- Campaign practices, including finance		
342.08	610 20 European Union 650 0 Europe x Politics and government 650 0 European federation	Constitutional and administrative law- Jurisdiction over persons		
342.082	650 0 Emigration and immigration law 650 0 Visas 650 0 Marriage law 650 0 Aliens	Constitutional and administrative law- Jurisdiction over persons-Entrance to and exit from national domain; Including immigration, visas, passports, emigration		
342.083	650 0 Civil rights 650 0 Natural law 650 0 Illegal aliens	Constitutional and administrative law-Jurisdiction over persons-Citizenship and nationality; Including of right of asylum, status of aliens		
342.084	650 0 Trials (Abortion) 650 0 Abortion x Law and legislation x History	Constitutional and administrative law- Jurisdiction over persons-Abortion		
342.085	650 0 Civil rights 650 0 Due process of law 650 0 Justice, Administration of v Cases	Constitutional and administrative law- Jurisdiction over persons-Rights and activities of individuals		

Revised: August 13, 2014

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
342.0852	650 0 Freedom of religion 650 0 Church and state	Constitutional and administrative law- Jurisdiction over persons-Religious activities			
342.0853	650 0 Freedom of speech 650 0 Freedom of the press	Constitutional and administrative law-Jurisdiction over persons-Freedom of information and opinion			
342.0858	650 0 Privacy, Right of 650 0 Wiretapping 650 0 Data encryption (Computer science) x Law and legislation	Constitutional and administrative law- Jurisdiction over persons-Maintenance of privacy			
342.087	650 0 Slavery x Law and legislation 650 0 People with disabilities x Employment 650 0 Vocational rehabilitation	Constitutional and administrative law-Jurisdiction over persons-Social groups-Class here affirmative action; legal status			
342.0872	650 0 Indians of North America x Civil rights 650 0 Indian courts 650 0 Indians of North America x Legal status, laws, etc.	Constitutional and administrative law-Jurisdiction over persons-Social groups-Indigenous and aboriginal peoples			
342.0873	650 0 Discrimination in employment x Law and legislation 650 0 Affirmative action programs x Law and Legislation	Constitutional and administrative law- Jurisdiction over persons-Social groups-Ethnic and national groups			
342.08772	650 0 Children's rights 650 0 Teenagers x Civil rights 650 0 Gay youth x Legal status, laws, etc.	Constitutional and administrative law- Jurisdiction over persons-Social groups-Age groups-Young people			
342.08774	650 0 Older people x Civil rights 650 0 Older people x Legal status, laws, etc. 650 0 Retirees x Civil rights 650 0 Retirees x Legal status, laws, etc.	Constitutional and administrative law-Jurisdiction over persons-Social groups-Age groups-People in late adulthood			

342.0878	650 0 Sex discrimination x Law and legislation 650 0 Women x Legal status, laws, etc.	Constitutional and administrative law- Jurisdiction over persons-Social groups-Women			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
343.0143	650 0 Courts- martial and courts of inquiry	Military, defense, public property, public finance, tax, commerce (trade) industrial law— Military courts and procedure			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
343.0252	650 0 Eminent domain	Military, defense, public property, public finance, tax, commerce (trade) industrial law— Law of public property—Real property— Acquisition			
343.04	650 0 Taxation  x Law and legislation 650 0 Tax administration and procedure	Military, defense, public property, public finance, tax, commerce (trade) industrial law— Tax law			

Dewey	Subject Heading	וואוועטנוט טעט ווואוועטנען	JCL Notes	riues	
Dowey	650 0 Real property and taxation	taxes by base— Taxes on specific types of income  DDC Instruction	ICI Notos	Titles	
	650 0 Capital gains tax  x Law and legislation	commerce (trade) industrial law— Tax law—Kinds of			
343.0524	650 0 Old age pensions  x Law and legislation  x Taxation	Military, defense, public property, public finance, tax,			
2/12 052/	650, 0 Old aga panaiana ly	Tax law-Kinds of taxes by base-Income taxprovisions that allow tax avoidance—individual retirement accounts			
343.05233	650 0 Individual retirement accounts	Military, defense, public property, public finance, tax, commerce (trade) industrial law—			
		defense, public property, public finance, tax, commerce (trade) industrial law—Tax law—Kinds of taxes by base—Income taxprovisions that allow tax avoidance			
343.0523	650 0 Tax planning	Military,			
343.052 Dewey	650 0 Income tax  x Law and legislation 650 0 Income tax deductions for expenses 650 0 Child support	Military, defense, public property, public finance, tax, commerce (trade) industrial law— Tax law—Kinds of taxes by base— Income tax  DDC Instruction	JCL Notes	Titles	

343.0526	650 0 Home-based businesses  x Taxation  x Law and Legislation 650 0 Self-employed  x Taxation  x Law and legislation	Military, defense, public property, public finance, tax, commerce (trade) industrial law— Tax law—Kinds of taxes by base— Income taxes by incidence			
343.053	650 0 Inheritance and transfer tax  x Law and Legislation 650 0 Estate planning	Military, defense, public property, public finance, tax, commerce (trade) industrial law— Tax law—Kinds of taxes by base— Death and gift taxes— Inheritance taxes			
343.0532			Do not use; use 343.053		
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
343.0535	650 0 Gifts  x Taxation  x	Military,			
	Law and legislation	defense, public property, public finance, tax, commerce (trade) industrial law—Tax law—Kinds of taxes by base—Death and gift			
343.0558		defense, public property, public finance, tax, commerce (trade) industrial law—Tax law—Kinds of taxes by base—			

		activity			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
343.071	650 0 Consumer protection	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Regulation of economic activity- Consumer protection			
343.072	650 0 Antitrust law 650 0 Free enterprise	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Regulation of economic activity-Unfair practices			
343.0721	650 0 Antitrust law 650 0 Monopolies 650 0 Baseball  x Law and legislation	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Regulation of economic activity-Unfair practices- Antitrust law			
343.0787	650 0 Handicraft industries  x Law and legislation	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Regulation of economic activity- Secondary industries and services- Handcrafts			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	

343.07877	650 0 Photography  x Law and legislation 650 0 Copyright  v Photographs 650 0 Artists' contracts	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Regulation of economic activity- Secondary industries and services- Photography		
343.082	650 0 Advertising laws 650 0 Deceptive advertising	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Regulation of economic activities- Regulation of commerce (trade)- Advertising and labeling		
343.084	650 0 Telemarketing  x Law and legislation 650 0 Telephone selling 650 0 Marketing  x Law and legislation	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Regulation of economic activities- Regulation of commerce (trade)- Marketing		
343.087	650 0 Foreign commerce regulation 650 0 Antidumping duties  x Law and legislation 650 0 Dumping (International trade)  x Law and legislation	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Regulation of economic activities- Regulation of commerce (trade)- International		

		commerce			
343.0878	650 0 Export controls	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Regulation of economic activities- Regulation of commerce (trade)- International commerce-Exports			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
343.0924	650 0 Water transfer  x Law and legislation 650 0 Water rights 650 0 Water-supply  x Government policy  650 0 Nuclear energy  x Law and legislation 650 0 Radioactive substances  x Safety regulations	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Regulation of economic activities-Water and power supply-Water  Military, defense, public property, public finance, tax, commerce (trade) industrial law- Regulation of economic activities-Water and power supply-Nuclear			
343.0926	650 0 Natural gas x Law and Legislation 650 0 Oil and gas leases	energy Military, defense, public property, public finance, tax, commerce (trade) industrial law- Control of public utilities-Water and power supply-Oil and gas			

343.0944	650 0 Automobiles x Seat belts x Law and legislation	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Control of public utilities- Specific kinds of transportation and ground transportation- Road transportation- Vehicles		
343.0979	650 0 Space law 650 0 Aeronautics x Law and legislation	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Control of public utilities- Specific kinds of transportation and ground transportation- Air transportation and space transportation- Space transportation		
343.099	650 0 Intellectual property 650 0 Mass media	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Communications		
343.0994	650 0 Telematics x Law and legislation 650 0 Computer networks x Law and legislation 650 0 Computer software x Law and legislation 650 0 Computer security x Law and Legislation	Military, defense, public property, public finance, tax, commerce (trade) industrial law- Communications- Telecommunicatio ns		
343.09944	650 0 Internet x Law and legislation 650 0 Business	Military, defense, public property, public		

	enterprises x Law and legislation x Computer network resources 650 0 Electronic commerce x Law and legislation	finance, tax, commerce (trade) industrial law- Communications- Computer communications			
343.0999	650 0 Internet x Law and legislation 650 0 Computer networks x Law and legislation	Military, defense, public property, public finance, tax, commerce (trade), industrial law- Control of public utilities- Communications- Information storage and retrieval (Class here comprehensive works on computer law)			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
344.01	650 0 Labor laws and legislation 650 0 Employee screening x Law and legislation	Labor, social service, education, cultural law-Labor			
344.0416	650 0 Pharmacy x Law and legislation 650 0 Drugs x Law and legislation	Labor, social service, education, cultural law-Miscellaneous social problems and services-Medical personnel and their services-Pharmacists and pharmacy			
344.0465	650 0 Mine explosions 650 0 Industrial accidents x Law and legislation	Labor, social service, education, cultural law-Miscellaneous social problems and services- Environmental protection-Industrial sanitation and safety			
344.048	650 0 Involuntary sterilization 650 0 Birth control x Law and Legislation	Labor, social service, education, cultural law-Miscellaneous social problems and			

		services-Population control		
344.0533	650 0 Firearms x Law and legislation 650 0 Firearms ownership 650 0 Gun control	Labor, social service, education, cultural law-Police services, other aspects of public safety, matters of public morals and customs		
344.071	650 0 Educational law and legislation 650 0 Textbooks x Censorship 650 0 Students x Legal status, laws, etc.	Labor, social service, education, cultural law-Education-Kinds of education-Public education		
344.0796	650 0 Evolution (Biology) x Study and teaching x Law and legislation 650 0 Creationism x Study and teaching x Law and legislation	Labor, social service, education, cultural law-Education-Students-Religion and the student, including prayer in the public schools		
344.092	650 0 Public libraries x Law and legislation	Labor, social service, education, cultural law-Culture and religion-Libraries and archives		
344.0957	650 0 traditional ecological knowledge x Law and legislation 650 0 Whale oil (Taxation) x Law and legislation	Labor, social service, education, cultural law-Culture and religion-Science and technology-Agriculture and biology		
345	650 0 Criminal law 650 0 Judicial error 650 0 False imprisonment	Criminal law		
345.01	650 0 Public prosecutors 650 0 Prosecution 650 0 Criminal courts 650 0 Criminal justice personnel	Criminal law-Criminal courts		
345.02	650 0 Civil rights 650 0 Terrorism x Prevention 650 0 National security x Law and legislation	Criminal law-Crimes (Offenses)-Class here terrorism, contraventions, crimes without victims		
345.02523	650 0 Trials (Murder) 650 0 Cannibalism	Criminal law-Crimes (Offenses)-Specific crimes and classes of crimes-Trials of		

117 Revised: August 13, 2014

		offenses against the person-Specific trial for murder		
345.02532	650 0 Statutory rape x Reporting 650 0 Rape	Criminal law-Crimes (Offenses)-Specific crimes and classes of crimes-Trials of offenses against the person-Rape (Crime)-		
345.0256	650 0 Trials (Libel)	Law Criminal law-Crimes (Offenses)-Offenses against reputation and honor-Including defamation, invasion of privacy, libel, slander		
345.0263	650 0 Trials (Impostors and imposture) 650 0 Trials (Forgery)	Criminal law-Crimes (Offenses)-Fraud- Including forgery, imposture, e.g. literary forgery, welfare fraud, e.g. Medicare fraud		
345.0274	650 0 Obscenity (Law) 650 0 Pornography x Law and legislation x Cases	Criminal law-Crimes (Offenses)-Trials of offenses against public morals- Obscenity and pornography		
345.0288	650 0 Evolution (Biology) x Study and teaching x Law and legislation 650 0 Trials (Witchcraft)	Criminal law-Crimes (Offenses)-Specific crimes and classes of crime-Offenses against religion- Offenses defined and penalized by the state, including blasphemy, heresy, sacrilege		
345.05	650 0 Criminal, Justice, Administration of	Criminal law-Criminal procedure-Class here Administration of criminal justice, court rules		
345.056	610 20 United States. tConstitution n5th Amendment. 650 0 Self incrimination 650 0 Detention of persons	Criminal law-Criminal procedure-Rights of suspects		
345.067	650 0 DNA fingerprinting 650 0 Evidence, Expert	Criminal law- Evidence-Including confessions-Specific aspects of evidence- Expert testimony	Forensic science in 363.25; Medical jurisprudence ,forensic medicine, forensic psychiatry in 614.1	

345.07	650 0 Trials 650 0 Trials x History	Criminal law-Trials	Trials of specific offenses in 345.02; Class hearings and trials in juvenile cases in 345.087; class comprehensive works on appellate procedure in criminal cases in 347.08		
345.0773	650 0 Capital punishment x History 650 0 Clemency	Criminal law-Trials- Final disposition of cases-Penalties			
345.075	650 0 Jury	Criminal law-Trials- Trial procedure (Courtroom procedure) Including Juries and jury selection, examination of witnesses, instructions to juries, verdicts			
345.08	650 0 Children x Legal status, laws, etc. 650 0 Juvenile courts 650 0 Juvenile corrections x Law and legislation	Criminal law-Juvenile procedure and courts		Kansas juvenile justice code	
346.0166	650 0 Divorce x Law and legislation	Private law-Persons and domestic relations-Marriage- Divorce, annulment, separation			
346.025	650 0 Consignment sales. 650 0 Artists' contracts.	Private law-Contracts and agency-Contracts			
346.038	650 0 Products liability	Private law-Torts (Delicts)-Product liability			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
346.0482	650 0 Fair use (Copyright) 650 0 Copyright	Private law-Property- Intangible property- Copyright			
346.056	650 0 Administration of estates 650 0	Private law-Property- Inheritance, succession, fiduciary trusts, trustees- Administration of estates			

119 Revised: August 13, 2014

346.065	650 0 Business enterprises x Purchasing x Law and legislation. 650 0 Business enterprises x Law and legislation 650 0 Business records x Law and legislation	Private law- Organizations (Associations)- Business enterprises		
346.0652	650 0 Small business x Law and legislation 650 0 New business enterprises x Law and legislation	Private law- Organizations (Associations)- Business enterprises- Small business		
346.066	650 0 Corporate lawyers 650 0 Corporation law	Private law- Organizations (Associations)- Corporations(Companies)		
346.0682	650 0 Partnership	Private law- Organizations (Associations)- Unincorporated business enterprises- Partnerships		
346.07	650 0 Business law	Private law- Commercial law		
347.7326	650 0 United States. B Supreme Court 650 0 Political questions and judicial power. 651 0 United States x Constitutional law x Interpretation and construction	Civil procedure and courts-Federal courts-Supreme court		
352.23	650 0 Government purchases 650 0 Public contracts			

