
Universal Decimal Classification

Second English full edition
FID publication no. 483

UDC 0 Generalities

THIS BRITISH STANDARD, having been approved by the Documentation Standards Committee, was published under the authority of the Executive Board on 31 August 1972.

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First published January 1943

Second edition August 1972

ISBN: 0 580 07256 8

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Committee reference OC/20/4

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Amendments issued since publication

Amd. No.	Date of issue	Text affected

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Documents

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Foreword

The English version of the Universal Decimal Classification (UDC) is being prepared and published as BS 1000 by the British Standards Institution (BSI) at the original joint request of the British Society for International Bibliography (BSIB) and the Association of Special Libraries and Information Bureaux (ASLIB), now amalgamated as Aslib. It has the approval of the Education Foundation, Lake Placid Club, New York, proprietors of the Dewey Decimal Classification, from which the UDC derives. The English Full Edition of the UDC is authorized by the Fédération Internationale de Documentation (FID), The Hague, Netherlands.

This section is part of the English Full Edition. It should be used in conjunction with the Abridged English Edition, BS 1000A, which refers to many other subjects of interest not listed in this schedule, and provides a conspectus of the whole scheme, together with an introduction to its use. For further practical information about the principles, application and utilization of the scheme, users should refer to BS 1000C.

This edition of UDC 0 'Generalities' includes modifications authorized in 'Extensions and Corrections to the UDC' up to and including Series 8, No. 1, dated March 1972. Subsequent issues of 'Extensions and Corrections to the UDC' should be consulted to keep the schedules up to date. Further information about this and other UDC Publications is given on page 00. British Standards related to this part of BS 1000 are listed on the inside back cover.

Scope

UDC 0 covers mainly generalities on knowledge and its recording and organization. Notes on scope and related subjects are given at the beginning of each two-figure division.

Auxiliary signs and subdivisions

Full information about the common and special auxiliary signs and subdivisions (often abbreviated to 'common and special auxiliaries') will be found in BS 1000A and BS 1000C.

Colon sign of relation. For the classification of information for the public, as in abstracts and bibliographies, maximum use of colon combinations rather than of common or special auxiliaries is recommended. The use of the colon sign of relation is preferable for multiple entry systems, as it will help prevent the concealment of information. This usually results in longer notation, however, and for information for more restricted use, the application of auxiliaries, where available, may be simpler and more convenient provided that there is an adequate alphabetical subject index.

Common auxiliaries. The common auxiliaries of language = . . . , form (0 . . .), place (1/9), race and nationality (= . . .), time “ . . . ”, point of view .00 . . . , materials –03 . . . and persons –05 . . . are applicable throughout the UDC. However, they should be used mainly to express concepts not otherwise provided for in the schedules.

Special auxiliaries. Special auxiliary subdivisions are provided at 003, 024, 026, 027, 028, 06, 069 and 091. Except where indicated these may be detached and applied to any subdivision of the number at which they are listed, where this forms a meaningful combination, *e.g.*

003.011 Origins—Scripts

003.344 Roman script

003.344.011 Origins of Roman script

The special auxiliaries at 06 are not applicable to 069, which has its own series.

Typographic presentation

Small type is used for cancelled numbers and text. The arrow → means either ‘ see ’ or ‘ see also ’ according to the context.

The symbol ≡ ‘ subdivide as ’ means that the number preceding it may be subdivided in the same way as, and with meanings analagous to the subdivisions of, the number which follows it.

Notes on UDC 0

This second edition of UDC 0 replaces that originally issued in 1943, and embodies considerable revisions and expansions. Some errors of translation have been corrected. Unlike its predecessor, this edition does not include the tables of common auxiliaries, which will be published separately.

SCHEDULE

0 GENERALITIES

SCIENCE AND KNOWLEDGE. ORGANIZATION. INFORMATION. DOCUMENTATION. WRITING. BIBLIOGRAPHY.
LIBRARIANSHIP. INSTITUTIONS. DOCUMENTS AND PUBLICATIONS IN GENERAL

00 PROLEGOMENA. FUNDAMENTALS OF KNOWLEDGE AND CULTURE

SCOPE

At the divisions of 00 are classed generalities on knowledge and culture, organization and communication, especially by written means, including documentation and semiotics

001 SCIENCE AND KNOWLEDGE IN GENERAL. ORGANIZATION OF INTELLECTUAL WORK

Here is classed everything concerning science, knowledge and learning in general, intellectual work, the liberal arts, scientific institutions, processes common to several branches of knowledge, the general organization of scientific and intellectual work, the movement of ideas in general, culture and intellectual life, and works dealing with both science and literature or art

Works on a special branch of science, literature or art, or a question of scientific organization which can be assigned to one particular place in the schedules should be classed at the appropriate number and not here

.1	CONCEPTS OF KNOWLEDGE AND SCIENCE	001.53 (continued)	.001.36 Comparison—Common auxiliaries of point of view
	→165 Theory of knowledge—Philosophy		
.11	Definition of concepts. Aim and essence of knowledge	001.6	SCIENTIFIC LAWS
.12	Character of the objects examined by knowledge. Realities. Phenomena. Facts. Circumstances	.61	→113 General laws of nature—Philosophy
.123	Origin and causes of phenomena		Methods of formulating or expressing laws.
.124	Properties and effects of phenomena		Static and dynamic laws. Representation in graphic form
.126	Application and utilization of phenomena		→003.63 Diagrams. Cartograms. Schemata
.18	Future of knowledge. Prophecy. Prediction. Forecasting	.62	311.218 Graphical presentation—Statistics
.19	Knowledge and the unknowable. Limits of knowledge	.63	Ideal cases for the deduction of laws
		001.8	Exceptions
.2	RELATIONS BETWEEN THE INDIVIDUAL FIELDS OF KNOWLEDGE		METHODOLOGY. GENERAL STUDY OF METHOD. TECHNICAL AND SCIENTIFIC PROCEDURES IN STUDY, RESEARCH AND DISCUSSION. ANALYSIS AND SYNTHESIS
	→005 Study of organization. Classification and taxonomy etc	.81	Technique of intellectual work
	025.4 Classification—Librarianship		→029 Materials, accessories of intellectual work
	168.2 Classification. Analysis. Grouping—Epistemology	.811	General. Rules for citations: quotations, bibliographic references. Format of stationery: loose-leaf, cards etc. Use of distinguishing colours for arrangement of documents etc
001.3	VALUE, SIGNIFICANCE, UTILIZATION, STATUS, DEFENCE AND APPRECIATION OF SCIENCE	.812	Working materials
.35	Criticisms of and objections to science		<i>Only aspects concerning methodology in general are classed here</i>
001.4	SPECIALIST TERMINOLOGY. SCIENTIFIC NOMENCLATURE		→651 Office management: theory, practice and routine
	→(083.72) Specialist vocabularies. Collections of specialist terms and expressions—Common auxiliaries of form	.813	676 Pulp and paper industry
	003.62 Signs. Notations. Symbols	.814	686.8 Office equipment. Stationery
001.5	SCIENTIFIC THEORIES, HYPOTHESES AND SYSTEMS. TRACING OF RELATIONSHIPS BETWEEN SCIENTIFIC FACTS		Cuttings
	→162 Procedure of deduction (syllogism)		→651.54 Storing, shelving and filing—Office management
.51	Processes in the formation of hypotheses, systems		Assembling of references: contents lists, extracts, summaries, preliminary work or rough copy for literary work. Research
.53	Comparative presentation		→001.811 Rules for citations
	→(083.77) Comparative presentation—Common auxiliaries of form		019.941.2 Critical bibliographies with contents lists
			019.942 Non-critical bibliographies. Title lists
			019.955 Bibliographies as appendixes
			025.321 Style of cataloguing—Librarianship

001.814.2	Research	001.89 (continued)	→061.6 Scientific/technical establishments, their activities etc
	→.001.5 Scientific investigation—Common auxiliaries of point of view		Scientific research
	001.891 Scientific research	.891	→.001.5 Scientific and technical investigation. Experiments. Research—Common auxiliaries of point of view
	<i>Further particulars may be denoted by colon combination, e.g.</i>		069.8 Research—Museums
	001.814.2:002 Documentary research, literature searching		65.012.1 Investigations. Observations. Research—Management
	:608.3 Patent research, patent searching		
.4	Reviews. Excerpts	.892	Development
.815	Production of indexes. Author and subject indexes		→.001.6 Development work. Realization, application—Common auxiliaries of point of view
	→025.347 Alphabetical indexes—Librarianship	.893	Control. Supervision
.816	Work concerned with printing and publication. Author's directions to compositor or printer. Manuscripts and proofs		→658.562 Quality control and inspection—Management
.817	Lecture work. Compilation and arrangement of lectures, dissertations		
.818	Evaluation of results. Writing up. Technique of report writing	001.9	OTHER MATTERS
.83	Intellectual co-operation	.92	Dissemination of knowledge. Popular science
	→06.048.6 Co-operation, collaboration, liaison—Organizations		→.001.8 Extension, generalization of ideas—Common auxiliaries of point of view
.85	Scientific criticism		<i>Further particulars may be denoted by colon combination, e.g.</i>
.86	Concordances		001.92:37 Dissemination of knowledge by education
.87	Case studies (as a subject), their compilation and use		False doctrines. Pseudodoxies. Scientific errors, fallacies, illusions
.89	Organization of science and scientific work. Science policy	.98	

