The Bliss Classification Bulletin

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EDITORIAL

Although no further classes have been published since the appearance of the last issue, much work has been done - as reported within - and Class K, Society, should be available quite soon. Interest in BC2 is developing in areas outside its "normal" application; the Unesco project described on p.9 is evidence of this. (The article in International classification, incidentally, is the first of three. The second, by J.C. Sager, H.L. Somers and J. McNaught of UMIST, appeared in v.9 (1982), no.1, p.19-26, and discusses the methodology of thesaurus construction. It also contains an invaluable checklist for the comparison of thesauri). Chris Preddle's description of Bliss at Barnardo's is, we hope, the first of a regular series by BC2 users.

Readers are again urged to send contributions. Anything requiring acknowledgement or discussion should be sent to Mr. Mills this year, as material addressed to the Hon. Editor of the Bulletin at the College of Librarianship Wales, Aberystwyth, will be kept safe but unstudied for twelve months. With quite unbelievable reluctance the latter has been persuaded to spend the next academic year teaching in 8TYF P.

BLISS CLASSIFICATION ASSOCIATION

Minutes of the

Annual General Meeting

held on Friday, 4th December, 1981 at 2.15 p.m. at the King's Fund Centre, London.

PRESENT:

- J. Mills (Polytechnic of North London) Chairman and Hon. Editor
- J. Stearns (S. Martin's College, Lancaster) Hon. Secretary
- H. Barrett (Department of Health and Social Security) Hon.

Treasurer and Membership Secretary

D.J. Campbell (Personal Member)

Alan R. Thomas (Ealing School of Library and Information Studies)

Keith Morton and Sue Cook (King's Fund Centre)

C. Preddle and John Nowell (Dr. Barnardo's)

Peter Boaden (University of London Library)

Graham Howorth (King's College, Cambridge)

Susan Bury (Haddon Library, Cambridge)

Marion MacLeod (Fitzwilliam College, Cambridge)

Keith G. Cheyney (Haberdashers' Aske's School)

Suzanne Smiddy and Chris Horsey (Office of Population Censuses and Surveys)

K. Best (Lord Chancellor's Department).

Apologies for absence were received from:

- R. Hughes (Commonwealth Institute Hon. Publicity Officer)
- A.G. Curwen (College of Librarianship Wales Hon. Editor of Bulletin)
- G.W. Geoghegan (Reading University Education Library)
- R. Hughes (Balfour Library, Department of Zoology, University of Cambridge)
- M. Walker (Tavistock Joint Library)
- C. Beale (Royal Holloway College)

Helen Charles (One-Parent Families)

Liz Edwards (Pitt-Rivers Museum, University of Oxford).

Before the meeting began, Mr. Morton welcomed the Association to the King's Fund Centre.

1. MINUTES OF THE LAST A.G.M.

Held on 12th December 1980 (circulated in the <u>Bulletin</u>) were approved. There were no matters arising not elsewhere on the agenda.

HON. EDITOR'S REPORT ON THE PROGRESS OF THE REVISION

Mr. Mills reported that class H had appeared early in 1981; because of the size of the vocabulary and the very wide scope of the subjects in it, this class had taken a great deal of both the time and the funds of the Association: he was disappointed that no review had as yet appeared but personal comments had indicated general approval.

Class K: This key class, described by Mr. Mills as the centre-pin of the social science classes in BC2, had proved to be more difficult and have a larger vocabulary than at first he thought it had. I followed the pattern set by class H for size; whilst BC1 had about 1800 terms there were some 7-8000 terms in the final version.

Classes E, F and G: Mr. Mills reported that penultimate drafts were being prepared and that a good deal of the work had already been done in the non-taxonomic areas. Some work still had to be done on the taxonomy of zoology: the new schedules would provide a relatively broad taxonomy but with clear instructions and named authorities to provide expansion if needed. Mr. Mills reported that Derek Langridge, of the Polytechnic of North London, had been given some time to enable him to look at the classification of History. He further alluded to an article which had appeared in a Swedish journal which had argued for a classification more detailed than Dewey and Library of Congress but not so detailed as U.D.C. - one that was really aimed at special libraries.

On the question of the disappointingly slow production of published classes, Mr. Mills recalled that the original declaration of aims of new edition included a statement that a vocabulary as detailed as some classes of the full U.D.C. could not be hoped for, but that the analysis of each class would be in sufficient detail to allow the exposure of all its facets and arrays, even if the arrays lacked detailed enumeration of their member terms. This aim had proved easier to state theoretically than to achieve in practice. Exposure of all the arrays in a facet usually entailed examination of the detailed vocabulary - and having done that it seemed a great pity not to retain it in the finished schedule. Moreover, the special library users of BC2 welcomed such detail, and this was quite understandable. This was the basic reason for the increasingly detailed schedules culminating in classes H and K.

The question now had to be asked whether BC2 could afford such detail in view of its limited resources and the time-consuming nature of the work. He had reluctantly come to the conclusion that if BC2 were to be completed in reasonable time some reduction in the size of vocabularies was inevitable. Indeed, Dr. Campbell had expressed the view that another effort as huge as that entailed by class H 'would finish BC2'. Members asked if the lack of specificity due to this need to speed up production would mean a lowering of standards. Mr. Mills said that he envisaged a level of detail of the sort found in the earlier classes to be published (J.P. and Q.). He thought that class J now seemed rather insufficiently detailed in vocabulary (although well exceeding in size that class in any other general classification) and perhaps class Q represented the desirable level. This was well beyond the level of other systems (including U.D.C. in this case). But it was a level below that of U.D.C. in many of its Technology classes.

B.C. BULLETIN AND MECHANISM FOR RECEIVING SUGGESTIONS FOR AND APPROVING AMENDMENTS

A panel consisting of Mr. Horsey and Mr. Preddle had made a number of suggested amendments to the social sciences classes and a plea was made for more. The Association's thanks were expressed to them and members were asked to send amendments in the social sciences to them as speedily as possible. The thanks of the Association were expressed to Mr. Curwen for his meticulous accuracy in his editing of the Bulletin: he asked for more articles and news items.

Certain problems had arisen from the amendments as published in the last copy of the Bulletin. Difficulties had arisen when alterations had been published which had disturbed users who had been using the penultimate and not the final draft of class H: it was strongly urged that where radical changes affected a major library using the scheme that library should be consulted. In a general discussion it was agreed that amendments published in the Bulletin should become a practical tool to paste into the schedules, having been reduced on a Xerox machine, that Mr. Mills should consult with Mr. Curwen about layout and the possibility of printing amendments on one side of the paper only and that Miss MacLeod should produce a mock-up page.

