

Session 4 : Advanced number building

The concepts of ‘approximating the whole’, ‘class here’ & ‘including’ notes
National Library of New Zealand

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Introduction

Following on from the previous session, there are **two** main ways that we can construct more complex Dewey numbers to enable a greater depth of subject analysis.

1. Following the instructions in the schedules

Sometimes the number you find in the main sequence of Dewey will have a note specifically instructing you to add further to the base number. There are **four** main ways in which a note in WebDewey may specifically instruct you to construct more complex numbers:

- Adding a whole number to the end of the base number
- Adding part of a DDC number to the end of a base number
- Adding a number from a small table in the schedules to the end of a base number
- Adding a subdivision from the tables directly to the base number, without adding a table 1 standard subdivision first.

2. Adding standard subdivisions from Table 1

As we have seen, Table 1 standard subdivisions can be added to most numbers in the schedules, to convey aspects such as physical form (e.g. dictionary, bibliography) or approach (e.g. historical treatment).

When can you not add standard subdivisions?

There are **three situations** in which you may **not** add standard subdivisions:

- A.** Sometimes there may be a specific note instructing you **not** to add standard subdivisions.
- B.** Adding standard subdivisions may be **redundant**, as the concept is already covered in the base number
- C.** The topic of your work may be **significantly narrower** than the best number that you can find in the schedules. There are two important concepts in WebDewey that relate to this situation:
 - (i) approximating the whole' of the topic
 - (ii) 'including' notes

When are you specifically allowed to add standard subdivisions?

'Class here' notes mean that you are allowed to add standard subdivisions, even if the scope of the number does not specifically match the topic.

To look at these various situations in more detail ...

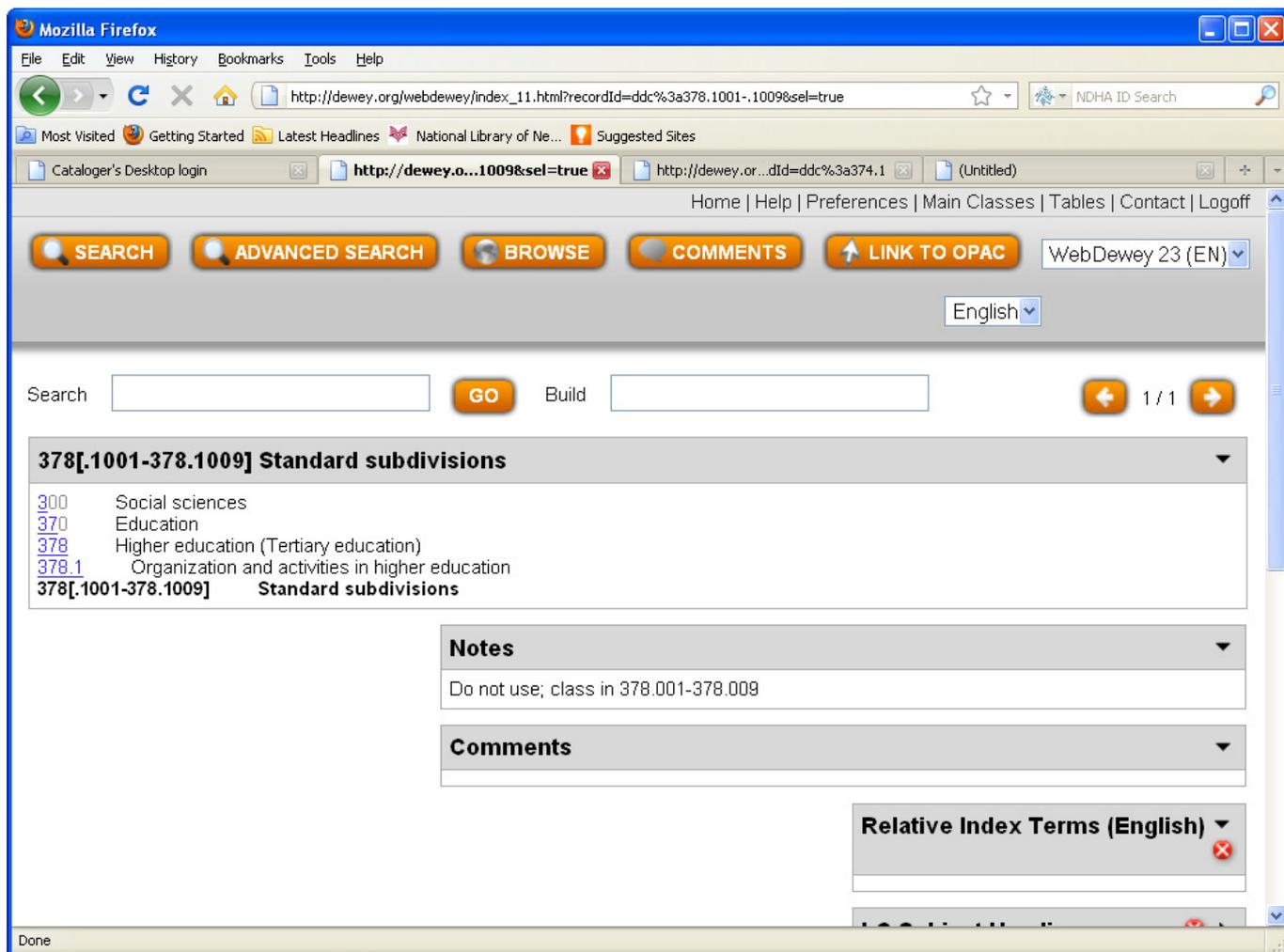
- A. A specific note instructs you not to add standard subdivisions.**
Sometimes square brackets may also emphasize that you are not able to add standard subdivisions.

