International Journal of Multidisciplinary Research and Development
Online ISSN: 2349-4182, Print ISSN: 2349-5979; Impact Factor: RJIF 5.72
Received: 26-12-2019; Accepted: 27-01-2020
www.allsubjectjournal.com
Volume 7; Issue 2; 2020; Page No. 192-196

Library classification schemes & practices with comprehensive hints

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Abstract
This is paper simplifies potential of a library classification scheme that are usually considered in the LIS practices and literature and clarifies such a scheme's three main roles, namely information planning, data retrieval, and self-preparation. In this manner, the paper states the useful necessities of bibliographic arrangements, which generally are topic collection and interpretation of perusing the collection. It clarifies by particulars the components of a library classification scheme and their purpose. The main components are schedules, notations, and catalogue. It also states their distinguished features, such for example generalia class, from divisions, book figures, and devices for number mixture which are not essential in an information classification. It demonstrates with examples from Web Dewey good examples of additional features of a virtual library cataloguing system. It highlights that official backup and a review machinery are significant for a classification to continue and remain appropriate in the print and e-environment.

Keywords: cutter tables, generalia class, collection, call number, schedules

1. Introduction
The term 'Classification' is an origin from the Latin word "Classis" which means 'Grouping' Classification is a procedure of grouping like items and objects and is vital in communicating groups that is known as classifying which results in Classification. This process helps the user to arrange, organize and make a logical sense of articles which also assists the user to locate them in an easy manner. Classification is the ability to distinguish objects through their similarities and dissimilarities which is distinct in their identities for human beings. A major objective of libraries is to ensure that optimum use is made of their collections by leading each user as directly as possible to the material he or she requires. As an aide to the achievement towards this objective almost all libraries find it helpful and it is necessary to impose upon their books and other material one or more forms of subject control.
Library Classification is associated with the preparation of documents in the library in a manner that the readers are served in the best potential method. Therefore, it needs a comprehensive scheme of classification in which knowledge is divided into a larger awareness, which is again subdivided into topics or main classes. Each topic then its divisions along by their exact aspects are denoted by a scheme of figures termed Notation. It is the notation that assistances in the preparation of documents on the bookshelf. Library classification deals through the establishing of library resources, belongs to a methodical collection.

2. Purpose of Library Classification
The subsequent are the main purposes of library classification
- Accurate Replacement
- Automated Arrangement
- Accumulation of New Document
- Book Demonstration
- Cooperative Classification
- Classification of information.
- Classification of reference demands.
- Gathering of indexes catalogues and union catalogues
- Filing of non-book materials such as snaps, pictures, etc.
- Withdrawal of Document from Stock

3. Components of Library Classification:
Library Classification is a development of explaining the exact theme of a book into an artificial language of ordinal statistics, which in classificatory language are supportive in arriving at a logical planning. The important components of a scheme of library classification are:
- Call Number
- Index
- Generalia Class
- Form Division
- Notation

4. Rationale of Library Classification
The foremost objective of library classification is to display the library documents in a fulminatory arrangement for the suitability of both the readers and the staff in the library. In detail, According to Dr. S.R. Ranganathan, library classification systematizes the accurate replacement of library documents future use, hits the maximum supportive place for a newly added source of document or a book among the other books accessible in the library on a similar subject and records the maximum supportive place for the primary document on such other previously existing subjects which are associated to it. For this purpose, the class number must be equivalent with the subject of a document and easy subject must be individualized to the

extent that no other subject must share the equal class number.

- It brings like books together
- It saves time
- It exposes the faintness and strength of the collection
- It helps in bibliographic research
- It helps in stock verification

5. Library Classification Schemes

According to the Dictionary of Library and Information Science Classification schemes is defined as "a list of classes arranged according to a set of pre-defined approaches for the purpose of organizing items in a collection or entries in an index, bibliography or catalog into collections based on their similarities and changes to facilitate access and retrieval.

5.1 A library classification scheme has a number of objectives

- To provide a shelf address
- To collate items
- To link items
- To enable browsing facilities

6. Features of Library Classification Scheme:

Classification schemes essential to include the subsequent features to demonstrate to be of maximum advantage to the classifier:

- Schedules
- Index
- A Relative Index
- A Specific Index
- Notation
- Tables
- Form Class
- A Generalities Class

7. Types of Library Classification Schemes

- Enumerative Classification Schemes
- Analytico-Synthetic Classification Scheme
- Faceted Classification Scheme

8. Dewey decimal classification (DDC)

Fig 1

Dewey Decimal Classification (DDC) is the most popular of all the contemporary library classification schemes. It was planned by Melville Dewey in 1876. It delivers a methodical preparation of all the resources computerized the representation of great straightforwardness and apparent flexibility. With the emergence of DDC, the principle of relative location of books on shelf according to the subject became perfectly feasible and it replaced then existing practice of a fixed location, when a certain number of shelves were allotted to each subject and each book was identified by the shelf number and its position on the shelf.