REPORT OF THE HON. TREASURER AND MEMBERSHIP SECRETARY

The accounts for the year ending 31st July 1981 were circulated and appear in the <u>Bulletin</u> following these minutes. The total assets of B.C.A. were £1374.39 including £800.13 as the cost of the investment in Charibond (a fixed-interest unit trust especially for charities). The books had been audited by Mr. K.W. Best to whom were extended the thanks of the Association. Sales of BC2 to the 30th June 1981 were: Introductory volume, 819; Class I, 449; Class J, 722; Class P, 669; Class Q, 627; Class H, 307. Membership now stood at 127 members, including 12 personal members and 5 schools.

ELECTION OF HON. AUDITOR

5.

Mr. Best agreed to continue as auditor.

REPORT OF THE HON. PUBLICITY OFFICER

Mr. Hughes (Hon. Publicity Officer) was unavoidably absent from the Meeting and the Chairman reported on his valiant work in this field: there had been many staff changes in Butterworths Publicity Department which had made for difficulties. He had prepared a press release which Butterworths could send to appropriate journals and associations. It was hoped that a leaflet about BC2 could be inserted into the Bulletin. The Chairman reported on an article by Daniele Danesi, entitled II retorno di Bliss, which had appeared in Vol.21, 1981 of Associazione Italiana Bibliotheche Bolletino d' Informazioni, and on one by Jean Aitchison in International Classification, 1981, which examined the possibility of using BC2 as the basis for a switching language in international social sciences documentation.

7. ELECTIONS TO THE COMMITTEE

The Hon. Secretary reported that C. Beale, D.J. Campbell and K.G. Cheyney had completed their term as elected members;
H. Barrett, P. Boaden and M. Walker had been co-opted for the last year. Mr Barrett had intimated at the last A.G.M. his intention to resign both as committee member and as Hon. Treasurer and Membership Secretary. The grateful thanks of the Association for his excellent and meticulous work were expressed by the Chairman. Peter Boaden (University of London Library), Paul Brewin (D.H.S.S. Library) and Chris Preddle (Dr. Barnardo's) were elected to the Committee, which intended to co-opt D.J. Campbell, K.G. Cheyney and M. Walker. Mr. Morton and the King's Fund Centre were warmly thanked for their generous hospitality to the Association.

The accounts for 1980/81 appear on the following page

SOCIAL SCIENCE CLASSES: AMENDMENTS

May we make an appeal to all BC2 users, please, to send in suggestions for improving the schedules and keeping them up to date?

With fuller schedules and a larger vocabulary than other general classifications BC2 needs more updating, and to keep it current is very much in the interests of us all. Whenever you come across new terms, please do send them in.

Quick suggestions on the backs of old catalogue cards are quite acceptable. Send them to:

Chris Preddle, Dr. Barnardo's Library, Tanners Lane, Barkingside, Ilford, Essex IG6 1QG (tel. 01-550-8822, ext. 256)

or:

Chris Horsey, OPCS Library, St. Catherine's House, Kingsway, London WC2B 6JP (tel. 01-242-0262, ext. 2237

BLISS CLASSIFICATION ASSOCIATION

Receipts and Payments Account for the Year ended 31st July 1981

1980	RECEIPTS		1980	PAYMENTS	
2333.12	Balance forward 1st August 1980	1662.30	1731.25	Expenses of 2nd edition	1622.15
	Subscriptions Personal 23.00		63.40	Committee expenses	176.75
502.78	Schools 10.00 Other institutions 445.32	478.32	62.54	Stationery and postage	40.68
10.51	Sales of Bulletin	16.57		Purchases of 2nd edition	105.39
	Butterworths Royalty on		15.00	Audit fee for 1978-79 acc	counts -
296.20	2nd edition	130.20	5.05	Sundry expenses	
83.40	Distributions from M&G Charibond	87.47		Balance in hand 31st July	7 1981
313.53	Interest on Bank Deposit a/c	124.44	1662.30	Bank a/c Current 18 Bank a/c Deposit 556	3.08 5.18 574.26
	Postage refunds on 2nd edition	14.93			
· -	Donations	5.00			
£3539.54		£2519.23	£3539.54		£2519.23
	H.M.	Barrett			
Tiboo		Treasurer		AUDITOR'S REPORT	
and Alexa	tment of Health Social Security, Inder Fleming House, ant and Castle,		other Assoc	e examined the books, bank some relevant papers of the Blistiation and find the above stants to be correct.	ss Classification
	ssociation's Assets at 31st July 19	981 were			K. Best
	Investments (at cost)		29 Oct	tober 1981	Hon. Auditor
•	Charibond 800.13		12 Lvr	wood Gardens, Hook,	
2462.43	Cash at Bank 574.26 £1374.39			gstoke, Hants RG27 9DT	

SUMMARY OF PROGRESS IN PREPARATION AND PUBLICATION (JUNE 1982)

Classes H, K and E/G all achieve a level of specificity (reflected in their large vocabularies) well beyond that of full UDC.

The accelerated programme now begun, designed to bring the whole scheme to completion within the next two years, assumes that this level of specificity will not be attempted in the remaining classes.

Penultimate drafts (full drafts already distributed to libraries for testing and comment) will be finalized for publication with minimum increase in existing vocabularies.

Drafts being prepared for issue as penultimate drafts (except Class E/G, now nearly complete) will aim at a level of specificity and vocabulary approximating to that found in earlier published classes (I, J, P, Q). However, all these at least equal the full UDC in specificity.

Future penultimate drafts will be taken as near as possible to the final form envisaged for publication, so that minimum amendment will be needed to finalize them. This is the case with the large Biological Sciences class, now nearly complete.

In the special case of Technology, where full UDC vocabulary is enormously detailed, BC2 will not attempt to equal this detail. But its structure, helpful order and predictability should be much better, of course.

In the 5 columns indicating the state of each subject class, the abbreviations should be interpreted as follows:

1 = Already published;

2 = Penultimate draft already distributed;

3 = Advanced draft schedule made and preparation of penultimate draft relatively straightforward;

4 = Advanced planning of schedule has been
done, but no detailed schedule
covering the whole class is yet
available;

5 = Outline draft only so far available.

