

Session 6 : Classifying literary works by more than one author
using Table 3B and Table 3C
Natinal Library of New Zealand

Tables 3B & 3C are used to classify works by or about **more than one author**. The basic instructions appear in Table 3B, and Table 3C is used when instructed to convey additional aspects such as theme or subject

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1. Overview of Table 3B

Only use T3B for works by or about **more than one author**. Following the instructions in Table 3B (in conjunction with numbers in the 800s) enables us to convey aspects such as:

- language
- national affiliation
- literary form
- kind of literary form
- literary period
- collected works
- history and criticism

Click on [T3B](#)

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T3B--0 Table 3B. Subdivisions for Works by or about More than One Author

T3B--0	Table 3B. Subdivisions for Works by or about More than One Author
T3B--01-T3B--07	Standard subdivisions
T3B--08	Collections of literary texts in more than one form
T3B--09	History, description, critical appraisal of works in more than one form
T3B--1-T3B--8	Specific forms

Notes

Table 3B is followed and supplemented by Table 3C, which provides additional elements for building numbers within Table 3B

Procedures for building numbers for works by or about more than one author, limited to literatures of specific languages:

- Look in the schedule [810-890](#) to find the base number for the language. The base number may be identified in an add note, e.g., at [821-828](#) ("add to base number [82](#)") or another note, e.g., at [896](#) (" [896-392](#) Swahili "); otherwise, it is the number given for the literature, e.g., Dutch-language literature [839.31](#). If there is a specific literary form, go to step 2; if not, go to step 8
- In Table 3B find the subdivision for the literary form, e.g., poetry [T3B--1](#). Add this to the base number, e.g., English poetry [821](#), Dutch poetry [839.311](#). If the literary form appears as a subdivision of [T3B--8](#) Miscellaneous writings, go to the instructions under [T3B--8](#) in Table 3B. If the work deals with poetry, drama, fiction, or speech of specific media, scope, kinds for which there is special notation in Table 3B (e.g., [T3B--1042](#) sonnets), go to step 3. For other works that deal with or fall within a limited time span, go to step 4. A limited time span is (1) fewer than three literary periods (2) a single century. For other works not limited by time period, go to step 7
- Use the notation in Table 3B for the kind of poetry, drama, fiction, or speech, e.g., sonnets in English literature [821.042](#). Insert a point after the third digit. Check whether the specific form is (1) the sole kind in a heading identified by "*" or (2) is named in a subdivisions-are-added note as a kind for which subdivisions may be added or (3) appears in a class-here note under a heading identified by ". If none of these conditions holds, the number is complete, e.g., collections of English-language clerihews [821.07](#)

If one of the three conditions does hold, follow the instructions in the table under [T3B--102-T3B--107](#) in Table 3B. Following these instructions will involve using Table 3C for literature of specific periods, literature displaying specific features or emphasizing specific subjects, and literature for and by groups of people, e.g., collections of English sonnets about love [821.042083543](#)

- Turn back to the appropriate number in the schedule [810-890](#) to see whether there is an applicable period table. If there is one, go to step 5; if not, complete the class number by inserting a point between the third and fourth digits, e.g., Khmer (Cambodian) poetry by 20th-century authors [895.9321](#)
(Option: Where optional period tables are available for countries that share the same language, either [1] use initial letters to distinguish the separate countries, or [2] use the special number designated for literature of those countries that are not preferred. Then use the optional period tables, e.g., 20th-century drama in English by New Zealand authors [N2822.2](#) or [828.993322](#). Full instructions for optional period tables appear under [811-818](#), [819](#), [821-828](#), [828.99](#), [841-848](#), [848.99](#), [861-868](#), [868.99](#), [869](#), [869.899](#). If the option is used, go to step 5)
(Option: Where optional period tables are not available for countries that share the same language, use initial letters to distinguish the separate countries. Then use the standard period table for the language if one is available. If a period table is available, go to step 5)

- Select the appropriate period number. Add this number to the number already derived, e.g., English poetry of the Elizabethan period [821.3](#); always insert a decimal point after the third digit. Go to step 6
- Under the number for the literary form in Table 3B, go to the subdivisions for specific periods, e.g., under [T3B--2](#) for drama go to [T3B--21-T3B--29](#). Follow the instructions given there, which will lead to adding the numbers following [T3B--10](#) in notation [T3B--1001-T3B--1009](#) of this table. For literature displaying specific features, literature emphasizing subjects, and literature for and by groups of people, the instructions at [T3B--1001-T3B--1009](#) will lead to use of Table 3C, e.g., critical appraisal of idealism in English Elizabethan drama [822.30913](#)
- If the work is not limited by time period, go to the first subdivisions under the particular form in Table 3B, e.g., under [T3B--2](#) for drama go to [T3B--2001-T3B--2009](#). Follow the instructions given there to add the numbers following [T3B--100](#) in notation [T3B--1001-T3B--1009](#) of this table. For literature displaying specific features, literature emphasizing subjects, and literature for and by groups of people, the instructions at [T3B--1001-T3B--1009](#) will lead to use of Table 3C, e.g., collections of English poetry about war [821.00803581](#), collections of English poetry by rural authors [821.008091734](#)
- If the work is not limited to a specific literary form, consult [T3B--01-T3B--09](#) in Table 3B. Follow the instructions at the number selected, making use of Table 3C when specified, e.g., collections of English literature in many forms about holidays [820.80334](#). Use period notation [T3B--08001-T3B--08009](#) and [T3B--09001-T3B--09009](#) only if there is an applicable period table
(Option: Where optional period tables are available for countries that share the same language, either [1] use initial letters to distinguish the separate countries, or [2] use the special number designated for literature of those countries that are not preferred. Then use the optional period tables, e.g., 20th-century drama in English by New Zealand authors [N2822.2](#) or [828.993322](#). Full instructions for optional period tables appear under [811-818](#), [819](#), [821-828](#), [828.99](#), [841-848](#), [848.99](#), [861-868](#), [868.99](#), [869](#), [869.899](#))
(Option: Where optional period tables are not available for countries that share the same language, use initial letters to distinguish the separate countries. Then use the standard period table for the language if one is available)