002 DOCUMENTATION. BOOKS. WRITINGS. AUTHORSHIP

Here are classed documents on books, writings, authorship and the art of writing, the history and study of printed and recorded knowledge in general, i.e. all matters concerning books and other documents, which are not associated with a particular subject discipline

- 003 Semiotics
 - 01 Bibliography and bibliographies. Catalogues
 - 02 Librarianship
 - 03 Encyclopaedias. General reference works
 - 05 Serials
 - 07 Newspapers. Journalism
 - 09 Manuscripts. Rare and remarkable works
 - 342.732 Freedom of the press—Public law
 - 347.78 Literary and artistic ownership. Copyright
 - 351.751 Speech and writing—Control, censorship—Public administration
 - 655 Graphic industries. Printing. Publishing. Book trade
 - 82 Literature
 - 82.08 Literary activity and technique. Writing. Editing. Speaking
- History of literature in the strict sense (i.e. of*

literature as a fine art) comes under 82, either 82(091) History of literature (in general) or

82-95 Literary histories (as a genre) History of literature in the broad sense (i.e. of writing and written knowledge), if it involves particular subjects, is classed at the number for the subject, and historical aspects denoted by the common auxiliaries of form, e.g. 53(091) History of physics (and physics literature)

The history of knowledge in general may be denoted by 001(091)

002 may be further subdivided in parallel with 02, e.g.

002.513 Document reproduction and selection

TOTAL LITERARY OUTPUT (OF PERSONS, ON SUBJECTS, OF COUNTRIES ETC)

Further particulars may be denoted by colon combination, common auxiliaries etc

DOCUMENTATION CENTRES

002.6.01/.09 ≅ 06.01/.09
 International documentation centres
 National documentation centres
 Documentation centres of firms, institutions, factories, public authorities etc

003 SEMIOTICS. SYNTACTICS. SEMANTICS. WRITINGS. SCRIPTS. NOTATIONS. SIGNS. SYMBOLS

- 091 Manuscripts
 - 159.925.6 Graphology
 - 651.92 Business writing and copying methods
 - 651.928 Business codes

- 651.93 Shorthand
- 744.9 Lettering—Fine and applied arts
- 781.24 Notation—Music
- 801 Philology
- 930.27 Epigraphy. Palaeography

Special auxiliary subdivisions for 003

- 003.01 **Origins. Precursors**
- .011 Origins
 - .012 Precursors
 - .015 Early attempts at writing
 - .016 Scratches, *e.g.* on rock, bark. Graffiti
 - .02 **Emergence of writing**
 - .021 Among primitive peoples
 - .022 Without literary relics
 - .023 With literary relics
 - .03 **Relationship of writing to speech**
 - .034 Transferred scripts. Scripts applied to languages for which they were not originally designed, *e.g.*
 003.344.034:809.435 Roman script used in the Turkish language
 - .035 Transliteration. Transcription
 - .036 Phonetic script
 - .037 Questions of spelling, orthography
 - .05 **Means of producing script**
 - .052 With the hand
 - .053 By hand, with writing equipment
 - .054 By mechanical means; typewriters, stamps, printing presses etc
 - .07 **Uses of writing**
 - .071 Epigraphy
 →930.271 Epigraphy—History
 - .072 Palaeography
 →930.272 Palaeography—History
 - .074 Diplomatic
 →930.22 Diplomatic—History
 - .075 Book script. Script for publication
 →655 Graphic industries. Printing. Publishing. Book trade
 - .076 Business writing. Commercial italic script
 →651.92 Business writing—Management
 - .077 Decorative, ornamental script
 - .08 **CHARACTERISTICS OF SCRIPTS**
 - .081 **Formation**
 - .1 Capital letters. Majuscules
 - .2 Small letters. Minuscules
 - .4 Deviations from the standard
 - .5 Homogeneity, regularity of characters
 - .6 Joining, linking of characters
 - .7 Combinations of characters. Digraphs, ligatures
 →801.12 Vowel and diphthong representation—Orthography
 - .082 **Diacritics. Accents etc**
 - .1 On individual characters. Diaeresis. Trema. Tilde. Cedilla. Haček. Grave, acute, circumflex, hemispher, oblique accents. Umlaut. Pricka etc
 - .2 Vocal symbols other than letters of the alphabet (*e.g.* in Arabic)
 - .3 Consonantal symbols other than letters of the alphabet (*e.g.* aspiration marks in Greek)
 - .4 Accentuation marks for denoting stressed syllables of words
 - .5 Accentuation marks for denoting stressed words of sentences
 →801.16 Stress and accentuation marks—Linguistics
 - .083 **Abbreviations. Logograms**
 →651.932 Systems of abbreviation for ordinary script—Management
 801.18 Abbreviations—Linguistics
 - .084 **Word formation**
 →801.541.1 Word formation—Etymology
 - .085 **Sentence or clause formation**
 →801.561.1 Clause structure—Syntax
 801.562 Construction and phrasing of sentences and clauses—Syntax
 - .086 **Punctuation**
 - .087 **Direction of script**
 - .1 From right to left
 - .2 From left to right

003.087.3

Boustrophedon, alternately left to right and right to left
 Vertical
 Other directions

Principal divisions

003.2

KINDS OF SCRIPT IN GENERAL

Picture scripts. Pictograms, pictography
 Syllabic scripts, syllabaries
 Alphabetic scripts, individual characters
 Braille
 Morse
 Cryptography

003.3

INDIVIDUAL SCRIPTS

For the individual languages to which the scripts belong →802/809

003.31

WRITING AND ALTERNATIVE FORMS OF COMMUNICATION AMONG PRIMITIVE PEOPLES

Forerunners. Signs. Marks. Notched sticks. Knotted cords. Quipu. Prongs. Wampum belts
 Artificial scripts of primitive peoples
 Syllabic scripts of negro peoples
 Bamum script (Cameroon)
 Other syllabic scripts

Further particulars may be denoted by the common auxiliaries of place, e.g.

003.313.2 (664) Of Sierra Leone. Mende
 (665) Of Upper Guinea. Toma
 (666) Of Liberia. Vai
 (669) Of Nigeria. Nsibidi

Cherokee syllabic script

Cree script

Pictographic scripts. Petroglyphs

Further particulars may be denoted by the common auxiliaries of place, e.g.

003.314(964) Pictographic script of Easter Island

Prehistoric scripts

003.32

IDEOGRAPHIC SCRIPTS**Scripts of the ancient American cultures**

Maya script
 Ancient Mexican, Aztec script

Ancient Egyptian scripts

Hieroglyphic

Hieratic

Demotic

Meroitic

Cuneiform script

Sumerian cuneiform

Assyro-Babylonian cuneiform

Elamitic cuneiform

Ancient Persian cuneiform

Ras Schamra script

Hittite, Akkadian cuneiform

Scripts of oriental cultures

Chinese scripts

Japanese scripts

Hiragana

Katakana

Korean script

Annamese script

Other oriental scripts

Hittite picture scripts**Other Mediterranean ideographic scripts**

Ancient Cretan, Minoan scripts

Picture scripts, *e.g.* the disc of Phaistos

Linear scripts (late Minoan period)