Planned Volume No.	Notational Class	1	2	3	4	5
1	Introduction and Common Auxiliary Schedules	✓				
2	2/3 Generalia * Same as Common Form Divisions in Schedule 1			√		
	4/6 Phenomena * Selection to be extracted from main schedules.					
	7/9 Universe of knowledge Communication and information Communication theory, media Data processing, computer					
	science. Documentation: booktrade, bibliog, library & info. sci.					
	Individual & mass communication*PR, advertising, pub.opinion			✓		

Planned Volume No.	Notational Class	Subject Class	1	2	3	4	5
3	A/AI AL/AV AW AX	Philosophy Logic & mathematics Statistics & probability Systemology, organization theory, management		✓	✓		
4	В	Physics			√		
5	C	Chemistry		√			
6	D/DG DH/DY	Astronomy Earth sciences (incl. Geography)		√	· √		
7	F G	Biology, ecology & microbiology Botany Zoology Applied biology, agriculture etc.			\ \ \ \		
8	H	Human biology & health sciences	√				
9	I	Psychology & psychiatry	V				
10	J	Education	√				
11	K	Society: Sociology, Social anthropology, Ethnology, Custom, folklore & mythology	· ·				
12	L M/O	History (general) & ancillaries History & description, by place					
13	P	Religion, Occult, Morals	✓				
14	Q	Social welfare	√				
15	R	Political science Law		√	1		
16	T	Economics, Management of enterprises	•	√			
17	* U	Technology (Agriculture) * Alternative to G			1		
	* UD/UE	Engineering & Production technology					√ /
	* UF	Materials technology * Alternative to CT		√			
	* UG	Physics-based technologies * Alternative to B					V
	* UH	Environmental technologies * Construction technologies			V		
	* UN	Public health & Lighting engineering					
	* 110 * 110	Transport technology					/
	* US * UU	Military science & technology Human needs technology *Food, clothing, home & household arts					
18	* V	Recreative arts Fine arts, Music		√			
19	* W/Y	Language & literature		1			

N.B. It is possible that there will be a reallocation of notation from U onwards (see FORUM in this issue of the <u>Bulletin</u> and also the previous one). A decision on such a reallocation will be made when a review of the notational needs of Technology has been completed.

Any other users who have views on this and have not already communicated them should convey them to the Editor of BC2, Jack Mills, as soon as possible.

INTEGRATED THESAURUS OF THE SOCIAL SCIENCES

Some readers of the <u>Bulletin</u> will probably have seen an article on this subject by Jean Aitchison which appeared in <u>International Classification</u> 8(1981), no.2, p.75-83. It has particular interest for users of BC2 in that it includes a detailed proposal to use the social science classes of BC2 as the 'master-classification' to form the conceptual basis of such a thesaurus for international use. The abstract is reproduced below.

Unesco took the first steps towards the establishment of the thesaurus at a consultative meeting in Paris in 1980, organized by the Division for the International Development of the Social Sciences. The latest development has been a Working Group Meeting on the Establishment of an Integrated Thesaurus of the Social Sciences, held in London in May 1982. The meeting - an international one - considered two reports commissioned by Unesco: a design study of an Integrated thesaurus of the social sciences, by Jean Aitchison, and a feasibility study of the creation of a descriptor bank of social science terms, by Prof. J.C. Sager and P. Whitelock of the University of Manchester. Both studies were accepted and the meeting went on to consider detailed ways and means of implementing the proposals. A Pilot Project, covering the field of Labour Economics and initially confined to the English language, was proposed and an application to Unesco for funds to support it is being prepared. The Editor of BC2 has undertaken to complete the social sciences component of BC2 (notably classes R and S) by the end of this year.

Jack Mills

Aitchison, J.: Integration of thesauri in the social sciences. In: Intern. Classif. 8(1981) No.2, p.75-85, 18 refs.

The paper discusses the objectives, characteristics and compilation of the proposed Integrated Thesaurus of the Social Sciences. The Integrated Thesaurus is not intended to supplant well-established thesauri, but to act as a master reference tool, which could serve as an aid in searching across data bases or as a switching mechanism. The first step in compilation should be the merging of terms to form a Descriptor Bank. This can reveal both matches and inconsistencies, but is limited by its verbal and alphabetical approach. To compare the merged terms at the concept level analysis in sub-fields is proposed within a classification framework, preferably one with a faceted structure, such as the second edition of the Bliss Bibliographic Classification. The classification would serve as the master against which the terms from the merged information languages, arranged in a compatibility matrix, would be compared. The master classification would be modified during interaction with the matrix terms, and emerge as the Integrated Thesaurus in a format similar to that of the BSI ROOT Thesaurus, having a detailed classified display and full alphabetical section. The compatibility data could be displayed either in the classified or alphabetical section. An example is worked out in the sub-field of Unemployment using terms from 5 thesauri and the UDC. Finally consideration is given to multilingual implications, testing and updating.

(Author)

BC2 LIBRARIES - (1)

This is the first of a series of articles by librarians of collections classified by BC2. We hope to continue with regular contributions in succeeding issues.

THE USE OF BLISS AT DR BARNARDO'S LIBRARY

Dr Barnardo's cares for children in need. We are the largest voluntary child care organisation in Britain: in 1981 we helped more than 9000 children and young people in 162 different projects and settings. Barnardo's provides selected, specialist services for children with any kind of handicap physical, mental, emotional or social - and for their families. We are a Christian organisation, committed to helping with handicaps, keeping families intact, and restoring independence and integrity. Organised regionally, we concentrate on areas where the need is greatest, in consultation with local authorities and other agencies.

Two-thirds of Barnardo's children are helped in the community. For the under-fives we have more than twenty day care centres, playgroups and playbuses. We find adoptive and foster homes for older and handicapped children; we provide support services to families with difficulties, especially those caring for handicapped children at home; we run after-school projects, playschemes, advice centres, and clubs for young people in trouble or at risk. There are sixty-five community projects altogether.

About 2400 children are cared for in residential homes and schools. Disturbed children, with learning and behaviour disorders, are the largest group, for whom we run twenty-seven special homes. There are three special schools for the physically handicapped, four for the multiple handicapped, five for the maladjusted. There are homes for the mentally handicapped, holiday homes, and hostels. For children in trouble we run four community homes with education.

So Barnardo's has come a long way since the doctor began his work in the East End in 1866. His Homes have become a national agency running modern, specialised child care services. There are 2700 staff, and a budget of £30 million.

The library is in Barnardo's headquarters in Barkingside in north-east London, and serves Barnardo staff - child care staff, fund raisers and managers - all over the country. Much of our business is done by post and telephone. The library has a stock of 10000 books and pamphlets, and takes 135 journals and newsletters. Most of the stock comes within the fields of social welfare, education and psychology, with smaller collections on law, management and sociology. The library and its services have been expanding rapidly, and we have recently moved into considerably larger quarters, specially converted and newly furnished. However, until last year only a third of the books had ever been catalogued and none individually classified. So a major project of cataloguing and classification is now under way.