Melvil Dewey (1851-1931)

Fig 2

Father of Dewey decimal classification

Melville Louis Kossuth (Melvil) Dewey was born on December 10th 1851 to a poor family who lived in a small town in upper New York State. Strongly attracted in simplified spelling, he condensed his first name to Melvil as a young adult, dropped his middle names and, for a short time, even spelled his last name as dui. Dewey invented the Dewey Decimal Classification (DDC) system when he was 21 and working as a student assistant in the library of Amherst College. His work created a revolution in library science and set in motion a new era of librarianship. Melvil Dewey well deserves the title of "Father of Modern Librarianship."

9. Different Editions of DDC

Table 1

Edition	Year of Publication	Total Pages	Editors
1	1876	44	Melvil Dewey
2	1885	314	Melvil Dewey & W.S. Biscoe
3	1888	416	Melvil Dewey & W.S. Biscoe
4	1891	466	E. May Seymour
5	1894	467	E. May Seymour
6	1899	511	E. May Seymour
7	1911	792	E. May Seymour
8	1913	850	E. May Seymour
9	1915	856	E. May Seymour
10	1919	940	E. May Seymour
11	1922	988	J. Dorkas Fellows
12	1927	1243	J. Dorkas Fellows
13	1932	1647	J. Dorkas Fellows & M.W. Getchell
14	1942	1927	Constantin Mazney & M. W. Getchell
15	1951	716	Milton J. Fergusom
15 (Revised)	1952	927	Godfrey Dewey
16	1958	2439	Benjamin A. Custer & D. Haykin
17	1965	2153	Benjamin A. Custer & D. Haykin
18	1971	2718	Benjamin A. Custer
19	1979	3385	Benjamin A. Custer
20	1989	3388	Benjamin A. Custer
21	1996	4115	J.P. Comaromi
22	2003	4076	J. Mitchell
23	2011		J. Mitchell

10. Features of the Dewey decimal classification

Decimal Classification is an almost enumerative scheme of classification. Since 1876 to 2011 (23rd edition) this scheme did not look back, and its popularity has grown day by day throughout the world. This statement can be justified by the fact that DC has been translated into many languages, such as Chinese, Spanish, Danish, Turkish, Japanese, Hindi, Portuguese, Sinhalese and several other languages across the globe. Dewey introduced the notion of using notation for the subjects in his scheme and applying the notation to the book and not to the shelves. But certain features forming the basis of its present form can be still recognized as follows:

- Universal Scheme
- Relative Location
- Decimal Notation
- Minute Division
- Mnemonics
- Integrity of Numbers
- Auxiliary Tables

11. Structure of Dewey decimal classification

- Schedule
- Summaries

11.1 The First Summary: Contains the ten main classes. The first digit in each three-digit number represents the main class.

First Summary of DDC

Table 2

000	Computers, information & general reference
100	Religion
200	Philosophy & psychology
300	Social Sciences
400	Language
500	Science
600	Technology
700	Arts & recreation
800	Literature
900	History & geography

11.2 The Second Summary: Contains the hundred divisions. The second digit in each three digit number indicates the division.

Second Summary of DDC

Table 3

000 General Works 010 Bibliographies 020 Library & Information Science 030 Encyclopedias & Books of Facts 040 [Unassigned] 050 Magazines, Journals & Serials 060 Associations, Organizations & Museums 070 Journalism, Publishing & News Media 080 Quotations 090 Manuscripts & Rare Books		**100** 110 120 130 140 150 160 170 180 190	**Philosophy** Metaphysics Epistemology Astrology, Parapsychology & The Occult Philosophical Schools of Thought Psychology & Substance Abuse Logic Ethics Ancient, Medieval & Eastern Philosophy Modern Western Philosophy
200 210 220 230 240 250 260	**Religion** Philosophy & Theory of Religion The Bible Christianity & Christian Theology Christian Practice & Observance Christian Pastoral Practice & Religious Order Church Organization, Social Work & Worship	**300** 310 320 330 340 350 360	**Social Sciences** Statistics Political Science & International Law Economics Law Public Administration & Military Science Social Problems & Social Services
270 280 290	History of Christianity Christian Denominations Other Religions	370 380 390	Education Commerce, Communications & Transportation Customs, Etiquette & Folklore
400 410 420 430 440 450 460 470 480 490	**Language** Linguistics English & Old English Languages German & Related Languages French & Related Languages Italian, Romanian & Related Languages Spanish & Portuguese Languages Latin & Italic Languages Classical & Modern Greek Languages Other Languages	**500** 510 520 530 540 550 560 570 580 590	**Science** Mathematics & Computer Technology Astronomy Physics Chemistry Earth Sciences & Geology Fossils & Prehistoric Life Biology & Life Sciences Plants (Botany) Animals (Zoology)
600 610 620 630 640 650 660 670 680 690	**Technology** Medicine Engineering Agriculture Home management & hospitality industry Management, public relations Chemical engineering Manufacturing Manufacturing specific products Building & construction	**700** 710 720 730 740 750 760 770 780 790	**Fine Arts & Recreation** Landscaping & area planning Architecture Sculpture, ceramics & metalwork Drawing & decorative arts Painting Graphic arts Photography Music Sports, games & entertainment
800 810 820 830 840 850 860 870 880 890	**Literature & Criticism** American Literature in English English & Old English Literatures German & Related Literatures French & Related Literatures Italian, Romanian & Related Literatures Spanish & Portuguese Literatures Latin & Italic Literatures Classical & Modern Greek Literatures Other Literatures	**900** 910 920 930 940 950 960 970 980 990	**History** Geography & Travel Biography & Genealogy History of the Ancient World (to 499 A.D.) History of Europe (ca.500 A.D. -) History of Asia History of Africa History of North America History of South America History of Other