Cypro-Minoan script

Cyprian syllabic script

Others. Aegean scripts. Undeciphered remains of Aegean languages in general

003.33/.34

PHONETIC SCRIPTS

003.33	ORIENTAL ALPHABETICAL SCRIPTS	003.336.61	Tamil
.331	Origin of the alphabet	.62	Malayalam
.332	Semitic scripts	.63	Telugu
.1	Origins	.64	Kanarese (Canarese, Kannada)
.14	Sinaitic script	.65	Sin(g)halese
.2	Phoenician scripts	.7	Indo-Chinese scripts
.21	Early Phoenician	.71	Burmese
.22	Middle Phoenician	.712	Square Burmese
.23	Punic	.72	Mon (Talaing)
.24	Neo-Punic	.73	Cambodian (Khmer)
.3	Aramaic	.74	Siamese (Thai, T'ai)
.33	Palmyrinic	.75	Cham
.34	Syriac	.8	Scripts of the East Indies
.341	Estrangelo	.82	Javanese
.342	Nestorian	.83	Batak
.343	Serto (Serta)	.84	Tagalog
.344	Syro-Palestinian	.85	Buginese, Macassar
.35	Nabataic (Nabataean)	.339	Other Oriental alphabetic scripts
.36	Mandaic (Mandaean)		
.4	Hebrew and Canaanitic		
.41	Ancient Hebrew and ancient Canaanitic, e.g. the Mesha and Siloa inscriptions	003.34	WESTERN OR OCCIDENTAL ALPHABETIC SCRIPTS
.42	Samaritan	.341/.344	Greek and Italic scripts
.43	Square Hebrew		<i>Here are classed scripts of Greek and Italic languages in general. For italic script in the later sense →003.344.272.5</i>
.44	Rashi		
.45	Rabbinic scripts	.341	Greek
.46	Cursive Hebrew	.2	Earliest Greek scripts
.5	Arabic (North Arabic) scripts	.21	Eastern
.51	Kufic	.22	Western
.52	Neshki (Nashki)	.3	Classical Greek capitals
.53	Maghrebinic	.4	Antique informal scripts
.54	Karmathic	.5	Uncial script, from the 4th century AD
.55	Turkish (Osmanli)	.6	Minuscule script, from the 9th century AD
.56	Modern Persian	.7	Late cursive minuscules
.57	Afghani	.342	Mediterranean scripts derived from Greek
.58	Hindustani (Urdu)	.1	Coptic
	<i>For the Devanagari script of standard Hindi →003.336.4</i>	.2	Lycian
.59	Malay	.3	Phrygian
.6	South Arabic scripts	.4	Carian
.61	Sabaeen, Himyaritic	.6	Iberian (<i>error in BS 1000[0]:1943</i>) →003.332.92
.7	Ethiopic scripts	.9	Others, e.g. Lydian, Mysian, Cilician, Cappadocian
.71	Amharic	.343	Ancient Italic
.9	Various scripts of Semitic origin	.1	Etruscan
.91	Libyan and Berber scripts	.2	North Etruscan
.911	Early Libyan (Numidian)	.3	Oscan and Umbrian
.912	Berber	.31	Oscan
.92	Iberian	.32	Umbrian
.333	Iranian scripts	.4	Adriatic
	<i>For modern Persian →003.332.56</i>	.5	Faliscan
.2	Pahlavi	.6	Primitive Roman
.3	Avesta	.344	Roman (Latin) script and its derivatives
.334	Caucasian scripts	.2	Varieties of Roman script
.1	Armenian	.21	Capitals
.2	Georgian	.211	Cursive capitals, ancient Roman cursive
.21	Chuzuri	.212	Square capitals (<i>capitalis quadrata</i>)
.22	Mchedruli	.213	Rustic capitals (<i>capitalis rustica</i>)
.3	Ossetic	.22	Uncials. Half uncials
.335	Central and North Asiatic scripts	.23	Cursive minuscules, later Roman cursive
.1	Manichaean	.24	So-called 'national' scripts of the 6th–8th centuries AD
.2	Soghdic	.241	Irish and Anglo-Saxon
.3	Brahmi of Central Asia	.1	Irish half uncials
.4	Ancient Turkic	.2	Irish pointed minuscules
.5	Uighur	.3	Modern Irish
.6	Mongolian scripts	.4	Anglo-Saxon (Insular) half uncials
.7	Manchu	.5	Anglo-Saxon (Insular) minuscules
.8	Kalmuk	.242	Spanish Visigothic scripts
.336	Indic scripts	.243	Merovingian
.2	Kharoshthi (Indo-Bactrian)	.244	Lombardic
.3	Brahmi of India	.25	Beneventan
.4	Devanagari script	.26	Caroline (Carolingian) minuscules
.42	Marathi	.27	Gothic and Renaissance scripts
.43	Gurmukhi	.271	Gothic (blackletter) scripts
.44	Bengali	.1	Textura, <i>Lettre de forme</i>
.45	Oriya	.2	Rotunda, Bolognese letter
.46	Gujerati	.3	Gotico-Antiqua, Fere-humanistica
.47	Kashmiri	.4	Bastarda, <i>Lettre bâtarde</i>
.5	Tibetan		
.6	South Indian scripts		

- 003.344.271.5 Cursive Gothic: *Lettera da bolle*, court, engrossing scripts
- .272 Humanist, Renaissance scripts
- .5 Humanist cursive. Italic (in the later sense). *Lettera cancellaresca*
- .28 Informal scripts, up to the close of the Middle Ages
- .281 Informal scripts of classical antiquity (Roman republic and empire)
- .282 Informal scripts of the Middle Ages (*Kurrent-schrift*, *lettera mercantesca*)
- .29 Modern scripts
- .291 Script in the strict sense. Manuscript styles
- .1 Antiqua. Roman-style scripts
- .2 Fraktur. German, blackletter scripts
- .292 Typefaces
- Calligraphic and typographic aspects of typefaces including various named founts are classed here. For typefaces in the context of printing management →655.244*
- .1 Antiqua. Roman-style founts
- .11 Mediaeval
- .12 Grotesque. Sanserif
- .15 Cursive, Italics
- .2 German, blackletter founts
- .21 Gothic, Textura
- For so-called 'Gothic' sanserif →003.344.292.12*
- .22 Schwabacher
- .23 Fraktur
- .3 Hybrid founts
- .7 Typefaces according to individual typographers
- Further particulars may be denoted by alphabetical subdivision, e.g.*
- 003.344.292.7BAS Baskerville fount
- .293 Special purpose scripts and founts, e.g. occasional scripts and script-style founts (invitations, condolences etc), advertising and display lettering
- .294 Typewriter founts
- For type as components of typewriters →681.612.062.84*
- .1 Antiqua. Roman-style founts
- .12 Grotesque. Sanserif
- .15 Cursive
- .2 Fraktur. German, blackletter founts
- .3 Imitation script
- .4 Tironian notes
- 651.93 Shorthand*
- .345 Runes
- .2 Old Germanic runic script
- .3 Nordic runic script
- .4 Anglo-Saxon runic script
- .5 Hälsinge runic script
- .6 German runes
- .346 Oghams. Oghamic script
- .347 Gothic or Moeso-Gothic script of Ulfila (Wulfilas)
- .348 Albanian script
- .349 Slavic or Slavonic scripts
- .1 Glagolitic
- .12 Croatian form
- .13 Bulgarian form
- .2/.7 Cyrillic scripts
- .2 Church Slavonic
- .3 Russian
- .4 Ukrainian (Little Russian)
- .5 Bulgarian
- .6 Serbian
- .7 Wallachian

003.35

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NUMERICAL SYSTEMS

Greek numerals

Roman numerals

Arabic (Indian) numerals

Others

WRITING MATERIALS AND EQUIPMENT

Here are classed writing materials from a semiotics aspect, i.e. as influencing or characterising various scripts etc. For writing materials as stationery →686.8

WRITING SURFACES

Stone

Clay

Wax

Papyrus

Parchment

Leather

Paper

Wood

Other substances

Palm leaves and other foliage

Birch and other tree barks

Silk and other textiles

Metals

WRITING MEDIA

Inks. Indian ink etc

For writing inks from the point of view of chemical composition →667.4

Printing inks

For printing inks from the point of view of chemical composition →667.5

For kinds of printing ink as machine characteristics →681.6-61/-63

Chalks. Crayons. Pencils

For chalks, crayons, pencils from the point of view of chemical composition →667.56

For pencils, crayons, pastels as stationery →686.863.3/.4

WRITING IMPLEMENTS

For writing implements as stationery →686.863

Styluses

Reeds, calami

Brushes

Quills

Metal or glass nibs

Guiding implements: ruler, compasses etc

Letter stencils

Outline or profile stencils

Other equipment

OTHER KINDS OF GRAPHIC REPRESENTATION OF THOUGHT

Signs. Notations. Symbols. Ideograms (other than scripts)

Further particulars may be denoted by colon combination, e.g.

