
UNIT 3 INTRODUCTION TO THREE SUMMARIES AND STEPS IN CLASSIFYING DOCUMENTS

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3.0 OBJECTIVES

In the previous Units 1 and 2 you have been introduced to structure and organisations and varieties of definitions, notes provided in DDC. In this Unit you are introduced to the three major summaries, i.e., outlines of classes and other lower level summaries in DDC and their role in classifying. You will also be given some tips and other instructions in classifying documents.

After reading this Unit, you will be able to:

- know the three major summaries and other summaries of classes in DDC;
- describe the procedure to determine the specific subject of the document; and
- explain the steps in practical classification.

3.1 INTRODUCTION

DDC is a classification by discipline wherein the universe of knowledge has been divided into major areas of study. These major divisions are disciplines of studies. Within each discipline the classes are divided hierarchically and listed from the general to the specific

order. Every page is crammed with the details of classes and their subdivisions listed hierarchically with increasing details as we go down the hierarchical ladder.

For example:

- 300 Social sciences
- 330 Economics
- 332 Financial economics
 - 332.1 Banks and banking
 - 332.11 Central banks

In many classes such as those of science and technology, the details are immense and minute. But the progression from the general to the specific or from the whole to the part makes the location of a subject easy. To give outlines of the knowledge for an overview, DDC has provided summaries of classes at various levels. A summary is a list of major subdivisions of a number given at the beginning of the full development of a topic. But the first three summaries are given at the head of the whole classification. The three main summaries are listed at the end of Volume 1 (pp. 471-482). As mentioned above the summaries maybe divided into two kinds:

- a) Three major summaries of knowledge, i.e., 10 Main Classes, 100 Divisions, and 1000 Sections (given in Vol. 1).
- b) Lower level summaries, e.g., of a section, or of a sub-section given in the densely detailed classes of the schedules (Vol. 2).

The three major summaries are technically known as:

- 1) First Summary or 10 Main Classes (Vol. 1, p. 471).
- 2) Second Summary, i.e., 100 Divisions (Vol. 1 p.472),
- 3) Third Summary, i.e., 1000 Sections (Vol. 1 p. 473-482).

Obviously, the three summaries are in the order of increasing details. Being a decimal classification at each step of division there are ten classes. So each summary has been divided by ten.

3.2 TEN MAIN CLASSES

The term “Main Class” is vague. Its definition and scope varies from classification system to classification system. In general, it is the first order of classes, i.e., the result of the first division of the universe of knowledge.

Obviously, the number of main classes in a classification system also depends upon the kind of notation employed. The ten main classes of DDC and their notations are:

- 000 Generalities
- 100 Philosophy and related disciplines
- 200 Religion
- 300 Social sciences
- 400 Language

- 500 Pure sciences
- 600 Technology (Applied sciences)
- 700 The arts
- 800 Literature (Belles-letters)
- 900 General geography and history and their auxiliaries

3.2.1 Arrangement of Ten Main Classes

As said earlier there is nothing logical or philosophical or natural about the number (ten) of the main classes that Melvil Dewey created. It all depended on and was constrained by the only ten places provided by the decimal notation. However, a main class is always social in character. Their number and scope varies from time to time. New main classes emerge as the knowledge progresses. These main classes were more or less the academic disciplines in American universities around the 1870s when the scheme was first conceived by Dewey. He borrowed the arrangement of subjects from a contemporary philosopher, W.T. Harris. Hence, it proves that the main classes are social in character. It is necessary to memorise these ten main classes.