The procedures described above require the use of schedule [810-890](#), Table 3B, and Table 3C in varying order. Sometimes also other tables are used. Example:

- [82](#) English ([810-890](#))
- 1 poetry (Table 3B)
- [821-828.914](#) of later 20th century ([810-890](#))
- 080 collections (Table 3B)
- 32 about travel (Table 3C)
- 4253 Lincolnshire (Table 2)

Thus, collections of later-20th-century English-language poetry about travel in Lincolnshire [821.914080324253](#)

Note that literary form [T3B--8](#) Miscellaneous writings is arranged first by period and then by specific miscellaneous forms

Instructions in the use of notation from Table 3B for rhetoric in specific literary forms, collections of literary texts from more than two literatures, and history, description, critical appraisal of more than two literatures are found in [808-809](#)

See Manual at [T3B--0](#)
See Manual at [T3B--0 vs. T3A--0](#)
See Manual at [800](#)

Comments

Relative Index Terms (English)

Specific literary forms – T3B -1-8

- 1 Poetry**
- 2 Drama**
- 3 Fiction**
- 4 Essays**
- 5 Speeches**
- 6 Letter**
- 7 Humor and satire**

Please note that **T3B-7 Humor and satire** is limited to collections and criticism of works in two or more literary forms including both verse and prose, e.g. a collection of funny poems, short stories and plays.

T3B-8 Miscellaneous writings

Sometimes your work may be in a form that does not fit under any of the main forms above.

In this case, check whether it fits one of the forms that is listed under ‘miscellaneous writings’.

These are:

- T3B—802 Anecdotes, epigrams, graffiti, jokes, jests, quotations, riddles, tongue twisters
- T3B—803 Diaries, journals, notebooks, reminiscences
- T3B—807 Works without identifiable literary form
- T3B—808 Prose literature

You can only use **T—8 Miscellaneous writings** if the work definitely fits one of the forms above. If it is a collection of works in different forms, you cannot specify the form, so you will move straight to specifying aspects such as collected works or history and criticism. See examples at end of session - example (i)

What if your work combines more than one literary form?

For example, you may have a collection of novels in verse.

In this case, follow the table of preference under **T3B—1-T3B—8 Specific forms**

- a) Click on [**T3B**](#)
- b) Click on [**T3B—1-T3B—8 Specific forms**](#)
- c) Consider the table of preference. Poetry is higher in the table of preference than fiction, so a collection of novels in verse will be classed with poetry [**T3B--1**](#) rather than fiction [**T3B—3**](#)

If the work is not limited to a specific literary form, then we consult --01--09 Table B

—01-07 Standard subdivisions

Standard subdivisions are used for general works consisting equally of literary texts and history, description, critical appraisal, e.g., a serial consisting equally of literary texts and history, description, critical appraisal of a variety of literature in English 820.5.

T3B-08 Collections of literary texts in more than one form

Sometimes your work may include several different literary forms – e.g. an anthology of poetry, short stories, essays, and quotations.

In this case, you **cannot** specify the form. Click on Table 3B to view the instructions. Step 1 instructs you to find the base number for the language, then to go to step 8 if there is no specific literary form.

Step 8 instructs you to ‘consult T3B--01-T3B--09 in Table 3B’. Usually this will involve adding ‘08’ for ‘Collections of literary texts in more than one form’. Click on [T3B--08 Collections of literary texts in more than one form](#) (link at top left).

You then build the number by following the instructions. Depending on the work in hand, you may be able to add aspects such as subject or time period. See examples at end of session - **Example (f)**

T3B-09 History, description, critical appraisal of works in more than one form

Sometimes, your work may be literary criticism rather than literature – e.g. a book of essays about New Zealand literature. In this situation, you will specify the form of literature that is being criticised, then the time period (if relevant), then add a subdivision to show criticism.

According to Table 3B, find the base number for the language.

If there is no specific form, step 8 instructs you to ‘consult T3B--01-T3B--09 in Table 3B’. Usually this will involve adding ‘09’ for ‘History, description, critical appraisal of works in more than one form’. Click on [T3B--09 History, description, critical appraisal of works in more than one form](#) (link at top left). You may be able to add further to show time period or subject.

If there is a specific form, you will add from T3B to convey form and time period, and then add a subdivision to show criticism.

See examples at end of session - **Example (g)**

2. Overview of Table 3C

Right-click on T3C to view in a separate tab:

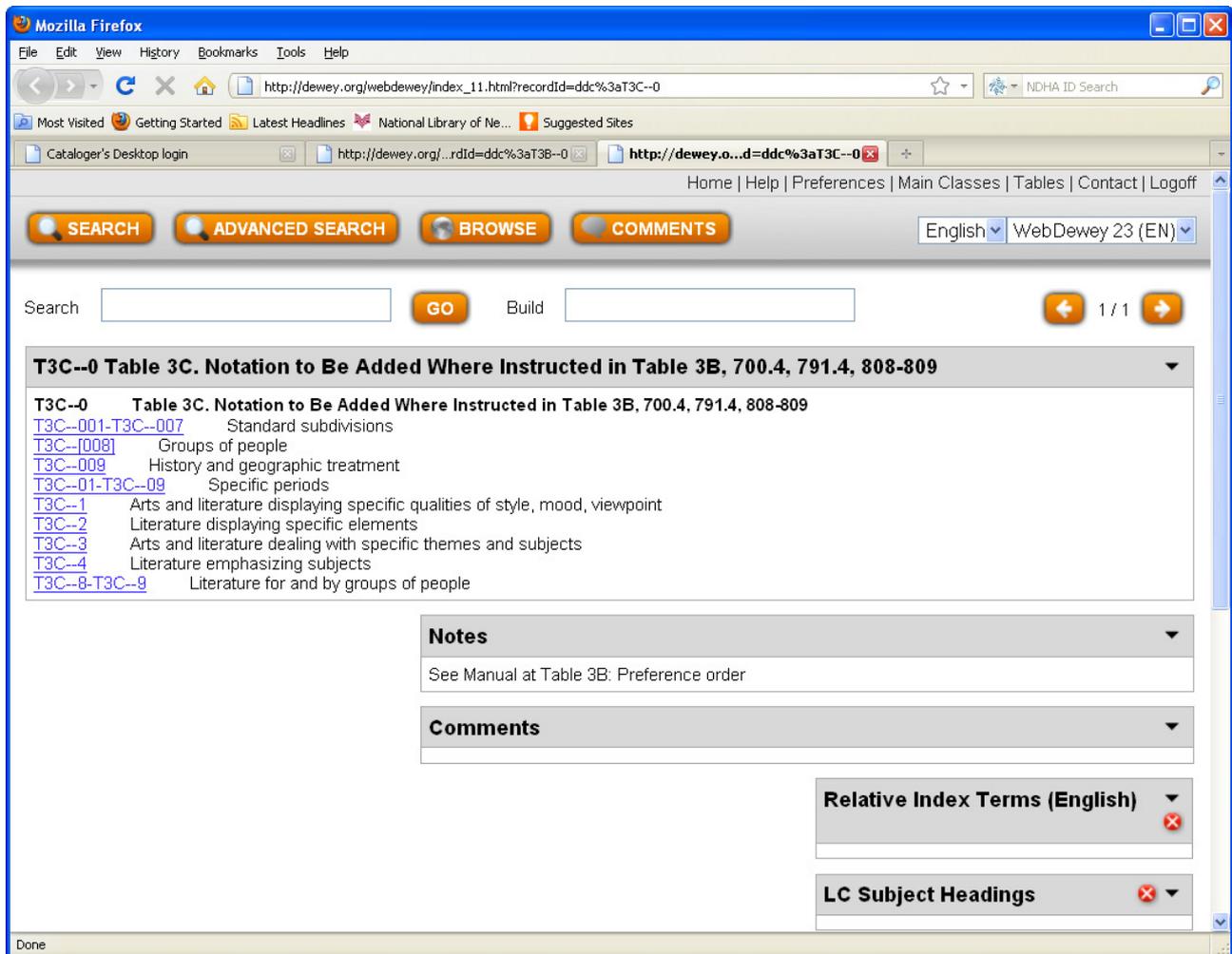


Table 3C numbers are **only** used in conjunction with numbers from Table 3B (or when specifically instructed elsewhere in the schedules).

Table 3C enable us to convey aspects such as:

Style, mood, viewpoint (e.g. realism, romanticism, irony)

Specific elements (e.g. narrative, plot, dialogue)

Specific themes and subjects (e.g. the exile, death, love, childhood, summer)

Literature by specific groups of people (e.g. ethnic groups, older people, children, women)

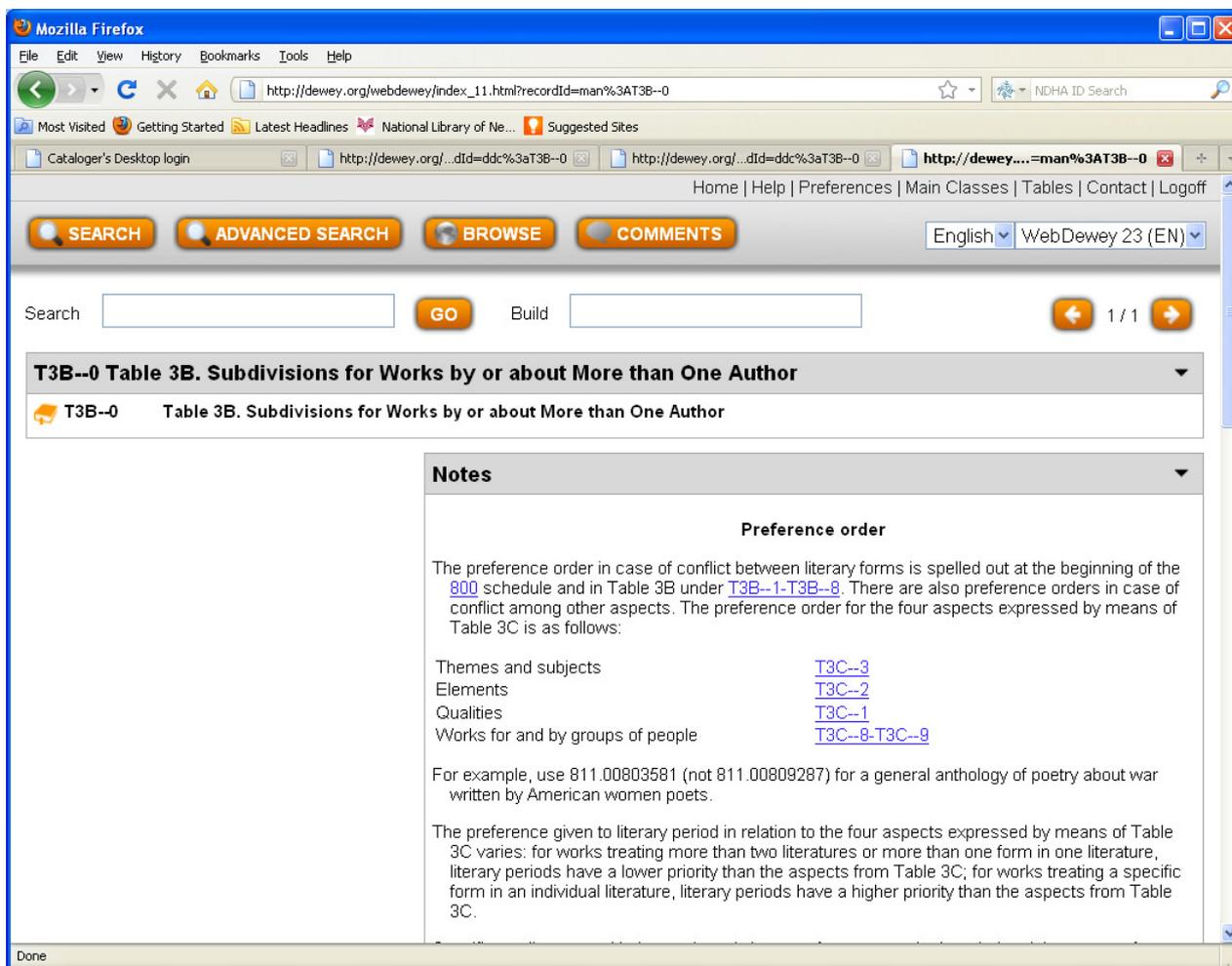
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What if your work encompasses more than one aspect from Table 3C?