003.62:52 Astronomical symbols

Diagrams. Cartograms. Schemata

→(084.2) Schematic representations—

Common auxiliaries of form

(084.21) Diagrams—Common auxiliaries of form

(084.3-35) Cartograms—Common auxiliaries of form

Monograms. Anagrams. Chronograms. Signature (considered as a mark of origin, e.g. on porcelain or woven into carpets, tapestries etc)

→347.189.6 Signature—Civil law

82-98 Anagrams—Literary forms

005 STUDY OF ORGANIZATION. METHODOLOGY. ANALYSIS. SYNTHESIS. CLASSIFICATION AND TAXONOMY: THEORY, PRINCIPLES. SYSTEMATIZATION IN GENERAL

- | | | | |
|----------|--|---------|--|
| →.001.33 | Systematization. Classification
—Common auxiliaries of point
of view | 51 | Mathematics, <i>especially</i> |
| 001.8 | Methodology—Intellectual work | 519.2 | Statistical mathematics |
| 025.4 | Classification—Librarianship | 582 | Plant taxonomy |
| 168.2 | Classification. Analysis. Grouping
—Logic | 592/599 | Animal taxonomy |
| | | 651.533 | Systems and order of arrangement—Office filing |

007 ACTIVITY AND ORGANIZING. INFORMATION. COMMUNICATION AND CONTROL THEORY GENERALLY (CYBERNETICS), INCLUDING 'HUMAN ENGINEERING'

- | | | | |
|-----------|--|------------------|---|
| →621-5 | Operation, control and regulation
—Mechanical and electrical
engineering | 007.2 | Variability, physical configuration and state.
Transformation of state. |
| 621.316.7 | Regulation. Regulators—
Electrical engineering | .3 | Directives, programming and physical organization of variability |
| 621.391 | Cybernetics, information theory
etc—Electrical communication | .5
.51
.52 | Self-acting systems and controlled devices
Containing human operators as links
Not containing human operators as links.
Automata. Robots etc |
| 658.5 | Production planning, management
and control | | |
| 681.3 | Automatic data processing | | |

008 CIVILIZATION. CULTURE. PROGRESS

009 HUMANITIES. ARTS SUBJECTS IN GENERAL

Further particulars may be denoted by colon combination, e.g.
016:009 Bibliographies of humanities

Mental sciences in general (*error in BS 1000[0] : 1943*)—
for science in general →001; for intellectual work →001.81

01 BIBLIOGRAPHY AND BIBLIOGRAPHIES. CATALOGUES

SCOPE

At 01 are classed works on the theory, methodology, organization and history of the science of bibliography; on the state of the art, in theory and practice, of bibliographical work, and on bibliographical organizations in various countries, at various periods and in various disciplines; on the corpus or majority of bibliographical works of a particular kind; and miscellaneous material on bibliographical studies. Theoretical or methodological aspects of particular branches of bibliography may be denoted by colon combination with the subdivisions of 01, e.g.

01:019.941 Methodology of critical bibliography

Details of cataloguing technique, citation order etc, are involved equally in librarianship and bibliography, and to avoid the scattering of concepts are classed under 02 Librarianship, in particular at 025.3 and 025.4

RELATED SUBJECTS

- | | | | |
|-------|--|---------------|---|
| (048) | Bibliographical tables etc—Common auxiliaries
of form | 069.538
09 | Museum catalogues
Manuscripts. Rare and remarkable works |
| 001.8 | Methodology—Intellectual work | 347.788.2 | Legal deposit—Law |
| 002 | Documentation | 523.89 | Catalogues—Descriptive astronomy |
| 02 | Librarianship | 655.535.77 | Lists of references—Details of books—Graphic industries |
| 025.3 | Cataloguing | | Catalogues of musical works |
| 025.4 | Classification | 781.973 | Lists and catalogues—Archives—History |
| 028.2 | Choice of editions | 930.255 | |

011/019 BIBLIOGRAPHIES. CATALOGUES

At the subdivisions of 01 are classed individual lists of references of various kinds (as opposed to bibliographic studies in general). These may be divided into bibliographies and catalogues: bibliographies are ideal lists of references, i.e. not confined to any actual collection; catalogues are enumerations or inventories of existing collections, either of libraries or of books offered for sale (library catalogues or publishers' catalogues). Bibliographies are classed at 011/016 and catalogues at 017/019. Further particulars may be denoted throughout the subdivisions of 011/019 by colon combination with the number denoting the subject speciality, e.g.

016:5 Bibliographies on natural sciences

017:51 Subject catalogues of mathematical libraries

Bibliographies may be distinguished not only by subject matter, but by their own characteristics as publications. They may appear serially or once and for all, and may be in the form of books, loose sheets or cards; they may consist simply of lists of titles, or may contain critical or descriptive annotations; they may aim at comprehensiveness or selectivity; the order of arrangement may follow various systems. The principal divisions of 01 do not distinguish between these characteristics, but for cases where it is desired to class bibliographies of similar characteristics together, 019.9 and its subdivisions provide an alternative classification, e.g.

019.922 Selective bibliographies

/016

BIBLIOGRAPHIES

At 011/016 are classed:

(1) *Bibliographical lists published independently, often under the title 'bibliography'*

(2) *Collections of descriptive or critical discussions, abstracts, review articles. Some publications consist entirely of review or abstract material, either in the form of books (of the 'Year's Work', 'Jahresbericht' type), or of periodicals (e.g. British Book News) or of review articles in other publications. All of these may be considered as bibliographies and classed at the appropriate division of 011/016. Lists of current literature appearing as sections of specialist periodicals under titles such as 'New Books' are classed primarily at the number for their subject, with the common auxiliary for bibliographical form (048). Critiques or reviews of a particular work may be similarly classed*

(3) *Bibliographies of writings on the work of a particular author or on anonymous works are classed at 012 A/Z. Concordances and indexes to a work, published separately, are classed at 014.5 A/Z*

(4) *Bibliographies of manuscripts, engravings, maps and other graphic material may be classed at 011/019 with the exception of the following:*

069.538 Museum catalogues

781.973 Catalogues of musical works

(5) *Bibliographies of objects (gramophone records, films, pictures, ceramics etc) are classed primarily at the number for the object, with the common auxiliary for bibliographical form (048)*

011/016 is divided according to the following characteristics:

012 Individual authors

013 Groups of authors

014 Form of work

015 Country of publication

016 Subject speciality

Bibliographies which cannot be assigned to one of these divisions are classed at 011 General bibliographies

Added entries under 011/016 may be made, if desired, for certain works which are not strictly bibliographies but are still contributions to bibliography, e.g. handbooks, encyclopaedias, dictionaries, monographs with bibliographical sections or footnotes, as long as these refer to specialist, not merely general works; catalogues of special libraries which contribute to the bibliography of a particular subject; cumulative contents lists of specialist periodicals, proceedings etc

011

UNIVERSAL AND GENERAL BIBLIOGRAPHIES

Here are classed bibliographies not limited to a specific author, country of origin, subject or format; they may, however, be subdivided according to the period to which they refer, by giving the date or period with the common auxiliary symbol for time "...", e.g. 011 "16" General bibliographies of works published in the 17th century

Bibliographies of incunabula or books published before 1500, whose rarity imparts a special subject interest, are classed primarily at 016:093, but added entries may be made at 011 "14"

011.1

Bibliographia Universalis, universal bibliography, world bibliography

012

AUTHOR BIBLIOGRAPHIES. INDIVIDUAL BIBLIOGRAPHIES

Here are classed bibliographies of editions of, or writings on, the works of a particular author, or particular anonymous works, without reference to subject, place of publication, format etc; records of successive editions, reprints, translations etc, either of individual works or of collections or of the entire output of a writer; and bibliographies of works published by a particular organization (learned society, university, academy etc). Further particulars may be denoted by A/Z subdivision, giving the author's surname, abbreviated if desired, and other information where necessary (author's forename, title(s) of individual work(s), dates etc), e.g.

012 DAR:CHA Bibliographies of the works of Charles Darwin

012 DAR:ERA Bibliographies of the works of Erasmus Darwin

012 HOM Bibliographies of the works of Homer

012 HOM:ILI Bibliographies of versions, studies etc of Homer's Iliad

012 HOM:ODY Bibliographies of versions, studies etc of Homer's Odyssey

012 NIB Bibliographies of versions, studies etc of the Ni(e)belungen legend

012 THOMP Bibliographies of the works of Francis Thompson

012 THOMS "17" Bibliographies of the works of James Thomson the 18th-century writer

012 THOMS "18" Bibliographies of the works of James Thomson the 19th-century writer

Biobibliographies, i.e. bibliographies of works whose subject is an author as a person rather than his writings, are classed at 016:92 A/Z; multiple entries may be employed for bibliographies concerned with both the life and works of a writer

013

COLLECTIVE BIBLIOGRAPHIES. BIBLIOGRAPHIES OF WORKS OF A PARTICULAR CLASS OF WRITER

Here are classed bibliographies of the works of writers with some characteristic in common, in any country and irrespective of subject, format etc. Further particulars are denoted by the common auxiliary subdivisions of place, language and time, and colon combination, either separately or cumulatively, in which case they are cited in conventional UDC order

013(1)

Bibliographies of authors of a particular nationality or culture. Historical bibliographies of national or local literature

Further particulars may be denoted by the common auxiliaries of place (3/9), e.g.

013(420) Bibliographies of the works of Englishmen

This concept is not to be confused with

013=2 Bibliographies of works in English

015(420) Bibliographies of works published in England

016(420) Bibliographies of works about England

Although most authors write in their native language and publish their works in their own country, there are sufficient exceptions to justify bibliographies based on one or other of these characteristics, and therefore to necessitate a distinction in classification. When searching for such material it is advisable to consult all of these classes. Bibliographies including works published in a country, written by natives of the country, and in the language of that country are classed primarily at 015

013=

Bibliographies of works in a particular language

Here are classed bibliographies of works by various authors irrespective of subject, in a single language, and hence the literary history of a particular language, e.g.

013=71 Bibliographies of works in Latin, of Latin literature

This concept is not to be confused with bibliographies of works about the literature of a language, or about the philology of that language, which are treated as special subject bibliographies, e.g.