The second edition of Bliss was recommended to us by Aslib. We use all the volumes published so far, and shall need all the remaining social science classes. We make most use, of course, of Q, and next of I and J. About 2500 documents have been fully catalogued and classified so far, and a further 3000 pamphlets have been very rapidly classified. We also use BC2 to arrange by subject vertical files of offprints and ephemeral documents.

Our subject catalogue, however, is alphabetical with Precis headings. The choice of this rather than a classified catalogue when such a splendid classification scheme was in use perhaps needs a word of explanation. The decisive consideration was that catalogue users should be able to look up familiar terms and immediately find details of books. We didn't want them to have to convert their request into a class number. We also wanted users to browse in the subject catalogue, so as to take account of documents on loan and to overcome the scattering on the shelves of aspects not cited first; and a single-stage catalogue seemed best for this. We were put off multiple-entry classified catalogues, too, by the jumble of class numbers needed on each card: a hyphenated string of classmarks at the top and a synthetic shelfmark below, perhaps with no feature to decode them. When class numbers are used purely as shelfmarks, of course, there is no conflict between the need for short numbers on spines and highly detailed numbers in the classified catalogue.

But classification is still essential for the compilation of an alphabetical catalogue. The BC2 schedules are our main source of terms for the Precis headings and of term relationships for the making of references. To keep control of the vocabulary and references we maintain an authority file in classified order. Against each class number we record the preferred term for it, synonyms, and relationships with other terms, in the manner of a thesaurus.

A Precis catalogue, of course, requires many cards, as a document on a compound subject must be entered under every useful term in the string. To avoid repetitive typing we use a catalogue card duplicator to produce copies of a unit entry from a stencil. Headings for both the subject and the author-title catalogue are typed above the unit entry. The duplicator we use is the Weber Mini-Graph 120. It's a little messy to fill but in every other respect excellent, and we're happy to recommend it to any library needing many copies of the same card.

We limit BC2 shelfmarks to four groups of characters; each group may contain up to three characters, but a numeral always begins a new group. The grouping cuts across facets. This produces shelfmarks such as: QMP LTV H 8Y, QE 8EA 3J, QLE LAT UCL M. This convention, and a spine label on which the groups fit neatly for hand lettering, were passed on to us by King's College Library in Cambridge. Their system works very well and we're most grateful to them.

The most impressive feature of BC2 for us is that it is founded on the best principles of classification expertly and thoroughly applied. There is a detailed exposition of these in the introductory volume. In the schedules the analysis of disciplines into facets and arrays is rigorous and carries conviction that these structures are sound and permanent. A great deal of thought has been given to citation order and the overwhelming majority of topics are well placed; documents with BC2 classmarks 'look' and 'feel' right. (In the DDC, by comparison, some subjects seem to have been dropped at random like litter). Compound subjects can be expressed precisely, the citation order determines their place, and the procedures for synthesising classmarks are (usually) consistent, quick and easy. The vocabulary is up-to-date and generally more than full enough for any book collection. Altogether, BC2 gives an impression of intellectual excellence and mastery of its field.

There is criticism, however, of the disparity in size of its published classes. J is too thin, and P could perhaps be a little fuller; I and () seem about right. The draft of T looks rather full, for instance at TH Insurance. But H can scarcely be accommodated within the span of a single letter, and its teeming vocabulary conceals its structure. Number-building in H is relatively difficult: there are three tables of intercalators, and many more special instructions cunningly embedded in the schedules.

There has been some slipshod proofreading in the published classes. Scheduled terms are sometimes missing from the index. There is incorrect number-building in the schedules themselves; many examples have been put right by amendments, but one that remains is QRP DET (it should be QRP DEU). The wrong instruction at IX has been amended, but the amendment itself seems to contain an error: surely autism should be IXA UY, if it is to file correctly.

Precisely because its vocabulary is relatively full BC2 needs many small additions and amendments to keep it up-to-date, and this presents physical problems. Class I already has as many graffiti as the New York subway (because of the imprudent publication of temporary classmarks); but all the schedules are going to look more and more messy as time goes by. A solution to this problem is the principal development we would like to see for the future. One day, perhaps, the schedules and indexes could be held and continually updated on a computer or word processor. For an annual subscription to each class users would periodically receive a complete, fresh printout incorporating new terms in their proper places. (Existing structures and classmarks should be kept largely intact). A development such as this would assure the future of a fine classification.

Chris Preddle, Dr Barnardo's Library

Address: Dr Barnardo's, Tanners Lane, Barkingside, ILFORD, Essex, IG6 1QG

Phone: 01-550 8822

FORUM

Readers were invited to submit their views on various aspects of the use and development of the scheme. Responses appear below: more are welcome!

NOTATION OF CLASSES U-Z

From Chris Preddle, Dr. Barnardo's Library:

May I contribute some comments, please, on the proposals put forward in the last Bulletin?

Class Z should be used, not left vacant as an alternative to P. The supply of main class letters is too small for us to allow humanists the luxury of classing religion as the last of man's inventions.

Bliss's original arrangement of main classes has been much admired. To locate literature above the arts in general (option 2) would spoil it, besides lifting the poetasters above their proper station.

The expansion of technology is the most important objective. The third and fourth options achieve this and preserve Bliss's sequence. But perhaps the fourth option, which expands the fine arts too at the expense of literature, is the better distribution of notation.

I like the proposal to place preferred languages at ZA/ZB and to align other languages with schedule 3. After all, a preferred language which files at ZY, after Pushtu and Telugu and the dialects of Chad, won't appear to have received much preference.

From G. Smith, Institute of Cancer Research Library:

I would like to comment on the allocation of classes U/Z in BC, mentioned in the last issue of the BC Bulletin.

- The radical revision for Language and Literature at Y/Z is more in line with the revision policy of the rest of BC2. If one has to change classmarks, it is just as easy to change the whole classmark as one or two digits.
- I do not see why we need two letters for a relatively small subject like Fine Arts (as in option 4). This could go at X quite comfortably.
- This would then leave U/W for Technology, and three letters is hardly adequate for such a large subject, even allowing for alternative locations with the relevant sciences. The number of technology libraries you might attract to BC by this allocation would surely be greater than any philology libraries that you might lose (if any).

From David W. Hope, lately of Welsh Water Authority Library:

the end of the order of main classes, cases could be made for placing either last. Music in Vocal Music integrates literature into a higher level;

Theatre integrates literature with fine arts applied to design; Opera integrates literature, music and theatre. Moreover, some of the fine arts appear more closely related to some parts of Technology than do parts of literature. All this (except the last consideration) suggests:

Technology
Language and Literature
Fine arts ...

