

Session 2 : Introduction to number building
National Library of New Zealand

Contents

Introduction.....	1
1. Following the instructions in the schedules	2
Adding a whole DDC number:	2
Adding part of a DDC number	3
Adding from a table in the schedules	4
2. Dewey Tables.....	5
Table 1 – Standard subdivisions	6
Rules about zeros	8
Table of preference	9
Biography.....	13
Summary: When can I build numbers?.....	14
Homework.....	14

Introduction

Not all Dewey numbers are listed in the schedules. Some numbers may be built using precise instructions specified in Dewey. Number building always starts with a number that can be found in the schedules. This number is referred to as the **base** number.

The base number can be added to in a number of ways to give more precise classification, by bringing out aspects such as geographical location, history, biography, form of work, organisation, and many others.

Number building

To summarise, there are two ways to build numbers:

1. Following the instructions in the schedules by

- a) Adding a whole number to the end of the base number
- b) Adding a part of a DDC number to the end of a base number
- c) Adding a number from a small table in the schedules to the end of a base number

2. Using the Tables

The tables in Dewey are used when there is a need for a more specific number than the base number that is found in the schedules.

To explore these approaches in more detail:

1. Following the instructions in the schedules

You can only build numbers using these methods when the schedules indicate that you are allowed to do so. It is extremely important that you read each instruction in the schedules fully, right to the end.

There are a number of ways in which the schedules can instruct you to build numbers.

a) Adding a whole DDC number:

Sometimes one whole DDC can be added directly to the base number to convey two different subject aspects.

This instruction is written in the schedules as : **“Add to base number ... notation 001-999”**

For example, the base number for bibliography is 016. Any number from the schedules can then be added to 016, to show the topic of the bibliography.

EXAMPLE : Bibliography of Maori resources

Bibliography		Māori language*		Bib of Māori language
016	+	499.442	=	016.499442
Base number		Another whole DDC		

Click on the “Browse” button, and make sure that “Dewey Numbers (with Captions) in selected. Then type in **016**, then click on Browse.

Click on: **[016](#) Bibliographies and catalogs of works on specific subjects**

You will see the note: “Add to base number 016 notation 001-999, e.g., bibliographies of computer programs and software 016.0053, of general encyclopedic works 016.03, of philosophy 016.1, of novels 016.80883, of general collected biographies 016.92.”

Find the number for Māori language (we will discuss how to build this later): 499.442

Add the whole number to 016 to create **016./499442**

This can **only** be done when there is an explicit instruction in the ‘Notes’ relating to the base number instructing you to do this.

b) Adding part of a DDC number

Sometimes one part of a DDC number can be added to the base number to combine different subject aspects. Again, this is only possible when there is an explicit instruction in the schedules.

It is a little more complicated than the first method because only the end part of the second number is added to the base number.

For example, the base number for pet mammals is **636.9 Other mammals**

So if you have a work about pet hamsters, the schedules instruct you to add part of the number for hamsters (zoology) to the base number **636.9 Other mammals**

EXAMPLE

Hamsters kept for domestic purposes

Other mammals		Hamsters		Hamsters kept for domestic purposes
636.9	+	599.356	=	636.9356
Base number		Part of a whole DDC		

Click on the “Browse” button, and make sure that “Dewey Numbers (with Captions)” is selected. Then type in “636.9” then click on Browse.

Click on [636.9 Other mammals](#)

Read the notes under **636.9 Other mammals**.

“Add to base number 636.9 the numbers following 599 in 599.2-599.8 e.g., to hamsters 636.9356”

Find the number for Hamsters by clicking on the “Browse” button, and making sure that “Relative Index” is selected. Then type in **Hamsters** then click on Browse.

You will see that the number for Hamsters – zoology is [599.356](#).

Take the portion of number following 599. This is **356**.

Add to base number 636.9. So the complete number is **636.9/356**

DDC 23 Training Programme Session 2 - Introduction to number building (16 August 2012)

c) Adding from a table in the schedules

Alternatively, under the base number there may be instructions that instruct you to add from a table elsewhere in the schedules.

Numbers that can be added to from a table appearing in the main schedules are marked with an asterix (*) and at the bottom of the “Notes” box is the instruction:

“Add as instructed under...”