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
352.23216	650 0 City managers				
	650 0 Municipal government by city manager				
352.235	650 0 Executive privilege (Government information)				
	650 0 Separation of powers				
352.236	650 0 Presidents x History				
	650 0 Elections x History				
352.237	650 0 Presidents				
352.238	650 0 Local government		Check Dewey		
	650 0 Municipal services				
	650 0 Political oratory				
352.2386	650 0 Presidents v Inaugural addresses				
	650 0 Speeches, addresses, etc., American				

352.283	650 0 Decentralization in government		352.283	
	650 0 Local government			
	650 0 Federal government			
352.283	650 0 Decentralization in government		352.283	
	650 0 Local government			
	650 0 Federal government			
352.283	650 0 Decentralization in government			
	650 0 Local government			
	650 0 Federal government			
352.3	650 0 Municipal government by city manager	352.3214		
	650 0 Truman, Harry S.,1884- 1972. vQuotations.			
	650 0 Government accountability	352.35		
	650 0 Political participation			
352.33	650 0 Municipal government x Decision making			
	650 0 Political administration x Decision making			
352.357	650 0 Teams in the workplace			
	650 0 Total quality management in government			
352.37	650 0 Public-private cooperation			
	650 0 Public administration			
	650 0 Contracting out			

1	1	•	İ	Ì	1
352.375	650 0 Local government				
	650 0 Government				
	productivity				
	650 0 Total quality				
	management in				
050.070	government				
352.379	650 0 Official secrets				
	650 0 Executive privilege				
	(Government information)				
	,				
	650 0 Security				
	classification (Government				
252.22	documents)				
352.38	650 0 Government				
	information x Access control				
	Control				
	650 0 Transparency in				
	government				
352.384	650 0 Government and the	General considerations of			
	press 650 0 Press and politics	public administration—			
	650 0 Communication x	Communication in			
	Political aspects	management			
	·	· ·			
0.50.005					
352.387	610: 10 : <u>United</u>				
	States. bCongress.  bSenate. bOffice of the				
	Secretary vRecords and				
	correspondence.				
	610: 10 : <u>United</u>				
	States. bCongress.				
	bSenate. bOffice of the				
352.4	Secretary vArchives. 650 0 Government		352.48		
352.4	productivity		352.48		
	productivity				
	650 0 Budget				
252.42	GEO: O: Nonrafit				
352.43	650: 0 : Nonprofit organizations xAccounting				
	xStandards.				
	650: 0 : Federal aid to				
	nonprofit				
	organizations xAccounting				
	xStandards.				
	650: 0: Cost				
	accounting xStandards.				

352.44	610: 10: <u>United</u> States. bInternal Revenue Service xHistory. 650: 0: <u>Tax</u> administration and procedure xHistory. 650: 0: Tax administration and procedure.		
352.49	650: 0 : Budget vPeriodicals.	352.4973	
352.49013	650: 0 : Budget. 650: 0 : Government spending policy. 650: 0 : Tax and expenditure limitations. 651: 0 : United States xAppropriations and expenditures.		
352.4973	650: 0: <u>Budget.</u> 651: 0: <u>United</u> <u>States xEconomic</u> <u>conditions y21st century.</u> 651: 0: <u>United</u> <u>States xEconomic policy.</u>		
352.53	650: 0 : Government purchasing. 650: 0 : Small business. 650: 0 Public contracts		
352.57	650 0 Public  ands xEnvironmental  aspects zArkansas. 650: 0 : Public  domain zArkansas. 650: 0 : Natural  resources management  areas zArkansas. 650: 0 : Public  ands xManagement. 650: 0 : Public  ands xRecreational  use xManagement. 650: 0 : Natural		

	resources xManagement. 650: 0: Public lands xFees.		
352.6214	650: 0 : Local officials and employees. 650: 0 : Personnel management. 650: 0 : Local government.		
352.63	650: 0 : Civil service reform. 650: 0 : Civil service.  650: 0 : Administrative agencies. 650: 0 : Bureaucracy. 650: 0 : Government productivity. 650: 0 : Customer relations. 650: 0 : Entrepreneurship.		
352.6308	650: 0 : Civil service xMinority employment xStatistics. 650: 0 : Women in the civil service xStatistics. 650: 0 : Local officials and employees xStatistics		
352.6508	10: 10 : United States. bEqual Employment Opportunity Commission xHistory. 650: 0 : Discrimination in employment xLaw and legislation. 650: 0 : Affirmative action programs xLaw and legislation.		
352.68	650: 0 : Local government xPersonnel management. 650: 0 : Local officials and employees. 650: 0 : Supervision of employees.		

352.73	610: 10 : United States. bNational Historical Publications and Records Commission xHistory v Chronology. 650: 0: Archives zUnited States xHistory  vChronology. 651: 0: United States xArchival resources.		
352.7343	650: 0 : Grants-in- aid vStatistics 650: 0 : Economic assistance, Domestic vStatistics		
352.744	610: 20: Institute of Museum and Library Services (U.S.) 650: 0: Federal aid to museums. 650: 0: Federal aid to libraries.		
352.749	610: 10 : United States. bPatent and Trademark Office xInformation services xPlanning. 610: 10 : United States. bPatent and Trademark Office xData processing xPlanning. 650: 0 : Patents xInformation services xPlanning. 650: 0 : Patents xData processing xPlanning. 650: 0 : Trademarks xInformation services xPlanning. 650: 0 : Trademarks xInformation services xPlanning. 650: 0 : Trademarks xData processing xPlanning.		
352.75	651: 0: <u>United</u> States xCensus, 22nd, 2000 xStudy and teaching.		

1	1	1	I	I	I
	1				
	1				
	!				
	!				
355.0332					
					ļ
	!				
	!				
	!				
	!				
	!				
	!				
	!				
	1				l i
<b>+</b> _			·	<del> </del> .,	
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
	Subject Heading	DDC Instruction	JCL Notes	Titles	
Dewey 355.31	Subject Heading	DDC Instruction	JCL Notes	Titles	
	Subject Heading	DDC Instruction	JCL Notes	Titles	
	Subject Heading	DDC Instruction	JCL Notes	Titles	
	Subject Heading	DDC Instruction	JCL Notes	Titles	
	Subject Heading	DDC Instruction	JCL Notes	Titles	
	Subject Heading	DDC Instruction	JCL Notes	Titles	
	Subject Heading		JCL Notes	Titles	
355.31			JCL Notes	Titles	
	Subject Heading 610 20 Waffen-SS		JCL Notes	Titles	
355.31			JCL Notes	Titles	
355.31			JCL Notes	Titles	
355.31		Military science— organization and personnel of military forcesGermany	JCL Notes	Titles	
355.31			JCL Notes	Titles	
355.31			JCL Notes	Titles	

355.30947	651 0 Russia x Armed forces x Organization x History	Military science— organization and personnel of military forcesRussia			
355.3434					
333.3434					
355.					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
	·				
355.4					

355.71					
333.71					
355.81					
370 110					
356.113	6 <u>United</u>				
	5 0 States xHistory, 1 Military yTo 1900.				
	6 <u>United</u>				
	5 0 States xHistory,				
	1 <u>Military y20th</u>				
	: century.				
358.175					
330.173					
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	Problems and services to young people-			
	Services for	Specific kinds of young people-Abused			
		and neglected children			
362.88					
362.883					
362.883					
362.973	650 0 Social service	Social welfare,			
502.575	650 0 Social advocacy	problems and services in the United States			
		and Ormod Otatoo			

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
	, ,				
363					
363.25					
202.050					
363.256					
363.2595					
000.2000					

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			

İ	ı	İ	l .	İ	 
364.162					
224 400					
364.163					
364.177					
Dowov	Subject Heading	DDC Instruction	JCL Notes	Titles	
Dewey	Subject neading	DDC Instruction	JCL Notes	Titles	
364.2					

364.24					
364.32					
364.36					
365.45					
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
370.15					

371.201	650 0 School employees z Kansas v Statistics 650 0 Teachers' assistants 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 non- certified personnel	
371.206				
371.219	650 0 School enrollment z Kansas v Statistics 650 0 Public schools z Kansas v Statistics.			
371.2913	650 0 High school dropouts z Kansas v Statistics		Kansas USD's dropouts	
371.294	650 0 School attendance z Kansas v Statistics 650 0 School enrollment z Kansas v Statistics 650 0 Education z Kansas v Statistics		Average daily membership and daily attendance, Kansas USD's	
371.3	Nanode V Stationes		0000	
371.32				
371.33				
371.35				
371.822	650 0 Women x Education			
371.8352	650 0 Teenage girls x Education			
371.93				
372.218	650 0 Kindergarten	Administration of student academic activities-Kindergarten level	Kansas USD's kindergarten enrollment by format	
373.1262	650 0 General educational development tests v Study guides	High school administration- Achievement tests, Secondary education		

378.1662	650 0 ACT Assessment v Study guides 650 0 Scholastic Aptitude Test v Study guides 650 0 Universities and colleges x Entrance	Higher education – Organization and activities in higher education— Administration of student academic	Double cutter for test; see complete list in COLLEGE AND HIGH SCHOOL ASSESSMENT		
	examinations v Study	activities	TEST STUDY		
378.241	guides 650 0 College majors 650 0 Universities and colleges v Directories	Higher education— Academic degrees and related topics— Requirements for earned degrees— Course, residence, Subject requirements; Class here college	GUIDES chapter Use for College catalogs and college directories; do not use 378.73		
379.122	650 0 Education z Kansas x Finance v Statistics 650 0 School districts x Finance 650 0 School budgets.	majors  Education—Financial support by state, regional governments		Unencumber ed cash balances for selected funds	
379.13	650 0 School taxes 650 0 School bonds	Revenue sources for education; Class here school taxes, including bond issues; local funding sources			
379.781	650 0 Education z Kansas x Finance v Statistics.			Public school report (Topeka, Kan.: 1978)	
381.195			Do not use for individuals setting up garage sales, use 658.87		
381.45641	650 0 Grocery trade 650 0 Supermarkets				
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles	
382.44	650 0 Slave trade				
383.49					
388.044					
389.17					
391	650 0 Costume	Costume and personal appearance			
391.509	650 0 Hairstyles x History	Costume and personal appearance— Hairstyles; Including beards, wigs	Hygiene and care of hair in 646.724		
		1	i e	i	

139 Revised: August 13, 2014

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
499.42321	650 0 Hawaiian language v Dictionaries x English; 650 0 English language v Dictionaries x Hawaiian language; 650 0 Hawaiian language x New words v Dictionaries			

Dewey	Subject	DDC instructions	JCL instructions	Title
500	650 0 Science	Science—Natural science and mathematics		
500.2	650 0 Physical sciences	Science—Natural science and mathematics— Physical science		
500.5	650 0 Space sciences 650 0 Space sciences xResearch	Science—Natural science and mathematics— Space sciences		
500.5072	650 0 Space sciences xResearch	Science—Natural science and mathematics— Space sciences Research		
500.82	650 0 Women scientists	Science—Natural science and mathematics— History and description with respect to persons—Women		
500.9	650 0 Natural history	Science—Natural science and mathematics— History and description with respect to		
501	650 0 Science x Philosophy 650 0 Cosmology x Philosophy	Science— Philosophy and theory		
502	650 0 Science x Chronology 650 0 Science x History	Science Miscellany		
502.3	650 0 Science xVocational guidance	Science— Miscellany— science as a profession, occupation, hobby		

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
503	650 0 Science v Dictionaries	Science— Dictionaries, encyclopedias, concordances		
507.1				
507.24	650 0 Science x Experiments		Do not use; recall	
507.8	650 0 Science projects 650 0 Science x Experiments 650 0 Scientific recreations			
507.9	650 0 Science projects v Juvenile literature		Review:DDC20	
508	650 0 Natural history 650 0 Nature			
508.3158	650 0 Natural history 650 0 Prairie ecology		Review: DDC19	
508.4955	650 0 Natural history z Greece		Review: DDC21	
508.73	650 0 Natural history v Outdoor books 650 0 Nature conservation		Review: DDC21	
508.76	650 0 Natural history z Southern States		Review: DDC20	

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
508.781	650 0 Natural history z Kansas		Review: DDC19	
508.791	650 0 Natural history z Arizona		Review: DDC20	
508.797	650 0 Natural history z Washington (State)		Review: DDC20	
508.97	650 0 Nature		Review:DDC19	
509	650 0 Science x History			
509.2	600 10 Copernicus, Nicolaus,  d1473- 1543 xInfleunce xAstronomy. 650 0 Women in science		Review: DDC21?	
509.22	650 0 Scientists v Biography 650 0 Women in science v Biography 650 0 Women in science x Awards		Review: DDC20	
510	0 Mathematics 0 Mathematics vProble ms, exercises, etc. 650 0 Mathematics x History			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles

510.09	650 0 Mathematics x History		Review: DDC19	
510.1	650 0 Mathematics x Philosophy 650 0 Geometry x Philosophy.		Review: DDC20	
510.3	650 0 Mathematics v Dictionaries			
510.7	650 0 Games in mathematics education		Review: DDC19	
510.904	650 0 Mathematics x Popular works		Review: DDC20	
510.922	650 0 Women mathematics v Biography		Review: DDC?	
512	0 Algebra x Study and teaching 650 0 Algebra			
512.1	650 0 Algebra 650 0 Trigonometry			
512.7	650 0 Number theory		Review:DDC20	
512.73	650 0 <u>e (The number)</u>		Review:DDC20	
512.9	650 0 Algebra		Review	
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles

513	0 Arithmetic 650 0 Arithmetic v Programmed instruction		Review:DDC19	
513.2	650 0 Numeration 650 0 Mathematics		Review: DDC20	
513.9	650 0 Mathematics			
514	650 0 Topology		Review:DDC20	
515	650 0 Calculus		Review:DDC20	
515.1	650 0 Geometry 650 0 Trigonometry		Review:DDC20	
516	650 0 Geometry v Programmed instruction			
516.001	650 0 Geometry x Philosophy			
516.0076	650 0 Geometry v Problems, exercises, etc.		Review:DDC21	
516.2	650 0 Geometry, Plane v Programmed instruction		Review	
516.2076	650 0 Geometry v Problems, exercises, etc.			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles

