

## THE COMMON AUXILIARY SCHEDULES

- 10.1 The following six schedules contain concepts occurring in some way or another in the literature of all or most fields of knowledge. For convenience and economy - i.e. to save constant repetition under many different classes - they are given separately here, and may be applied to any class in the system, at the discretion of the classifier. But it is important to recognize that they are only auxiliary - i.e. they are purely for the purposes of qualifying the classes enumerated in 2/9, A/Z and cannot stand on their own.
- 10.2 The concepts, like those in the main classes proper, are organized into facets. The principle of division generating the facet is very clear in all cases, except perhaps, the case of the Common subject subdivisions, 4/6. So whereas Dictionary, say, clearly refers to a way or form of presenting information, and France refers to a place, concepts such as Organization (an activity) or Persons (agents of activities) reflect a less homogeneous principle. However, they all relate essentially to the activity of studying or applying a given subject and occur frequently enough and widely enough to demand recognition in these common facets.
- 10.3 General instructions on the application of these common facets will be found in Section 7 of the Introduction, and each separate schedule contains explanatory notes.
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### AUXILIARY SCHEDULE 1 : COMMON SUBDIVISIONS

#### SUMMARY OUTLINE

##### COMMON FORM SUBDIVISIONS

###### (Physical forms)

- 2EN Non-book materials  
2ER Machine readable forms  
2FH By shape and form: rolls, cards, cuttings ...  
2G 3-dimensional: cylinders, models, realia ...  
(By mode of access)  
2H Pictorial: illustrations, maps, photographs ...  
2MX Broadcast: radio, TV, recorded TV ...  
2R Audio vision (synchronised audio and visual)  
2T For blind persons  
2TX Magnified ... Microforms ...
- 2W (By characteristics of origin and publication)  
2WH U Government publications  
2WH W Trade literature  
2WK By particular classes of authors, anonymous, pseudonymous ...  
2WM S Unpublished: mss., letters  
2WN B Antiquarian  
2X By language
- (Forms of presentation and arrangement)  
3A Encyclopaedias  
3C For particular kinds of readers  
3EU Surveys, reviews, reports ...

3FM	Critical studies: book reviews, commentaries
3G	Serials: periodicals, newspapers ...
3J	Directories
3MC	Aids to study: exercises, worked examples ...
3MR	Guides
3ND	Digests, abridgements ...
3NK	Tables, scheduled information, formulae ...
3Q	Statistics
3RB	Imaginative forms: poems ..., humour ...
3U	Case studies, study examples ...
3XN	Original sources, public records, archives

#### COMMON SUBJECT SUBDIVISIONS

42	Organization, administration in the subject
43	Standards, rules
44	Law
4A	Persons in the subject <u>See</u> Auxiliary Schedule 1A
5	Organizations in the subject
533	Structure, administration, functions ...
583	Parts: departments, committees ...
5B	Types: by scope, by function
5J	Official, government
5M	Information, communication, knowledge of the subject
5MS	Semiotics, symbols
5V	Bibliographies
6A	Study, education, training in the subject
6C	Research in the subject
6PS	Scholarship and learning
6QT	Exhibitions, collections of articles, etc.
6T	Relations with other subjects, phase relations * When cited after Place and Time
7	History, periods in the subject ( <u>see</u> Schedule 4)
8	Places, localities in the subject ( <u>see</u> Schedule 2)
9	Biography
9C	Relations with other subjects, phase relations * When cited before Place and Time

#### AUXILIARY SCHEDULE 1A: PERSONS

4C	Professions, relations to society
4DB	Supply, demand, conditions of service ...
4GU	Types of persons
4H	By country, religion, language ...
4MY	By sex, kinship, family relations
4Q	By age
4RB	By disadvantage