3.3 SECOND SUMMARY OF 100 DIVISIONS

Each of the ten Main Class has further been divided into what is called Divisions. Thus, there are $10 \times 10 = 100$ Divisions in all in the DDC. It is also called second summary given on page 472 (Volume 1). The 100 division are reproduced below:

000	Generalities	500	Pure sciences
010	Bibliography	510	Mathematics
020	Library and information sciences	520	Astronomy & allied sciences
030	General encyclopedic works	530	Physics
040		540	Chemistry & allied sciences
050	General serials publications	550	Sciences of earth & other world
060	General organizations & museology	560	Paleontology
070	Journalism, publishing, newspapers	570	Life sciences
080	General collections	580	Botanical sciences
090	Manuscripts & book rarities	590	Zoological sciences
100	Philosophy and related disciplines	600	Technology(Applied sciences)
110	Metaphysics	610	Medical sciences
120	Epistemology, causation, humankind	620	Engineering & allied operations
130	Paranormal phenomena & arts	630	Agriculture & related technologies
140	Specific philosophical viewpoints	640	Home economics & family living
150	Psychology	650	Management & auxiliary services
160	Logic	660	Chemical & related technologies

170	Ethics (Moral philosophy)	670	Manufactures
180	Ancient, medieval, Oriental	680	Manufacture for specific uses
190	Modern Western philosophy	690	Buildings
200	Religion	700	The arts
210	Natural religion	710	Civic & landscape art
220	Bible	720	Architecture
230	Christian theology	730	Plastic arts Sculpture
240	Christian moral & devotional	740	Drawing, decorative & minor arts
250	Local church & religious orders	750	Painting & paintings
260	Social & ecclesiastical theology	760	Graphic arts Prints
270	History & geography of church	770	Photography & photographs
280	Christian denominations & sects	780	Music
290	Other & comparative religions	790	Recreational & performing arts
300	Social sciences	800	Literature (Belles-letters)
310	Statistics	810	American literature in English
320	Political science	820	English & Anglo-Saxon literatures
330	Economics	830	Literatures of Germanic languages
340	Law	840	Literatures of Romance languages
350	Public administration	850	Italian, Romanian, Rhaeto-Romanic
360	Social problems & services	860	Spanish & Portuguese literatures
370	Education	870	Italic literatures Latin
380	Commerce (Trade)	880	Hellenic literatures Greek
390	Customs, etiquette, folklore	890	Literatures of other languages
400	Language	900	General geography & history
410	Linguistics	910	General geography Travel
420	English & Anglo-Saxon languages	920	General biography & genealogy
430	Germanic languages, German	930	General history of ancient world
440	Romance languages, French	940	General history of Europe
450	Italian, Romanian, Rhaeto-Romanic	950	General history of Asia
460	Spanish & Portuguese languages	960	General history of Africa
470	Italic languages Latin	970	General history of North America
480	Hellenic Classical Greek	980	General history of South America
490	Other languages	990	General history of other areas

*Consult schedules for complete and exact headings.

Each Main Class has 9 divisions denoted by 1 to 9 preceded by a Generalia division 0 given at the beginning. The sequence of Divisions of a Main Class is according to some systematic basis. It will add to your efficiency to memorise these 100-divisions, though it is not very necessary to do so.

3.4 THIRD SUMMARY OF 1000 SECTIONS

The third summary comprises 1000 sections. Each of the 100 divisions has been divided into 10 sections. Therefore, there are 100 divisions \times 10 = 1000 Sections. A section is a three digit number. For example, the ten sections of the division 33 Economics are:

- 330 Economics
- 331 Labor economics
- 332 Financial economics
- 333 Land economics
- 334 Cooperatives
- 335 Socialism and related systems
- 336 Public finance
- 337 International economics
- 338 Production
- 339 Macro economics and related topics

It is beneficial to remember some important section numbers such as 327 International relations 954 History of India from the Third Summary “The 1000 Sections”.

3.5 MULTI-LEVEL SUMMARIES

Summaries provide an overview of classes and save the time of a classifier in flipping through the pages. At a glance the classifier is able to select the appropriate class. Such summaries provide a view of the structure of the class. Summaries at lower levels have been carried on in some densely detailed classes. They are called multi-level summaries. These may comprise 4 or 5 or even 6 digit numbers.