516.22	650 0 Geometry, Plane		Review:DDC20	
516.24	650 0 Trigonometry		Review:DDC20	
519	650 0 Statistics		Review	
519.2	650 0 Probabilities 650 0 Chance			
519.5	650 0 Commercial statistics 650 0 Statistics		Review:DDC20	
520	0 Astronomy 650 0 Astronomy x History			
520.3	Astronomy v Dictionaries		Review: DDC21	
520.9	Astronomy x History			
520.92	650 0 Novelists, American y 20th century v Interviews.			
522	650 0 Astronomy v Amateurs' manuals			
522.2919	650 0 Space photography			
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles

523	0 Astronomy v Amateurs' manuals 650 0 Astronomy v Observers' manuals			
549	650 0 Minerals 650 0 Mineralogy	Chemistry- Mineralogy	Use for guides pertaining only to minerals; If rocks and minerals, use 552	
551.463	650 0 Waves	Oceanography— Specific topics in oceanography— Waves; class here wind waves, including seiches, storm surges	For juvenile titles, use 551.46	
551.4637	650 0 Tsunamis	Oceanography— Specific topics in oceanography Tsunamis	Prefer over 363.349, even for specific tsunamis; for juvenile titles, use 551.46	
552	650 0 Rocks	Petrology-Rocks	If guide contains rocks and minerals, use 552	
613.0423	650 0 Men x Health and hygiene	Personal health of specific sex groups-Men		
613.0424	650 0 Women x Health and hygiene	Personal health of specific sex groups-Women		
613.2	650 0 Nutrition	Personal health and safety— Dietetics	Works on general nutrition and healthy eating; minimal number of recipes, if any at all	
613.203	650 0 Nutrition v Encyclopedias	Personal health and safety— Dietetics	Use for encyclopedias on nutrition	
613.4	650 0 Hygiene 650 0 Hygiene products	Personal health and safety— Personal cleanliness		
613.7	650 0 Health 650 0 Exercise	Personal health and safety—	Specific diets go into 613.2;	

	650 0 Nutrition	Physical fitness; Class here comprehensive works on Diet and physical fitness	specific types of exercise or sport go into specific classes 613.7 or 796	
613.71	650 0 Aerobic exercises 650 0 Chair exercises 650 0 Muscle strength	Personal health and safety— Physical fitness- Exercise and sports activities; Class here comprehensive works on care of physique and form [formerly 646.75]; interdisciplinary works on aerobic exercise		
613.713	650 0 Weight training 650 0 Isotonic exercise	Personal health and safety— Physical fitness- Exercise and sports activities- Weight lifting; Class here interdisciplinary works on bodybuilding		
614.4				
614.47				
615.88		Specific therapies and kinds of therapies		
616.398	650 0 Obesity			
616.839				
616.44				
616.462	650 0 Diabetes	Diabetes		
616.8				
616.81				
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
616.831	650 0 Alzheimer disease			
616.834	650 0 Multiple sclerosis			
616.8588				
616.86	650 0 Drug abuse; 650 0 Substance	Substance abuse; drug abuse		
616.89	abuse 650 0 Mental illness	Mental disorders	General,	
010.09	050 0 Wellal lilless	ivieritai uisulueis	General,	

			comprehensive works; see Dewey for specific disorders	
616.9246	650 0 Lyme disease			
616.9792	650 0 AIDS 650 0 HIV infections	`		
616.994	650 0 Cancer			
616.99463	650 0 Prostate x Cancer			
617.564	650 0 Backache 650 0 Backache x Treatment 650 0 Backache x Prevention	Regional medicine—Back— Backache		
617.735	650 0 Retinitis pigmentosa			
618.92	650 0 Pediatrics	Pediatrics and geriatrics- Pediatrics	Do not use for specific diseases or conditions; use specific classification from 616-617	
618.97	650 0 Geriatrics 650 0 Older people x Medical care	Pediatrics and geriatrics- Geriatrics	Do not use for specific diseases or conditions; use specific classification from 616-617	
628.161	650 0 Nitrogen x Environmental aspects 650 0 Water x Pollution x Point source identification 650 0 Radioactive tracers in water pollution research	Sanitary and municipal engineering— Environmental protection engineering— Water supply— Testing, analysis, treatment, pollution countermeasures—Testing and analysis		
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles

629.22042	650 0 All terrain vehicles.		Use for repair manuals as well as titles about All terrain vehicles	
629.2272	650 0 Bicycles	Motor land vehicles, cycles- Types of vehicles- Gasoline-powered, oil-powered, man- powered vehicles- Cycles-Bicycles	Use for repair manuals as well as titles about bicycles	
634.9618	650 0 Forest fires 650 0 Forest fires x Prevention	General topics of forestryForest fires	For Juvenile titles, use 634.9	
635			For titles on landscaping which emphasize care of plants in landscaping plans	
635.93373	650 0 Roses x Varieties 650 0 English roses x Varieties	Garden crops (Horticulture) Vegetables— Flowers and ornamental plants—Groupings of plants— Groupings by life duration, Taxonomic groupings Rosidae		
641.568	650 0 Holiday cookery	Cooking-Cooking for special situations, reasons, ages- Cooking for special occasions	Works on cooking for special occasi ons - if book contains more than 50% recipes class in 641.568	

646.724	650 0 Hair x Care and hygiene 650 0 Hair x Removal 650 0 Barbering	Care of hair; Including beard, shaving; dyeing, hair weaving, permanent waving, relaxing; class here barbering, haircutting, hairdressing, hairstyling	Costume and appearance— Hairstyles— History—391.509	
646.75			Do not use.	
646.77	650 0 Dating (Social customs) 650 0 Courtship 650 0 Mate selection	Management of personal and Family life—Dating and choice of mate		
646.78	650 0 Communication in marriage 650 0 Aging parents x Care 650 0 Stepfamilies	Management of personal and Family life—Family life; Class here guides to harmonious family relations	Child rearing in 649.1	
649.1				
649.12				
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
649.122				
649.123				
649.124				
649.125				
649.132				

649.68				
650.14	650 0 Job hunting; 650 0 Employment interviewing; 650 0 Career development; 650 0 Resumes (Employment)		Use 650.14; do not use more specific classifications	
652.8	650 0 Cryptography 650 0 Ciphers	Processes of written communication Cryptography		
658.4012	650 0 Business planning	Executive management- Planning, policy making, control, quality management- Planning and policy making		
658.87	650 0 Garage sales	Marketing channels—Garage sales	Prefer over 381.195	
658.872	650 0 Internet marketing 650 0 Electronic commerce	Marketing channels- Telemarketing and direct marketing- Extranets (Computer networks)—online marketing	Use for selling over the Internet as well as telemarketing and mail order sales	
684.1044	650 0 Wood x Preservation; 650 0 Wood x Repairing; 650 0 Furniture x Finishing; 650 0 Furniture x Repairing	Maintenance and repair of Wood furniture; check .10442 and .10443	check .10442 and .10443	

688.7221	650 0 Dolls	Toys-Dolls,	Use for	
		puppets, marionettes-Dolls	manufactured dolls	
Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
690	650 0 Building 650 0 House construction	Technology— Building & construction Buildings	Use for building buildings—not plans	
712			Use for titles with equal emphasis of Landscaping and building structures for landscaping plans	
712.6	650 0 Gardens x Design 650 0 Landscape architecture 650 0 Landscape design	Landscape architecture (Landscape design)—Specific kinds of land tracts—Private parks and grounds	Use for planning gardens and garden structures treated equally	
728.37	650 0 Architecture, Domestic 650 0 Wooden-frame houses	Architecture- Specific types of architecture- Specific types of structures- Residential and related buildings- Specific kinds of conventional housing-Separate houses	Use for house plans; house plans and building treated equally	

I	1	1	1	] I
741.6	650 0 Clip art	Graphic design, illustration, commercial art	Use for collections of copyright free illustrations	
745.2	650 0 Design, Industrial x History y19th century 650 0 Design, Industrial x History y 20th century 650 0 Design, Industrial x History y 21st century	Industrial art and design; Creative design of mass- produced commodities		
745.5922	650 0 Dolls	Toys and related objects-Dolls, puppets, marionettes	Use for handmade dolls	
745.59412	650 0 Christmas decorations 650 0 Christmas tree ornaments 650 0 Christmas cookery	Decorative objects-Objects for special occasions- Christmas	Use for titles geared mainly for home based activities of handicrafts, decorating, cooking, and entertaining for the Christmas holiday	
746.46	650 0 Quilting 650 0 Patchwork 650 0 Patchwork x Patterns	Patchwork and Quilting	Use for quilts made in any technique Patchwork, Appliqué, embroidery	
747	650 0 Interior decoration	Interior decoration	Use for design and decoration of interior spaces	
748.2	650 0 Depression glass	Decorative Glass and glassware	Collector's guides	
770.3	650 0 Photography v Encyclopedias			
775	650 0 Photography ax Digital techniques; 650 0 Digital cameras	Digital cameras; digital photography		
781.649	650 0 Rap music			

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
808.8381	650 0 Historical	Collections of	Use of titles with	
	fiction, American v Bibliography 650 0 Historical fiction, English v Bibliography	fiction displaying specific features— Historical and period fiction	little or no literary or historical criticism, primarily bibliographies of mystery fiction titles; including titles with classification in 082 of 016.8138109 or 813.8109, 813.0810878, or 823.08509	
808.83872	650 0 Detective and mystery stories v Bibliography 650 0 Noir fiction v Bibliography	Collections of fiction displaying specific features— Detective stories	Use of titles with little or no literary or historical criticism, primarily bibliographies of mystery fiction titles; including titles with classification in 082 of 016.80883872 or 016.8230872, or 823.0872	
808.83873	650 0 Ghost stories 650 0 Horror tales	Collections of fiction displaying specific features—Ghost and horror fiction	Use of titles with little or no literary or historical criticism, primarily bibliographies of mystery fiction titles; including titles with classification in 082 of 016.80883873 or 016.8230873, 823.0873, or 813.087309	
808.83936	650 0 Science fiction v Bibliography 650 0 Fantasy fiction v Bibliography	Collections of fiction displaying specific features—Science fiction, Fantasy fiction	Use of titles with little or no literary or historical criticism, primarily bibliographies of	

Dewey	Subject Heading	DDC Instruction	science fiction or Fantasy fiction titles; for titles with classification in 082 of 016.80883936 or 016.808838762 JCL Notes	Titles
809.3872	650 0 Detective and mystery stories x History and criticism	Literature in specific forms— history and criticism— Detective and mystery stories	Use for titles explaining the history of mystery fiction criticism of authors and titles, as well as bibliography	
809.38738	650 0 Horror tales x History and criticism	Literature in specific forms— history and criticism—Horror fiction	Use for titles explaining the history of horror fiction criticism of authors and titles, as well as bibliography	
809.38762	650 0 Science fiction x History and criticism 650 0 Fantasy fiction x History and criticism	Literature in specific forms— history and criticism—Science fiction, Fantasy fiction	Use for titles explaining the history of science fiction or Fantasy fiction criticism of authors and titles, as well as bibliography	
809.381	650 0 Historical fiction x History and criticism	Literature in specific forms— history and criticism— Historical fiction	Use for titles explaining the history of science fiction criticism of authors and titles, as well as bibliography	
811.509	650 0 American poetry y 20 <sup>th</sup> century x History and criticism	Literature in specific forms— History and criticism— American poetry in English-20 <sup>th</sup> century		
811.52	650 0 American poetry y 20 <sup>th</sup> century	Literature in specific forms— History and criticism— American poetry in English-20 <sup>th</sup> century-1900-1945	Includes American poets, such as E.E. Cummings, Edna St. Vincent Millay, Robert Frost	

Subject Heading	DDC Instruction	JCL Notes	Titles
650 0 American poetry y 20 <sup>th</sup> century	Literature in specific forms— History and criticism— American poetry in English-20 <sup>th</sup>	Includes American poets such as Charles Bukowski, Theodore Roethke, Anne	
650 0 American poetry y 21 <sup>st</sup> century	Literature in specific forms— History and criticism— American poetry in English-21st	Includes American poets such as Larry Rochelle, Jill Scott	
650 0 Love stories, American v Bio- bibliography 650 0 Authors, American y 20 <sup>th</sup> century v Biography v Dictionaries	Literature in specific forms— History and criticism— American fiction in English-21st century-2000 Love stories		
650 0 Children's literature in series v Bibliography; 650 0 Children's stories v Bibliography; 650 0 Young adult fiction v Bibliography 651 0 India vLiterary collections	Collections English language fiction; British and American titles together	Prefer 011.6 for reading lists and selection guides	
651 0 Latin American literature x History and criticism; 650 0 Literature and society z Latin America			Title: Literary cultures of Latin America
	650 0 American poetry y 20 <sup>th</sup> century  650 0 American poetry y 21 <sup>st</sup> century  650 0 Love stories, American v Biobibliography 650 0 Authors, American y 20 <sup>th</sup> century v Biography v Dictionaries  650 0 Children's literature in series v Bibliography; 650 0 Children's stories v Bibliography; 650 0 Young adult fiction v Bibliography 651 0 India vLiterary collections  651 0 Latin American literature x History and criticism; 650 0 Literature and society	650 0 American poetry y 20 <sup>th</sup> century  650 0 American American poetry in English-20 <sup>th</sup> century-1945-1999  650 0 American poetry y 21 <sup>st</sup> century  650 0 Love stories, American v Biobibliography 650 0 Authors, American y 20 <sup>th</sup> century v Biography v Dictionaries  650 0 Children's literature in series v Bibliography; 650 0 Children's stories v Bibliography; 650 0 Young adult fiction v Bibliography 651 0 India vLiterary collections  651 0 Latin American literature x History and criticism; 650 0 Literature and society	650 0 American poetry y 20 <sup>th</sup> century    Continuity   Co

Dewey	Subject Heading	DDC Instruction	JCL Notes	Titles
910.202	650 0 Ocean travel 650 0 Safaris	Geography & travel-Miscellany-	Also use for Cruise ships and	
	650 0 Cruise lines v Guidebooks	World travel guides	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	

I	Í	I	1	I
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- 18701900-1914	, , , , , , , , , , , , , , , , , , , ,	
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	

161

			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	

### **Computer Certification Books**

# All materials on computer certification will be classed in **004.023**

and have a local subject heading of:

### 690 Computer certification tests \*x Study guides.

Following is a list of common computer certifications and subject headings.

#### **A+ Certification**

This certification is for entry-level hardware technicians.

Class in 004.023

#### **Subject headings:**

- 650 0 Computer technicians ‡x Certification.
- 650 0 Electronic data processing personnel ‡x Certification.
- 650 0 Microcomputers ‡x Maintenance and repair ‡x Examinations ‡v Study guides.
- 610 20 Computing Technology Industry Association ‡x Examinations ‡v Study guides.
- 690 A+ Certification.