Sometimes you may wish to convey multiple aspects – e.g. a book of poems by children about spring

To work out how to convey these, read the instructions under the table of preference in the manual note for Table 3B.

- a) Click on Table 3B
- b) Click on [T3B--0](#) in the note at the bottom of the screen
- c) Read the instructions under ‘Preference order’



So, for a New Zealand book of 21st century poetry about spring by children, you would add the ‘spring’ aspect (33) rather than (9282) to convey ‘by children’.

NZ82/1/.3008/0/33

We will work through constructing such complex numbers later in this session – see **Example (e)**.

3. Building complex numbers using Table 3B and Table 3C

If you are classifying a work by or about multiple authors, you will build the number by following the instructions in Table 3B. This will involve several steps

- a) Choose the base language from **810-890** (and deciding if you need a prefix such as NZ if it is a work of New Zealand literature)
- b) Choose the appropriate literary form (if this exists) from **T3B—1-T3B—Specific forms**. Be as specific as possible with the literary form (e.g. **Sonnets T3B—104** rather than just **Poetry T3B—1**)
- c) If there is no specific form (e.g. a collection of poetry, short stories, and essays), add directly from Table **3B—01-T3B--09** to show aspects such as collection or criticism
- d) If the work is limited to a specific period, select the correct period number from a period table under **810-890**
- e) Add further if instructed from Table 3B & Table 3C. With works by or about more than one author this will often involve adding **T3B—08** (collection) or **T3B—09** (criticism)

NB the order in which you add aspects such as time period, specific form, collection & subject may vary depending on the type of work. You need to follow the instructions closely.

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Which approach?

As with Table 3A, there are two alternative approaches to number building using Table 3B, and it is fine to use whatever works best for you.

Approach 1) Following through the instructions under ‘Notes’ under Table 3B

T3B--0 Table 3B. Subdivisions for Works by or about More than One Author

T3B-0 Table 3B. Subdivisions for Works by or about More than One Author

- [T3B-01-T3B-07](#) Standard subdivisions
- [T3B-08](#) Collections of literary texts in more than one form
- [T3B-09](#) History, description, critical appraisal of works in more than one form
- [T3B-1-T3B-8](#) Specific forms

Notes

Table 3B is followed and supplemented by Table 3C, which provides additional elements for building numbers within Table 3B

Procedures for building numbers for works by or about more than one author, limited to literatures of specific languages:

- Look in the schedule [810-890](#) to find the base number for the language. The base number may be identified in an add note, e.g., at [821-828](#) ("add to base number [82](#) ") or another note, e.g., at [896](#) ("[896-392](#) Swahili "); otherwise, it is the number given for the literature, e.g., Dutch-language literature [839.31](#). If there is a specific literary form, go to step 2; if not, go to step 8
- In Table 3B find the subdivision for the literary form, e.g., poetry [T3B-1](#). Add this to the base number, e.g., English poetry [821](#), Dutch poetry [839.311](#). If the literary form appears as a subdivision of [T3B-8](#) Miscellaneous writings, go to the instructions under [T3B-8](#) in Table 3B. If the work deals with poetry, drama, fiction, or speech of specific media, scope, kinds for which there is special notation in Table 3B (e.g., [T3B-1042](#) sonnets), go to step 3. For other works that deal with or fall within a limited time span, go to step 4. A limited time span is (1) fewer than three literary periods or (2) a single century. For other works not limited by time period, go to step 7
- Use the notation in Table 3B for the kind of poetry, drama, fiction, or speech, e.g., sonnets in English literature [821.042](#). Insert a point after the third digit. Check whether the specific form is (1) the sole kind in a heading identified by * or (2) is named in a subdivisions-are-added note as a kind for which subdivisions may be added or (3) appears in a class-here note under a heading identified by *. If none of these conditions holds, the number is complete, e.g., collections of English-language claphews [821.07](#)

OR

Approach 2) Using the flow chart in the Manual

To view the flowchart, right click on [T3B--0](#) in the note at the bottom of the screen:

See Manual at [T3B--0](#).

Then, click on the link to Flowchart B [PDF] in the second to last line at the bottom of the screen:

Flow chart B: Works by or about more than one author [\[PDF\]](#)

The flowchart is attached.