EXAMPLE : Management of Radio broadcasting (note that radio broadcasting has an asterix).

Radio	Management	Management of radio broadcasting
384.54 +	068 =	384.54068
Base number	Table number	

Click on the “Browse” button, and make sure that “Dewey Numbers (with Captions)” is selected. Then type in **384.54**, then click on Browse.

Click on [384.54](#) *Radiobroadcasting

Read the notes under **384.54 *Radiobroadcasting** “ - *Add as instructed under [380](#)”.

Right click on the link [380](#) to open in a new tab.

Read notes under **380 Commerce, communications, transportation** and follow instructions to add [068](#) – **Management** to base number 384.54.

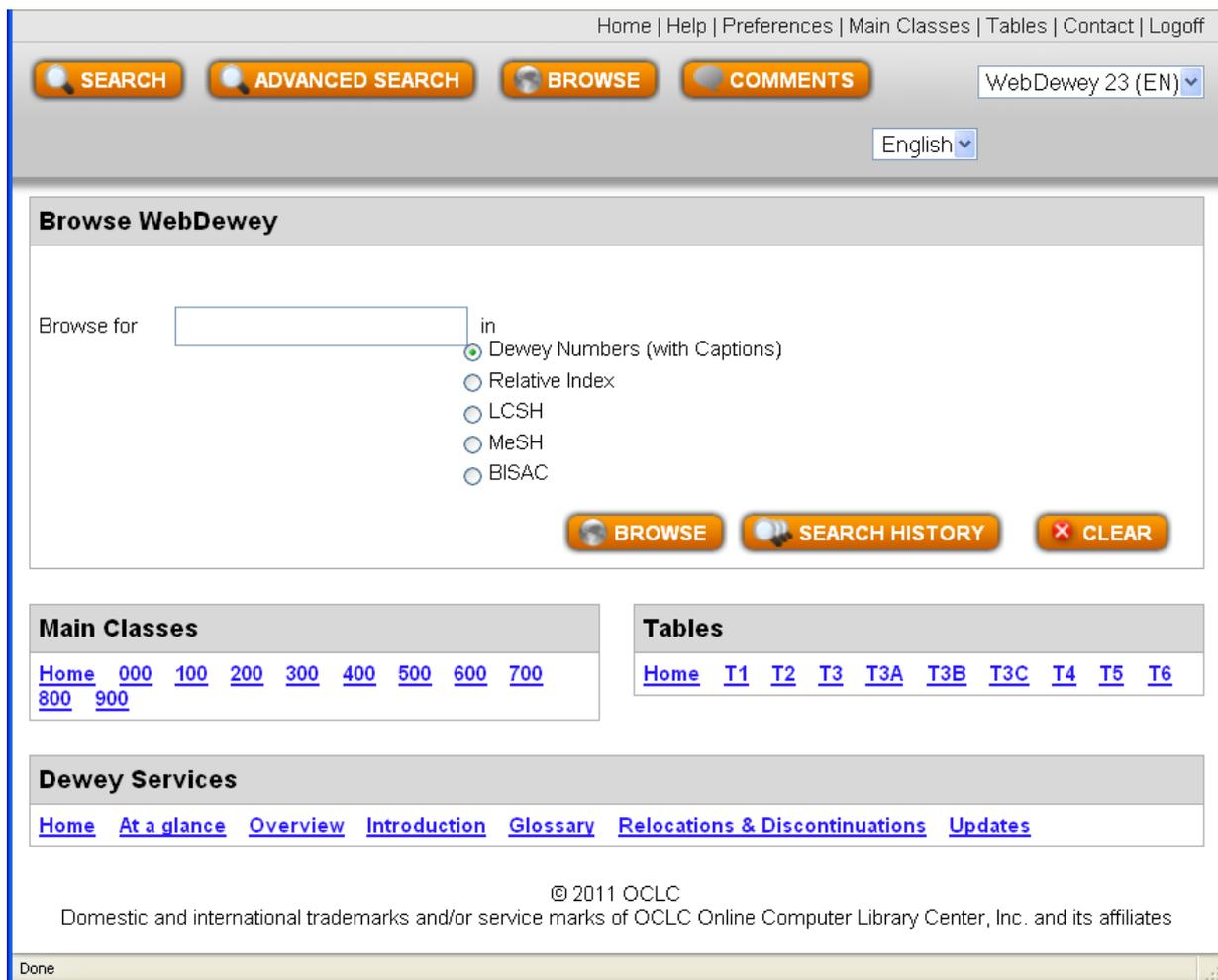
So the complete number is **384.54/068**