[On the other hand] one could consider that the fine arts tend to be "about" nothing whereas literature tends to be about everything and argue, therefore, for placing literature last, as capable of commenting on all subjects that have been placed before it:

Technology
Fine arts
Literature (with language) ...

I incline to keeping Bliss's order but inserting Recreation; Planning; Conservation. Two possible orders (with two suggested allocations of notation for each) are:

U/V	U/W	Technology	U/V	U/W	Technology
		Recreation	W	X	Fine Arts
W	Χ	<pre>Planning</pre>			Recreation
		Conservation	X	Y	} Planning
Χ	Y	Fine Arts	· .		Conservation
Y/Z	Z	Language and Literature	Y/Z	Z	Language and
					Literature

I incline to the first order with the second notation ...

COMMENTS ON CLASS H AND THE INTRODUCTORY VOLUME

From Susan Bury, Haddon Library, Faculty of Archaeology and Anthropology, University of Cambridge:

Following my recent reclassification of the Physical Anthropology section of this library I have some comments to make on Class II. These will inevitably concentrate on criticism, so I wish to state at the outset that this class provides a simple but highly detailed and efficient scheme for a most complex subject. Number building can seem complicated but once the clear facet structure of the scheme is grasped a classifier has no difficulty in finding his way about. Compared with conventional enumerative schemes it is simple to use.

I shall discuss my criticisms of class H in three groups, before going on to one general problem and one specific to this library. Lastly I shall discuss the auxiliary schedules in the introductory volume.

1. Misprint

I have found the following: on p.249 at HXW aged, there should be "see HFL K" (not HSL K).

2. Missing subjects

- (i) Salt is missing from the list of elements and compounds, HCI/HCJ I have inserted it at HCL CHS.
- (ii) In this library I need great detail for the types of fossil man, and so have added their names, e.g. Pithecanthropus HGM S, Broken Hill man HGN L.
- (iii) The term medical geography appears in the literature, and should appear in the scheme, at HH8.
- (iv) The term protein requirements must be added at HKJ LE, nutritional requirements. (1)
- (v) Paleopathology, again a term particularly important in this library, HP7.
- (vi) The term zoonoses is implied at HSF, for HSF C/W are specific animals causing disease. (2) Primates have been omitted from that list, so I have put them at HSF W, instead of "other mammals" as printed.
- (vii) Trisomy in general and trisomy 21 are missing from HSH YR/V.
- (viii) Famine has to be included, at IISO SR hunger. (3)
 - (ix) Fingerprints should be mentioned specifically at HUF M, as should dermatoglyphics HGH UFM, owing to their importance in the literature.
 - (x) Cannabis must be mentioned, at HUX GKF H.
 - (xi) Magnetic sense, sense of direction, is missing, so I have inserted it at HVC IT between time and weight perception.

All these terms have been added also to the index. The following terms, which appear in the schedules, but were omitted from the index, have been added to the latter:

medical profession, HHH, ontogeny, HFD, urban hygiene, HKS NC, vitamin D deficiency HTL OPV XE.

Three editorial footnotes (and footqueries!):

- (1) What is wrong with HKJ LE for nutritional requirements of a diet in general and HKJ M for particular constituents of a diet, requirements being understood (e.g. Protein HKJ MT, Carbohydrates HKJ MRO)?
- Medical dictionaries disagree amongst themselves. Some define zoonoses in terms of diseases transmitted by any animal so HSA while others limit the definition to vertebrates HSF. The term should certainly appear in the vocabulary, but its location(s) and definition(s) will need careful handling.
- (3) More definitions: is <u>famine</u> the extreme of hunger and starvation, or the cause of them, i.e. dearth of food? A.G.C.

3. Unhelpful instructions

It is stated on pp.xvi and 33 that there is limited compounding between the 2 parts, HA/HG and HH/HY. I suspect that I am not alone in finding this unhelpful and I have extended the possibilities for such synthesis, see below.

4. Published v. unpublished classes

The general problem of overlap with other main classes is particularly difficult when we do not have all of BC2. It is important to decide at the outset which subjects are to be placed here, and which in other main classes. In the following cases I have decided on the latter, and have to wait for publication of further schedules:

- (i) physiology, biochemistry, ecology of humans, overlap with these subjects in general, class E.
- (ii) population genetics HGA, is closely related to demography in class K.
- (iii) the recommended alternatives are taken for anthropological archaeology and primates, to class them with archaeology and zoology respectively.
- (iv) folk medicine HOX M overlaps with class K.

However, forensic medicine is kept in HYT rather than in class S, as recommended.

5. Local alterations

Owing to the specific nature of this library and the needs of its users, I have made a number of alterations to the published schedules. The first five are minor adjustments, but the sixth is a major change in the citation order.

- (i) I use HD for ecology, environment, an important subject here. As the schedules stand HD/HDM is ecological factors and influences, so the only change was to delete HDK E. For kinds of environment HDL, letters from schedule 2 are added directly, rather than using letters as instructed from class D, not yet published. High altitudes are thus HDL ABU. Also HDM K technological environment is expanded to include urban ecology, and the instructions are altered so that letters from all class H are added, e.g. urban disease HDM KP.
- (ii) For physical anthropology the non-recommended alternative is taken, at HFC, as we "interpret this class more widely..."
- (iii) In many cases instructions are expanded or inserted, e.g. at HGA specifications for groups and areas are added, by using schedules 3A and 2. And at HGH, after the addition of letters B/Y as instructed, -4L- or -8- with marks from schedules 3A or 2 are added in order to be able to specify anthropometry of specific parts/systems in specific groups/areas.
 - (iv) A shorter number HGP was chosen for racial anthropology.