EXAMPLE: A general book about the organization of university education in New Zealand

- 1) Browse the Relative Index for the topic "Higher education."
- 2) Click on **Higher education [378](#)** to see the WebDewey record.
- 3) Click on **[378.1](#) Organization and activities in higher education**

Can you add standard subdivisions to the base number 378.1?

- 4) Answer: Click on: **[378\[.1001-374.1009\]](#) Standard subdivisions**



5) You will see the note: **Do not use; class in 378.001-374.009**

This indicates that you cannot add standard subdivisions to 378.1. If you want to convey a specific aspect of activities in higher education (e.g. higher education in a specific place or for specific kinds of students), you need to use the more general number **378**.

Please note that the base number 374 is followed by **square brackets**. Square brackets indicate that a specific number, or part of a number is **not valid** in WebDewey.

6) Click on **378**. You will see that ‘History, geographic treatment, biography’ has been displaced to: [378.009](#)

7) Click on [378.009](#). Then, click on [378\[.0094-378.0099\]](#) **Specific continents, countries, localities in modern world**. You will see a further note ‘Do not use; class in 378.4-378.9’

8) Click on [378.4-378.9](#)

9) Follow the instruction to: **Class here specific schools. Add to base number 378 notation T2--4-T2--9 from Table 2.**

10) Add **-93** for New Zealand directly to base number 378 to create the final number: **378.93**

Please note that, in this case, you are still able to convey the ‘place’ aspect of the topic, but this is done through following the instructions in WebDewey associated with the number, **not** through adding standard subdivisions from Table 1.

B. Sometimes, a concept that would usually be represented by a standard subdivision has been provided with its own number. So you do not need to add standard subdivisions as the information is already implicit in the base number.

EXAMPLE: You have a collective biography of women.

1) Try browsing the Relative Index for the topic “Women.”

You will see a range of topics in your Browse results, including the entry: **Women—biography [920.72](#)**

2) Click on **Women—biography [920.72](#)** to see the WebDewey record.

3) Do you need to add **–092**, the standard subdivision for biography, from Table 1?

Answer: No, we would not add the standard subdivision 092 as the concept of biography is already present in 920.72

Similarly, aspects such place or time may already be inherent in the number, even if these are not explicitly stated. Adding standard subdivisions does not add any extra information, and is redundant.