For example:

The summaries of 615 Pharmacology and therapeutics

- 615.1 Drugs (Materia medica)
- 615.2 Inorganic drugs
- 615.3 Organic drugs
- 615.4 Practical pharmacy
- 615.5 Therapeutics
- 615.6 Methods of medication
- 615.7 Pharmacodynamics
- 615.8 Physical and other therapies
- 615.9 Toxicology (Poisons and poisoning)

The sub-section 615.7 Pharmacodynamics has its own summary (p. 860, Vol. 2):

- 615.71 Drugs affecting cardiovascular system
- 615.72 Drugs affecting respiratory system
- 615.73 Drugs affecting digestive system and metabolism
- 615.74 Drugs affecting lymphatic and glandular systems
- 615.75 Antipyretics (Febrifuges)
- 615.76 Drugs affecting urogenital system
- 615.77 Drugs affecting motor and integumentary systems
- 615.78 Drugs affecting nervous system

To repeat, the summaries printed in bold face in the centre of the page provide a good overview of the sub-divisions of various levels of hierarchy. To arrive at the desired number, by moving down the hierarchy a classifier has not to look through every sub-division, nor does he has to flip through every page. These summaries may also be helpful to libraries which prefer broader numbers. Three major summaries and numerous multi-level summaries are of immense help in locating the desired number efficiently.

Self-Check Exercise

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

- 1) Define a summary and state its use in classification.
- 2) Reproduce the multi-level summaries of the Class '628 Sanitary and municipal engineering'.

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3.6 STEPS IN CLASSIFYING DOCUMENTS

Classifying documents is both a science and an art. In fact a classifier is a matchmaker. A classier has two tasks to perform:

- 1) To determine the specific subject of the document to be classified.
- 2) To assign appropriate notation from the schedules and tables to the specific subject.

3.6.1 Determination of the Specific Subject of a Document

A document is an embodiment of knowledge and is classified in accordance with its subject contents. It may be clearly noted that the class number is assigned to the subject of the book and not to the book as a physical entity. Determining the subject of a document is an intellectual task. It is an art. Flair in classifying depends upon your knowledge of different subjects. Your efficiency in determining the specific subject of the book increases with experience. That is why it is called an art. However the specific subject of a book can be determined by the following procedure.

3.6.2 Procedure for Determining the Specific Subject of a Book

First of all read the title. Most of the titles, if these are plain and straight forward, are indicative of the subject contents of the book. For example, “Human anatomy”, “Cost accountancy” and “History of Moghul India” are the titles clearly indicative of the subject of the book.

Some titles are fanciful or symbolic of the subject content of the book. The subject is not clear from such titles:

For example:

- 1) Asian Drama
- 2) City of Joy
- 3) I dare
- 4) Green Wisdom by Arthur Galston

The first is a book on economics, second a book on Calcutta, the third the biography of an Indian woman police officer Kiran Bedi and the fourth is on plant biology. This can be fairly known by the sub-title. A sub-title always clarifies or delimits the title. Sometimes a title though clear of the subject is vague.

For example:

Shakespeare

India

The first book is a biography of William Shakespeare. The second book is on the culture of India, mostly in photographs. Therefore, it is clear that titles may be deceptive, misleading or inadequate to know the exact subject of the book. Therefore, the advice to the classifier is: Never classify by the title alone.

3.6.3 Other Sources for Determining the Subject of a Book

Blurb: Next to the title, read the blurb of the book, i.e., the customary “About the Book” feature given on the book jacket or outer cover. It provides a brief introduction to the subject, its importance and its treatment in the book. It is indispensable for determining the subject of the book.

Preface: Reading the preface is indispensable for knowing the subject of the book and its scope and limitations in details. Some authors also give a conspectus of each chapter in the preface. Every classifier must read it between the lines to know the scope and limitations of the book.

Other parts of the book: If the preface does not help fully, then you must glance through the foreward, if any, the table of contents and the text of the book here and there especially the introductory chapter. Also, look at the index of the book. If there is any published review of the book that may surely help in determining its subject. The last resort is to consult a subject expert. These efforts will yield the subject of the book.

Self-Check Exercise

- Note:** i) Write your answers in the space given below.
ii) Check your answers with the answers given at the end of this Unit.
- 3) Name the sources to determine the specific subject of a book for classification purposes.