2. Dewey Tables

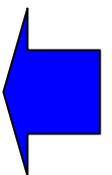
The tables in Dewey are used when there is a need for a more specific number than the base number that is found in the schedules. Tables 1 and 2 are the most important as they enable you to narrow down a topic by form, treatment, time or place.

Table numbers are never used on their own. They are always added to a number in the schedules, which is why the table numbers begin with dashes.

The links to the tables are always found in the bottom right half of the WebDewey screen:



The screenshot shows the WebDewey interface with a navigation bar at the top containing links for Home, Help, Preferences, Main Classes, Tables, Contact, and Logoff. Below this are buttons for SEARCH, ADVANCED SEARCH, BROWSE, and COMMENTS, along with a language dropdown set to English and a version selector for WebDewey 23 (EN). The main content area is titled "Browse WebDewey" and features a search input field and radio buttons for selecting a Dewey schedule: Dewey Numbers (with Captions) (selected), Relative Index, LCSH, MeSH, and BISAC. Below these are buttons for BROWSE, SEARCH HISTORY, and CLEAR. At the bottom, there are three sections: "Main Classes" with links for Home, 000, 100, 200, 300, 400, 500, 600, 700, 800, and 900; "Tables" with links for Home, T1, T2, T3, T3A, T3B, T3C, T4, T5, and T6; and "Dewey Services" with links for Home, At a glance, Overview, Introduction, Glossary, Relocations & Discontinuations, and Updates. The footer contains copyright information for OCLC and a status bar at the very bottom with the word "Done".



Tables in DDC 23

Table 1- Standard subdivisions

Table 2- Geographic areas, historical periods, biography

Table 3- Subdivisions for the arts, individual literatures, for specific literary forms

Table 3A – Subdivisions for works by or about individual authors

Table 3B – Subdivisions for works by or about more than one author

Table 3C – Notation to be added when instructed in Table 3B, 700.4, 791.4, 808-809

Table 4- Subdivisions of individual languages and language families

Table 5- Ethnic and national groups

Table 6- Languages

Table 1 – Standard subdivisions

The standard subdivisions in Table 1 may be added to any number in the schedules, provided there is no instruction at a specific number in the schedules saying not to, and also providing that the base number **approximates the whole of the subject area**.

This means that the base number must cover the whole of the meaning of the number.

For example, if you have a general work about food history, **641.3 Food** approximates the whole of subject of food and you can add standard subdivisions to this number. For example, to show the time period.

However, if you had a work about tūī in Northland, the number **598.8 Passeriformes (Perching birds)** does not approximate the whole of subject of tūī and you cannot add standard subdivisions to this number.

We will further discuss the concept of “approximating the whole” and situations where you are **not allowed to add standard subdivisions** in Week 4.

For now, we will take a general overview of the concept of adding standard subdivisions

Click on the link to Table 1 – [T1](#)

Table 1 Standard subdivisions

- 01 Philosophy and theory
- 02 Miscellany
- 03 Dictionaries, encyclopedias, concordances
- 04 Special topics
- 05 Serial publications
- 06 Organizations and management
- 07 Education, research, related topics
- 08 History and description with respect to kinds of persons
- 09 Historical, geographical, biography

Many of the subdivisions in Table 1 can be further extended to convey more detailed and specific information about the subject.

The most significant extension is the 09 standard sub-division, which often involves the use of Table 2 to convey the aspect of “place” where location is important to the subject.

For example, if you have a book in hand about birds in New Zealand, the geographical location “New Zealand” is a significant aspect of the classification – the user is likely to be looking for a work that is specifically about New Zealand birds, rather than birds in general.