#### **Cisco Certified Network Associate**

#### Subject headings

- 610 20 Cisco Systems, Inc.
- 0 Electronic data processing personnel ‡x Certification.
- 0 Computer networks ‡x Examinations ‡v Study guides.
- 0 Cisco Certified Network Associate.
- 690 Computer certification tests ‡v Study guides.

### **Microsoft Certified Systems Engineer (MCSE)**

For individuals who plan, implement, and support business solutions with Microsoft Windows NT and Microsoft BackOffice.

#### **Subject headings:**

- 650 0 Electronic data processing personnel ‡x Certification.
- 650 Operating systems (Computers) ‡x Examinations ‡v Study guides.
- 650 0 Computer networks ‡x Management ‡x Examinations ‡v Study guides.
- 690 Microsoft Certified Systems Engineer.

#### Microsoft Certified Systems Engineer (MCSE) + Internet

For individuals who deploy and manage sophisticated intranet and Internet solutions that include a browser, proxy server, host servers, database, and messaging and commerce components.

#### **Subject headings:**

- 650 0 Electronic data processing personnel ‡x Certification.
- 650 O Operating systems (Computers) ‡x Examinations ‡v Study guides.
- 650 0 Computer networks ‡x Management ‡x Examinations ‡v Study guides.
  - 650 0 Internet (Computer network) ‡x Examinations ‡v Study guides.
  - 690 Microsoft Certified Systems Engineer.

#### Microsoft Certified Professional (MCP)

For individuals who would like to demonstrate their expertise with a particular Microsoft product.

### **Subject headings:**

- 650 0 Electronic data processing personnel ‡x Certification.
- 650 0 Microsoft software ‡x Examinations ‡v Study guides.690 Microsoft Certified Professional.

#### Microsoft Certified Professional (MCP) + Internet

With this credential, Microsoft Certified Professionals with a specialty in the Internet will be qualified to plan security, install and configure server products, manage server resources, extend servers to run CGI scripts or ISAPI scripts, monitor and analyze performance, and troubleshoot problems. It replaces the MCSD program.

#### **Subject headings:**

- 650 0 Microsoft software ‡ Examinations ‡v Study guides.
- 650 0 Electronic data processing personnel ‡x Certification.
- 650 0 Internet (Computer network) ‡x Examinations ‡v Study guides
- 690 Microsoft Certified Professional.

#### Microsoft Certified Professional (MCP) + Site Building

For individuals who plan, build, maintain and manage Web sites using Microsoft technologies and products.

#### **Subject headings:**

- 650 0 Electronic data processing personnel ‡x Certification.
- 650 0 Microsoft software ‡x Examinations ‡v Study guides.
- 690 Microsoft Certified Professional.

#### **Certified Novell Administrator (CNA)**

For individuals who handle the day-to-day administration of an installed Novell networking product.

### **Subject headings:**

- 610 20 Novell, Inc. ‡x Examinations ‡x Study guides
- 0 Computer networks ‡x Management ‡x Examinations ‡v Study guides.
- 650 0 Electronic data processing personnel ‡x Certification.
- 690 Certified Novell Administrator

#### **Certified Novell Engineer (CNE)**

For individuals who provide high-end, solutions based technical support for Novell products.

#### **Subject headings:**

- 610 20 Novell, Inc. ‡x Examinations ‡vStudy guides.
- 650 0 Computer networks ‡x Management ‡x Examinations ‡v Study guides.
  - 650 0 Electronic data processing personnel ‡x Certification.
- 690 Certified Novell Engineer.

Additional Certification information can be found in the book "Get certified and get ahead" by Anne Martinez.

ISBN: 007134781X

#### **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

### **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 protocolsComputer science Wireless Web usability Routers	Use for titles about computer/Internet usability

004.67 AOL	650 0 Internet 650 0 Wide area networks (Computer networks) 650 0 America Online (Online service)	Internet service providers Class works on all Internet service providers whether they provide additional information addition to the Internet or not.	Double cutter for name of Internet service provider, such as YAHOO or AOL; note version
004.678 EXPLORER	630 00 (Name of browser) 650 0 Web sites ‡v Directories 690 (Name of search engine)	Class here works that deal with the Internet in general Class here works on search engines Class here works on browsers Class here Web directories on more than one subject	Double cutter for name of search engine, such as DOGPILE or ALTAVIST  Double cutter for name of browser; drop company name, such as EXPLORER OR NETSCAPE; note version
004.692	650 0 Instant messaging 650 0 Electronic mail messages 650 0 Electronic mail systems 650 0 Electronic mail systems ‡x Standards	Class here works on electronic mail	

### **Computer Books**

005.133 ACTIONSC	650 0 ActionScript (Computer program language) 650 0 Programming languages (Electronic computers) 650 0 Computer animation 650 0 Computer graphics	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
005.133 BASIC	650 0 BASIC (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
005.133 C++	650 0 C ++ (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
005.133 C#	630 00 C# (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

Revised: August 13, 2014

168

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

# **Computer Books**

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

# **Computer Books**

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

# **Computer Books**

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

# **Computer Books**

005.2768 WINXP	630 0 Windows 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; drop manufacturer name and note versionWINXXXX; XXXX could be 2003, 2004, XP
005.2768 ASP	630 00 Active server pages. Internet programming. Web site development.	Class here Web programming for specific operating systems.	Double cutter; drop manufacturer name and note version—ASP XXXX; could be ASP 2.0
005.2768 ASP.NET 2.0	630 00 Active server pages. 650 0 Internet programming. 650 0 Web site development.	Class here Web programming for specific operating systems.	Double cutter; drop manufacturer name and note version—ASP.NET XXXX; could be ASP.NET 2.0
005.36 AUTOCAD 2006	AutoCAD Engineering models Engineering design Computer graphics	Engineering designData processing Computer applications; 620.0042028553	Double cutter for program; drop manufacturer name and note version-AUTOCAD XXXX; could be AUTOCAD 2006

### **Computer Books**

005.36 CRYSTALR 10	Seagate Crystal reports Business report writing ‡x Computer programs	Original number-651.78028557585; business reports from specific distributed database management systems	Double cutter for program; drop manufacturer name and note versionCRYSTALR 10
005.36 FINALCUT PRO5	Final cut (Electronic resource) Digital video ‡x Editing ‡x Data processing Videotapes ‡x Editing ‡x Data processing	Original classification 778.59302855369;	Double cutter for program; drop manufacturer name and note version-FINALCUT XXXX; XXXX could be PRO, PRO5, EXPRESS
005.36 FRAMEMAK 4	FrameMaker (Computer file) Desktop publishing	Desktop publishingCompositionComputer programs; Desktop typesettingComputer programs	Double cutter for program; note versionFRAMEMAK 4
005.36 INDESIGN	Adobe InDesign Desktop publishing	Desktop publishingCompositionComputer programs; Desktop typesettingComputer programs original number 686.22544536	Double cutter for program; drop manufacturer name and note version-INDESIGN XXXX; XXXX could be 2000,2004,CS, CS2

005.36 PAGEMAKE 6.5	Adobe Pagemaker Desktop publishing	Desktop publishingCompositionComputer programs; Desktop typesettingComputer programs	Double cutter for program; drop manufacturer name and note version-PAGEMAKE 6.5
005.36 PEACHTRE	Peachtree complete accounting Accounting ‡x Computer programs	AccountingComputer programs; Original number-657.028553	Use 005.36 and double cutter for program and version
005.36 PUBLISHE 2004	Microsoft Publisher Desktop publishing	Desktop publishingCompositionComputer programs; Desktop typesettingComputer programs	Double cutter for program; drop manufacturer name and note version-PUBLISHER XXXX; XXXX could be 2000,2004,XP
005.36 QUARKXPR	QuarkXpress (Computer file) Desktop publishing	Desktop publishingCompositionComputer programs; Desktop typesettingComputer programs	Double cutter for program; note versionQUARKXPR 6
005.36 QUICKBOO 2005	QuickBooks Small business ‡x Finance ‡x Computer programs Small business ‡x Accounting ‡x Computer programs.	Original number-657.9042028555; Personal finance; Small businessFinanceSoftware	Double cutter for program; drop manufacturer name and note versionQUICKBOO 2005

# **Computer Books**

005.36 QUICKEN 2006	Quicken (Computer file) Small business ‡x Finance ‡x Computer programs Finance, Personal ‡x Computer programs. Computer programs	Original number-332.0240028553; Personal finance; Small businessFinanceSoftware	Double cutter for program; drop manufacturer name and note versionQUICKEN 7; QUICKEN 2000
005.36 SAPR/3	630 00 SAP R/3 Business ‡x Computer programs. Client/server computing	Original number- 658/.05/57585	Double cutter for program; drop manufacturer name and note version, if any—SAPR/3
005.43 FREEBSD	630 00 FreeBSD Operating systems (Computers) Free computer software.	Systems programs; Operating systems	Double cutter for operating system—FREEBSD; note version, if any
005.43 KNOPPIX	630 00 Knoppix (Computer file) 650 0 Operating systems (Computers)	System programs; Operating systems	Double cutter for operating system—KNOPPIX; note version, if any
005.43 LINUX 9	630 00 Linux Operating systems (Computers)	Systems programs; Operating systems	Double cutter for operating system—LINUX; note version— LINUX 9
005.43 MACOSX TIGER	630 00 Mac OS Operating systems (Computers)	Systems programs; Operating systems	Double cutter for operating systemMACOSX TIGER; Could be Panther, Jaguar, etc.
005.43 WINXP	630 00 Microsoft Windows (Computer file) Operating systems (Computers)	Systems programs; Operating systems	Double cutter for operating system; drop manufacturer name and note version and edition—WINDOWS; WINXXXX; XXXX could be 2003, 2004, XP
005.5 WORDPERF	630 00 Corel WordPerfect suite Integrated software.	Integrated programs; Office suites (Computer software); Productivity suites (Computer software)	Double cutter for program; drop manufacturer name and note version—WORDPERF 8

005.5 OFFICE XP	630 00 Microsoft Office Integrated software Business ‡x Computer programs	Integrated programs; Office suites (Computer software); Productivity suites (Computer software)	Double cutter for program; drop manufacturer name and note versionOFFICE XXXX; XXXX could be 2003, 2004, XP
005.5 OPENOFFI 2004	630 00 OpenOffice.org (Electronic resource) Integrated software.	Integrated programs; Office suites (Computer software); Productivity suites (Computer software)	Double cutter for program; drop manufacturer name and note versionOPENOFFI XXXX; XXXX could be 2003, 2004, ETC.
005.52 WORD 2004	630 00 Microsoft Word (Computer file) Word processing	Including grammar checkers, spelling checkers, style checkers; Desktop publishing software, text editors, text processers; Class works on desktop publishing that emphasize typography in 686.22.	Double cutter for program; drop manufacturer name and note versionWORD XXXX; XXXX could be 2003, 2004, XP
005.52 WORDPERF 2004	630 00 WordPerfect (Computer file) Word processing	Including grammar checkers, spelling checkers, style checkers; Desktop publishing software, text editors, text processers; Class works on desktop publishing that emphasize typography in 686.22.	Double cutter for program; drop manufacturer name and note versionWORDPERF XXXX; XXXX could be 2003, 2004
005.54 EXCEL XP	630 00 Microsoft Excel (Computer file); Electronic spreadsheets	Electronic spreadsheets; Spreadsheets (Computer programs)	Double cutter for program; drop manufacturer name and note versionEXCEL XXXX; XXXX could be 2003, 2004, XP
005.54 QUATTRO PRO3	630 00 Quattro pro Electronic spreadsheets	Electronic spreadsheets; Spreadsheets (Computer programs)	Double cutter for program; drop manufacturer name and note versionQUATTRO PRO3

# **Computer Books**

005.57 OUTLOOK 2004	630 00 Microsoft Outlook Time management ‡x Computer programs Personal information management ‡x Computer programs	Software that typically includes an address book, a calendar or diary, electronic mail software, a meeting scheduler, and a time or task scheduler	Double cutter for program; drop manufacturer name and note versionOUTLOOK XXXX; XXXX could be 2000,2004,XP
005.58 POWERPOI XP	Microsoft PowerPoint (Computer file) Presentation graphics software Business presentations ‡x Graphic methods ‡x Computer programs Business presentations. Multimedia systems in business presentations.	Presentation software; Business presentation software	Double cutter for program; drop manufacturer name and note versionPOWERPOI XXXX; XXXX could be 2000,2004,XP
005.71376 EXCHANGE 2004	Microsoft Exchange Client/server computing Electronic mail systems	Distributed processing-Communications computer programs Distributed processinginterfacingPrograms	Double cutter for program; drop manufacturer name and note versionEXCHANGE XXXX; XXXX could be 2000,2004,XP
005.71376 EXCHANGE SERV2004	Microsoft Exchange server Client/server computing Electronic mail systems	Distributed processing-Communications computer programs Distributed processinginterfacingPrograms	Double cutter for program; drop manufacturer name and note versionEXCHANGE SERVXXXX; XXXX could be 2000,2004,XP
005.71376 FIREFOX	Firefox Browsers (Computer programs)	Browsers (Computer programs); Distributed processing-Communications-Programs; Distributed processing-Interfacing-Programs	Double cutter for program; drop manufacturer name and note version, if any notedFIREFOX; A web browser is a software application, technically a type of HTTP client, that enables a user to display and interact with HTML documents hosted by web servers or held in a file system. Popular browsers available for personal computers include Microsoft Internet Explorer, Mozilla Firefox, Opera, Netscape,

			Apple Safari and Konqueror. A browser is the most commonly used kind of user agent. The largest networked collection of linked documents is known as the World Wide Web.
005.71376 WINDOWS SERV2003	630 00 Microsoft Windows server 630 00 Microsoft Windows (Computer file)	Distributed processing-Communications computer programs Distributed processinginterfacingPrograms	Double cutter for program; drop manufacturer name and note versionWINDOWS SERVXXXX; XXXX could be 2000,2004,XP
005.72	Web sites ‡x Design Web publishing	Web page design; Web sites; Web publishing	Double cutter for program only if specific program is noted; see specific programs listed. If program not listed, add to the list.
005.72	Cascading style sheets Computer graphics Web publishing Web sites ‡x Design	Hypertext; Web page design; Web sites	Do not double cutter.
005.72	PDF (Computer file format) Portable document software Text processing (Computer science)	PDF (Computer file format); Portable document software	Not double cuttered if no specific program or multiple programs are covered in workPDF hacks, ie.