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3.7 SUBJECT ANALYSIS

Having determined the subject of the book we are to do a subject analysis in context of the classification used. In library or book classification we have to analyse the subject proper from its viewpoint of presentation, form of internal arrangement of contents, or its outer physical format. Take for example, the subject economics. The book could be a history of economics or dictionary of economics. It could be a journal of economics or a lecture on economics, numerical tables on economics or a video cassette on economics. A complex title has to be split into its main class and sub-topics and form of presentation, etc. The title thus analysed is assigned the notation. Many a times, the full number may be found enumerated. In other cases the number may have to be built with “add-to” instructions.

3.7.1 Knowledge of the DDC

To assign a notation to the above analysed title, obviously we also need to have knowledge of the structure of the DDC schedules and tables, the division of classes and their hierarchical or sequential arrangement in chains and arrays. You must also know the rules for number-building, i.e., the grammar of the DDC. As already said, as a classifier you are a matchmaker - matching the specific subject of the book with the appropriate number from the schedules. For this purpose, you need to have a broader view of knowledge and its various classes and the trends of the media on current knowledge being published. This kind of knowledge is never perfect, but goes on increasing with experience, age and reading.

3.8 STEPS IN PRACTICAL CLASSIFICATION

Classification is an intellectual task which is not bound by any mechanical principles. However, Ranganathan formulated certain steps for classification in his Colon Classification to convert or translate the specific subject of the book into a Class Number. Though fully applicable to a faceted classification, these steps are also helpful in a scheme like DDC.

The steps are:

Step 0: Raw Title

It is the title given as such on the document. For example, Atomic Weight of Gold or Shakespeare.

Step 1: Expressive Title

Here add any word or phrase in the title, if needed, to make it fully expressive of the subject. In other words make clear or explicit what is latent or hidden. If the title is fanciful and an expressive title is not given then you have to spell out the complete subject of the book in your own language. For example: If the title is “Bard of Stratford upon Avon”, the expressive title will be : “William Shakespeare - An Elizabethan English Dramatist : Biography”. In our other example mentioned above you may add the word “Chemistry” to make the title expressive i.e., Atomic Weight of Gold in Chemistry.

Step 2: Kernel Title

Remove ancillary or superfluous words from the expressive title. Atomic, Weight, Gold, Chemistry. English, Literature, Drama, Elizabethan. Shakespeare, Life.

Step 3: Analysed Title

The kernel words are to be analysed in terms of facets or categories, main class, standard subdivisions, etc. Chemistry (Division). Gold (Inorganic chemistry). Atomic weight (Physical chemistry). English literature (Basic Class). Plays (Form). Elizabethan (Period). Shakespeare (Author). Life (Standard Subdivision).

Step 4: Transformed Title

Above analysed title is to be rearranged in terms of the citation order.

Chemistry. Inorganic Chemistry. Gold. Atomic Weight. English literature. Plays. Elizabethan period. Shakespeare. Life.

Step 5: Title in Standard Terms

In the above transformed title if there is any difference in the terminology of the title and the schedules, then the authors terminology in the title may be replaced by the terminology of the schedules. That is, we are to use the standardised terminology of the schedules. In the above cases the term “play” will be re-placed by “drama” as in the DDC Volume 1 Table 3.

Step 6: Title in Facet Nuinbers

In the above standardised title terms maybe replaced by numbers. For example:

Chemistry	54
Inorganic chemistry	6
Gold	656
Theoretical (physical chemistry)	4
Atomic weight	42

Thus, the number after putting the customary dot after the first three digits the number is:

546.656 442

Similarly:

English literature 82

Drama	2	
Elizabethan period		3
Shakespeare		3
Biography		B

Step 7: Class Number

Put a dot after the third digit i.e. 822.33B. We have already arrived at a class number. So in DDC this step is rather unnecessary.

Step 8: Verification

If possible the title maybe verified through the Relative Index.

The above procedure, though slow, will make you a systematic and accurate classifier.

Self-Check Exercise

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

- 4) What is subject analysis?
- 5) Name the steps suggested by Ranganathan for practical classification.
- 6) What is the advice to the classifiers?