## AUXILIARY SCHEDULE 1 : COMMON FORM SUBDIVISIONS 2/3

- (1) This separate schedule is an auxiliary to the enumerated classes 2/9, A/Z. The concepts in it are available only to qualify those classes, and their classmarks are not to be used on their own.
- (2) In any class of the BC, unless some other arrangement is explicitly provided, these concepts may be used at the discretion of the classifier to qualify that class by form. The classmarks below are added directly to that of the class in question; e.g. C is Chemistry, and a cardset on Chemistry is C2F K; PX is The Occult, and an encyclopaedia of the occult is PX3 A.
- (3) The purpose of form divisions is to break up a class defined by specific content (usually subject) when the number of items in that class becomes large enough to justify grouping by some other principle. The need for detailed specification of form varies considerably from subject to subject: the narrower the subject, the less need there is to use form subdivisions at all.
- (4) The schedule is 'inverted'. If the classifier wishes to compound two concepts the one occurring later in the schedule is cited first. Subclasses at the same initial numeral may be combined retroactively e.g. 2PH L Colour television. Subclasses with different initial numerals may be compounded by simple addition, retaining the initial numerals e.g. Abstracting periodicals 5VH 3G. The latter situation holds, of course, for compounds between Form divisions and other facets in Schedule 1.
- (5) Where the form of presentation of information is itself the subject of a document (e. g. how to write abstracts, how to make a film-strip) the document should be placed under the subject e. g. in Class 8 Records and documentation.

## (Physical form)

- 2E Audio-visual materials
- 2EN Non-book materials
- 2EP Fragile (including susceptible to chemical, etc. attack)
- 2ER Machine readable, retrievable
  - \* Alternative (not recommended) is 2V
- 2ET Machine and human readable (MRHR)

## (By sense channel)

- (Audio materials) see 2S
- (Tactile materials) see 2TU
- 2F Visual materials

## (By shape and form)

- 2FH Rolls, tapes
- 2FJ Cards, slips
- 2FK Cardsets
- 2FL Flashcards

2FM	Study prints, topic cards
2FP	Portfolios, teaching kits * Sets of facsimiles, pictures, etc., with notes
2FQ	Broadsides, single sheets
2FR	Cuttings, clippings, scrapbooks
2FS	Displays
2FV	Flannelgraphs, etc. * Backgrounds on which smaller items are displayed
2FW	Dioramas (Wallcharts) <u>see</u> Forms of presentation 2HT
2G	(3-dimensional)
2GG	Tablets
2GH	Cylinders
2GJ	Models
2GK	Relief models
2GL	Globes (special to geographic concepts) <b>What about astronomical globes?</b>
2GM	Realia <u>See also</u> Collections of articles, objects, etc. 6QT
2GN	Specimens
2GP	Plants
2GR	Animals
2GS	Coins, medals
2GT	Postage stamps
2GU	Games, toys
	(By access mode)
2GV	Projected
2GW	Moving
2GY	Stereoscope
2H	Pictorial, graphic
2HK	Monochrome
2HL	Coloured
2HM	Originals
2HN	Reproductions (usually assumed)
2HP	Illustrations, drawings, pictures
2HQ	Prints, engravings
2HR	Cartoons
2HS	Posters
2HT	Wallcharts
2HV	Diagrams (e.g. Choreographies), plans
2HW	Technical drawings (Of special origin)
2HX	Micrographs, radiographs
2J	Maps
2JM	Atlases
2JP	Charts
2K	Photographic materials
2KN	Negatives