Rules about zeros

When you are considering adding standard subdivisions to your base number, you need to look at how the numbers are structured in the schedules, and whether there are any variations in the number of zeros between the base number and the subdivision.

There will always be explicit instructions in the schedules if extra zero(s) are added.

Points to remember about zeros

- a) When adding standard subdivisions the 0 is a part of the number in each case.
- b) When adding a standard subdivision the resulting number should generally only have one zero in it. However there are some exceptions, and when it varies the schedules will indicate this. For examples, an exception is:
 - a. History of engineering, 620.009
- c) If the base number has zeros in it, these are essentially “fillers”, and can generally be disregarded when adding standard subdivision. For example, consider the base number for Science **500**. This is essentially the number 5 with 2 zeros added to bring it up to 3 digits. You can see this in WebDewey as the 5 in 500 is underlined.

An encyclopedia of science is **5** plus **03** (table 1 subdivision for Dictionaries, encyclopedias, concordances) = **5/03**

An encyclopedia of astronomy is **52** plus **03** (table 1 subdivision for Dictionaries, encyclopedias, concordances) = **52/0.3**

An encyclopedia of celestial navigation is **527** plus **03** (table 1 subdivision for Dictionaries, encyclopedias, concordances) = **527./03**

The rule of zero

Avoid a subdivision beginning with 0 if there is a choice between 0 and 1-9 at the same point in the hierarchy of the notation.

Example:

Look up Secondary education by clicking on “Browse”, then entering **373**, and making sure that that “Dewey Numbers (with Captions)” is selected. Click on Browse.

You will note that in this case the standard subdivisions are listed directly under the number in the schedules.

Click on [737.09](#) (**Historical, geographic treatment, biography**), then click on the link [373\[.093-373.099\]](#) Specific continents, countries, localities.

The instruction says, “Do not use; class in 373.3 – 373.9.”

This means that the number for secondary education in New Zealand is 373.9/93, not 373./09/93.

Look up the numbers in these examples by browsing WebDewey (making sure that that “Dewey Numbers (with Captions)” is selected).

For these reasons you must think about the structure of the number, and read the instructions carefully at each base number, before adding standard subdivisions.

Table of preference

It is important to be aware of the table of preference which guides you as to which standard subdivision you should choose if there is more than one which you could add. This is found at the beginning of Table 1.

Click on the link to Table 1 – [T1](#) at the bottom of the screen. The table of preference is listed and explained in the “Notes” box.

DDC 23 Training Programme Session 2 - Introduction to number building (16 August 2012)

Unless other instructions are given, observe the following table of preference, e.g., communication in education and research [T1--07](#) (not [T1--014](#)):

Special topics	T1--04
Biography	T1--092
Auxiliary techniques and procedures; apparatus, equipment, materials	T1--028
Education, research, related topics (except T1--074 , T1--075)	T1--07
Management	T1--068
Philosophy and theory	T1--01
The subject as a profession, occupation, hobby	T1--023
The subject for people in specific occupations	T1--024
Directories of persons and organizations	T1--025
Patents and identification marks	T1--027
Commercial miscellany	T1--029
Organizations	T1--0601-T1--0609
Organizations (without subdivision)	T1--06
Groups of people	T1--08
Specific continents, countries, localities; extraterrestrial worlds	T1--093-T1--099
Areas, regions, places in general	T1--091
Historical periods	T1--0901-T1--0905
Museums, collections, exhibits	T1--074
Museum activities and services	T1--075
Illustrations, models, miniatures	T1--022
Tabulated and related materials	T1--021
Synopses and outlines	T1--0202
Humorous treatment	T1--0207
Audiovisual treatment	T1--0208
Dictionaries, encyclopedias, concordances	T1--03
History and geographic treatment (without subdivision)	T1--09
Serial publications	T1--05

For example, if you have a biography of a New Zealand organic chemist, you would add **-092** (Biography) rather than **-09/93** (Specific continents, countries, localities) to your base number **547 Organic chemistry**.

This is because **-092** is higher than **-093-099** in the table of preference.