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3.9 SUMMARY

DDC is a classification of the entire universe of knowledge. It divides knowledge by discipline. It is sufficiently detailed hierarchically. To give outlines and overviews of these details there are three major summaries given at the end of Volume 1 (pp. 471-483) and numerous multi-level summaries scattered in the schedules (Volume 2). All the Seven Tables in Volume 1 have their own summaries. The first summary is of the ten main classes, the second is of 100 divisions-each main class divided into 10 divisions and the third summary is of 1000 sections-each of the 100 divisions divided into ten sections numbered 001 to 999. A section comprises three substantive digits. These summaries provide a good overview of the increasing hierarchical details of the DDC. These summaries give a view of major classes at a glance and help to pick the right number without flipping through the pages of the schedules. A classifier easily and quickly moves down from the first to the third summary and then to the lower summaries and ultimately to the class number from the schedules and tables. The classes are arranged in a general to specific order. Summaries are highly useful in locating an apt class number efficiently.

To classify, we need, first of all, to ascertain the specific subject of the document. The sources for determining the specific subject are the title, the sub-title, the blurb of the book, the table of contents, the foreword, if any, the index and reading the text here and

there. If all these sources do not yield the subject then a published review or consulting a subject expert may definitely help. Sometimes a title is fanciful or inadequate. In such cases the title must be made expressive. Sometimes titles are superficially adequate. Titles are deceptive and are not reliable for classification purposes. Therefore, the advice to the classifiers is: **Never classify by the title alone.**

Having located the specific subject, analyse it into various aspects, sub-divisions and standard sub-division. After analysis we are to give a notation. Here, we can also follow Ranganathan's Steps for Practical Classification. You have to move through Raw (given) title to Expressive title, Kernel title, Analysed title, Transformed title, Standard terms title and Class number. Lastly, verify the class number from the index or by translating the notation into the words of the schedules. Thus, classification is both an art and a science. In a practical sense a classifier is a matchmaker matching the subject of the book with the place (notation) already given in the schedules. As an art it requires sufficient knowledge of books and subjects and improves with age and experience.

3.10 ANSWERS TO THE SELF CHECK EXERCISES

- 1) It gives an overview of the classes. Gives broader details at a glance. Saves the time of the classifiers. Saves the schedules from wear and tear.
- 2) 628 Sanitary and municipal engineering
 - 628.1 Water supply
 - 628.2 Sewerage and sewage
 - 628.3 Sewage treatment and disposal
 - 628.4 Public sanitation
 - 628.5 Pollution and industrial sanitation engineering
 - 628.7 Sanitary engineering for rural and sparsely-populated areas
 - 628.9 Other branches
- 3) Title, sub-title, blurb, table of contents, preface, foreword, index, book reviews and lastly subject experts.
- 4) An analysis of the subject of the book in term of main class, facets, subdivisions and standard sub-division.
- 5) 0) Raw title, 1) Expressive title, 2) Kernel title, 3) Analysed title, 4) Transformed title, 5) Title in standard terms, 6) Title in facet numbers, 7) Class number, 8) Verification.
- 6) Titles are inadequate and deceptive. Never classify by the title alone.

3.11 KEYWORDS

- Blurb** : A brief description of the book printed on the front inside cover of the book. Its usual heading is "About the Book".
- Division** : Each class of the second summary is called a division. There are 100 divisions in all in the DDC

- got by dividing each main class into equal 10 branches.
- Main Classes** : In the DDC the entire universe of knowledge has been divided into ten main classes. Main classes are the first order array of the division of the universe of knowledge.
- Section** : The third summary comprises 1000 sections in the DDC. Each main branch of the 100 divisions (second summary) is called a section. Each section comprises three substantive digits.
- Specific Subject** : The specific subject of a document is that which succinctly expresses the subject of the book or is a full and exact measure of the length and breadth of the subject as treated in the document.
- Steps in Practical Classification** : Eight sequential steps have been suggested by Ranganathan to transform the title of the book into the class number.
- Subject Analysis** : An analysis of the subject of the book in terms of main class, facets, subdivisions and standard subdivision.
- Summary** : An overview of the classes listing its major subdivisions. The first three summaries are 10 main classes, 100 divisions and 1000 sections respectively. These are given at the end of the volume 1 of the DDC.

3.12 REFERENCES AND FURTHERING READING

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