EXAMPLE: A general work about kiwi (the bird) in New Zealand

You do not need to add standard subdivisions to convey the ‘New Zealand’ aspect, as kiwi are endemic to New Zealand.

Try browsing for kiwi in the relative index. You will find the result **Kiwis (Birds) 598.54.**

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The screenshot shows the WebDewey 23 (EN) interface. At the top, there are navigation links: Home | Help | Preferences | Main Classes | Tables | Contact | Logoff. Below these are buttons for SEARCH, ADVANCED SEARCH, BROWSE, COMMENTS, and LINK TO OPAC. A dropdown menu shows 'WebDewey 23 (EN)' and a language selector is set to 'English'. The main search area has a 'Search' input field, a 'GO' button, and a 'Build' input field. The results show the classification **598.54 *Apterygiformes (Kiwis)**. A list of related classifications is shown: 500 Science, 580-590 Natural history of plants and animals, 590 Animals (Zoology), 592-599 Specific taxonomic groups of animals, 598 *Aves (Birds), 598.5-598.9 Land birds, 598.5 *Palaeognathae, and 598.54 *Apterygiformes (Kiwis). A 'Notes' section is expanded, containing the text: 'Subdivisions are added for the genus Apteryx and for individual species of Apteryx', 'Sometimes classed with extinct moas as Dinornithiformes', and '*Add as instructed under [592-599](#)'.

Click on **598.54** to see the WebDewey record – you will see the **note “Subdivisions are added for the genus Apteryx and for individual species of Apteryx.”**

So, you might think that you could add standard subdivisions to convey that the book is about kiwi in New Zealand.

However, as kiwi are generally only found in New Zealand, you would not add 09/93 (New Zealand) to the base number, as most users would already make the association between kiwi and New Zealand

Nonetheless, if you were cataloguing a book that was specifically about kiwi in Northland, you could still add standard subdivisions to show the more specific location of the birds – because New Zealand is implicit in the number for kiwi, but Northland is not.

| Kiwi | Standard subdivision for geographic treatment | Subdivision for Northland | Kiwi in Northland |
|---------------|---|---------------------------|-----------------------|
| 598.54 | 09 | -9313 | 598.54/09/9313 |
| Base number | Table 1 | Table 2 | |

Find your base number for Kiwi: **598.54**

Right-click on Table 1 to open in a new tab. Click on [093-099](#)

Follow instruction to add to base number T1-09. Your number in progress is now: **598.54/09**

Follow instruction to add notation [T2--3-T2—9](#) from Table 2. Find the Table 2 subdivision for Northland (e.g. by browsing the Relative index for Northland). The subdivision should be T2-9313

The final number is: **598.5/09/9313**

C. The topic of your work may be much narrower than the best number that you can find in WebDewey, in which case you may not add standard subdivisions.

To understand this rule, we need to look at the idea of whether a number ‘**approximates the whole**’, which is an important concept in WebDewey. We also need to consider ‘**class here**’ and ‘**including notes.**’

(i) Approximating the whole

According to the Dewey glossary:

“When a topic is nearly coextensive with the full meaning of a DDC class, the topic is said to “approximate the whole” of the class. The term is also used to characterize topics that cover more than half the content of a class. When a topic approximates the whole of a class, standard subdivisions may be added.”

Basically, this means that the topic of the work you are classifying must either match the Dewey number pretty closely, or cover off at least half of the subject area associated with the Dewey number.

By comparing the book in hand and the WebDewey number, you can make a judgment call as to whether the Dewey number ‘approximates the whole’ of your book.

EXAMPLE : Photographs of letter boxes in New Zealand

- 1) Browse the Relative index for **Mailboxes**
- 2) You will see the result: **Mailboxes** [383.145](#)
- 3) Click on [383.145](#). You will see that 383.145 represents ‘**Collection and delivery**’ in the general area of Mail handling
- 4) Can you add 09/93 to show Letterboxes in New Zealand?