# CATALOGING MANUAL

# **Computer Books**

005.72 ACROBAT 2004	Adobe Acrobat Web publishing Portable document software Text processing (Computer science)	PDF (Computer file format); Portable document software	Double cutter for program; drop manufacturer name and note versionACROBAT XXXX; XXXX could be 2000,2004; Add 650 0 Web publishing. Add 630 for application.
005.72 CONTRIBU 2	Contribute (Computer file) Web site development Web sites ‡x Design	Web page design; Web sites	Double cutter for program; drop manufacturer name and note versionCONTRIBU XXXX; XXXX could be 2;
005.72 DREAMWEA 2004	Dreamweaver (Computer file) Web sites ‡x Design Web site development Web publishing	Web page design; Web sites	Double cutter for program; drop manufacturer name and note versionDREAMWEA XXXX; XXXX could be 2000,2004; Add 650 0 Web publishing. Add 630 for application.
005.72 GOLIVE 6	Adobe GoLive Web sites ‡x Design Web publishing	Web page design; Web sites; Web publishing	Double cutter for program; drop manufacturer name and note versionGOLIVE XXXX; XXXX could be 6; Add 650 0 Web publishing. Add 630 for application.
005.7565 ACCESS XP	Microsoft Access Database management	Specific relational database management systems	Double cutter for program; drop manufacturer name and note versionACCESS XXXX; XXXX could be 2000,2004,XP

Revised: August 13, 2014 180

# **Computer Books**

005.8	650 0 Firewalls (Computer security) 650 0 Computers (Access control) 650 0 Computer networks ‡x Security measures.	Class here access control, computer network security, firewalls	
006.5 CUBASE SX2	630 00 Cubase 650 0 Digital audio editors	Computer sound synthesis	Double cutter for program; note versionCUBASE XXXX; XXXX could be SX, SX2, etc.
006.5 DELLDJ 2004	Dell DJ (Digital music player) Digital music players	Reproducers; Digital audio; Computer sound synthesis	Double cutter for type of player; note versionDELLDJ XXXX; XXXX could be 2000, 2004
006.5 IPOD NANO	iPod (Digital music player) Digital music players MP# players Music ‡x Computer programs	Reproducers; Digital audio; Computer sound synthesis	Double cutter for type of player; drop manufacturer name and note versionIPOD XXXX; XXXX could be 2000,2004; NANO
006.5 MP3 2004	MP3 players; Digital music playersMP3 (Audio coding standard)	Reproducers; Digital audio; Computer sound synthesis	Double cutter for type of player; drop manufacturer name and note versionMP3 XXXX; XXXX could be 2000,2004

# CATALOGING MANUAL

# **Computer Books**

006.5 PROTOOLS 7	630 00 Pro Tools 650 0 Digital audio editors	Reproducers; Digital audio; Computer sound synthesis	Double cutter for type of player; drop manufacturer name and note version—PROTOOLS XXXX; XXXX could be 7, or a year 2006
006.686 PHOTOSHO	Adobe Photoshop Computer graphics	Class here image manipulation; computer graphics; Graphicscomputer science	Double cutter for program; drop manufacturer name and note version-PHOTOSHO 7; PHOTOSHO ELEMENT3
006.686 PHOTOSHO ELEMENT3	Adobe Photoshop elements Computer graphics	Class here image manipulation; computer graphics; Graphicscomputer science	Double cutter for program; drop manufacturer name and note version- PHOTOSHO ELEMENT3
006.686 ILLUSTRA 10	Adobe Illustrator (Computer file) Computer graphics	Microcomputersgraphics programs	Double cutter for program; drop manufacturer name and note version-ILLUSTRA XXXX; XXXX could be 2000, 2004, 10
006.686 CORELDRA 7	CorelDraw Computer graphics	Microcomputersgraphics programs	Double cutter for program; drop manufacturer name and note version-CORELDRA 7

Revised: August 13, 2014 182

# **Computer Books**

006.686 FIREWORK 2004	Fireworks (Computer file) Computer graphics Web sites ‡x Design	Microcomputersgraphics programs	Double cutter for program; drop manufacturer name and note version-FIREWORK XXXX; XXXX could be 2000, 2004
006.686 GIMP 2.4	630 00 GIMP (Computer file)	Microcomputers—graphics programs	Double cutter for program; drop manufacturer name and note version-GIMP XXXX; XXXX could be 2.4
006.686 IPHOTO 2004	iPHOTO (Computer file) Computer graphics	Microcomputersgraphics programs	Double cutter for program; drop manufacturer name and note version-IPHOTO XXXX; XXXX could be 2000, 2004
006.74 XML 2004	XML (Document markup language) HTML editors (Computer programs)	Class here general document markup languages; extensible markup languages; hypertext markup language; Markup languages	Double cutter for program; drop manufacturer name and note version-XML XXXX; XXXX could be 2000, 2004

# CATALOGING MANUAL

# **Computer Books**

006.74 HTML 2004	HTML (Document markup language); HTML editors (Computer programs)	Class here general document markup languages; extensible markup languages; hypertext markup language; Markup languages	Double cutter for program; drop manufacturer name and note version-HTML XXXX; XXXX could be 2000, 2004
006.74 XHTML 2005	XHTML (Document markup language) HTML editors (Computer programs)	Class here general document markup languages; extensible markup languages; hypertext markup language; Markup languages	Double cutter for program; drop manufacturer name and note version-XHTML XXXX; XXXX could be 2000, 2004
006.76	650 0 Web services 650 0 Internet programming 650 0 CGI (Computer network protocol) 650 0 Application program interfaces (Computer software)	Class here Internet programming, web programming	Not double cuttered if no specific program or multiple programs are covered in work
006.76 Struts 1	650 0 Struts framework 650 0 Web site development 650 0 Java (Computer program language)	Internet programming, Web programming	Double cutter for program; drop manufacturer name and note version-STRUTS XXXX; XXXX could be 1
006.786 DIRECTOR 2006	630 00 Director (Computer file) 650 0 Multimedia systems	Microcomputersmultimedia systems programs	Double cutter for program; drop manufacturer name and note version-DIRECTOR XXXX; XXXX could be 2000, 2004
006.786 FLASH MX	630 00 Flash (Computer file) 650 0 Computer animation 650 0 Computer graphics 650 0 Web sites ‡x Authoring programs	Microcomputersmultimedia-systems programs	Double cutter for program; drop manufacturer name and note version-FLASH XXXX; XXXX could be 5, MX, MX2004

Revised: August 13, 2014 184

# **Computer Books**

	650 0 Multimedia systems 650 0 ActionScript (Computer program language)		
006.786 ILIFE 05	630 00 iLife (Computer file) 650 0 Multimedia systems 650 0 Macintosh computer	Microcomputersmultimedia-systems programs	Double cutter for program; drop manufacturer name and note version, if any notedILIFE 05
006.786 MPEG4	650 0 MPEG (Video coding standard) 650 0 Video standards 650 0 Multimedia systems	Microcomputersmultimedia-systems programs	Double cutter for program; drop manufacturer name and note version, if any notedMPEG4
006.786 PREMIERE 2000	630 00 Adobe Premiere 650 0 Music videos 650 0 Motion pictures ‡x Editing ‡x Data processing 650 0 Digital video ‡x Editing ‡x Data processing	Microcomputersmultimedia-systems programs	Double cutter for program; drop manufacturer name and note version, if any noted—PREMIERE XXXX; XXXX could be 2000, 2004, PRO 2.0
006.787 QUICKTIM 2004	Quicktime Motion pictures ‡x Editing ‡x Data processing Web sites ‡x Design	Processing modescomputer science multimedia-systems programs	Double cutter for program; drop manufacturer name and note version, if any noted—QUICKTIM XXXX; XXXX could be 2000, 2004

## **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

## Crime/Homicide/Murder (364)

This is a matter of thinking like Dewey and LCSH, general to the specific:

364.15	Offenses against persons, ie. harassment, Violent crimes, bodily harm implied, but no specific crimes identified
364.151	Genocide, the systematic extermination or destruction of an entire people or national group
364.152	Homicide, the killing of any human being by another. Intention, legal implications not covered
364.1522	Suicide, the intentional taking of one's own life
364.1523	Murder, the unlawful, malicious, and intentional killing of one human being by another, specific type of killing
364.1524	Assassination, a killing by secret or surprise assault (taken from assassin, killing your opponent, murder for political reasons)
364.1525	Manslaughter, the unlawful killing of a human being with malice. The intent was to hurt, not kill, or death resulted because of recklessness, failure to implement or follow safety procedures, etc. by the other person.

## **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

# **DDC Decisions by Subject**

DDC Decisions by Subject	
African Americans	305.896
All-terrain vehicles with treatises (Do include repair manuals in this number)	629.22042
Aztecs and Mayans (treated equally)	972
Aztecs, Mayans, and Toltecs (treated equally) Otherwise	972.01
Architecture 690 vs. 6XX vs.72X vs. 71X	690 – Building buildings—not plans 6XX – if it is about a material used to build the structure then classify elsewhere in the 6XX's with the specific material.  72X—Plans for types of structures 71X—Plans for landscaping 72X or 71XPlanning and construction equally
Bibliography, etc	Delete the 016, and catalog in the topic (Example: The animated movie guide)
Bicycles (Do include repair manuals in this number)	629.2272
Body Building - appearance	646.75
Body Building - fitness	613.7
Building techniques, structural engineering, and materials to use for building.	6XX or 69X
Cemetery records (GENEALOG)	929.3(+location to state level only)
Child abuse (crime) - child abuse and neglect	364.15554
Child abuse (social problem) - abused & neglected children	362.76
Christmas (handicrafts – gifts – decorations – parties – cookery)	745.59412
Clip Art	741.6
Co-dependency—in terms of self improvement interpersonal relations	158.2
Collective biographies with a common subject	Use subject area
Collective biographies of women (General)	305.4
College Catalogues & Directories (general or specific)  – Professional Schools—Graduate Programs Includes admissions and material about the school.	378.241
Test books for admission to school. All certification	378.1662

and licensing books go in with the subject number	
Cooking for special occasions – if a book contains more than 50% recipes class here	641.568
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.
Countries and United States, States (Geographic information, social life and customs, travel, and history)	Use base number 91 and base geographic area from Table 2. Do not add for smaller specific geographic areas or special topics.
Crime—For further clarification see General Cataloging Manual section on Local Cataloging Decisions –Adult – Crime – Homicide and Murder	364
Cruise ships, cruise vacations	910.202
Diseases – classify all diseases with the basic number in the 616s. Convert all 362.1 and 618.92 numbers to the 616 number.	616
Dolls (Handmade)	745.5922
Dolls (Manufactured)	688.7221
Extended care facilities/long term care	362.16
Residential (Institutional) Care. Class here services of homes, institutions providing complete care. Class institutions providing residential care to medical patients in 362.16	362.61
Family histories (Including GENEALOG)	929.2
Garage Sales	658.87
GED study guides	373.1262
Home Remedies	615.88
Incas	985.019
Indians of North America (Adult & J)	970.1
Interior decoration	747
Internet and research papers	028.7
Internet - doing business	658.4038
Intra-family relationships	306.87
Landscaping – Planting (how to)	635
Landscaping and Building of structure	712
Law – For further clarification see General Cataloging Manual section on Local Cataloging Decisions –Adult Law Classifications – 340.	Follow option A in 340's. Choose first class in DDC record. 342-346 drop the 73. Drop 73, except for titles

	dealing with the Constitution as a
	whole document or with material on
Law - Rape victims	the United States Supreme Court.  345.02532
Local histories containing mostly genealogical material.	929.3
If in doubt, consult with Genealogy Librarian. Take to state level only.	929.5
Manufacturers directories (General & State)	338.0029
Manufacturers directories (Industries)	338.76
Minerals (If book contains information on both rocks and minerals, use Dewey classification for Petrology 552	549
Mayans	972.81
Monologues	808.822
Ordnance – Use for physical description, design, manufacture, operation and repair of ordnance.	623
Ordnance – Use for procurement and deployment, and also for the units and services that use the ordnance.	355-359
Ordnance—Histories of the development of weapons emphasizing the interplay of human and social factors are regarded as procurement history, and are classed in 355.8 and related numbers in 356-359	355.8 and 356-359
Ordnance – Use for use of weapons in particular battles or wars	900's
Place Names 910.3 vs. 910.014 910.014 is for discourses on place names and their origin, history, meaning. 910.3 is for dictionaries and gazetteers of place names. JCL prefers 910.3	910.3
Plans, types of structures and building, landscaping, blueprints, histories of specific buildings or structures.	72X or 71X
Planning and construction equally	72X or 71X
Personal Computer Books – fix and/or updates, including hardware	004.16
Personal Computer Books – fix and or update for specific types (i.e. Mac), including hardware	004.165
Political cartoons	320.0207
Pregnancy—nutrition, exercise, stages of pregnancy	618.24
Praxis examination	371.12
Prostitution as a legal issue	345.02534
Prostitution as an occupation	331.7613
Prostitution as a social problem	363.44
Prostitution institutions pertaining to relations of the sexes	306.74

Pruning	631.542
Quotations	808.882
Resume and Job interviewing	650.14
Rocks & Minerals – if the book contains material on both rocks & minerals use the Dewey classification for rocks (Petrology).	552
Royal Family (Great Britain) – class all books containing mainly recent photos of the Royal family members. Books should have at least the following subject heading: Windsor, House of. Where appropriate add other subject headings for family members.  Examples: Diana, Princess of Wales, 1961 Great BritainPrinces and princesses –pictorial works Great BritainQueensPictorial works.	941.0858
William and Harry, collectively	941.086
Schools and their activities - Special Education	371.9
Shakespeare	822.33
Snowmobiles with treatises	629.22042
Social Problems and Services - Work/policy of gov't	361 - 365
Terrorism – not exclusively 9-11-01	303.625
Terrorism—about 9-11-01 exclusively	973.931
Toltecs	972.017
Travel agency—management aspects	910.684
Web sites and directories/General	004.678
Put specific web sites and directories with the subject.	
Weddings/Planning	395.22

## **Foreign Language Collection**

First Line: Dewey Classification Second Line: Name of Language in caps

Third Line Author's last name or first word of the title

Fourth Line: 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.

#### SPINE LABEL

XXX.XXX LANGUAGE Last Name or Title Month/Year

#### **PURPOSE**

The purpose adding classic titles written in the original foreign languages is to provide patrons, particularly high school students, access to some examples of great world literature written in the original language. The languages represented are the five most frequently taught languages in the Shawnee Mission School District.

#### **NOTE:**

The foreign language collection is a small circulating collection of classic titles written in their original language and shelved at the Central Resource Library. The collection will have books in the following languages: French, Spanish, Italian, German and Latin. These books will be interfiled in the appropriate Dewey classification.