- (v) HGR F/Y was altered so that the main division be by area, rather than racial group, as published. This is done by adding letters from schedule 2 directly to HGR, for area, and letters from schedule 3A to HGR 4L for group. Groups thus file before areas, and the former have of course longer class marks than those published.
- (vi) The most important change has been to the citation order, in response to discussions with teaching and research staff. Parts/systems of the body are not of primary importance to them, but rather the topic: physiology, genetics etc. So in general the parts/systems facet has been made secondary. This fundamental change has been surprisingly easy to put into effect, owing to the clear facet structure of the scheme. The detail of the change is as follows:
 - at HBJ physiology, to HBJ are added T/Y from HT/HY; the offered alternative.
 - at HBY J nutrition, H/Y from HH/HY are added, e.g. malnutrition HBY JSO. (This is my own alteration).
 - at <u>IID</u> ecology an intercalator is used: to IIDA are added the letters following H from later in the class, e.g. ecology and disease HDA P. HDB and HDC are for normal retroactive synthesis and HDD/HDM for specific aspects, as enumerated. (Subjects from HJH X/HJY X are thus only secondary in citation order).
 - at $\frac{HDP}{T/Y}$ anatomy, the offered alternative is taken,
 - at HES histology, the offered alternative is taken, HEY $\overline{T/X}$.
 - at HFD development, HFD T/Y is my own amendment.
 - at $\overline{\text{HFN}}$ genetics, the offered alternative is expanded, $\overline{\text{HFY}}$ $\overline{\text{N/Y}}$.
 - at HGA population genetics, synthesis is forward, e.g. polymorphism and disease HGA PP. This has to be done carefully to avoid clashes with published class marks.
 - at $\underline{\text{HGE}}$ evolution, the alternative is taken at $\underline{\text{HGG}}$ B/Y, e.g. evolution of the brain $\underline{\text{HGG}}$ UY.
 - at HP/HS disease, synthesis is forward, with HT/HY, instead of using HT/HY + -H/-OYL from auxiliary schedule H3. Goitre is therefore analysed: enlargement + thyroid, and has the class mark HPT KWDA. For HPA R epidemiology, HPA T/Y is used for synthesis forward, (my own alteration), but at HPY U/Y this forward synthesis is in fact recommended. Congenital disorders of specific parts are mentioned at HSK B. but I have made my own provisions for synthesis forward, by using HSK T/Y, e.g. cretinism HSK WDA. HSN T/Y specific metabolic disorders is also my own alteration, using HSN which had been left vacant. As a consequence, all through HT/HY the enumerated disorders of specific parts/systems have been deleted, a note added about using HP/HS, and corrections made to the index. Added entries are, of course, always made in the classified catalogue for subsidiary subjects.

- (vii) In one case a subject has been moved back in the citation order: at HGR the recommended order is for race to be qualified by subject/part, such as population genetics and anthropometry of specific parts. This is reversed, as has already been indicated at 5 (iii), topic being more important than race.
- (viii) On the other hand the recommended citation order at HGM/HGN was retained: stages of evolution and fossil man + intercalators A/D + topics, letters from HA/HG. Fossil man is of prime importance in physical anthropology and must therefore take precedence over topic, e.g. anatomy of Neanderthal man HGN LAD P, and part, e.g. dentition of same HGN LBH WMH.

6. Auxiliary schedules

(i) The following subjects have been added to the schedules and to the relevant indexes (for schedule 2 on p.172-3, for the other schedules the extract from Bliss Class. Bull., vol.6, no.3, 1978, p.14-28).

```
(schedule 1)
grants, 6A GBD S
                    (schedule 1)
universities 6A RM
                     (schedule 1A)
heroes, T
Burgundy (ancient)
                    CQF G
                           (schedule 2)
                            (schedule 2)
Wessex at EHY
                            (schedule 2)
Trent Basin at EML
                            (schedule 2)
Solway Firth at EQB
                            (schedule 2)
Firth of Forth at ESE
                            (schedule 2)
Firth of Clyde at ETF
                            schedule 2)
Nordic countries at M
Sub-Saharan Africa at VEX (schedule 2)
                            (schedule 2)
W. Sudan at VGM
Circumpolar regions at WW
                            (schedule 2)
```

(ii) The classification of ethnic groups in Schedule 3A is not always helpful. Firstly the general problem of distinguishing between the group/people and the country it inhabits often makes classifying difficult; I make frequent references between the two in the subject index to the classified catalogue, e.g. Mexico see also Maya, and vice versa.

The groups in schedule 3A are given very briefly but are to be specified exactly by using letters from schedule 3, languages. This is inconvenient for this library where ethnic groups are more importance than language - there is a lot of page-turning to do. More importantly, however, ethnic and language groups do not always correspond, for instance with the Parsis, a group of Persians who emigrated in the 7th century to Gujarat in West India. They have remained a separate community in India and are remarkable for genetic as well as social and religious reasons, but the only class mark they can be given is 4LP N, Gujaratis, with the possible addition of -DPA to indicate that they came from Persia (PA in schedule 2). This is however unhelpful for they are now completely Indian, but separate from other Gujaratis, and need a specific class mark within PD/PS in schedule 3A.

ADDITIONS AND AMENDMENTS TO BC2

INTRODUCTION AND COMMON AUXILIARIES

Auxiliary schedule 1

p.123 96

Following 96, first note under (Relations with other subjects):

Amend example to read: e.g. PNN Relations of Christian

Church to society, not PNH 9HK ...

Second note, line 1: Amend to read: If a Place or Time concept ...

Auxiliary schedule 1A

Insert after BT and align with 'Motivation': p.124 BT BV Efficiency Behaviour BWInsert after CW and align with 'Special': CW With other professions With other organisations Insert after DX and align with 'Hours': $\mathbf{D}\mathbf{X}$ Workload DY Insert after MQ and align with 'Artists': MQ p.125 MR VIPs, celebrities

Auxiliary schedule 2

p.135 EEV V For Gravenham read Gravesham p.138 ERF Gwynned read Gwynedd

CLASS H, ANTHROPOLOGY, HUMAN BIOLOGY, HEALTH SCIENCES

p.xxxix x1	HWP F HXT HXU	Viscerashould align with HWI BPharynxAdolescentsshould align with HXOChildrenAdultsshould align with HXOChildren
p.1	HAE	Insert below heading, and above (Measurement)'
		Add to HAE letters A/Z following AW in AWA/AWZ
p.4	HBP	Biochemistry Add to end: of humans Add 4th note: *For biochemistry in general, see EBP
p.12	HCU QT	For Cellulose read Cellulase Add at end: , cytase
	HCU RG	Next line below: <u>Insert notation</u> : [HCU] RGR
p.39	HHT I	Insert after HHT 1, and align with 'Hours': HHT IJ Workload
p.44	HIC HVX	Add to end: , nuclear medical equipment
p.60	HJO Q	In 3rd 'Add' instruction: for Q/N read Q/W