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Approach 1) Following through the instructions under ‘Notes’ under Table 3B

a) EXAMPLE: An anthology of English language New Zealand poems by several authors, no specific time period

New Zealand literature	Literary form	Collections of literary texts	New Zealand poems
NZ82	1	008	NZ82/1./008
Base number from 800s	Table 3B – 1 Poetry		

- 1) As this is a work by multiple authors, click on [T3B](#)
- 2) Follow *step 1* to “Look in the schedule [810-890](#) to find the base number for the language.” Right-click to open 810-890 in a separate tab.
- 3) In your new tab, New Zealand literature sits with English literature, so click on [820 English & Old English literatures](#). This gives you a base number of **82**. Click on [821-828 Subdivisions of English literature](#) to read further instructions.
- 4) For National Library of New Zealand cataloguers, add “NZ” as a prefix according to the option under 821-828. Return to original tab on left with Table 3B instructions. Enter **NZ82** into the “Build” box at the top right of the screen
- 5) Follow *step 2* **In Table 3B find the subdivision for the literary form, e.g., poetry T3B—1.** Right-click on the link (in left box) [T3B--1-T3B—8 Specific forms](#). You will see a list of specific forms. This work fits into the category [T3B—1 Poetry](#)
- 6) Click on [T3B—1 Poetry](#).
- 7) Return to your base tab for T3B with the instructions. According to *step 2*, add 1 to your base number: **NZ82/1**
- 8) There is no specific time period, so go to *step 7*. Follow instruction to **go to the first subdivisions under the particular form in Table 3B**. Return to tab for [T3B—1 Poetry](#).
- 9) The work in hand is a collected work, so click on: [T3B—1008 Collections of literary texts](#)
- 10) Follow instruction to add **008 Collections of literary texts** to your base number. Your number is **NZ82/1./008**
- 11) There is no specific subject, time period or audience, so your number is complete: **NZ82/1./008**

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b) EXAMPLE: A collection of English language New Zealand short stories by several authors, no specific time period

New Zealand literature	Literary form	Specific literary form	Collections of literary texts	New Zealand short stories
NZ82	3	01	08	NZ82/3.01/08
Base number from 800s	Table 3B – 3 Fiction	Short stories		

- 1) As this is a work by multiple authors, click on [T3B](#)
- 2) Follow *step 1* to “Look in the schedule [810-890](#) to find the base number for the language.” Right-click to open 810-890 in a separate tab.
- 3) In your new tab, New Zealand literature sits with English literature, so click on [820 English & Old English literatures](#). This gives you a base number of **82**. Click on [821-828 Subdivisions of English literature](#) to read further instructions.
- 4) For National Library of New Zealand cataloguers, add “NZ” as a prefix according to the option under 821-828. Return to original tab on left with Table 3B instructions. Enter **NZ82** into the “Build” box at the top right of the screen
- 5) Follow *step 2* **In Table 3B find the subdivision for the literary form, e.g., poetry T3B—1.** Right-click on the link (in left box) [T3B--1-T3B—8 Specific forms](#). You will see a list of specific forms. This work fits into the category [T3B—3 Fiction](#)
- 6) Click on [T3B—3 Fiction](#). Click on the link to **T3B--301-T3B--3078 Fiction of specific scope and kinds**. You will see the link to [T3B--301 *Short stories](#), so click on **T3B--301**
- 7) Return to your base tab for T3B with the instructions. Follow *step 3* to add 301 to your base number: **NZ82/3.01**
- 8) Follow instruction to ***Add as instructed under [T3B--102-T3B--107](#)**
- 9) Right click on [T3B--102-T3B--107](#)
- 10) Follow instruction to add **08 Collections of literary texts** to your base number. Your number is **NZ82/3.01/08**
- 11) There is no period table, so your number is complete: **NZ82/3.01/08**

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c) EXAMPLE: A 19th century collection of English language New Zealand poems by several authors

New Zealand literature	Literary form	Time period	Collections of literary texts	New Zealand 19 th century poems
NZ82	1	1	008	NZ82/1./1/08
Base number from 800s	Table 3B – 1 Poetry	19 th century – from period table for New Zealand under 821-828		

- 1) As this is a work by multiple authors, click on [T3B](#)
- 2) Follow *step 1* to “Look in the schedule [810-890](#) to find the base number for the language.” Right-click to open 810-890 in a separate tab.
- 3) In your new tab, New Zealand literature sits with English literature, so click on [820 English & Old English literatures](#). This gives you a base number of **82**. Click on [821-828 Subdivisions of English literature](#) to read further instructions.
- 4) For National Library of New Zealand cataloguers, add “NZ” as a prefix according to the option under 821-828. Return to original tab on left with Table 3B instructions. Enter **NZ82** into the “Build” box at the top right of the screen
- 5) Follow *step 2* **In Table 3B find the subdivision for the literary form, e.g., poetry T3B—1.** Right-click on the link (in left box) [T3B--1-T3B—8 Specific forms](#). You will see a list of specific forms. This work fits into the category [T3B—1 Poems](#)
- 6) Click on [T3B—1 Poems](#).
- 7) Return to your base tab for T3B with the instructions. According to *step 2*, add 1 to your base number: **NZ82/1**. The work deals with a specific time span, so go to *step 4*.
- 8) Follow instruction to ‘Turn back to the appropriate number in the schedule 810-890 to see whether there is an applicable period table’
- 9) Click on the tab, which still should be open, for [821-828 Subdivisions of English literature](#) Scroll down to check the period table. You will see that the period table for 19th century New Zealand is: 1