2KP	Positives (usually assumed)
2KQ	Photographs (narrowly)
2KR	Aerial
2KS	Motion picture stills
2KT	Transparent
2L	Transparencies, projectuals
2LN	Stereographs
2LP	Holographs
2LQ	Filmstrips
2LS	Slides
2M	Motion pictures, films, cinefilms, cinema
2MO	With soundtrack
2MQ	35mm
2MR	16mm
2MS	8 mm
2MT	Standard
2MU	Super
2MX	Broadcast material
2N	Radio
2P	Television
2PR	Closed circuit
2Q	Electronic video recordings (EVR), recorded TV
2QR	Videotapes (VTR)
2QT	Videodiscs
2R	Audiovision
	* Synchronised presentations of separate audio and visual material
2RS	Tapeslides
2RT	Tapefilmstrips
2RV	Discslides
2RW	Discfilmstrips
2S	Audio materials, aural, sound recordings
2SS	Stereophonic
2SS T	Quadrophonic
2SS V	Cylinders, phonorolls
2ST	Records, discs, gramophone records, phonograph records
2ST T	78 rpm
2ST V	Longplaying (LP)
2SV	Tapes, audio tapes, magnetic tape recordings
2SV V	Reels
2SV W	Cartridges
2SV X	Cassettes
2SW	Wire recordings
2SX	Loop induction recordings
2SY	Soundtracks of films
2T	Materials for the blind, partially sighted. <b>Visually impaired</b>
2TT	Talking books
2TU	Tactile materials

2TV	Braille
2TW	Moon
2TX	Magnified
2TY	Large print
2U	Microforms
2UV	Microfilm
2UW	Fiches
2UX	Cards, opaques
2UY	Extreme reduction, PCMI
2V	(Machine readable) * <u>Alternative</u> (preferred) is 2ER
2VY	(Bookform) * Usually assumed and not notated
2W	(By characteristics of origin and publication) * A few of these occur as Forms of presentation (e.g. serials). In such cases, prefer the latter position. * The following is a selection from Class 8 Records and documentation
2WG 8	Area materials
	(By availability)
2WH H	In print, new
2WH J	Out of print
2WH L	Rare books other than those rare by virtue of date of publication
	(By relation to first issue)
2WH N	First editions
2WH O	Reprints, new editions, cheap editions
2WH P	Translations
2WH Q	Adaptations (from other forms)
	(By publisher)
2WH S	International (National)
2WH U	Government
2WH W	Trade literature
2WH X	Other (academic, learned body ...)
2WH Y	Private
	(By place of publication)
2WJ W	Home country (usually assumed)
2WJ X	Foreign <u>Add</u> to 2WJ X letters A/Z from Schedule 2
2WK	(By particular classes of authors) <u>Add</u> to 2WK numbers and letters 4/9, A/Z from whole classification - e.g. By lawyers 2WK 8

2WL	(By authors resident in a particular place) <u>Add</u> to 2WL letters A/Z from schedule 2 (By language) <u>see</u> 2X
2WM B	Anonymous and pseudonymous works <u>Add</u> to 2WM B letters A/Z from Schedule 3 (Languages) (By degree of publication)
2WM O	Semi-published
2WM P	Pre-prints
2WM Q	Theses
2WM S	Unpublished
2WM T	Manuscripts
2WM V	Single manuscripts (Archival material)
2WM X	Private documents, letters
2WM Y	Autographed works, annotated works (By date of publication)
2WN B	Antiquarian material
2WN C	Incunabula
2WN D	Early printed books
2WN E	Rare books (subsequent to early printed books) Subsequent periods <u>Add</u> to 2WN? letters A/Z from Schedule 4 (By degree of accessibility)
2WO B	Restricted
2WO C	Security restricted, 'classified'
2WO D	Reserve stock
2WO E	Censored (By language of document) * This characteristic of a document is not usually specified in its classmark, but is given in case it is needed
2XA	Home language (usually assumed)
2XC/Z	Foreign languages <u>Add</u> to 2X letters C/Z from Schedule 3 (Languages) e.g. Encyclopedia of economics in French T3A 2XV

(Forms of presentation and arrangement)

33	Texts * Used to distinguish a work itself from works <u>about</u> it (e.g. in Literature, Philosophy)
34	With commentary
35	With exercises, worked examples, etc.
	(Works about the subject)
36	Comprehensive works, treatises * <u>Alternative</u> to leaving these with bare classmark
37	Introductory works * <u>Alternative</u> to leaving these with bare classmark
38	Programmed instructions
3A	Encyclopedias, etc.
3AC	Comprehensive