016:807.1 Bibliographies of works about the Latin language

016:871 Bibliographies of works about Latin literature

Works in a particular language published outside the native country of that language, may be denoted by the addition of the common auxiliaries of place, e.g.

013=40(430) Bibliographies of works in French published in Germany

Added entries may be made under 015

013“...”

Bibliographies of authors of a particular period, e.g.

013“17” Bibliographies of the works of 18th century authors

Alternatively these may be classed at 011“17”; at 011 the date refers to the first publication of the work whereas at 013 it refers to the life-span of the writer; in practice, works are usually published during the life of their author

013:

Bibliographies of authors belonging to a particular profession, society or subject field, e.g.

013:061.22(420) Bibliographies of works by members of the Royal Society

013:347.95 Bibliographies of works by lawyers

013:37 Bibliographies of works by members of the teaching profession

014

BIBLIOGRAPHIES OF WORKS OF PARTICULAR CHARACTERISTICS: ANONYMOUS AND PSEUDONYMOUS WORKS, COLLECTIONS, EXTRACTS. CONCORDANCES ETC

014.1

Bibliographies of anonymous and pseudonymous works

Further particulars may be denoted by the common auxiliaries of place, language and time, colon combination etc, e.g.

014.1(44) Bibliographies of anonymous and pseudonymous works by Frenchmen

014.1=40 Bibliographies of anonymous and pseudonymous works in French

014.1“17” Bibliographies of anonymous and pseudonymous works of the 18th century

014.1:271.5 Bibliographies of anonymous and pseudonymous works by Jesuits

014.11

Bibliographies of anonymous works

014.12

Bibliographies of pseudonymous works

Bibliographies of works published under a single particular pseudonym are classed primarily at 012 A/Z, e.g.

012 JUN Bibliographies of the writings of ‘Junius’

If the author’s true name is known, it is preferred for classification; the pseudonym may appear either as an added entry or as a reference

014.3

Contents bibliographies. Abstracts and indexes

Here are classed lists, including those with abstracts, of works appearing in serials or polygraphies; contents lists or indexes of all kinds, in title, author or subject order

Particulars of the kind of publication covered—such as state-of-the-art reviews, symposium proceedings, publications of universities and learned bodies, newspapers, periodicals, official publications—may be denoted by colon combination, e.g.

014.3:05 Contents bibliographies of periodicals

:06 Contents bibliographies of publications of organizations

:061.12 Contents bibliographies of publications of academies

:07 Contents bibliographies of newspapers

:08 Contents bibliographies of polygraphies

The form of the bibliography itself is denoted by the common auxiliaries, e.g.

014.3(05) Contents bibliographies in periodical form. Abstracting and indexing serials

→05 Serials

Further particulars may be denoted by the common auxiliaries of place, time etc, e.g.

014.3:05(420) Contents bibliographies of periodicals published in England

014.3:05“17” Contents bibliographies of 18th century periodicals

014.3:05(420)“17” Contents bibliographies of 18th century English periodicals

014.3:05=20 Contents bibliographies of English-language periodicals (no matter where published)

Bibliographies confined to a particular publication may be denoted by alphabetical subdivision using the title of the publication, transcribed in its original language (or abbreviated if desired), e.g.

014.3:05(430.2-35.7)ILL.ZTG Index to the Leipziger Illustrierte Zeitung

014.3:05(443.611)REV.DM Index to the Revue des Deux-Mondes

014.3:061.12(493.21)ACA.ROY Bibliographies to publications of the Académie Royale de Bruxelles

014.3:07(421)TIM The Times Index
These concepts are not to be confused with the publications themselves, such as periodicals, which are classed primarily according to their subject, e.g.

53 (05) Physics periodicals and bibliographies, i.e. lists, of such publications (as opposed to bibliographies of their contents), which as special subject bibliographies are classed at 016, e.g.

016:05(411) Bibliographies of Scottish periodicals (of their titles, not their contents)

True contents bibliographies may, however, be given added entries denoting the publication itself

Concordances. Indexes to individual authors or works

Here are classed analytical indexes or contents lists to certain works sufficiently important to have had such indexes separately published. Further particulars are denoted by alphabetical subdivision, e.g.

014.5 HOM:ILI Concordances or analytical indexes to Homer's Iliad

014.5 SHAK Shakespeare concordances

This concept is not to be confused with

012 Author bibliographies

→22.03 Concordances to the Bible

BIBLIOGRAPHIES OF PLACE. NATIONAL BIBLIOGRAPHIES

Here are classed bibliographies of works, irrespective of author or subject, published in a particular place, whether a country, a region, a town or other locality, or a particular press or publishing house

Further particulars may be denoted by the common auxiliaries of place, followed by those of time, alphabetical subdivision by name etc, e.g.

015 (410) Bibliographies of works published in the UK, e.g. British National Bibliography

015 (439)“18” Bibliographies of works published in Hungary in the 19th century

015 (430.1-43.48)GUT Bibliographies of works published in Mainz*, by Johann Gutenberg

015 denotes only the place of origin as the characteristic of the works listed, and is not to be confused with:

013(1) Bibliographies of authors of a particular nationality or culture

013= Bibliographies of works in a particular language

016(1) Bibliographies about particular places

017.42 Catalogues of presses, publishers, distributors, booksellers etc

Where bibliographies include works published in a particular country, written by natives of that country (no matter where resident), and written in the language of that country (no matter by whom), they are classed primarily at 015. Added entries may be made at 013(1) and 013= as necessary

016

SPECIAL SUBJECT BIBLIOGRAPHIES

Here are classed subject or special bibliographies, dealing with a particular theme, whether a subject, person, place or period. Biobibliographies or bibliographies of works on particular persons are denoted by 016:92 and the name of the subject (abbreviated if desired) where necessary, e.g.

016:92MIL Biobibliographies (or bibliographies of works) on Milton, i.e. on Milton's life and times

→012 Author bibliographies

016 may also denote bibliographies of works not all on the same subject, but characterized by the same style of presentation or format, denoted by colon combination with the subdivisions of 03/09, e.g.

016:03 Bibliographies of encyclopaedias, dictionaries etc

:05 Bibliographies of periodicals

:087.5 Bibliographies of publications for children

:091 Bibliographies of manuscripts

:093 Bibliographies of incunabula

Other subjects may be denoted by colon combination as required, e.g.

016:34(05) Bibliographies of law journals

:76 Bibliographies of engravings

:912.43 Bibliographies of maps

Bibliographies of bibliographies may be denoted by colon combination with the subdivisions of 011/016, e.g.

016:011 Bibliographies of general bibliographies

:014.1 Bibliographies of bibliographies of anonymous and pseudonymous works

:016 Bibliographies of special subject bibliographies

:016:34 Bibliographies of law bibliographies

Bibliographies of writings concerning particular places, periods etc, may be denoted by the common auxiliaries of place, time, etc, cited in conventional UDC order; but specifically geographical or historical considerations are denoted by colon combination in the same way as other subjects, e.g.

016 (412) Bibliographies of works on the Scottish highlands in general

“12” Bibliographies of works on the 13th century in general

* The number (430.1-43.48) actually denotes the Land of Rhineland Palatinate, including Mainz. More detailed subdivisions, down to town and rural district level, have been published in the German Medium Edition of the UDC.

- 016:72"12" Bibliographies of works on the architecture of the 13th century
 :914.12 Bibliographies of works on the geography of the Scottish Highlands
 :940"12" Bibliographies of works on the (social, political) history of Europe and the West in the 13th century
 016:9"12" Bibliographies of books on general history written in the 13th century (error in BS 1000[0] : 1943) — use 013"12":930.9

017/019

CATALOGUES

Here are classed all catalogues (or inventories of actual collections), either of printed literature or of manuscripts, whether of private or non-private libraries; and of books offered for sale, i.e. publishers', printers', distributors', booksellers' catalogues etc. Catalogues of archive material and museum collections are classed primarily at the number for their subject speciality, but catalogues of libraries attached to such collections are classed here, e.g.

- 017.1 (449.96)MUS.TIS Catalogue of the library of the Musée des Tissus (Weaving Museum) in Lyons

Where such catalogues also represent a contribution to the bibliography of a subject, added entries may be made at the appropriate divisions of 011/016, e.g.

- 016:677 Bibliographies on textile and cordage industries
 →069.538 Museum catalogues
 930.25 Archivistics. Archives

017

CATALOGUES IN GENERAL. SUBJECT CATALOGUES (CLASSIFIED OR SYSTEMATIC CATALOGUES, ALPHABETICAL SUBJECT CATALOGUES)

The subdivisions of 017 denote the actual catalogues to which they refer. Works about these catalogues may be denoted by the common auxiliaries of form, in particular (04) and (09), e.g.