Using Table 1(summary)

How to use Table 1

- Find the most specific number in the schedules for your topic (by browsing or searching WebDewey)
- If the topic is not completely covered by the schedules number, check to see if Table 1 covers the remaining aspects. You can do this by clicking on the link [T1](#) to Table 1 and seeing if it looks as if Table 1 will cover this aspect. You can also browse the Relative index for the specific aspect.
- Look closely at the schedules number to see if there are any special instructions about adding standard subdivisions.
- Add the table number to the end of the schedules number, taking into account any special instructions.

EXAMPLE

Encyclopedia of sport

Sport	Encyclopedias	Encyclopedia of sport
796	-03	796.03
Number in schedules. No other instructions.	Number in Table 1	

Click on the “Browse” button, and make sure that “Dewey Numbers (with Captions)” is selected. Then type in **796**, then click on Browse.

Click on the link [796](#) Athletic and outdoor sports and games

Read the notes under **796 Athletic and outdoor sports and games**. You will see the instruction “Standard subdivisions are added for any or all topics in heading”.

Right click on the link to Table 1 - [T1](#) to open in a new tab.

Click on the link to [T1-03 Dictionaries, encyclopedias, concordances](#)

Read notes under “03” and add to base number 796. The number is complete: **796./03**

EXAMPLE – a variation in the number of zeros added

Encyclopedia of horses

Horses	Encyclopedias	Encyclopedia of horses
636.1	-03 -003	636.1003
Number in schedules. Note instructions for standard subdivisions.	Number in Table 1 but in schedules says “Notation from Table 1 as modified under 636.001-636.009”	

Click on the “Browse” button, and make sure that “Dewey Numbers (with Captions)” is selected. Then type in **636.1**, then click on Browse, then on the link [636.1](#)

Under **636.1 Horses** you will see the link:

[636.1001-636.1009](#) **Standard subdivisions**

This indicates that an extra 0 is added when using standard subdivisions.

So you have Base number 636.1. Add an extra 0 according to the instructions, then 03 from Table 1.

The number is complete: **636.1/0/03**

Biography

There are two ways to go about classifying a biography:

1) Classifying all biographies at 920

Many public and school libraries use the 920 number for biography or alternatively just have a section called Biography. Works are then arranged alphabetically by the name of the person about whom the book is written.

2) T1--092

Add the -092 subdivision from table 1 to the DDC number for the subject that the biography relates to. For example a biography of Edmund Hillary would be shelved at the DDC for mountaineering with the subdivision for biography added, 796.52092.

The National Library of New Zealand follows the second option, which is to classify biographies with the topic which they are about and add the standard subdivision for biography, -092.

This brings out the subject that the person was known for. T1--092 is used to indicate that the work is biographical in nature e.g. autobiography, biography, diaries, reminiscences. T1--092 may be added to any subject in the schedules to indicate that the item is a biography.

EXAMPLE

Turning point : the making of a captain / Sean Fitzpatrick
Contains his personal experiences and biographical information.

Rugby	Biography	Biography of rugby player
796.333	-092	796.333092
Number in schedules	Table 1	

Click on the “Browse” button, and make sure that “Relative Index” is selected. Then type in “Rugby”, then click on Browse.

You will see the link: **Rugby** [796.333](#)

Click on this link. You will see below [796.33301-796.33309](#) **Standard subdivisions**

This confirms that you can add standard subdivisions such as “092” directly to the base number, also that you would add -092 (biography) rather than -09/93 (New Zealand).

Right click on [T1](#) to open Table 1.

Click on [T1—09](#), then click on [T1—092](#) **Biography**.

Add 092 to base number **796.333**. The number is **796.333/092**

Summary: When can I build numbers?

You can add numbers from Table 1 to any number in the schedules, **providing it approximates the whole of the subject area** (this will be discussed further in Week 4).

Otherwise, **if and only if** there are instructions alongside a particular number in the schedules, you can add by following those instructions.

Homework

1.Exercises 7.1, 7.2 and 7.3 on pages 49-50, 52 of Mary Mortimer, *Learn Dewey Decimal Classification (Edition 22)*.ⁱ

2. Learn the 300s.

ⁱ Mary Mortimer, *Learn Dewey Decimal Classification (Edition 22)* (Canberra: DocMatrix, 2004), 49-50, 52.