- 3AE Brief, dictionary-encyclopaedias
- 3AH Selective, popular (e.g. 'Enquire within ...')
- 3B Dictionaries, glossaries
- 3BD Pronouncing dictionaries
- 3BH Language dictionaries
- \* If the alternative below is not used, add classmarks as follows:  
Add to 3BJ letters A/Z from Schedule 3 (Languages) e.g.  
Social welfare – Dictionaries – French Q3B JV;  
Social security – Dictionaries – French QF3 BJV
  - \* It is usual to subordinate these to the subject, however specific. An alternative for special collections is to subordinate them to a broad class (e.g. Social welfare – Dictionaries) and to arrange first by language and then by specific subject (e.g. Social security, Criminology)
  - \* If this alternative is used add classmarks as follows:  
Add to 3BJ letters A/Z from Schedule 3 (Languages) e.g.  
Social welfare – Dictionaries – French Q3B JV and to the classmark thus obtained add 'A' followed by the letters representing the subject divisions of the broad class concerned; e.g.  
Social welfare – Dictionaries – French – Social security Q3B JVA F
- 3BK Polyglot dictionaries
- \* The alternative described above applies here also. If desired, add to 3BK letters representing the subclasses of the broad class concerned; e.g. Polyglot dictionaries of social security Q3B KF
- 3BL Individual languages
- 3C (For a particular kind of reader, bias phase)
- \* Includes guides, if thought desirable to distinguish these as a form.  
(By subject interest)  
Add to 3C numbers and letters 4/9, A/Z from whole classification e.g. 3CQ B, for social workers
- 3D (By sociological characteristics)
- Add H/V from 4H/4V in Schedule 1 e.g. 3DN for women; 3DG U for subcultures, countercultures
- (By level of understanding)
- 3E For children
- 3EG For young persons (not school texts)
- 3EH School texts
- 3EJ Primary schools
- 3EK Secondary schools
- 3EL Middle schools
- 3EM Post-school texts, college texts
- 3EN Intermediate
- 3EO Advanced
- (General surveys, reviews, reports, etc.)
- 3EQ Chronologically organized (i.e. period by period)
- \* As distinct from problem or phenomenon oriented
- 3ES Locally organized (i.e. place by place)
- \* As distinct from problem or phenomenon oriented
- 3EU Surveys, reports, progress reports
- 3EW State of the art reviews, 'Advances in ...'
- Current awareness bulletins see 5VM



3FB	Research reports (Using particular research techniques)
3FC	Comparative studies
3FD	Longitudinal (same example, different times)
3FE	Cohort (different examples, different times)
3FF	Interspecies comparisons (special to biology)
3FG	Opinion surveys (including panel studies)
3FN	Forecasts Horoscopes
3FJ	Feasibility studies
3FL	Proposals, recommendations
3FM	Critical studies * Studies of particular documents, or classes of documents, as subjects
3FP	(By language) Add to 3FP letters A/Z from Schedule 3 Languages
3FQ	Book reviews
3FR	Commentaries
3FS	Exegetical studies, expositions
3FT	Textual criticism
3FV	Explications de texte * Examination of each part of a work and its relationship to the whole
3FW	Formal analysis
	(Partially comprehensive works)
3G	Serials, periodicals
3GK	Newspapers
3GP	Periodicals (if necessary to distinguish)
3GR	Annuals * Diffuse in nature, mixture of texts, pictures, etc.
3H	Yearbooks, almanacs * Summaries of events, office-holders, etc., of a year
3J	Directories
3KC	Irregular reports, notices, bulletins, communiques, press items
3KE	Announcements, manifestos, notifications, orders, agendas, circulars
3KG	Petitions, requests, demands
	(Collected works, selections, etc.)
3L	Composite works, essays, addresses, lectures, speeches, festschriften * Includes pamphlets, if thought desirable to distinguish these
3LM	Debates
3LN	Transcripts from other media (e.g. Radio)
3LP	Interviews, opinions
3LQ	Discussions
3LR	Conference proceedings, symposia
3LS	Anthologies, selections, extracts
3LV	Readings, chrestomathies
3LW	Quotations
3LY	Collected works of individual authors