p.70	HLM LJ	Insert after HLM LJ and align with 'Waiting lists': HLM LM Patient lists
p.76	HMM T	Amend 'Add' instruction to read:letters 0/Q following HMM
p.82	HMW GEV	Add at end: (as traditional element) Add note: *For clothing regarded as part of technical equipment, see HMY CYP
p.96	HNP KN	For HNP KOV read HNP KNV [in example]
p.97	HNQ JF	Insert after HNQ JF and align with 'Euthanasia': HNQ JF 9TO Hospices
p.114	HOR Y	Add to end: Artificial organs in general
p.129	HRN KR KV	For (Aerobic) read (Anaerobic) For (Anaerobic) read (Aerobic)
p.132	HRS MP	Insert after HRS MP and align with 'Calymmatobacterium': HRS MR Legionella, legionella pneumophilia
p.141	HSP VS	After 'see' insert: HUM 00
p.142	IIST	Add 2nd example at end of 2nd note: Smoking HST NO
p.145	HTG J MEQ S	Line above: Delete 'J' (against '(Cysts)').
p.164	HUH GNS C	For HUH GNS C read HUH GNS G
	HUH QUI	(Vascular system): Delete classmark HUH OUI
p.166	HUI FKP TO	For HUI FKP TQ <u>read</u> HUI FKT Q
p.174	HUN S	Pelger-Huet anomaly: For HUN S read HUN S OKB
p.181	HUW ETD	Second line below: For HUV FMM read HUW ETD MM
p.190	HVD EJ	Third line above: For HVD P read HVD DX
p.192	HVD RW	For Tarus <u>read</u> Tarsus
p.194	HVE ER HVE E	(Nervous system). Delete classmark HVE ER [following HVE ER]. For HVE E read HVE ER
p.203	HWE NPX	Insert after HWE NPX and align with '(Virus infections)': (Bacterial infections)
		HWE NSM R Legionnaire's disease
p.217	HWM G GNK V	Subgingival curettage This line should file after the Following one:
	HWM G GNK	Gingivoplasty
p.231	HWW FLO DJC	R Urinary catheterization This line should file after the following one:
	HWW FKP	Urography

p.247	HXLT	Reference on next line should read: (Surgery) see Obstetrical surgery HXL GL
p.249	HXT/HXW	Classes HXT (Adolescents), HXV (Middle aged) and HXW (Aged) should align with Children (first carry-over at top of column).
	HXW	In note: <u>for</u> HSL K <u>read</u> HFL K
· .	Index	
p.260	Beriberi	For HSP VMR read HSP VMB
p.261	Biodegration	<u>read</u> Biodegradation
p.262	Bromelaine	For HCU RG read HCU R
p.264	Cellulose	Delete subordinate entry: Carbohydrases HCU QT Insert new entry: Cellulase HCU QT
p.298	Nuclear medica	1 equipment. For HIC HYX read HIC HVX
p.299	Open-heart sur	gery. For HUH GNS C read HUH GNS G
	Orders medicat	ion. For HMN USF YF read HMN USF YK

Insert new entry:

CLASS I, PSYCHOLOGY AND PSYCHIATRY

addictions

Smoking:,(alternative)

p.314

- * The last issue of the <u>Bulletin</u> (1981) contained numerous amendments to Class I consequent upon the publication of Class H.
- * Some BC2 users have pointed out that inadequate allowance was made for libraries using the important second alternative at IUB and that the facility for retroactive synthesis of every class by preceding ones was not always clearly indicated.

The unusual step has been taken, therefore, of including below a number of amendments to the 1981 amendments. We apologise for this and assure BC2 users that this will not happen again.

p.23 IRF T

| Insert 'Add' instructions:
| Add to 2 numbers 2/9 from Auxiliary Schedule 1 |
| Add to 3 letters A/R following I in IA/IR

p.24 IRJ/IRJ VV Replace instructions in 1981 Bulletin by the following:

TRJ Diagnosis

* The preferred arrangement is given below, followed by an alternative for libraries using the second alternative at IUB (when direct retroactive synthesis with IA/IR is preferable)

Add to IRJ A letters A/R following I in IA/IR

Add to IRJ AS letters M/S following HNA

Add to IRJ letters AT/L following IIN in IINA T/IINL

The following examples are to demonstrate and show some amendments: Emotional factors in diagnosis IRJ AF Diagnostic error AS ANW (Technical operations) Data processing DC (Types of diagnosis) see IRJ R see IRH W (Prognosis) HP see IRM W (Monitoring) HQ see IRG/IRH (Anamnesis) Examination (general) IP * Most of the literature is specifically on Medical diagnosis, IRJ SIP or Psychodiagnosis, IRM Detection, measuring, visualising (Types of diagnosis) with . Add to IRJ R letters J/M following HNH/the following addition: Differential diagnosis Medical diagnosis, clinical judgement (diagnostic) Add to IRJ S letters A/R following IRJ Diagnosis IRJ Alternative arrangement for libraries using second alternative at IUB (or any library preferring direct retroactive synthesis with IA/IR) Add to IRJ letters A/R following I in IA/IR

RN (Technical procedures)

Add to IRJ RN letters A/L following HN in HNA/HNL with amendments as shown in IRJ AS/IRJ L in the preferred arrangement, above.

(Types of diagnosis)

RR Add to IRJ RR letters J/M following HNH with the following addition:

RRF Differential diagnosis

Medical diagnosis, clinical judgment (diagnostic)

Add to IRJ S letters A/R following IRJ

*End of alternative arrangement for IRJ

Insert note and 'Add' instructions:

* The technical procedures in IRJ are less applicable here and notational provision is amended accordingly.

Add to IRK letters A/R following IRJ in the alternative arrangement for IRJ Diagnosis, above.

Replace lines 1-4 under this heading in 1981 Bulletin by the following instructions (N.B. only a few classes are affected by this change. The selection of classes and additions for the preferred arrangement given in the 1981 Bulletin are unchanged):

22

IRK

p.25 ISB S/ISB WH

ISB

```
* The preferred arrangement is given below,
                                  followed by an alternative for libraries
                                  using the second alternative at IUB (when
                                  direct retroactive synthesis with IA/IR is
                                  preferable).
                                Add to ISBA letters A/R following I in IA/IR
                                Add to ISB AS letters M/S following HNP A
                                Add to ISB letters AT/M following HNP
                              Treatment [etc]
                    ISB
                                ** Alternative arrangement for libraries using
                                   second alternative at IUB (or any library
                                   preferring direct retroactive synthesis
                                   with IA/IR)
                                Add to ISB letters A/R following I in IA/IR
                                 (Technical processes)
                                   Add to ISB S letters A/I following HNP in
                                   IINP A/HNP I
                                  (Unwanted effects)
                        S AMY
                                   (Patients' reactions)
                        SG
                                   (Outcome of treatment)
                        TA
                                      Add to ISB T letters B/J following HNP J
                                   (Effectiveness of treatment, etc)
                                      Add to ISB V letters D/V following HNP K
                                   (Actions on the patient, etc)
                                      Add to ISB W letters B/N following HNP L
                                   (Anaesthesiology)
                                      Add to ISB X letters G/R following HNP M
                                   (Actions special to a given treatment)
                              *End of alternative arrangement for ISB
                        Add to heading: , somatotherapy
          ISH
                        Insert after ITT T and align with 'Gymnastic':
          ITT T
p.27
                                  Drama therapy, drama games
                                    See also Psychodrama ISX Y
                        Replace instructions and examples in 1981 Bulletin by
          IUB/IUB V
p.27/28
                        the following (NB: this is a reversion to the original
                        arrangement in IUB with some slight amendments to the
                        notation in the examples).
                               Mental disorders [etc]
                         IUB
                                  * [Notes remain unchanged]
                                  Nature of mental disease
                                   Classification, nosology
                            RB
                                     Normality criteria
                            RBN
                                      (Models)
                            RCH R
                                    Aetiology, causes, pathogenesis
                                      (Influencing factors)
                            UCD
                                         Add to TUB UC letters D/K following TC
                                         In 10D/10K. A brief selection of classes
                                         together with some amendments is given
                                         here for convenience:
                            UCE
                                      Stress
                                         Environment
                           UCF T
                                             (Psychological) use IUB UCL
                            UCJ
                                             Social, cultural factors
                            UCK
                                               Social deprivation
                           UCK H
                                             Psychological factors
                            UCL
                                      Epidemiology
```