5) Unfortunately, letter boxes are only a small part of the **Collection and delivery of mail**. Therefore, you cannot add 09/93, as the number does **not** ‘approximate the whole.’ Your complete number is just: **383.145**

The screenshot shows the Dewey Decimal Classification (DDC) interface. At the top, there are navigation buttons: SEARCH, ADVANCED SEARCH, BROWSE, COMMENTS, and LINK TO OPAC. A language dropdown menu is set to 'English'. Below the navigation bar, there are search and build input fields with 'GO' and navigation arrows. The main content area displays a hierarchical list of DDC numbers and their corresponding terms:

- [300](#) Social sciences
- [380](#) Commerce, communications & transportation
- [383-388](#) Communications and transportation
- [383](#) Postal communication
- [383.1](#) Mail handling
- [383.14](#) Transportation systems, collection, delivery
- 383.145** **Collection and delivery**
- [383.1455](#) Postal codes

Below the list, there is a 'Notes' section with the following text:

Including postal zones
Class collection and delivery of mail within the military services in [355.69](#)
Class star routes in [383.143](#)
Class special delivery in [383.183](#)

EXAMPLE: Can you add standard subdivisions to the number for penguins to create a number for the life story of Happy Feet the Emperor Penguin?

Answer:

- 1) Click on the “Browse” button, and make sure that the “Relative Index” is selected. Then type in **Penguins**, then click on Browse.
- 2) Click on **Penguins** [598.47](#)
- 3) You will see the Note: ***Add as instructed under 592-599**. However, there is no narrower number for Emperor penguins. Penguins are a much broader class than Emperor penguins. Therefore, you cannot add further. You **cannot add standard subdivisions**, nor can you follow the note to **Add as instructed under 592-599**.
- 4) Your final number is just: **598.47**

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EXAMPLE: A book about teaching pure and applied mathematics at university level

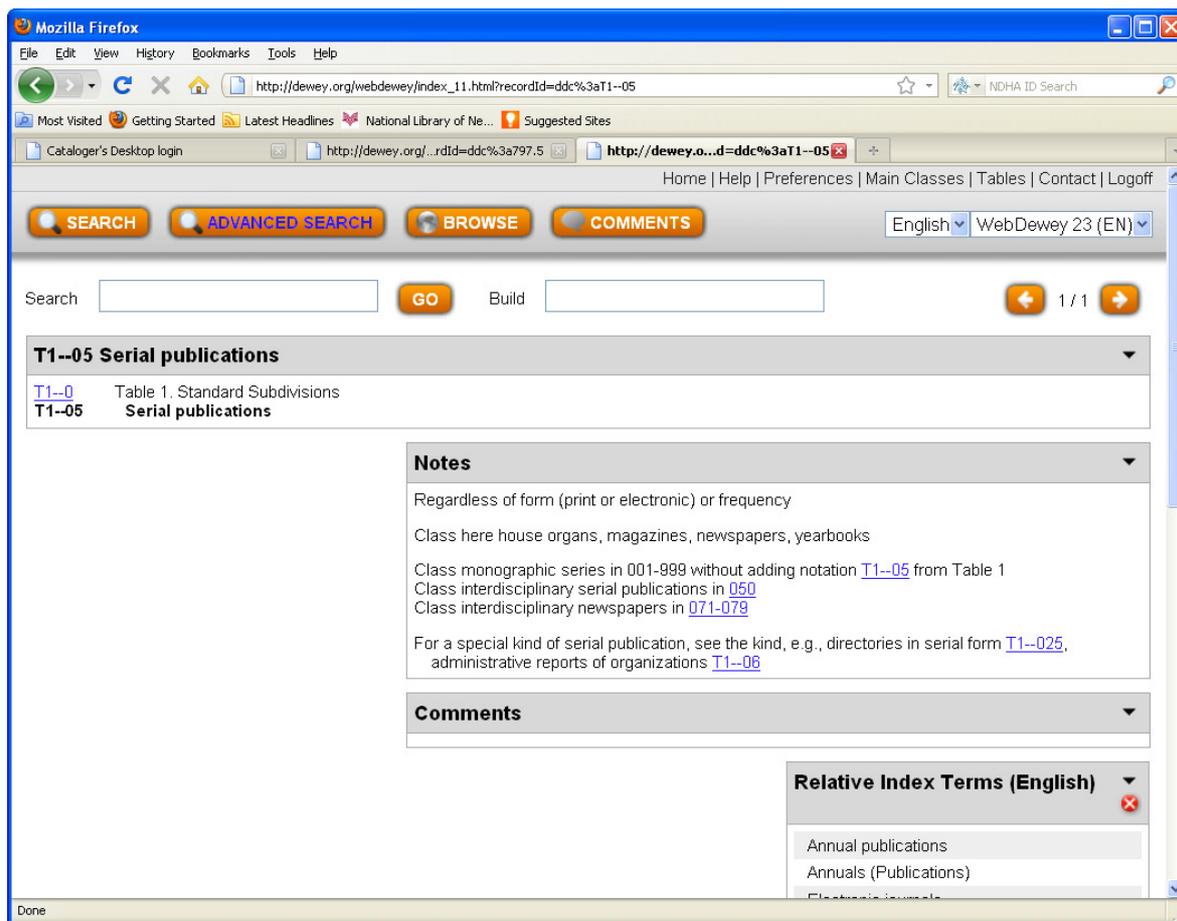
1. Browse the Relative index for Mathematics
2. You will see the entry: **Mathematics [510](#)**. Click on [510](#) to see the WebDewey record.
3. As this is a work about teaching the major aspects of mathematics, you can add standard subdivisions, as there are no specific instructions telling you not to, and the work **approximates the whole** of the topic.
4. Right-click on Table 1 to open in a new tab. Click on [T1—07 Education, research, related topics](#)
5. Click on [T1—071 Education](#).
6. Click on [T1--0711-T1—0715 Specific levels of education](#)
7. Click on [T1—0711 Higher education \(Tertiary education\)](#)
8. Add **0711** to your base number: **51** (as the zero is just a place-holder).