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- 10) Return to your base tab for T3B with the instructions. Add 1 to your base number: **NZ82/1.1**
- 11) Go to *step 6*. As instructed, click on [T3B—1](#) again. Click on the bottom link [T3B--11-T3B—19 Poetry of specific periods](#)
- 12) Follow instruction to ‘**add the numbers following T3B--10 in notation T3B--1001-T3B--1009 of this table.**’
- 13) Click on [T3B—1](#) again.
- 14) You will see that [T3B—1008](#) is **Collections of literary texts**
- 15) Add **08** to your base number: **NZ82/1./108**

d) EXAMPLE: A collection of New Zealand 20th century haiku by multiple authors

New Zealand literature	Literary form	Specific literary form	Collections of literary texts	Literary period	New Zealand 20 th century haiku
NZ82	1	041	08	02	NZ82/1.041/08/02
Base number from 800s	Table 3B – 1 Poetry	Table 3B – 1041 Haiku	*Add as instructed under T3B--102-T3B--107	Period table for New Zealand under 821-828 – 1907-1999	

- a) As this is a work by multiple authors, click on [T3B](#)
- b) Follow *step 1* to “Look in the schedule [810-890](#) to find the base number for the language.” Right-click to open 810-890 in a separate tab.
- c) In your new tab, New Zealand literature sits with English literature, so click on [820 English & Old English literatures](#). This gives you a base number of **82**. Click on [821-828 Subdivisions of English literature](#) to read further instructions.
- d) For National Library of New Zealand cataloguers, add “NZ” as a prefix according to the option under 821-828. Return to original tab on left with Table 3B instructions. Enter **NZ82** into the “Build” box at the top right of the screen
- e) Follow *step 2* “**In Table 3B find the subdivision for the literary form, e.g., poetry T3B—1.**” Right-click on the link (in left box) [T3B--1-T3B—8 Specific forms](#). You will see a list of specific forms. This work fits into the category [T3B—1 Poetry](#)

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- f) Click on [T3B—1 Poetry](#). You will see the link to [T3B--102-T3B--107 Specific kinds of poetry](#). Click on the link. Haiku fall under [T3B--104 *Lyric and balladic poetry](#), so click on [T3B--104](#)
- g) You will see that there is a specific number for Haiku, so click on **T3B—1041 *Haiku**. Add 1041 to your base number: **NZ82/1.041** according to *step 3* in Table 3B
- h) Follow instruction to ***Add as instructed under [T3B--102-T3B--107](#)**
- i) Right click on [T3B--102-T3B--107](#)
- j) Follow instruction to add **08 Collections of literary texts**. Your number is **NZ82/1.041/08**
- k) Follow instruction to **Add to 080 notation from the period table for the specific literature**. Turn back to your tab [821-828 Subdivisions of English literature](#) which should still be open.
- l) Scroll down to the period table for New Zealand. The period for 1907-1999 is designated by “2”. Add to your base number **NZ82/1.041/08/02**

e) EXAMPLE: An English anthology of poems about animals by many poets

English literature	Literary form	Collections of literary texts	Facet indicator from Table 3B	Animals	English anthology of poems about animals
82	1	008	0	362	NZ82/1.008/0/362
Base number from 800s	Table 3B – 1 Poetry	T3B—1008 Collections of literary texts		Table 3C	

- a) As this is a work by multiple authors, click on [T3B](#)
- b) Follow *step 1* to “Look in the schedule [810-890](#) to find the base number for the language.” Right-click to open 810-890 in a separate tab.
- c) This is English literature, so click on [820 English & Old English literatures](#). This gives you a base number of **82**.

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- d) Return to original tab on left with Table 3B instructions. Enter **82** into the “Build” box at the top right of the screen
- e) Follow *step 2* **In Table 3B find the subdivision for the literary form, e.g., poetry T3B—1.** Right-click on the link (in left box) [T3B--1-T3B—8 Specific forms](#). You will see a list of specific forms. This work fits into the category [T3B—1 Poetry](#)
- f) Click on [T3A—1 Poetry](#). There is no specific kind of poetry, so return to your base tab for T3B with the instructions
- g) According to *step 2*, add 1 to your base number: **82/1**
- h) The work is not limited by time period, so go to *step 7*. Follow instruction to **go to the first subdivisions under the particular form in Table 3B.**
- i) Return to your tab for [T3B—1 Poetry](#), which should still be open.
- j) This is a collection, so click on [T3B—1008 Collections of literary texts](#)
- k) Add **1008** to your base number. Your number in progress is **82/1.008**
- l) You will see the option [T3B--100801-T3B—100809 Collections of literary texts displaying specific features or emphasizing specific subjects, for and by specific groups of people](#)
- m) This is an anthology about a specific subject, animals, so click on [T3B--100801-T3B—100809](#)
- n) Follow instruction to **Add to base number T3B--10080 notation T3C--1-T3C--9 from Table 3C**
- o) Right-click on [T3C](#)

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- p) Animals is a subject, so click on [T3C—3 Arts and literature dealing with specific themes and subjects](#).
- q) Animals fit under **Natural and physical phenomena**, so click on [T3C—36](#)
- r) Click on [T3C—362 Animals](#)
- s) You cannot add further for specific type of animal, so add **362** to your base number. Your number is complete: **82/1.008/0/362**

j) EXAMPLE: A collection of English language New Zealand plays by several authors, no specific time period.

New Zealand literature	Literary form	Collections of literary texts	New Zealand poems
NZ82	2	008	NZ82/2./008
Base number from 800s	Table 3B – 2 Drama		

- 1) As this is a work by multiple authors, click on [T3B](#)
- 2) Follow *step 1* to “Look in the schedule [810-890](#) to find the base number for the language.” Right-click to open 810-890 in a separate tab.