11.3 The Third Summary

Contains thousand sections. The third digit in each three-digit number indicates the section. Thus 530 is used for universal works on physics, 531 for classical mechanics, 532 for fluid mechanics, and 533 for gas mechanics. Arabic numerals are used to represent each class in the DDC. A decimal point follows the third digit in a class number, after which division by ten continues to the specific degree of classification needed.

12. Relative Index

Relative index is appended to the schedules of o book classification. It is the most important feature of this scheme; arranged in an alphabetical order and aims to include all topics expressed or implied in the main tables together with every likely synonym. The index is comprehensive one but exhaustive. The topics which are further sub-divided in the table are entered in the bold face type. The specific items in the sub-divisions are entered

directly under their own name. The index is relative in the sense that each phase of the subject is noted. If a topic is treated in two or more classes, the number it takes in each group is taken. The use of the index is not limited to locating topic in the tables, it has equal value in locating topic on the shelves and in fact the reader's key to the shelf arrangement in every library in which the DDC is being used.

13. Book Numbers in DDC

The DDC number by itself is not sufficient to identify a work from others in the same category. The book number is a notation used to create a shelf location for each work in the library. This unique number is the call number, which contains a classification number and an author notation, which also might be called a book number or cutter number. It is quite possible that several books in a library would be classified under the same DDC number hence, it is necessary to use the author number to create this unique call number. The initial letter in the book number is usually the first letter of the author's surname or the first letter of the main entry.

Book Number Schemes

- Cutter Tables
- Library of Congress Author Numbers

14. DDC 23rd Edition

DDC 23, the four-volume unabridged edition of the Dewey Decimal Classification (DDC) system, reflects the many changes to the body of human knowledge that have occurred since DDC 22 was published in 2003. Published in mid-2011, DDC 23 includes helpful tools that make the classification easier to use, including an introduction, a glossary and a list of new features. Each of these tools will help to better understand how the DDC organizes knowledge into a classification that is useful to library users worldwide. The DDC 23 Introduction is a full reprint from volume 1 of DDC 23, provides a detailed overview of the DDC, including basic terminology and an explanation of DDC structure, complete with many helpful examples. The various features of DDC 23rd Editions are:

- New provisions in 004–006 Computer science and elsewhere to reflect changes in technology;
- Updates to provisions for the Orthodox Church and Islam in 200 Religion;
- Improved provisions in 340 Law for legal systems based on civil law;
- Updated provisions for food and clothing;
- Updates to 740 Graphic arts and decorative arts;
- new location and expanded development for cinematography and videography at 777;
- Significant expansions throughout 796 Athletic and outdoor sports and games;
- Significant expansions in Table 2, with parallel provisions in 930–990, for the ancient world, Italy, Switzerland, Sweden, Finland, Turkey, Indonesia, Vietnam and Canada;
- Updated historical periods throughout 930–990.

15. Conclusion

A classification method where records are decided based on approximately hierarchical structure. File classification, particle scheme. A scheme of classifying into documents (regularly organized alphabetically) grouping, description. A pattern for classifying things into collections. Classification styles denote the cataloguing or classification according the form or features or potentials of a cataloguing scheme or arrangements. Technique and system has similar meaning. Technique or methods or system means the classification systems like Dewey decimal classification or Universal Decimal Classification. The categories of classification is for finding and sympathetic or learning or revision determinations while cataloguing process means those classification systems like DDC, UDC. Library classification of a part of work consists of two steps. Firstly, the "about ness" of the material is determined. Subsequent, a call number (basically a book's address) founded on the classification arrangement in use at the specific library will be allocated to the work using the representation of the system. It is vital to memorandum that different subject title or lexica where numerous terms can be allocated to the similar work, in library cataloguing schemes, each work can only be positioned in one lecture. This is due to shelving determinations: A volume can consume only one bodily place. Though, in classified catalogs single may have prime entries as well as added entries. Maximum classification arrangements similar the Dewey Decimal Classification (DDC) and Library of Congress Classification too enhance a cutter number to apiece work which adds a code for the author of the work.

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