The final number is **510./711**

EXAMPLE: You have a magazine about gliding, skydiving, bungee jumping and flying small planes.

1. Browse the Relative index for Air sports. You will see the entry: **Air Sports [797.5](#)**
2. Click on [797.5](#) to see the WebDewey record.
3. You will see that the number 797.5 encompasses balloon flying, gliding, flying motor-driven aircraft, and parachuting. Can you add a standard subdivision to show that the book is an magazine?
4. Answer: Yes, the activities described in the magazine encompass all the subject content of 797.5 except balloon flying, i.e. **more than half of the content of the class**. Therefore you are allowed to add standard subdivisions.
5. Right-click on Table 1 to open in a new tab
6. You will see that [T1—05](#) is Serial publications. Click on [T1--05](#)

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7. Add **-03** to your base number **523.4**. The final number is **523.4/03**

(ii) “Including” Notes

In particular, if the topic is listed in an **‘including’** note, you are specifically not allowed to add standard subdivisions. ‘Including notes’ indicate that the topic may be assigned a more specific Dewey number in future, and therefore adding standard subdivisions could conflict with the future classification. Such topics that do not approximate the whole are said to be in “standing room” in the number.

The WebDewey definition for **‘Including’** notes:

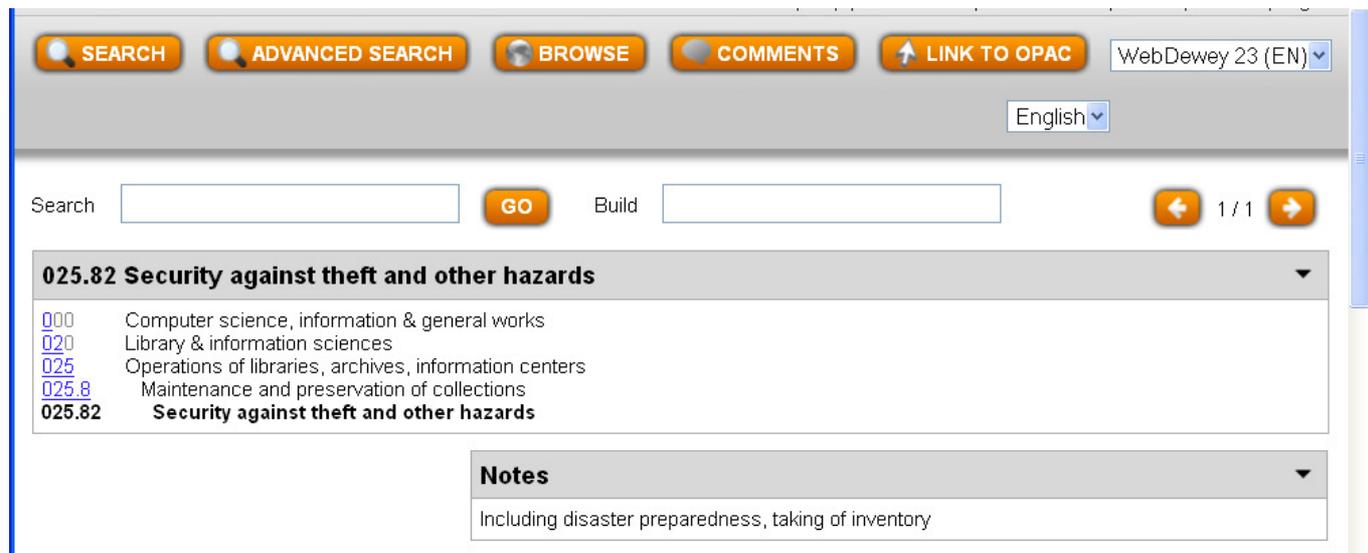
Including note: A note enumerating topics that are logically part of the class but are less extensive in scope than the concept represented by the class number. These topics do not have enough literature to warrant their own number. Standard subdivisions may not be added to the numbers for these topics.¹

EXAMPLE Disaster planning for libraries in New Zealand

- 1) Browse the relative index for **Disaster planning**
- 2) You won’t find any exact result. However, the 3rd result down is:

Disaster preparedness--library operations [025.82](#)

This looks generally in the right area, so click on [025.82](#)



The screenshot shows the WebDewey 23 (EN) interface. At the top, there are navigation buttons: SEARCH, ADVANCED SEARCH, BROWSE, COMMENTS, and LINK TO OPAC. A language dropdown is set to English. Below the navigation is a search bar with a GO button and a build bar with a 1/1 indicator. The main content area displays the classification hierarchy for 025.82:

- 000 Computer science, information & general works
- 020 Library & information sciences
- 025 Operations of libraries, archives, information centers
- 025.8 Maintenance and preservation of collections
- 025.82 Security against theft and other hazards

Below the hierarchy is a 'Notes' section with a dropdown arrow. The note reads: 'Including disaster preparedness, taking of inventory'.

3) You will see the note: **Including** disaster preparedness, taking of inventory

4) Can you add 09/93 to show the New Zealand content?

5) **Answer:** As 'disaster preparedness' appears here in an '**including**' note, you **cannot** add standard subdivisions. The word '**including**' indicates that disaster preparedness is only a very small aspect of the general area of 'Security against theft and other hazards. It **does not approximate the whole** of 025.82. It is possible that some time in the future **Disaster preparedness in libraries** will be allocated its own, more specific number. However, in the mean time you are **not allowed** to add standard subdivisions.

6) So your complete number is just: **025.82**

Sometimes the topic may not be specified in an '**including**' note. However, when you look at the base number, and compare it with your item in hand, it will be clear that the topic of your book is much more specific than the number. And therefore, you **may not add** standard subdivisions.

(iii) Specific instructions to add standard subdivisions - "Class here" notes

In contrast, if the topic you are looking for appears in a '**class here**' note you are specifically allowed to add standard subdivisions. Class here notes describe the major topics covered by the number – they may point to different terms for what is essentially the same topic. Class here notes indicate that the topic is considered to 'approximate the whole' of the subject area, even if it is not exactly the same.