Cataloging items for the foreign language collection is similar to cataloging other materials. When searching for records on OCLC and SIRSI, use the same search strategies you would use for material in English. ISBN or author/title searches are most productive

However, many of the works published by foreign publishers may not have exact matches. For titles published outside the United States it may be necessary to match more by physical description than by publishing information. The definition for an edition appears more on the order of a printing, and each printing has a different copyright date. If all other significant cataloging data matches, but not the date or edition, pick the record that matches regardless of the date and/or edition.

## **Bibliographic Fields**

## 092 Locally Assigned Dewey Call Number

All label and cutter conventions for circulating books apply to the foreign language collection. If we own the English version of a nonfiction title, use the same Dewey or collection prefix for the foreign language material. However, fiction titles for the foreign collection will have the classification of the language in which the book is printed. The Dewey classification should be followed by the name of the language in which the book is printed in capitals, next the author's last name followed by the date were appropriate.

Example: 843.8 FRENCH

Author's last name

Date

## 240 Uniform title

Change to 246 3 blank.

Delete if generic uniform title such as Works, Selected Works, Prose, etc. or foreign language equivalent.

#### 246 Varying Form of Title

Add a 246 (indicators 3 blank) that copy the French title in the subfield "a" with initial article.

Add a 246 (indicators 3 blank) for English titles. Delete the initial article in English title for this field.

#### 6XX

Use the same subject headings for the foreign language material that appear on the record for the corresponding title in English. Verify and edit all 6XX fields to make them LCSH, as necessary. Check other records for the same title for Dewey and subject headings to cut and paste into chosen record as available. If the content of the material is not clear, check for OCLC records of English translations, or consult with a resource person fluent in a foreign language.

## 690 Local Subject Added Entry

Adult materials for the foreign language collection have the 690 field for the language in which the book is printed.

Example: 690 French language materials.

**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 or GENRE

ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Revised: August 13, 2014

192

#### **Government Documents**

For new materials, the Government Documents staff will do the preprocessing, following the current receiving procedures. Selectors for specific subject areas determine placement of materials. They will also determine if an item is circulating or reference. Return any unprocessed documents to Government Documents Librarian.

Always begin by searching Sirsi to see if a document has been cataloged already. If a record exists in Sirsi, determine whether the document in hand is a duplicate, or if it is a new document. Give questionable items to Governments documents cataloger. Notify Government Documents librarian of discrepancies in location of new issues and existing holdings in the collection. Recycle duplicate fiche. Return duplicate paper items or unprocessed items to Government Documents with an explanatory note.

This situation often alerts us to the fact that an item is serial in nature. If the record already in Sirsi is monographic, it may have to be overlaid with a serial record. Check the list of titles in Government Documents memos in SuDoc order to make sure the title is supposed to have monographic records for separate issues.

If the duplicate title in hand exists in Sirsi in a different format, particularly if paper is received, and the title is already owned in microfiche or vice versa, check with Government Documents librarian to determine which format is preferred. Document staff usually keeps issues of serial titles in all formats received. Replace microfiche records if paper copy is received and kept. Delete JCL holdings from microfiche record in OCLC as well. If a document is received only in microfiche, choose a microfiche record, if it has complete cataloging for microfiche. If a final form of a currently held draft form of a document is received, overlay the draft record with the final copy record. Flag the final form copy with a sticky, notifying the Government Documents staff to drop the draft copy.

## Searching in Sirsi

To use a numeric search in Sirsi, be aware that the search is using the item records. For a call number search, use General, Browse, US DOC [SU DOC] and/or [SU DOC] call number, and Central in Library.

EX: GP 3.22/2:209/993

Sirsi call number search: US DOC GP 3.22/2:209/993

GP 3.22/2:209/993

Sirsi truncated search: US DOC GP 3.22/2:209

GP 3.22/2:209

EX: C 3.223/7:1990 CPH-2-52

Sirsi truncated call number search: US DOC C 3.223/7:1990 CPH-2

C 3.223/7:1990 CPH-2

If a call number search does not retrieve a bibliographic record, double check by title search using Title, Search and/or Browse. You should also limit the search to Central for Library.

## **OCLC Searching**

Use the search label "gn:", no space, the first two letters of SuDoc and remaining numbers up to ten digits, omitting all punctuation and spaces. The OCLC search function only recognizes the first two alpha characters at the first of the SuDoc search string.

EX.: GP 3.22/2:209/993 and I 49.44/2:AR 6/5

OCLC search: gn:GP322220993 OCLC search: gn:I49442A65 OCLC truncated search: gn:GP3222209

OCLC truncated serial search: gn:GP3222209/ser

EX: C 3.223/7:1990 CPH-2-52

OCLC search: gn:C322371990252 OCLC truncated search: gn:C3223719902

OCLC truncated serial search: gn:C3223719902/ser

EX: PREX 1.10/8:B 96/2/BRAILLE

OCLC search: gn:pr1108962

EX: Statistical abstract

OCLC search command: sca ti statistical abstract

Use "sca ti" search if SuDoc, derived title, or author/title searches are unproductive. If a document is entered by a member library, it may not have a SuDoc number. The actual wording of the 245 may vary from the wording of the search. This tends to be a common situation for titles on microfiche headers and titles on CD-ROMs. Be creative in structuring a title search. Check MARCIVE-- (Available through Web connections) for possible help in finding documents. If a full record for a document is available, it will have the OCLC number in the MARCIVE record. If the record for the document in MARCIVE is a temporary record, consider that document as a possible candidate for an original record. Generally speaking, straight author searches for documents are not productive.

Consider whether a serial record is appropriate. Any document stamped "Current Issue Only" is generally a serial. Wording in title, the SuDoc number, previous entries in DRA, OCLC, and/or items in hand give clues as to need for a serial record.

EX: Annual report of the Surgeon General

GP 3.22/2:209/993

TD 2.24/6:S 1 (92 edition) already in DRA, 93 edition in hand to be cataloged.

Use a non-fiche record, if possible, for titles received in both paper and fiche and add a 500 note: "Distributed to some depository libraries in microfiche". Do this even when a record contains a 5xx (Usually a 533) containing other microfiche information. If a new item is received in microfiche, use microfiche record if record is GPO, DLC, or a member library that uses all possible fields for a print record as well as the 007 for the microfiche record. If in doubt as to the completeness and quality of the microfiche record, choose the print record.

Remember that government documents are searched most often by subject, not by SuDoc number or title. This affects the decision on whether to use serial or monographic records. A good example is the Yearbook of Agriculture, which has diverse subject matter (Nutrition - Eating for good health to Farm management to Research for tomorrow). Use monographic records so that subject headings are appropriate.

Hearing documents can be either monographic or serial. Examples: Hearings on 1993 Floods in Missouri (Monographic) or Developments in Europe September 1992 (Serial). Look for serial records when appropriate, but many hearing records in OCLC are monographic. Use monographic record if serial record is not found.

For leaflets and books kept in PAM boxes that will be kept replaced by bound volumes, the items will be cataloged individually, linked, but not labeled. The PAM boxes will have a label for the contents. The bound volumes will have labels and will be inventoried individually.

For documents that are kept in binders such as the Subject bibliographies and the Copyright circulars, these documents will use a common Dewey classification and cutter. The individual titles will however, have separate bibliographic records. They will get linked to the individual records. Only the binders will have labels.

We have processing procedures for specific documents. They are generally developed to guarantee consistency in the way the call number /volume information is entered. (Government Document Memos in SuDoc order)

## WHEN A DOCUMENT IS HOUSED IN MORE THAN ONE COLLECTION

Some of our branch libraries, as well as and Olathe Public Library have government documents in their collections. Since the branches and Olathe are not depository libraries, the items are not considered part of a depository library's government document collection. Here at Central, we receive items that were ordered by the Acquisitions Department and copies also come as part of the depository program. In other words, we have received a copy through the depository library program (making it part of the Government Documents collection) and another copy ordered through Acquisitions (making it part of the general collection). Check with Government Documents Librarian to find out if both copies are wanted for Central.

Make certain the bib record contains an 086 field with the correct SuDoc. (Refer to "EDITING RECORDS - 086 FIELD" for proper entry form.)

Inventory the Government Documents item with the SuDoc number, only if the document comes in microfiche or Reference CD-ROM/DVD-ROM, DVD formats.

Review any questionable items with Government Documents cataloger.

## **EDITING RECORDS**

007 field A/V Coding information

This field should be on records for microfiche, CD-ROMs, videos, and kits. If it is not on the microfiche record, consider using a more complete print record for the microfiche title, particularly if the record is from GPO or DLC. For the other formats, if it is not on the record, you need to add it to the available record.

The standard format for the microfiche format is:

‡a h ‡b e ‡d b ‡e m ‡f b024 ‡g b ‡h b ‡i c ‡ j a

Subfield f: This is the subfield for the reduction ratio of the microfiche. This subfield has 4 positions to denote the type of reduction with the numerical value in the final three positions.

Subfield b: Normal reduction (16-30x) (16:1-30:1) 24X reduction is standard. ‡f b024

Subfield c: High reduction (31-60x) (31:1-60:1) ‡f c050

Subfield d: Very high reduction (61-90x) (61:1-90:1) ‡f d090

Subfield g: Ultra high reduction (over 90x) (over 90:1) ‡f e150

Subfield u: Unknown

Subfield v: Reduction ratio varies

Generally the records supply the reduction ratio in the upper right hand corner of the fiche and in the 007 of the microfiche. If it is not in the 007 ‡f, but is on the fiche, enter it into the subfield. Use dashes for the second, third, and fourth positions, if you do not find a reduction ratio on the fiche, except at "e". Numeric values are mandatory at "e". Reductions past "b" are rare.

<u>043 field:</u> Geographic area code

This is generally in the records. Add it for all geographic areas, if it is not in a record.

074 field: GPO Item number

If it is available on the document, input it in the record, if not in record already. It is searchable by a search using General, Browse, Library Central, and the item number as it appears on the document. The government document public service staff writes the number on the documents.

EX.: 0982-1-20

086 field: SuDoc classification

There can be more than one 086 field in a record. Multiple 086 fields give a history of changes in the SuDoc number. Depending on the number of items involved, an item for which the SuDoc has been changed can be shelved either together under the current SuDoc number or separately under both the old and current numbers. This is an important thing to remember when you are searching for items to re-class to Dewey. You may need to check for copies in the all the Sudoc classifications listed on the record. If there is a discrepancy between the 086 on the document and the 086 on the OCLC record, and the record was input by GPO go with the SuDoc classification on the OCLC record. The last 086 listed in the record must contain the current SuDoc number.

Some 086 fields will contain subfield "z" information. Make a new 086 field for each "z" subfield, keeping the current SuDoc number as the last 086.

Documents with titles containing "Part 2" when we have not received Part 1, the parts designation should not kept in the 086 field.

Example: 086 0 ‡a Y 1.1/8: 106-1029/Pt.1-We receive Pt. 2—change 086 to the following:

Example: 086 0 ‡a Y 1.1/8: 106-1029

Do use parts information in enumeration field of item record.

092 field: Dewey Number (Local)

The catalogers will assign the Dewey classification for an item. The Government Document public staff provides the location information. In 1998, a conversion project began to reclassify Federal and Kansas documents from SuDoc to Dewey classification. Because of the retro project, an extra step is necessary to keep materials together as new titles are received. For titles that will involve more than 10 back issues, the current copy is linked with labels and put into the new materials workflow. The retro copies will have item maintenance and labels done, and those labels and copies will be returned to the Government Documents staff. They will do the processing for the retro materials.

## 099 field: Current SuDoc number

It is a duplicate of the 086 field. Only documents received in microfiche formats will use the 092 field for the duplicated SuDoc number. Indicators are blank.

## 110 field: Corporate Name

This is the field for corporate authors, such as government agencies, the Congress, the Office of the President, etc. Delete the 110, if field contains "United States" with no additional subfields. If the 110 field has "United States" with subfields, change the 110 field to 710 field (i.e. United States. ‡b Dept. of Justice).

## 210 AND 222 Fields:

Delete these fields after the record is transferred to SIRSI.

#### 212 Field:

Change to a 246. Indicators 3 blank.

## 245 Field: Title Statement

Title field: Change the first indicator to 0 as documents will be made title entry. For microfiche and other media, be sure to add the ‡h subfield for the GMD. For microfiche, change microform to microfiche in GMD.

#### 500 Field: General Notes

If using paper record for fiche item, add the following note: "Distributed to some depository libraries in microfiche."

For CD-ROMS/DVD-ROMS, DVDs, and software, add the following note:

ASK AT REFERENCE DESK FOR LOCATION OF CD-ROMS/DVD-ROMS, DVDs, or SOFTWARE.

Some documents will be held in the Government Documents librarian's office. These items will need the following note:

#### THIS TITLE IS HELD IN GOVERNMENT DOCUMENTS LIBRARIAN'S OFFICE.

The Government Documents staff will notify us which documents will require this note.

516 Field: Type of computer file or data note.

On CD-ROM/DVD-ROM, DVDs, and software records, list this note after the 538 field.

## 538 Field: System requirements

This is required for all CD-ROM/DVD-ROMs, DVDs, and software. Make this the first field after the 500 field that reads as follows: ASK AT THE REFERENCE DESK FOR LOCATION OF CD-ROM/DVD-ROM, DVD, SOFTWARE, etc.

## 600-651 fields: Subject Headings

Each record must have at least one subject heading, using any of these fields. If there are no subject headings, assign one or more subject heading. If you are not sure what headings to assign, give to Government Documents cataloger.

Review MESH headings (Any 6XX field with a second indicator of 2). Compare subject in record with subject authority in SIRSI. If they match, change the second indicator to zero. If they do not match, and you have difficulty finding an equivalent LCSH, make a note of explanation, including DBCN or OCLC number, and give the note and document to the Government Documents cataloger.

## 690 Field: Local Subject Heading

Add a 690 field for Government Documents video collection, Government Documents periodical collection, Government Documents computer disk collection, or Government Documents CD-ROM collection, Government DVD-ROM collection, Government DVD collection.

## 850, 890, and 901 fields:

Delete these fields after transferring the record to SIRSI.

Review any questionable items with Government Documents cataloger.

## **CLEAN UP PROJECTS**

When you find inconsistencies in Government Document entries, determine if you can fix the problem. If not, make note of the problem along with the DBCN and printouts of the affected records and an explanation to give to the Government Documents cataloger.

Two of the most frequent clean-up projects found are as follows:

- 1. Several monographic records in SIRSI for a serial
- 2. Both serial and monographic records in SIRSI for the same item.

Some clean up can be done during regular processing. Minor changes to records, usually to bring up to our current standards, can be made as you use the record. For example an older record may have a 533 note but no "Distributed to some depository libraries in microfiche" note: This change can be made immediately.