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- 3) In your new tab, New Zealand literature sits with English literature, so click on [820 English & Old English literatures](#). This gives you a base number of **82**. Click on [821-828 Subdivisions of English literature](#) to read further instructions.
- 4) For National Library of New Zealand cataloguers, add “NZ” as a prefix according to the option under 821-828. Return to original tab on left with Table 3B instructions. Enter **NZ82** into the “Build” box at the top right of the screen
- 5) Follow *step 2* **In Table 3B find the subdivision for the literary form, e.g., drama T3B—2.** Right-click on the link (in left box) [T3B--1-T3B—8 Specific forms](#). You will see a list of specific forms. This work fits into the category [T3B—2 Drama](#).
- 6) Click on [T3B—2 Drama](#).
- 7) Return to your base tab T3B to see the instructions. According to *step 2*, add 2 to your base number: **NZ82/2**
- 8) There is no specific time period, so go to step 7 in **Dewey T3B--1-T3B—8 Specific forms**. Follow the instructions in the Notes section of **T3B--2001-T3B—2009 Standard subdivisions; collections; history, description, critical appraisal**. These instructions tell you to go to the subdivisions under the specific form **Poetry**.

T3B--1 Poetry

[T3B--0](#)

Table 3B. Subdivisions for Works by or about More than One Author

[T3B--1-T3B--8](#)

Specific forms

T3B--1

Poetry

[T3B--1001-T3B--1007](#)

Standard subdivisions

[T3B--1008](#)

Collections of literary texts

[T3B--1009](#)

History, description, critical appraisal

[T3B--102-T3B--107](#)

Specific kinds of poetry

[T3B--11-T3B--19](#)

Poetry of specific periods

- 9) The work in hand is a collected work, so click on: [T3B—1008 Collections of literary texts](#)
- 10) Follow instruction to add **008 Collections of literary texts** to your base number. Your number is **NZ82/2./008**
- 11) There is no specific subject, time period or audience, so your number is complete: **NZ82/2./008**

Approach 2) Using the flowchart in the manual

f) **EXAMPLE A collection of English language New Zealand literary works by a wide range of authors, no specific period**

New Zealand literature	Collections of literary texts	English language New Zealand literary works
NZ82	08	NZ82/0.8
Base number from 800s	T3B	

- 1) Click on Table [3B](#). At the bottom of the notes, click on instruction to “See Manual at [T3B—0](#)”
- 2) At the bottom of the notes, right click on “Flow chart B: Works by or about more than one author [PDF]” You may wish to print out this flowchart.
- 3) Follow instructions in the flowchart:
- 4) As this is a work by multiple authors, click on [T3B](#)
- 5) Follow the first step to “Look in the schedule [810-890](#) to find the base number for the language.” Right-click to open 810-890 in a separate tab.
- 6) In your new tab, New Zealand literature sits with English literature, so click on [820 English & Old English literatures](#). This gives you a base number of **82**. Click on [821-828 Subdivisions of English literature](#) to read further instructions.
- 7) For National Library of New Zealand cataloguers, add “NZ” as a prefix according to the option under 821-828. Return to original tab on left with Table 3B instructions.
- 8) Return to original tab with flowchart. Write NZ82 on a scrap of paper.
- 9) Follow next instruction in flowchart. Does the item has a specific literary form?
- 10) No, it is a collection of works in different forms – poems, short stories, extracts from novels. Go to the next box, which tells you to ‘Follow instructions in T3B—01-09’.
- 11) Return to tab for T3—B, which should still be open. Click on [T3B—08 Collections of literary texts in more than one form](#)
- 12) Add 08 to your base number: NZ82/0.8
- 13) You cannot add further to convey period or subject (these are not relevant), so the number is complete: NZ82/0.8

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g) EXAMPLE: Literary criticism of New Zealand poetry by multiple authors

New Zealand literature	Literary form	Literary criticism	Literary criticism of New Zealand poetry
NZ82	1	009	NZ82/1./009
Base number from 800s	Table 3B – 1 Poetry	T3B--1009 History, description, critical appraisal	

- a) Click on Table [3B](#). At the bottom of the notes, click on instruction to “See Manual at [T3B—0](#)”
- b) At the bottom of the notes, right click on “Flow chart B: Works by or about more than one author [PDF]” You may wish to print out this flowchart.
- c) Follow instructions in the flowchart:
- d) As this is a work by multiple authors, click on [T3B](#)
- e) Follow 1st instruction to “Look in the schedule [810-890](#) to find the base number for the language.” Right-click to open 810-890 in a separate tab.
- f) In your new tab, New Zealand literature sits with English literature, so click on [820 English & Old English literatures](#). This gives you a base number of **82**. Click on [821-828 Subdivisions of English literature](#) to read further instructions.
- g) For National Library of New Zealand cataloguers, add “NZ” as a prefix according to the option under 821-828. Return to original tab on left with Table 3B instructions.
- h) Return to original tab with flowchart. Write NZ82 on a scrap of paper.
- i) Follow next instruction in flowchart. Does the item has a specific literary form?
- j) Yes, it is poetry. Go to the next step. Is it a form of miscellaneous writing –8?
- k) No, it is not. Follow instruction to add –1-7 from T3B.
- l) Return to tab for T3—B, which should still be open. Click on [T3B—1 Poetry](#). Add ‘1’ to base number: **NZ82/1**
- m) Go to next step, which asks you whether there is a ‘specific kind, medium, scope?’