According to WebDewey:

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Class-here note: A note that identifies topics that are equivalent to the whole of the class under which the note appears. The topic as a whole is classed in the number under which the note appears; parts of the topic are classed in the most appropriate subdivision of the number. Topics identified in class-here notes, even if broader or narrower than the heading, are said to “approximate the whole” of the number; therefore, standard subdivisions may be added for topics in class-here notes. Class-here notes also may identify the comprehensive or interdisciplinary number for a subject.²

For example, The life story of Koro the tuatara, who lives in Karori Wildlife Sanctuary.

| Tuatara | Subdivision for animal biography | Biography of a tuatara |
|----------------|----------------------------------|------------------------|
| 597.945 | 0929 | 597.945/0929 |
| Base number | Table 1 | |

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

2) Click on **Tuatara** [597.945](#) to see the WebDewey record **597.945 *Rhynchocephalia (Beaked reptiles)**

3) You will see the Note: **Class here Sphenodontidae (tuatara)**

Because there is a ‘**class here**’ note, you can add standard subdivisions.

4) So, in this case, you can go to Table 1. Right click on Table 1 to see the standard subdivisions and table of preference. You will note that [T1--092](#) (biography) appears above [T--093-T1—099](#) (specific countries, contents, localities) in the Table of Preference.

5) Click on [T1--092](#) (biography)

6) You will see that [T1--0929](#) is Biography of animals and plants. Click on [T1—0929](#)

7) See the note ‘Use this number for animals and plants treated as individuals’

8) Add –0929 to the base number 597.945 to create the final number: **597.945/0929**

Homework:

1. Please read introduction of DDC23 pp 1-25, to the end of section 8.10 on number building. Section 8 number building is important. Reading this will help to consolidate what we have learned to date.
2. Complete the practical exercise sheet.

DDC23 exercises:

Find Dewey numbers for the following works, by number building and adding standard subdivisions from table 1 and table 2

1. San Francisco Daily News
2. The Edinburgh Times
3. The New Zealand Herald
4. Foreign trade between New Zealand & Australia
5. Customs Unions in the Communist Bloc
6. Lives of famous mathematicians
7. The journal of geometry
8. Encyclopedia of classical geometry
9. Rocks of the Outer Hebrides (Scotland)
10. Geology of Venus
11. Collected biographies of American nurses
12. Life and work of Dr Christian Barnard
13. Engineering in Ancient Rome
14. Historical geography of Great Britain
15. The New Zealand Atlas
16. Moon atlas
17. Encyclopedia of festivals
18. Folktales from Mexico

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19. Natural history of ancient Ninevah
20. Natural history of the Gulf of Alaska

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Answers to Exercises

| | |
|--|-------------|
| 1. San Francisco Daily News | 071.9461 |
| 2. The Edinburgh Times | 072.9134 |
| 3. The New Zealand Herald | 079.93 |
| 4. Foreign trade between New Zealand & Australia | 382.0993094 |
| 5. Customs Unions in the Communist Bloc | 382.911717 |
| 6. Lives of famous mathematicians | 510.922 |
| 7. The journal of geometry | 516.005 |
| 8. Encyclopedia of classical geometry | 516.0203 |
| 9. Rocks of the Outer Hebrides (Scotland) | 552.094114 |
| 10. Geology of Venus | 559.922 |
| 11. Collected biographies of American nurses | 610.730922 |
| 12. Life and work of Dr Christian Barnard | 610.92 |
| 13. Engineering in Ancient Rome | 620.009376 |
| 14. Historical geography of Great Britain | 911.41 |
| 15. The New Zealand Atlas | 912.93 |
| 16. Moon atlas | 912.991 |
| 17. Encyclopedia of festivals | 394.2603 |
| 18. Folktales from Mexico | 398.20972 |
| 19. Natural history of ancient Ninevah | 508.335 |
| 20. Natural history of the Gulf of Alaska | 508.316434 |

¹ Introduction to the Dewey Decimal Classification, *WebDewey*, accessed July 19, 2012, <http://www.oclc.org/dewey/versions/print/intro.pdf>.

² Introduction to the Dewey Decimal Classification, *WebDewey*, accessed July 19, 2012, <http://www.oclc.org/dewey/versions/print/intro.pdf>.