## GOVERNMENT DOCUMENT MEMOS IN SUDOC NO. ORDER

Government reports annual index (C 51.9/4)

The items are actually labeled with C 51.9/4:94-1-24/SEC. Etc., but the "1-24" will not be used in linking. Disregard the labels on the items and link items as Year,Sec.‡ (1991,Sec.5) Current industrial reports (C 3.158:MA 20 D)

With this SuDoc (C 3.158:MA 20 D (88)-1, you do not need to link with the parentheses included in the volume field.

Current population reports (C 3.186:P-70/2)

These items are sometimes serial and sometimes monographic. Check the pattern of items in the catalog. If in doubt, check with the Government Documents Librarian. Make all items on a record follow the same procedure.

Current housing reports (C 3.215:H-170-)

Use a "sca ti" search on OCLC when trying to find records for these titles. A SuDoc search is not precise and the hit list screen gives no clues as to the correct record.

Census of service industries (C 3.257/2)

This item usually does not have volume information, but sometimes it can.

Census of Agriculture—Data for states and counties (C 3.287)

There is a serial in OCLC for "Product profile: News on the latest..." Use a monographic record instead for this item and others in this series to maintain the other title information.

ERIC documents (ED 1.310/2)

JCL may receive a single ERIC documents in microfiche which may be a reprint of a single issue of a serial or a monograph also issued under another classification. If the bibliographic record for the ERIC document is not available, but the title is available in SIRSI under another classification, add the ERIC SuDoc as one of the first 086s if the item is already owned under the other classification in SIRSI. If the title is not owned in SIRSI, add the complete ERIC SuDoc as the last 086/092 if the item is not already owned on part of OCLC editing, then transfer and link as usual. If not already in the record, add as the first 500 note: "ERIC version microfiche classed as Supt. Of Docs. class no.: ED 1.310/2:[rest of SuDoc]"

Advance Data (HE 20.6209/3)

Use monographic records for this series.

## Alcohol, tobacco, and other drugs resource guide (HE 20.8008)

Use monographic records for this series.

Crime data brief (J 29.27)

Use monographic records for this series.

Occupational compensation surveys (L 2.121/)

In the past Library Services made separate records for the "Pay Only" and "Pay and Benefits" reports, but they have decided that only one record is needed. A single record will be used for both types of reports and we will link items with either title to the same record. The records currently have the proper format with correct 246s and 780s. Delete any 246s that are unnecessary because of differences in punctuation that do not affect searching.

- 1. As noted above, separate records for "Pay only" and "Pay and benefits" records are no longer needed. Both items will be attached to the same record.
- 2. There will be no consistency in which title ("Pay only" or "Pay and benefits") appears in the 245. The important thing is that each record includes both titles, one in the 245 and one in a 246.

780 fields in these should not contain "Pay only" or "Pay and Benefits." You will find records in OCLC with 780s. According to Library Services, these records were done incorrectly and will have to be changed.

3. For the enumeration, just add the year.

Facts on working women (L 36.114/3)

Use monographic records for this title.

Copyright circular (LC 3.4/2:)

REF 346.0482 Circular

These will have individual serial records, but same Dewey and cutter. They will be in a notebook—current issue only.

(LC 3.4/2:FL) REF 346.0482 In answer to your query in FL (series) (Library of Congress. Copyright Office)

These will have individual serial records, but same Dewey and cutter. They will be in a note book—current issue only.

Treaties and other international acts series (S 9.10) REF 327.73

Call number is REF 327.73. For the cutter use the country listed in the 110 field, unless it is United States. Then use the other country the treaty is with or the first significant word in the title. We cannot eliminate all the instances of "United" as the cutter, but we do try to lessen the instances where United States is the cutter. Then use the TIAS number followed by the year the treaty was signed, not the year of publication—**REF 327.73 Srilanka 12710 1995**. Use the last date the treaty was signed, if there is more than one signing date. Do not delete the 240 field.

#### 041 Field

Every language is in a separate subfield.

These leaflets are kept in a PAM box. They do not need labels, just linking. There are some hardcover volumes, but we have not received any new ones recently.

Navigation and vessel inspection circulars (TD 5.4/2:) Use monographic records.

## Congressional record (X, X 1.1) REF 328.05

The Congressional record will have three records—Daily, Index, and Permanent edition. The Daily and Index records will have subscription records, and the Periodicals clerk will write the Dewey classification on these items. They will be searchable best by Periodical title. The hardcopy permanent edition will have a barcode, and the Catalogers or Database Technicians will link and make labels with the Dewey classification. The microfiche copies will retain the SuDoc classification and will be inventoried only, and filed in the microfiche cabinet.

## **Current Population Reports**

The "Current population reports" series contains statistical information in book and leaflet format. Some publications have book-like thickness, and can be shelved separately. Others are smaller (4-20 pages), and need to be kept in notebooks in order to be found and preserved. All titles in the series will be cataloged separately.

The sub-series in leaflet format will each have its own notebook. The notebooks will have a label with the classification and cutter of the sub-series, but will not be linked. The leaflets will be cataloged with the classification and cutter of the sub-series and be linked, but not labeled. In every bibliographic record for these publications will be a note: "KEPT IN A NOTEBOOK WITH OTHER REPORTS."

Two sub-series are "Population characteristics" and "Special studies". These are classed in REF 304.61.

The publications in book format will be cataloged, linked and labeled. The classification and cutter will depend on the classification of the sub-series to which they belong.

For leaflets and books kept in PAM boxes that will be kept replaced by bound volumes, the items will be cataloged individually, linked, but not labeled. The PAM boxes will have a label for the contents. The bound volumes will have labels and will be inventoried individually.

For documents that are kept in binders such as the Subject bibliographies and the Copyright circulars, these documents will use a common Dewey classification and cutter. The individual titles will however, have separate bibliographic records. They will get linked to the individual records. Only the binders will have labels.

#### **INVENTORY**

When you inventory the documents, follow the guidelines given for volumes and years. Because of the variability in the composition of SuDoc numbers, you will have to determine what information if any to put in the enumeration field. Year information is a good example. If year information is embedded in the SuDoc number (i.e., C 3.223/7:1990 CPH-2-34), use the current guidelines to determine if the year is entered in the enumeration field. Circulating monographic documents will have the year added to the 092 and the label if it is the current year or previous year. Monographic reference documents will not have the date on the label. Serial documents and monographic sets will have year and/or volume information in the call number field. Enter the volume information as completely as possible. As a general rule, all SuDoc numbering pertaining to volume, part, correction, addendum, etc., goes in the enumeration field. Most SuDoc material contains three-digits for year: 988, 990-991, 993, etc. Year information should be entered in the call number field as a four-digit number: 1993 not 993; 1988 not 988. Use all digits for year 2000 and beyond.

## **EXAMPLES:**

GP 3.22/2:209/988/V.1 086: GP 3.22/2:209/

092: REF 015.73 Subject 1988 v.1

(SERIAL)

GP 3.16/3-2:985/V.6 086: GP 3.16/3-2:

092: 027.5 Administ 1985 v.6

(SERIAL)

HE 20.3252:C 46/997 086: HE 20.3252:C 46/997 (MONOGRAPH) 092: 616.047 Chronic

L 36.211:999/v. 086: L 36.211:999/v.

(MONOGRAPH) 092: CAREER REF 331.22 General v.1

#### **EXAMPLES:**

Documents with /instruct/ in SuDoc suggesting item is the instruction section of a multi-part item when it is actually a separate item -- /instruct/ would not go in the volume field.

If you are entering an item that was published in one year (i.e., 1993) but contains data specific to another year (i.e., 1995), enter the year of significance (1995) in the volume field. Most patrons will look for the item based on the 1995 date.

Treaties and Other International Acts Series: The SuDoc has no volume information.

When linking microfiche, you do not need to enter the number of fiche.

Microfiche (Do not circulate)

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

CLASS SCHEME: ASIS LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER PRICE: 20.00 (Default price)

TYPE: MICROFORM HOME LOCATION: NONCIRC ITEM CAT 1: GOVDOC ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS

Circulating Non-Fiction Circulating Maps

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

CLASS SCHEME: ASIS LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER PRICE: 20.00 (Default price)

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

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS

Example: 2 MAPS

Circulating Periodicals

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

CLASS SCHEME: ASIS LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER PRICE: 20.00 (Default price)

TYPE: BOOK
HOME LOCATION: ONSHELF
ITEM CAT 1: GOVDOC
ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Circulating CD-ROMS

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

CLASS SCHEME: ASIS LIBRARY: CENTRAL ITEM ID: BAR CODE NUMBER PRICE: 20.00 (Default price)

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

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Circulating DVD-ROM

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

CLASS SCHEME: ASIS LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER PRICE: 20.00 (Default price)

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

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Circulating DVD

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

CLASS SCHEME: ASIS LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER PRICE: 20.00 (Default price)

TYPE: DVD21DAY
HOME LOCATION: ONSHELF
ITEM CAT 1: GOVDOC
ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Census, Reference, Business Reference, Telephone Ref, Career Reference, Maps-Ready Reference, Maps-Reference, CDROMS-Reference.

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

CLASS SCHEME: ASIS

LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER PRICE: 20.00 (Default price)

TYPE: REF-BOOK HOME LOCATION: NONCIRC ITEM CAT 1: GOVDOC ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRC NOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Websites - Periodicals

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

CLASS SCHEME: ASIS LIBRARY: CENTRAL

ITEM ID:

PRICE:

TYPE: ELECTRONIC HOME LOCATION: ELECTRONIC ITEM CAT 1: GOVDOC ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE:

**LGPRINT** 

Last name

Copyright

Yr

XXX.XXXX

## **Large Print**

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

#### CLASSIFICATION:

**LGPRINT** 

The classification (in the 092) follows the guidelines for the adult non-fiction and fiction.

POLICY:

This monograph collection consists of both fiction and non-fiction works with large format type for easier reading. 245 FIELD

After the title entry in the 245 field, add a ‡h [large print] to all records.

Example: 245 14 The cat who knew a cardinal #h [large print] / #c Lilian Jackson Braun.

SUBJECT ACCESS:

Remove 650 0 Large type print from the bib record.

JCL prefers a 690 Large print.

Check the bib records of the regular print items with the same title for subject headings. Add appropriate subject headings as necessary.

690 FIELD

Add a 690 field to all large print fiction and non-fiction books.

Example: 690 Large print.

SPINE LABEL

Add the date to the spine label for all circulating titles that are copyrighted during 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.

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: 25.00 (Default price)

TYPE: LARGEPRINT HOME LOCATION: ONSHELF

ITEM CAT 1: NONFICTION or GENRE

ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Example: 1 BOOK, 1 DVD

## Law (340's)

JCL is using option A to formulate Dewey classifications in 342-347 for topics in law.

- 1. 34, the base number, indicating law (first 2 numbers of Dewey)
- 2. A digit indicating specific branch of law, original materials, or comprehensive works as follows (the third number taken from the table below):

2	Constitutional and administrative law
3	Military, defense, public property, public finance, tax, trade (commerce), industrial law
	1977
4	Labor,, social science, education, cultural law
5	Criminal law
6	Private law
7	Civil procedure and courts
8	Laws (statutes), regulations, cases not limited to a specific branch
9	Comprehensive works

#### After the decimal:

- 3. The facet indicator 0
- 4. One or more digits indicating a subject subordinate to specific branch of law or type of original material.

In the 082, you usually have a classification displayed with a geographic notation from Table 2, ie. 345.73029. If the numbers from Table 2 are 73 for United States or 781 for Kansas, we will delete them. Therefore, material on the United States Constitution will be classed in 342.029.

In 347, use option A for topics relating to civil procedure and courts. In addition, we use the special developments for the United States for materials relating to specific courts in the Federal judicial system.

For the U.S. Supreme Court, use 347.7326. Add facet indicators as needed, from 347.01-09. For Juvenile materials, do not add facet indicators.

For 348, add 73 for federal statutes and codes and the facet indicator. Use without geographic notations for topics in law, Kansas, and Missouri statutes and codes.

#### **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

## Music (780)

MINIMUM MARC FIELDS:

020 ISBN and Price

028 Publisher's number

092 Classification

100 Author

245 Title

260 Publication distribution

300 Physical description

4XX Series (if applicable)

505 Contents note

6XX Subject headings

## **Music Scores**

Books that contain music and lyrics (may also have commentary, history, etc.) are cataloged as scores. A score normally can be used for singing songs or playing music.

#### 092 Classification

Use the prefix SCORES.

Example: SCORES 780.89 Marrocco 2/2007

Add the date to the spine label for all circulating titles that are copyrighted during 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.

## 505 Formatted Contents Note

If the score contains 100 or less songs, add a contents note if one doesn't already exist.

## 650 Topical Term Subject

Add subject headings for the form or type of music without dates

## 690 Subject Access

Add the local subject heading, "Music scores" to all scores.

Example: 690 Music scores.

## <u>780′s</u>

## 780.166Discographies

Class here lists of works, containing some history of song and performer.

Do not use 016.78.

Examples: Heart of rock & roll

Subject headings: 650 0 Rock music ‡v Discography.

650 0 Sound recordings \*v Reviews.

Year

XXX.XXXX

Last name

## 780.23 Vocational Guidance

Title: How you can make \$30,000 a year as a musician without a record contract

Subject headings: 650 0 Music ‡v Vocational guidance.

650 0 Music ‡v Economic aspects.

650 0 Music trade.

#### 780.266Sound recordings of music

Class here critiques of quality of sound recording, quality of sound and performance.

Title: Discovering great music

Subject headings: Sound recordings ‡v Reviews.

Music ‡v Discography.

## 780.268

<u>Do not use</u>. Instead break out into the type or tradition of music. Class history of a tradition of music with the tradition Class here chronicle and history of music in a century

Title: Musical prodigies: masters at an early age /

Subject headings: 650 0 Musicians ‡v Biography.

#### 780.92 Persons associated with music

Use for individual criticism and collective biographies of people associated with music that do not fit into traditions of music, vocal music, or instrumental music.

Title: Women composers: the lost tradition found Subject headings: 650 0 Women composers ‡v Biography.

650 0 Musicians ‡v Biography.

## 781's

## 781.17 Artistic principles including aesthetics, appreciation, taste

Class here music appreciation.

Title: Who's afraid of classical music?

Subject headings: 650 0 Music ‡x History and criticism

650 0 Music appreciation.

## 781.25 Harmony

## 781.3 Composition

Use for theory of music composition. Do not use for song or lyrics writing.

## 781.49 Recording of music

Use for music recording techniques, and people associated with sound recordings.