- 017.1(421)B.M The British Museum Catalogue (itself)
 017.1(421)B.M (04) A study of the British Museum Catalogue

Special auxiliary subdivisions

The following auxiliary subdivisions are applicable throughout 017/019

- 017.09 **Kinds of catalogue within an individual library**
 .091 Location indexes. Shelf lists
 .092 Accessions catalogues
 .099 Other kinds of catalogue, arranged for the particular needs of individual libraries

Principal divisions

017.1 Catalogues of non-private libraries

Here are classed the catalogues of libraries which do not belong to any one individual or family and are accessible to a large number of people, whether to the public at large or to certain prescribed classes of user, e.g. public libraries (municipal or public authority libraries), national and provincial libraries, libraries of public bodies, associations, corporations, of universities and learned societies. Periodic accessions bulletins, supplements etc are considered as catalogues and classed here

Further particulars may be denoted by the common auxiliaries of place and alphabetical subdivision if required, denoting precise place name, name of library or name of the institution to which it belongs, e.g.

- 017.1(425.72)BOD Catalogue of the Bodleian Library, Oxford
 017.1(443.611)BIB.NAT Catalogue of the Bibliothèque Nationale, Paris
 017.1(493.6LIE)UNI Catalogue of the library of the Université de Liège
 017.1(753)CON Catalogue of the Library of Congress, Washington

Reconstructed or hypothetical versions of the catalogues of ancient libraries no longer existing are also classed here and may be similarly differentiated, e.g.

- 017.1(321 ALE) Reconstructed version(s) of the catalogue of the ancient library of Alexandria

The contents of a particular library may be further differentiated according to subject matter by colon combination, e.g.

- 017.1(421)B.M:82-993 Lists of erotica in the British Museum library
 017.1(493:44)UNI:05 Catalogue(s) of periodicals in the library of the Université de Gand (Ghent)

017.11

Union, central, joint subject catalogues. Repertories. Catalogues of the holdings of more than one library

The range of libraries may be denoted by the common auxiliaries of place, and subject specialities by colon combination, e.g.

- 017.11(410) Union catalogue(s) of British Libraries
 017.11(410):82-3 Union catalogue(s) of fiction in British libraries
 017.11(44):093 Union catalogue(s) of incunabula in French libraries

.2

Catalogues of private (personal and family) libraries

The locality of the collection may be denoted by the common auxiliaries of place and the name of the owner (abbreviated if desired) by alphabetical subdivision, e.g.

- 017.2(425.72)MAR Catalogue(s) of the library of the Dukes of Marlborough, at Blenheim Palace in Oxfordshire

When a private library has been incorporated into a non-private one, its catalogue is classed primarily at 017.1; an added entry may be made at 017.2, e.g.

- 017.1(425.9)MAG:PEP } Catalogue of the
 017.2(421)PEP } library formerly privately owned by Samuel Pepys in London, now in the possession of Magdalene College, Cambridge

Periodic accessions bulletins, hypothetical reconstructions of the catalogues of now defunct libraries, and subject specialities may all be denoted as at 017.1

- 017.3 **Auction catalogues. Catalogues of book sales**
The locality of the sale may be denoted by the common auxiliaries of place and the name of the owner-vendor (abbreviated if desired) by alphabetical subdivision, e.g.
 017.3(443.611)DUR Catalogue of the sale of M. Louis Durand's books in Paris
- 4 **Commercial, trade catalogues. Publishers', printers', distributors', booksellers' catalogues. Trade bibliographies (selective catalogues)**
 →015 Bibliographies of place
Bibliographies of all the books issuing from a particular press or publishing house (ideal lists) are classed at 015, while trade catalogues (inventories of existing stock) are classed here; see note at 011/019
- 41 **Collective catalogues. Catalogues of distributors, booksellers etc (not confined to a single printer or publisher)**
Subject specialities may be denoted by colon combination
- 42 **Catalogues of individual presses, printers or publishers**
Further particulars may be denoted by common auxiliaries of place, alphabetical subdivision etc, e.g.
 017.4(421.9)PEN Catalogue(s) of Penguin Books Ltd, of Harmondsworth, Middlesex
- 43 **Catalogues of book bargains. Second-hand, antiquarian book catalogues**
- 8 **AUTHOR CATALOGUES. NAME CATALOGUES. ALPHABETICAL CATALOGUES OF PERSONS AND PLACES. CATCHWORD CATALOGUES**
One-volume catalogues containing both subject and author sections are classed primarily at 017
- 1 **Catalogues of non-private libraries**
For scope of 'non-private', see note to 017.1
- 11 **Alphabetical union catalogues, e.g.**
 018.11(420):093 Alphabetical union catalogue(s) of incunabula in English libraries
 018.11(429):05 Alphabetical union catalogue(s) of periodicals in Welsh libraries
- 2 **Catalogues of private (personal and family) libraries**
- 3 **Auction catalogues. Catalogues of book sales**
Catalogues of entire private or non-private libraries for sale are classed at 018.1 or 018.2
- 4 **Commercial, trade catalogues. Publishers', printers', distributors', booksellers' catalogues. Trade bibliographies (selective catalogues)**
- 019 **DICTIONARY CATALOGUES. CATALOGUES INCORPORATING AUTHOR, TITLE, CATCHWORD AND ALPHABETICAL SUBJECT ENTRIES ETC IN A SINGLE SEQUENCE. OTHERS**
- 1 **Catalogues of non-private libraries**
- 11 **Dictionary union catalogues**
- 2 **Catalogues of private (personal and family) libraries**
- 3 **Auction catalogues. Catalogues of book sales**
Catalogues of entire private or non-private libraries for sale are classed at 019.1 or 019.2
- 4 **Commercial, trade catalogues. Publishers', printers', distributors', booksellers' catalogues. Trade bibliographies (selective catalogues)**
- 6 **Union catalogues in general. Repertories**
Union catalogues irrespective of filing characteristics may be classed together here. For separate kinds of union catalogue,
- 017.11 Union subject catalogues
 017.41 Collective (trade) catalogues
 018.11 Alphabetical union catalogues
 019.11 Dictionary union catalogues
- 019.9 **ALTERNATIVE CLASSIFICATION FOR BIBLIOGRAPHIES AND CATALOGUES**
The subdivisions of 019.9 are intended as an alternative to the rest of 011/019 (which takes account only of the subject matter of bibliographies and catalogues and not of their own characteristics as publications), to enable bibliographies of similar characteristics to be classed together. They are intended to be used not in combination with the preceding numbers, but separately to classify the same works according to different characteristics of division; added entry may be employed where required. The characteristics denoted here are those of the bibliography or catalogue as a publication and not of the material listed in it, e.g.
 019.922 Selective bibliographies
Hence cataloguing or bibliographic technique may be denoted by colon combination with 025.3, e.g.
 025.3:019.922 Technique of compiling selective bibliographies
- 91 **According to frequency of publication**
 911 Periodic bibliographies. Bibliographies in periodical form: daily, weekly, monthly, yearly etc, in which new works are listed as they appear.
 Current awareness lists
 912 Non-periodic bibliographies. Once-and-for-all bibliographies
 92 **According to degree of coverage**
 921 Exhaustive bibliographies. Complete bibliographies, not limited to principal or preferred works, but including all material known to have been written on their subject
 922 Selective bibliographies. Lists of the most important literature on a subject
Subject speciality may be denoted by colon combination; language, nationality etc by common auxiliaries
 93 **According to degree of bibliographic detail**
 931 Complete bibliographies, giving the complete title of each work listed, together with full bibliographic details
 932 Cursory bibliographies, giving abbreviated or summarized entries
 94 **According to analytical or critical character**
 941 Critical bibliographies. Reviews. Abstracts
Here are classed bibliographies which include critical or analytical annotations summarizing, abstracting, criticizing or reviewing the works included. Bibliographies in which the judgement of the works is implicit in the selection (but not explicitly given) are classed at 019.922
Both exhaustive and selective bibliographies may also be critical (or indeed non-critical)
 1 Critical bibliographies. Collections of reviews or critical discussions
 2 With contents lists
 3 With summaries, abstracts
 6 Collective discussions, comparisons, surveys
 942 Non-critical bibliographies. Title lists
 95 **According to format, style of publication**
 951 Separately published bibliographies in volume form
 1 Printed on both sides of the paper. Conventional book style
 2 Printed on one side of the paper. Suitable for cutting, pasting, filing
 952 Bibliographies in periodicals
 1 Printed on both sides of the paper. Conventional journal style

019.952.2	Printed on one side of the paper. Suitable for cutting, pasting, filing	019.96	According to arrangement of entries
.953	Loose-leaf bibliographies	.961	In order of entry, of accession number
.954	Card form bibliographies	.962	In alphabetical order of author's name
.5	Pre-published catalogue cards (provided with the book). 'Pre-natal' cataloguing For book cards as publicity material →659.132	.963	In subject order
.955	Bibliographies as appendixes to works on the particular subject	.1	In alphabetical order by subject headings or catchwords
.956	Personal, manuscript bibliographies	.2	In classified, systematic order
.1	In list or book form	.21	In decimal classification order
.2	On slips or cards	.3	In combined alphabetical and systematic order.
		.964	Alphabetico-classed
		.965	In alphabetical order of title
		.967	Combinations of the above arrangements
			Analytical subject bibliographies