Treatment, therapy, curative psychiatry

p.33

Correct notation of examples in 1981 Bulletin:

 $\frac{\text{for } IXA Y}{IXA YYC}$

read IXA UY C

IXA YYF

IXA UYY F

Index

p.39 Case studies.

Correct to read:

Case studies

I3U

experimental psychology

IBL M

CLASS J, EDUCATION

p.4 JD0

Insert before JDO, and align with 'Admission':

JDN T Choice of schools, etc. (by parents, educands)

JDN W Allocation of pupils, students (by education

authorities)

JDN X Appeals against allocation decisions

p.6 JGB DT

Insert after JGB DT and align with 'Loans':

JGB ED Study leave, sabbatical leave

* Recipients as students. For sabbatical leave

as feature of teachers' work, see JHE H

JGT W

Insert after JGT W and align with 'Corporal':

JGT WV Suspension, exclusion

JGT X

Move heading one indentation to the right

JHE C

Insert after JHE C and align with 'Working': JHE H Study leave, sabbatical leave.

CLASS P, RELIGION, THE OCCULT, MORALS AND ETHICS

p.5 PEE H In example following 'Add' instruction: for PEE HT read PEE HP

p.8 PFP

Amend 'Add' instruction to read:

Add to PFP letters D/T following Q in QD/QT

- e.g., Care of the sick PFP MQR

p.16 PNH

Amend 'Add' instruction to read:

Add to PNH letters A/J following PF in PFA/PFJ

Add to PN letters K/X following PF in PFK/PFX

A selection of classmarks is given below:

p.22 PXQ

Insert 2nd note:

* Alternative (not recommended) is to class at PGE

PXR

Insert note:

* Alternative (not recommended) is to class at PGE M

CLASS Q, SOCIAL WELFARE

- p.1 QAE F Insert after QAE F and align with 'Residual conception': QAE G Pluralism, diversity of provision
- p.2 QB Add to note: and for helping professionals
 - QBC Add to heading: , helping professions
 - QBY Insert after QBY and indent one space:

 QBY V Key workers

* With key role towards particular clients

QC5 4 Delete heading and insert the following heading and schedule: QC5 4 Income, funds, fundraising

Compound classes may be built retroactively by direct addition, omitting OC5 4 (which is common to all classmarks), e.g., Grants from the EEC, OC5 4WM D

- 4C Appeals, applications
- 4CE Postal, direct mail
- 4CH Telephone
- 4CL Broadcast
- 4D Collections (e.g., house-to-house, flagdays)
- Things collected (e.g., trading stamps, secondhand goods, waste)
- 4F Betting, gaming, lotteries
- 4G Events (including stunts, rags)
- Sponsored activities (e.g., swims, silences)
- Social events (e.g., coffee mornings, parties, dances, concerts, fetes)
- 4K Trading, selling, shops
- 4M Sources of funds, donors, supporters

*Add to QC5 4M letters D/X following QC in QCD/QCX. e.g., European Economic Community QC5 4MD

- 4P Things received, donations
- 40 Sponsorship, industrial sponsorship
- 4R Promotion, joint promotions with firms
- 4S Loans
- Deferred giving (e.g., by means of trusts, annuity trusts, life income plans)
- 4U Bequests, legacies
- AV Deeds of covenant, tax relief donations
- 4W Grants
- 4X Property, gifts in kind
- Expenditure, charitable expenditure, donations to charity
- P.3 QCJ N Expand heading to read:

 Quasi-official, nationalised bodies (including fuel boards)

 Insert after QCJN and align with 'Quasi-official':

 QCJ O Non-statutory bodies
 - QCJR/QCV Move all headings one indentation to the right
 - Insert third note:

 *Use this class for the work of the helping professions in general.
 - QDE F Insert after QDE F and one indentation to the right of it: QDE G Compulsory admission

•		
p.4	QEJ P	Add to heading: , mobile
p.5	OER OL	Insert after QER OL: OER OLM Home adaptations [align with 'Household equipment']
		QER OLP Kitchen equipment QER OLQ Furniture QER OLS (specific items, A/Z)
	QEV Q	Insert after QEV Q and align with 'Visiting' QEV T Befriending
	QEX M	Insert below heading and note, one indentation to the right of 'Adoption': QEX MDD R (Adoption records) MDD RDG (Confidentiality) MDD RK Access
p.7	QFK H	Add to heading: , child benefit
p.9	QGT	Insert after QGT, one indentation to the right of 'Economic conditions': * As a general criterion for judging need. OGT V Standard of living
p.10	QGV W	Insert after QGV W and align with 'Minimum wage': OGV WX Debts WXH Fuel debts (heating, lighting, etc.) WXK Disconnection WXL Reconnection
	QGW	Amend the next four lines to read: OGW X Particular occupations Add to OGW X numbers and letters 2/9, A/Z from the whole classification
p.13	QLE L	Insert after QLE L and align with '(Residential care)': QLE OP At home in care, home on trial
	QLK TV	Insert below heading: See also Latchkey children QLQ KTT
p.14	QLN FYD N	Insert after QLN FYD N and indent to the right of 'Playgroups': QLN FYD NQ Mobile groups, playbuses
	QLQ	Insert after QLQ and one indentation to the right of it: QLQ ENQ Out of school services QLQ KTT Latchkey children *With no adult at home after school
p.15	QMS	Insert classmark for example: Accident victims QMS RA
	QMT U	Delete classmark and heading
•	ORP DET	Classmark should read QRP DEH
p.23	QSR N/QST J	Move all headings one indentation to the left. Insert after QSR N and align with 'Embezzlement': QSR NR Default on debt