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- n) No, there is not. Go to next step, which asks you whether there is ‘a specific period’?
- o) No there is not. Follow next step, which is to ‘add notation following 1 in T3B—1001-1009’.
- p) Return to tab for T3—B, which should still be open. Click on [T3B-1009](#) History, description, critical appraisal
- q) Follow instruction to add **009**. Your number is complete **NZ82/1/009**

h) Example: A collection of English language New Zealand 21st century limericks by multiple authors

New Zealand literature	Literary form	Specific literary form	Collections of literary texts	Literary period	English language New Zealand literary works
NZ82	1	075	08	03	NZ82/1.075/08/03
Base number from 800s	Table 3B – 1 Poetry	Table 3B – 1075 Limericks	*Add as instructed under T3B-102-T3B--107	Period table for New Zealand under 821-828 – 1907-1999	

- a) Click on Table [3B](#). At the bottom of the notes, click on instruction to “See Manual at [T3B—0](#)”
- b) At the bottom of the notes, right click on “Flow chart B: Works by or about more than one author [PDF]” You may wish to print out this flowchart.
- c) Follow instructions in the flowchart:
- d) As this is a work by multiple authors, click on [T3B](#)
- e) Follow 1st instruction to “Look in the schedule [810-890](#) to find the base number for the language.” Right-click to open 810-890 in a separate tab.
- f) In your new tab, New Zealand literature sits with English literature, so click on [820 English & Old English literatures](#). This gives you a base number of **82**. Click on [821-828 Subdivisions of English literature](#) to read further instructions.
- g) For National Library of New Zealand cataloguers, add “NZ” as a prefix according to the option under 821-828. Return to original tab on left with Table 3B instructions.

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- h) Return to original tab with flowchart. Write NZ82 on a scrap of paper.
- i) Follow next instruction in flowchart. Does the item have a specific literary form?
- j) Yes, it is poetry. Go to the next step. Is it a form of miscellaneous writing –8?
- k) No, it is not. Follow instruction to add –1-7 from T3B.
- l) Return to tab for T3—B, which should still be open. Click on **T3B—1 Poetry**. Add ‘1’ to base number: **NZ82/1**
- m) Go to next step, which asks you whether there is a ‘specific kind, medium, scope?’
- n) Yes, it is limericks. Follow instruction to ‘add notation for kind, medium, scope.’ Click on **T3B—102-T3B—107** to see the specific kinds. Limericks fit under Humorous and satirical poetry, so click on **T3B—107**. You will see that Limericks is T3B—1075
- o) Add 075 to your base number – **NZ82/1.075**
- p) Return to flow chart, and look at the next step, which asks whether there is ‘notation identified by *?’
- q) Yes there is, so go to the next step, which instructs you to ‘follow instructions in table under T3B—102-107’.
- r) Return to T3B tab. Right click on **T3B--102-T3B--107**
- s) Follow instruction to add **08 Collections of literary texts**. Your number is **NZ82/1.075/08**
- t) Follow instruction to **Add to 080 notation from the period table for the specific literature**. Turn back to your tab **821-828 Subdivisions of English literature** which should still be open.
- u) Scroll down to the period table for New Zealand. The period for 2000- is designated by “3”. Add to your base number **NZ82/1.075/08/03**
- v) You cannot add further so the number is complete: **NZ82/1.075/08/03**

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i) EXAMPLE: The collected 20th century diaries of writers in the Bloomsbury group

English literature	Literary form	Time period	Diaries	Collections	Diaries of writers in the Bloomsbury group
82	8	912	03	08	82/8.912/03/08
Base number from 800s	Table 3B – 8 Miscellaneous writings	Period table for English literature 1900-1945	T3-B—802-808 Specific kinds of miscellaneous writings	T3B--1008 Collections of literary texts	

- a) Click on Table [3B](#). At the bottom of the notes, click on instruction to “See Manual at [T3B—0](#)”
- b) At the bottom of the notes, right-click on “Flow chart B: Works by or about more than one author [PDF]”
- c) Follow instructions in the flowchart:
- d) “Find base number in 810-890.” Right-click on Browse to open a separate tab, and enter 810-890, and browse Dewey Numbers (with Captions).
- e) Click on your browse result: [810-890](#) Literatures of specific languages and language families.
- f) English literature is assigned the number 820. This gives you a base number of “**82**”.
- g) Return to original tab with flowchart. Write 82 on a scrap of paper.
- h) Follow next instruction in flowchart. Does the item have a specific literary form?
- i) Yes it does, it is a diary. Go to the next instruction. Is this a form of Miscellaneous writing?
- j) Yes, it does not fit into any of the other forms, and is a form of Miscellaneous writing.
- k) The next step in the flowchart points you to the flowchart for Miscellaneous writing. This is on the 2nd page of the flowchart, so scroll down to page 2.
- l) Follow the first instruction to Add notation –8 from T3B. Your number in progress is: **828**

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- m) Go to next instruction: Is there a specific period?
- n) Yes there is, so go to the next instruction: Is there are usable period table in 810-890?
- o) Again, this is true, so return to the tab for **810-890** Literatures of specific languages and language families. Click on **English literature: 820**. Click on **821-828** Subdivisions for specific forms of English literature, and view the period table
- p) You will see that the diaries fit in period 1900-1945 i.e. the period number is ‘912’
- q) Return to flowchart. Follow instruction to add notation for period “912” to the base number – **828.912**
- r) Go to next instruction: Is there a specific form given in table under T3B—81-89?
- s) Return to tab for T3B. Click on **T3B--1-T3B—8 Specific forms**
- t) Click on **T3B—8 Miscellaneous writings**
- u) Click on **T3B--802-T3B—808 Specific kinds of miscellaneous writings**
- v) Click on **T3B—803 Diaries, journals, notebooks, reminiscences**
- w) Return to flowchart. Add 03 as instructed to base number: **82/8./912/03**
- x) There is an instruction that you can add notation following 10 in T3B—1001-1009
- y) Click through to T3B—1001-1009. As this is a collection, you can add ‘08’ from **T3B—1008 Collections of literary texts : 82/8./912/03/08**
- z) Your number is complete: **82/8./912/03/08**

Homework

1. Exercises 9.3-9.6 on pages 67-73 of Mary Mortimer, *Learn Dewey Decimal Classification (Edition 22)*.ⁱ

ⁱ Mary Mortimer, *Learn Dewey Decimal Classification (Edition 22)* (Canberra: DocMatrix, 2004), 67-73.