02 LIBRARIANSHIP

SCOPE

Under 02 are classed documents on the administration of libraries and their various services, including management of the building, library regulations, accessions, periodicals departments, cataloguing and indexing, reference and information work and ancillary educational activities; but not architectural considerations, serials, catalogues, reference works or education as such

RELATED SUBJECTS

002	Documentation	655.53	Details of books, reports etc—Graphic industries
017/019	Catalogues		
03	Encyclopaedias. General reference works	659.2	Information. Advisory and consultancy services
05	Serials	727.8	Library, archive, record and patent office buildings—Architecture
331	Promotion of leisure activities—Labour		Archivistics—History
347.78	Literary and artistic rights—Law	930.25	
37	Education. Teaching. Training. Leisure		

021 FUNCTION, VALUE, UTILITY, CREATION, DEVELOPMENT OF LIBRARIES

021.1	FUNCTION. PURPOSE. UTILITY (IN GENERAL)	021.62	Branch libraries. Regional branches
.13	Progress. Reforms. Improvements. Plans, projects. Ideal libraries	.63	Centralization. Structure of library systems
.15	Centralization, grouping of libraries → 021.63	.64	Inter-library co-operation
		.65/.67	Mobile, travelling libraries
		.65	Mobile libraries in general. Mobile branch libraries
021.2	EDUCATIONAL FUNCTION OF LIBRARIES. INTELLECTUAL EDUCATION OF THE PEOPLE	.66	Travelling libraries. Small mobile libraries serving scattered individuals or households.
	→027.6 Libraries for special classes of user	.67	House-to-house libraries
	027.8 School libraries		Children's travelling libraries. Small mobile libraries operated by a child under adult supervision for other children
	331.85 Promotion of leisure activities of employees. Further education		
	371.64 Libraries as educational and teaching aids	021.7	LIBRARY PUBLICITY, PROPAGANDA. IN THE PRESS, BY TALKS, VIA SCHOOLS, SOCIETIES. LEAFLETS ETC
021.3	RELATION OF LIBRARIES TO EDUCATIONAL INSTITUTIONS, SCHOOLS, YOUNG PEOPLE ETC. CHILDREN'S SECTIONS. JUVENILE, JUNIOR, YOUNG PEOPLE'S, ADOLESCENTS' LIBRARIES	021.8	RELATIONS BETWEEN LIBRARIES AND PUBLIC AUTHORITIES. LIBRARY LEGISLATION
	See references at 021.2	.81	State control, operation. Government libraries
		.83	Public authority support
021.4	ADDITIONAL, SPECIALIZED, ACCESSORY SERVICES AND FUNCTIONS. EXTENSION WORK. LECTURES, TALKS, DISCUSSIONS. EXHIBITIONS, MUSEUMS. SPECIAL COLLECTIONS (OTHER THAN OF BOOKS). DISPLAYS OF REMARKABLE WORKS	.84	→021.9 Finance, funds. Other means of support
		.841	Free copies. Remittance of official publications.
		.842	Compulsory, legal deposit. Copyright deposit
		.843	Official publications
			For the protection of copyright. Copyright deposit
			Legal deposit
			→347.788.2 Legal deposit—Law
021.5	LIBRARIES AS PUBLIC RECREATION PLACES	021.9	FINANCE, FUNDS. OTHER MEANS OF SUPPORT. SUBSCRIPTIONS, GIFTS, BEQUESTS, ROYALTIES, CHARITIES, GRANTS, RATES, TAXES, FEES ETC.
021.6	EXPANSION. GROUPING. CO-OPERATION		CARE book programme (Co-operative for American Remittances to Europe)
.61	Storage areas. Book stores, depositories, repositories		→025.2 Accession. Acquisition

022 LIBRARY SITE, BUILDING, PREMISES

	→727.8 Libraries etc—Architecture	022.451	Materials: wood, metal, glass
		.452	Dimensions. Standard shelf length
022.1	SITUATION. SITE. SELECTION WITH REGARD TO ACCESSIBILITY,	.453	Finish, surfacing: paint, varnish, cloth, leather
	PROXIMITY TO OTHER EDUCATIONAL	.454	Shelf supports: brackets, shelf pins, cleats
	ESTABLISHMENTS, LIGHT, AIR,	.457	Shelf labels. Label holders
	GROUND SUITABILITY, ROOM FOR	.458	Book supports, braces. Bookends
	FUTURE EXPANSION ETC	.46	Cases and shelves for large books lying flat, for oversize books
.15	Branches in general	.47	Closed cases
.16	Lending branches. Book collection points	.48	Special purpose cases, shelves etc
.17	Reading rooms. Newspaper rooms	.481	Hanging shelves. Movable, rolling presses
		.482	For valuable books
022.2	BUILDING MATERIALS. PROTECTION	.485	For maps, engravings etc
	<i>Further particulars may be denoted by colon combination, e.g.</i>	.486	For photographs
	022.2:368.11 Fire insurance of libraries	.487	For diapositives, slides
	.614.84 Fire prevention, protection in libraries	022.5	READING ROOMS. STUDY ROOMS. PUBLIC READING ROOMS. SMALL STUDY, WORK ROOMS. ROOMS FOR PARTICULAR CLASSES OF READER, FOR WOMEN, CHILDREN ETC
	.691.71 Steel as a building material for libraries		
022.3	PLANNING, UTILIZATION OF SPACE. LAYOUT, PLAN, NUMBER OF ROOMS, DIMENSIONS, ARCHITECTURAL STYLE	022.6	ADMINISTRATIVE AND OTHER AREAS. ACCOMMODATION FOR VARIOUS SERVICES.
	→711.1 Development plans—Town and country planning		Catalogue rooms. Special collections rooms, e.g. for patents, periodicals, newspapers, official publications, duplicates. Rooms for lectures, discussions, conferences, temporary or permanent exhibitions, games. Waiting rooms. Cloakrooms. Lavatories, washrooms. Garages, car and bicycle space. Rooms, galleries for non-book collections of related interest, for examples of the fine arts, of natural history, of medallions etc
	72.011 Design. Plan. Layout etc—Architecture		
22.4	ORGANIZATION OF BOOK STORAGE. SHELVING ETC		
.41	Storage in general. Capacity (per unit of floor area or of shelf length). Allowance for stock expansion		
.42	Shelving of books for public access: in the reading room etc		
.421	Along the walls	022.7	LIGHTING. NATURAL, ARTIFICIAL LIGHT
.422	In alcoves		→628.9 Lighting. Illumination engineering
.423	In galleries		
.43	Shelving of books for storage. Stacks		
.431	Stack rooms. Dimensions. Number of storeys etc	022.8	HEATING. VENTILATION
.432	Arrangement of stacks		→628.8 Indoor climate technology
.433	Movable, rolling stacks		697 Heating, ventilation and air conditioning of buildings
.434	Spacing of stacks. Aisles		
.435	Ceiling and flooring. Solid, concrete. Glass. Grating, perforated	022.9	FIXTURES. FURNITURE. FITTINGS
.438	Maximum floor load		→025.35 Catalogues according to external form
.44	Open cases, shelves		Library furniture in general. Chairs, tables etc
.441	Materials: wood, metal, glass	.91	For the use of the public. Coat-hooks etc
.442	Dimensions of cases, shelves	.92	For displaying, using the books. Reading stands etc
.443	Structure of cases	.93	For ordering, fetching, transporting books. Steps, trolleys etc
.444	Fixed or movable shelves		Lifts, elevators, hoists
.445	Accommodation for different book sizes: quarto, folio etc	.94	
.45	Individual shelves	.95	

023 ADMINISTRATION. SERVICES. STAFF

023.1	Library statutes, rules, regulations. Charters. Byelaws	023.5	Staff: functions, qualifications, seniority. Sub-librarians, deputies. Specialist, departmental librarians, librarians-in-charge. Cataloguers, stock editors etc. Assistant librarians. Library assistants, clerks, counter assistants. Messengers etc
.2	Appointment, tenure of officers. Conditions of appointment		<i>Further particulars may be denoted by the special auxiliaries listed at 35, e.g.</i>
.3	Administrative councils. Library committees. Boards of trustees, of governors, of directors. Appointment. Functions		023.5.087.41 Salaries of library staff
.4	Executive. Chief, head librarian, keeper. Duties. Responsibility. Vocation. Profession of librarian		

024 RELATIONS WITH THE PUBLIC. REGULATIONS FOR LIBRARY USE

Special auxiliary subdivision for 024

- 024.01 Prescribed uses of the library. Rules and regulations in general

Principal divisions

- 024.1 Conditions of admission. Qualifications of users, readers, borrowers. Age, residence, guarantees, references, enrolment, registration
- .2 Charges, fees. Rented use, free use
- .3 Hours of opening. Evening opening etc
- .4 Periods of closing: Sundays, festivals, holidays etc. Stock checking periods
- .5 Reference use. Use of books within the library. Consulting of books in the reading room. Access to the catalogue. Access to the shelves: open access, open shelves. Provision of bibliographic and other information by the library staff. Rules for use of the reading room. Behaviour of users. Requisition forms

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Home use. Loan of books for use outside the library

Restriction of number of books borrowed at one time. Loan allocation

Length of loan period

Breach of regulations, *e.g.* overdue books. Reminders, fines, sanctions

Extension of loan. Renewals

Lending by the borrower. Sub-lending

Reservations

Restrictions on loan, *e.g.* of reference works, rare, valuable, medical, obscene books

Inter-library loans

Special privileges. Exemption from regulations, *e.g.* extended loan period, increased allocation.