Title: Sessions with Sinatra: Frank Sinatra and the art of recording

Subject headings: 650 0 Sound ‡x Recording and reproducing.

## 781.5XX Kinds of music

Use for collections of songs with specific themes.

Use this number instead of beginning with 782.42, for songs.

Title: Oxford book of sea songs

Subject headings: 650 0 Sea songs.

## 781.6XX Traditions of music

Use for text about music in more than one tradition.

When choosing the class for a work covering more than one tradition, choose the predominate tradition.

If equal treatment, use the tradition which comes last in the schedule.

Place history of tradition in the tradition.

Use for collection of songs in a specific tradition.

Use for song writing in a specific tradition.

Use for works about individual (criticism only) or collective biographies of persons associated with traditions of music

Also use for pictorial biographies of music groups associated with a tradition of music.

#### 781.62 Folk music

Use for collections of middle of the road music

Use for collections of songs and music in more than one tradition.

Use for Stephen Foster's songs

Title: American roots music

Subject headings: 650 0 Folk music ‡z United States ‡x History and criticism.

0 Popular music ‡z United States ‡x History and criticism.

781.63 Popular music

Title: Norman Rockwell family songbook

Subject headings: 650 0 Music.

0 Songs.

0 Popular music

0 Songbooks

## 781.64 Western popular music

Use this class for new age music

Extend the number as per DDC Schedule 22 for Country--781.642, Blues—781.643, etc.

## 781.66 Rock (Rock 'n roll)

Use for acid, folk, hard, and soft rock.

Title: Shout! the Beatles in their generation Subject heading: Rock musicians ‡z England ‡x History.

## 781.723 Christmas day music

Use for Christmas carols

Title: Christmas carols, ancient and modern

Subject headings: 650 0 Carols.

650 0 Christmas music.

## 782's

## 782.1 Opera

Use this number for critical works on opera singers, conductors, etc.

## 782.1143 Opera singing techniques

## 782.12 Operettas

## 782.14 Musical plays

Use this number for critical biographies of people associated with musicals including singers, composers and lyricists.

## 782.42 Songs

Use for works about writing song lyrics.

Use for works about writing songs.

Use for children's songbooks that are not in a specific king or tradition.

See specific tradition (for example: 781.66 Rock (rock 'n roll)

Title: You can write song lyrics

Subject headings: 650 0 Lyric writing (Popular music)

0 Popular music ‡x Writing and publishing.
Title: Rounds about rounds
Subject headings: 650 0 Children's songs.

## 782.43 Poems derived from poetry

Use for ballads derived from poetry.

Do not use this number for ballads that are folk songs.

Title: The rose & the briar: death, love and liberty in the American ballad

## <u>783's</u>

## 783 Music for single voices

Use for teaching and study of voice.

Title: On the art of singing

Subject headings: 650 0 Singing ‡x Instruction and study.

## 783.1143 Single voices performance techniques

## 784's

## 784.1 Musical forms

#### 784.184 Symphony forms

## 784.1923 Instruments – Construction.

Use this number for musical instruments generally.

Use 192 as a facet to be added for construction, maintenance, tuning and repair of pianos, violins and guitars. For all other instruments, use the number for that instrument without faceting.

 $Titles: \ \ Piano\ servicing,\ tuning,\ \&\ rebuilding:\ for\ the\ professional,\ the\ student,\ the\ hobbyist-786.2192$ 

How to redecorate your old piano -786.2192

Subject headings: 650 0 Piano ‡x Construction.

0 Piano makers.

0 Piano ‡v Maintenance and repair.

## 784.193 Techniques for playing instruments

Use this number for techniques that are not instrument specific.

Add 193 to the numbers for pianos, guitars and violins for materials on playing those specific instruments. Techniques for playing any other instrument will use the number for that instrument without any faceting.

## 784.2092 Persons associated with full (symphony) orchestra

Use for critical biographies of conductors.

Title: The great conductors

Subject headings: 650 0 Conductors (Music) ‡v Biography.

## 786's, 787's, & 788's

## **Instruments**

Use for critical biographies of instrument players and makers.

Title: Pianos and their makers

Subject headings: 650 0 Piano makers ‡v Biography.

0 Piano ‡x History. How to play an instrument

Works for technique and performance on an instrument, use the class for instrument.

Exceptions are guitar, piano, violin. Carry these out to class 193.

For multiple instruments sue class for last instrument listed in the schedule.

Class of instrument takes precedence over class of tradition.

Do not add facets except for piano, violin and guitar.

Examples: 787.87193 Techniques of playing guitar

786.92 Techniques of playing drums

## Personal Biographies

## Class in BIOGRAPHY.

Use for titles covering the person's whole life—birth, childhood, education, personal and professional relationships as well as career.

Prefer BIOGRAPHY over the music numbers unless the work covers only criticism of work.

Also use for pictorial works of individuals.

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: List price of item
TYPE: BOOK
HOME LOCATION: ONSHELF

ITEM CAT 1: NONFICTION unless cataloged as BIO then BIOGRAPHY

ITEM CAT 2: ADULT

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Example: 1 BOOK, 1 DVD

## Place Names (910.3 vs. 910.014)

Dewey 22 allows for two classifications for place names—910.014 and 910.3.

- For discourses on place names and their origin, history and meaning.
- 910.3 For dictionaries and gazetteers of place names. We have a larger collection in 910.3 dealing with place names, some of which list names as well as explain the origins of the names, so use 910.3

Revised: August 13, 2014 214

#### **Publishers**

- When the publisher's name is on the title page and is not an integral part of the title, use the unique title as the title in the 245 field.
- If an author is listed on the title page or on the verso of the title page, use the author as the main entry.
- If there are more than 3 authors named, then use the unique title as the main entry on the bibliographic record.
- When in doubt consult with a JCL cataloger.
- Enter a 246 field that combines with the unique title and the publisher's name. Publisher's name precedes the unique title.

## Example:

245 00 500 five ingredient recipes /|c[editor, Jan Miller].

246 3 Better homes and gardens 500 five ingredient recipes

#### 710 Corporate Name

Record should have this field when the publisher and the magazine have similar names.

When a corporation is at the head of the title you need to have a 710 entered on the bibliographic record.

Examples: 710 2 Better Homes and Gardens Books (Firm). (Indicators 2 blank)

710 2 Reader's Digest Association.

710 2 Dorling Kindersley Publishing, Inc.

#### 730 Uniform Title

Record must have a 730 field when the magazine name is at the head of the title.

Example: 730 0 Better homes and gardens. (Indicators 0 blank, period at end of field)

216

#### **TOEFL**

TOEFL or Test of English as a Foreign Language study guides are to be double cuttered with TOEFL.

Label Example:

428.24 TOEFL Sharpe Month/Year

## 092 Dewey Number (Local)

All Books will be double cuttered with TOEFL as the first cutter and the author or the title as the second cutter.

Dewey number: 428.24.

Example: 428.24 TOEFL (Title or Author)

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.

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

## 650 Subject Headings

Examples: 650 0 Test of English as a Foreign Language ‡v Study guides.

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

## **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

## **Travel Guides (91X)**

## Bibliographic Fields

092

Date: Add year of copyright or year on cover/title page for all travel guides.

245 Title

Titles for travel guides will be determined according to RDA and any current authority records.

Moon handbooks is no longer considered a series since 1999. The 245 should be Moon handbooks. with the place name in subfield p. There should be no 490, 830, or 500 quoted note.

If the OCLC record has a dagger "p" subfield, the title will be edited to have the title all contained in the dagger "a" subfield (8-2004).

If the OCLC record has a dagger "b" subfield, the title will be edited to have the title all contained in the dagger "a" subfield (8-2004).

OCLC Example: 245 00 Mobil travel guide. ‡p California.

Change the 245 field so that there is no dagger "b" or dagger "p", only a subfield "a" with the complete title. (8-2004)

Examples: 245 00 Fodor's Alaska.

245 00 Mobil travel guide: California

Always check previous items to determine if you use the publishers name as part of the title. Example of using publisher's name as part of title:

245 00 Fodor's Alaska

Example of not using publisher as part of title (Lonely Planet):

245 00 Belize, Guatemala & Yucatán

246 Additional Title

An alternate title field (246) will be added to the bibliographical record. This alternate title is what was either in the dagger "b" or the dagger "p" on the OCLC record or a portion of the title.

Use this field to enter a portion of the title.

Examples: 246 30 Alaska

246 30 California

When the publisher's name is not in the dagger "a" in the 245 field, you must have a 246 field with the publisher's name. Do not use a dagger "i", as this is not a searchable field in SIRSI.

Example: 246 30 Lonely Planet Belize, Guatemala & Yucatán

**INVENTORY** 

Revised: August 13, 2014 218

## **Travel Guides 91X**

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

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Example: 1 BOOK, 1 DVD

## **Spanish Collection**

The Spanish collection includes adult and juvenile books, periodicals, government documents, videos, and DVDs. The Spanish collection is located at the Cedar Roe, Oak Park, De Soto, and Antioch branches. Only Cedar Roe receives the Government depository documents in Spanish, per the Government Documents librarian and Collections staff.

Only materials in Spanish go into the Spanish collection (e.g. no Portuguese). Bilingual materials in Spanish and English can go in either collection as specified by the selectors.

#### NOTE:

Cataloging items for the Spanish language collection is similar to cataloging other materials. When searching for records on OCLC and SIRSI, use the same search strategies you would use for material in English. ISBN or author/title searches are most productive. Many of the titles ordered are translated from titles published originally in English, and many are published by a division of the major American publishers and may have CIP records. It is possible to find exact matches for the material in hand.

However, many of the works published by Hispanic or other publishers may not have exact matches. For titles published outside the United States it may be necessary to match more by physical description than by publishing information. The definition for an edition appears more on the order of a printing, and each printing has a different copyright date. If all other significant cataloging data matches, but not the date or edition, pick the record that matches regardless of the date and/or edition.

## **092 Field**

SPANISH is the prefix for all Adult materials. All label and cutter conventions apply for the Spanish language collection. If we own the English version, use the same Dewey or collection prefix for the Spanish language material.

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.

On YS materials, J, E, or YA prefixes precede the SPANISH prefix on the Call number and labels.

## **240 field**

Change to 246 3 blank. Delete if generic uniform title such as Works., Selected Works, Prose, etc. or Spanish equivalent.

245 & 246 fields

246

Add a 246 3 that copies the Spanish title in subfield a with initial article. Add 246 3 blank for English titles. Delete initial article in English title for this field.

## **6XX Fields**

Use the same subject headings for the Spanish language material that appear on the record for the corresponding title in English. Verify and edit all 6XX fields to make them LCSH, as necessary. Check other records for the same title for Dewey and subject headings to cut and paste into chosen record as available. If the content of the material is not clear, check for OCLC records of English translations, or consult with a resource person fluent in Spanish. Do the same for materials published only in Spanish.

#### 655 field

Use the same genre headings for the Spanish language material that appear in the record for the corresponding title in English.

Retain or provide Bilindex subject headings in Spanish. 655 7 ‡2 bidex

#### 690 Field

Adult materials for the Spanish collection have the 690 field Spanish language materials. Juvenile materials have the 690 field Spanish language materials ‡x Juvenile literature, Juvenile films, Juvenile sound recordings, etc.

Examples:

Example: 690 Spanish language materials.

690 Spanish language materials ‡v Juvenile literature.

## Spanish Terms

aumentada augmented – enlarged

traduccion de translated by compania company imprenta imprint – press

numero number

Other terms are translated in "A Key to abbreviations of bibliographic terms in foreign languages used in AACR2", as well as the Spanish-English dictionaries in the collection.

#### **INVENTORY**

#### **BOOK**

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

CLASS SCHEME: ASIS LIBRARY: CENTRAL

ITEM ID: BAR CODE NUMBER PRICE: 20.00 (Default price)

TYPE: BOOK
HOME LOCATION: ONSHELF
ITEM CAT 1: SPANISH

ITEM CAT 2: ADULT EASY, JUVENILE, OR YA

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Example: 1 BOOK, 1 DVD

**AUDIO** 

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: 20.00 (Default price)

TYPE: AUDIOTAPE HOME LOCATION: ONSHELF

ITEM CAT 1: AUDADSPA or AUDYOSPA ITEM CAT 2: ADULT or JUVENILE

NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Example: 1 BOOK, 1 AUDIOTAPE

**VIDEO** 

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: 20.00 (Default price)

TYPE: VIDEO21DAY, VIDEO7DAY, OR DVD7DAY

HOME LOCATION: ONSHELF

ITEM CAT 1: VIDEOADSPA, VIDEOYOSPA, VIDEOYASPA, or DVDADSPA

ITEM CAT 2: ADULT,

JUVENILE, or YA NUMBER OF PIECES: 1

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Example: 1 BOOK, 1 DVD

#### **Vertical File**

OCLC Searching: gn:a1681636

Use first letter or two of SUDOC then only numbers after – no letters or punctuation.

POLICY:

All items are circulating.

The Government Document librarian will provide the category.

There are several vertical file documents that are more recent copies of previous documents. If the previous item is withdrawn, overlay the previous bib record with a new bib record reflecting the information on the newer record. If the previous item is not with withdrawn, overlay the record and add a post it note to the document giving the SUCOC of the older item and the DBCN.

Bibliographic Fields

## **086** Government Document Classification Number

Retain this field

#### 092 Locally Assigned Dewy Call Number

The 092 field will read as follows: DOCS VF "CATEGORY" Cutter The Cutter will be the first word of main entry.

Spell out the entire category. The category may be more than one word. Spell out entire word/or words, even if they exceed 8 characters; as no labels will be made. DOCS VF and the category will be in capital letters. The main entry will have only the first letter capitalized.

Examples: 092 DOCS VF AIR POLLUTION Transportation

092 DOCS VF EDUCATION STATISTICS Computer

WARNING: If the call number goes over 40 characters, make sure your item is linked before the download and to consider editing the call number after the download to avoid the nonunique call number situation and to prevent Sirsi from not loading the record due to the length of the call number. RECREATION AREAS is one example where this can happen.

#### 110 Main Entry—Corporate Name

The 110 United States needs to be changed to a 710 with the indicators of 1 blank.

#### 245 Title Statement

Change the first indicator to "0" on the documents that are title entry whenever the 110 is changed to 710. Subject Added EntryEach record must have at least one subject heading.

**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: 25.00 (Default price)

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

NUMBER OF PIECES: 1

# **CATALOGING MANUAL**

CIRCNOTE: IDENTIFY THE DIFFERENT ITEMS IF NECESSARY

Example: 1 FOLDER, 1 CD-ROM

Revised: August 13, 2014 224

# 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

Revised: August 13, 2014 226