Access to rare or restricted books. Access to the library outside normal opening hours

Abuses. Damage to books caused by readers.

Defacement: stains, mutilations, torn or detached leaves. Destruction. Loss. Theft

Other matters of regulation, procedure

025 ADMINISTRATIVE DEPARTMENTS OF LIBRARIES

- 025.1 EXECUTIVE. GENERAL SUPERVISION
- .11 Finances, budget, bookkeeping, accounts. Income, expenditure. Loans. Payment of staff. Running expenses
- .12 Printing and publications. Stationery, library publications, statistics, reports etc
- .13 Document reproduction and selection
- .133 Reproduction
Details of method may be denoted by colon combination with 651.92, 655, 681.6, 77
- .135 Selection. Sorting
Further particulars may be denoted by colon combination with 681.327.4
- .15 Correspondence
- .17 Treatment of special materials (manuscripts, documents, cuttings etc)
General questions of arrangement, preservation and use are classed here. Individual operations, e.g. cataloguing, binding, are classed at the appropriate subdivision of 025.1/.9
- .171 Manuscripts. Archives. Rarities
→930.25 Archivistics—History
- .172 Pamphlets
- .173 Serials, documents etc
- .1 Periodicals
- .2 Newspapers
- .3 Annual reports
- .4 Official publications: national; state, county; local
- .174 Broadsides, broadsheets. Bills, handbills
- .175 Cuttings, clippings
- .176 Maps. Charts
- .177 Art material: engravings, photographs, drawings, slides. Illustrations. Audio-visual library services, 'media resources'
- .178 Music: scores, rolls etc
- .179 Museum material

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Auctions

Purchase of libraries en bloc

Exchange

Gifts

→021.843 Legal deposit

025.268 Gifts to other libraries

Treatment of duplicates →025.26

Receiving. Treatment of books on arrival.

Collation

Accessioning. Processing. Order slips, requisition forms. Record books, order books, registers.

Ownership, identification marks: bookplates, labels, library stamps. Accession numbers.

Accession registers, catalogues

Duplicate and exchange departments

Duplicates in general. Definition, rules, decisions etc

Duplicates of institution's own publications

Cataloguing

Arrangement. Storage

Sale for cash

Exchange. General exchange of publications. Exchange accounts

Clearing houses for duplicates, *e.g.* Vattemare's international exchanges, Smithsonian Exchange, British National Book Centre

Gifts to other libraries, to hospitals, prisons etc

Deposits. Long-term, permanent loans; from large libraries to small libraries, hospitals, prisons etc. From individuals, small libraries to great collections

Special material (acquisition, accession)

025.29 ≡ 025.17

DEPARTMENTS CONCERNED WITH EXPLOITATION, UTILIZATION OF THE LITERATURE

CATALOGUING. CATALOGUING TECHNIQUE

Here are classed documents on the technique and organization of cataloguing. For catalogues as such →017/019, 069, 538

Cataloguing rules in general. General instructions. Cataloguing codes

For rules for compiling special kinds of catalogue →025.34

- 025.315 International cataloguing codes. Codes established by co-operation of a large number of libraries
- .32 **Principles of cataloguing. Entries**
Further particulars may be denoted by colon combination, e.g.
 025.32:05 Cataloguing of periodicals
- .321 Style of cataloguing. Compilation of entries and references
For questions of orthography, transliteration etc →003, e.g.
 003.035 Transliteration. Transcription
- .3 Arrangement of the entry. Conventional layout of information. Citation order
- .4 Full bibliographical entries
- .5 Short-title, abbreviated entries
- .7 Cataloguer's interpolations. Completion of doubtful or incomplete items. Indication of mistakes in title etc. Use of square brackets and other methods
- .8 Added entries. References, cross-references, 'see', 'see also' references
- .322 Analytical entries (with bibliographic details)
- .323 Heading. Entry word
Further particulars may be denoted by colon combination, e.g.
 025.323:05 For periodicals
 :779 For photographs
- .324 Title. Description
- .325 Rules to be observed in editing, composing and printing to facilitate bibliographical work →655.52, 655.535; quotations, bibliographical references →001.811
- .326 Edition. Editor, compiler etc
- .327 Imprint
 →655.535.28 Colophon, imprint and various identifying devices—
 Graphic industries
- .3 Printer
- .4 Publisher
- .6 Place of publication
- .8 Date of publication
- .328 Notes. Annotations
- .329 Filing. Filing rules. Incorporation, withdrawal of entries
- .33 **Collation. Cataloguing of parts of a book**
For printing, publishing aspects →655.53, especially 655.535
Further particulars may be denoted by colon combination, e.g.
 025.33:025.85 Recording of defects, damage
 :655.535.26 Of errata, corrigenda, addenda
 :655.535.58:091 Of manuscript annotations
 :686.1 Of binding
- .331 Format: size, foldings, sections, gatherings
- .332 Paging, pagination
- .333 Preliminaries
- .334 Blank leaves
- .335 Title page
- .336 Preface, introduction, foreword, prologue
- .337 Text. Text divisions (chapters, sections, paragraphs etc)
- .338 Appendixes, epilogues, afterwords
- .339 Illustrations
- .34 **Catalogues according to method of arrangement. Rules for compilation**
- .341 In accession order, in location order
- .1 In accession order. Accessions catalogues
- .2 In location order. Shelf lists
- .342 Author catalogues. Authorship
- .1 Author entry. Main entry. Principal author, e.g. editor of text, cartographer, statistician, artist or engraver, composer
- .2 Surname, family name. Name with several variants. Medieval authors. Compound names. Names with prefixes
- .3 Forename, personal name. Initials

- 025.342.4 Pseudonyms,onyms, including those with asterisks or other symbols
- .5 Epithets. Titles of rank, ecclesiastical, civil, military. Rules for adding dates to author entries
- .6 Additional (subsidiary) authors: collaborators, translators, continuers or continuators, compilers, annotators, commentators, authors of forewords, introductions, prefaces etc; illustrators, (music) arrangers, librettists etc
- .7 Collective authorship. Two or more authors of one work
- .8 Corporate authorship, including serial publications of organizations even though bearing the names of individual compilers etc
- .9 Series entries
- .343 Subject catalogues
- .1 In alphabetical order. Alphabetical subject catalogues
- .2 In classified, systematic order. Classified catalogues
- .3 In combined alphabetical and systematic order. Alphabetic-classed catalogues
- .344 Title catalogues. Alphabetical catalogues of significant terms from titles, catchword catalogues
- .345 Combined catalogues. Combinations of the preceding forms. Dictionary catalogues
- .346 Catalogues of additions. Additions lists
- .347 Alphabetical indexes of persons, subjects, places
- .349 Other kinds of catalogue
- .1 Of libraries
- .2 Of private collections
- .35 **Catalogues according to external form**
- .351 Manuscript catalogues
- .352 Printed catalogues. Methods of production. Publication
- .353 Catalogues in book, volume form. Ledger, page catalogues. Catalogues with pasted-in slips. Loose-leaf, sheaf catalogues
- .354 Card catalogues. Catalogue cards. Cabinets. Index cards. Guide cards. Labels, label holders
- .357 News-sheets, special lists. Accessions bulletins
 →025.12 Printing and publications

025.4

CLASSIFICATION

Here are classed documents on classification from the bibliographic point of view and that of its practical application, including actual classification schemes and works about them. Classification of particular branches of knowledge may be denoted by colon combination, e.g.

- 025.4:51 Classification of, classification schemes for, mathematics
- .001.33 Systematization. Classification —Common auxiliaries of point of view
- 001.2 Relations between the individual sciences
- 005 Study of organization. Classification and taxonomy
- 168.2 Classification. Analysis. Grouping —Logic
- 651.533 Systems and order of arrangement—Office filing

Various aspects of classification. Classification principles, characteristics of division. Systems of notation: figures, letters, symbols, combinations. Mnemonic features

Use of classification for various kinds of arrangement

Arrangement of books on shelves
 →025.8 Handling, treatment, shelving of books

Arrangement of entries in catalogues (of libraries, of bookshops, of auctions)

Arrangement of entries in bibliographies