- 3MC (Aids to study)  
 \* Works about studying and teaching see 6A  
 (Programmed instructions) see 38  
 (Instruction manuals) see 3MS
- 3ME Syllabuses
- 3MG Questions and answers, catechisms
- 3MH Exercises, worked examples, problems  
 (School texts) see 3EH
- 3MQ Career guides
- 3MR Identification manuals, field guides, spotters' guides  
 \* For catalogues of objects see 6QV
- 3MS Practical manuals
- 3MV Amateurs' manuals  
 \* In fields where professional activity is the usual mode
- 3MW Workshop manuals  
 \* Where necessary to distinguish from amateur's manuals
- 3MX Laboratory manuals
- 3ND Digests, abridgements, epitomes, precis  
 (Abstracts) see 5VH
- 3NF Plot outlines, study outlines
- 3NH Paraphrase
- 3NK Tables, scheduled information
- 3NL Constants, units, properties, etc.
- 3NP Conversion tables
- 3NQ Ready reckoners
- 3NR Timetables
- 3NS Calendars (of forthcoming events)  
 \* In context of higher education, use only if contains forthcoming course outlines.  
 Otherwise see Yearbooks 3H
- 3NT Nautical almanacs
- 3NV Chronologies, annals
- 3P Technical data  
 \* Texts, diagrams, tables, etc. organized for reference use. Includes specifications,  
 recommended procedure, etc.  
 See also Standards, specifications, 46
- 3PQ Formulae
- 3PR Recipes, pharmacopoeias
- 3PT Trade literature
- (Symbolic forms)  
 (Language of document) see 2X
- 3Q Numerical data statistics
- 3QR Census tables (of living things)
- 3QS Vital statistics (of place or class)
- 3QT Accounts
- 3QV Costs and returns, expenditure and income
- 3QW Estimates (financial)
- 3QX Nomograms, nomographs

(Imaginative treatment)

- 3RB Poems
- 3RE Plays
- 3RG Stories, novels
- 3RN Allegories, parables
- 3RS Humour
- 3S Forms special to a subject
- 3T Personal observations, anecdotes  
 \* When subject is central feature, not the observer  
See also Biographies and autobiographies 9
- (Demonstration through observation of particular cases)
- 3U Case studies  
 (Study samples)  
 \* Demonstration of the subject via a selected example. This is an alternative to subordinating such treatments always to the narrower class to which special reference is made. If the explicit intention of the author is to use the special sample purely for demonstration purposes, this alternative is recommended. When in doubt, class under the narrower class.
- 3V Study region  
 \* Alternative (not recommended) to simple qualification by place  
Add to 3V letters A/Z from Schedule 2 if required
- 3W Study example, study population  
Add to 3W numbers and letters 4/9, A/Z from whole classification
- 3XC Curiosities, eccentric works  
See also Curios, phenomena, mysteries, etc. in the subject, 6SV
- 3XD Crossword puzzles, presentation in mysteries, riddles
- 3XF Deceptions, fakes (in records); for deceptions, frauds, etc. in subject proper see 6SX
- 3XH Records, extremes
- 3XL (For special purposes e.g. escape literature)
- 3XN Original sources
- 3XP Facsimiles
- 3XR Monuments, inscriptions, epigraphs
- 3XT Public records, archives

## AUXILIARY SCHEDULE 1: COMMON SUBJECT SUBDIVISIONS 4/9

- (1) This schedule is an auxiliary to the enumerated classes 2/9, A/Z. The concepts in it are available only to qualify these classes, and their classmarks are not to be used on their own.
  - (2) Whereas qualification by common form subdivision does not restrict the connotation of the subject qualified, the following concepts do restrict it to some degree and are therefore true subject subdivisions. They represent concepts which are applicable in varying degree to a large number of different subject classes and which it is usually thought desirable to subordinate to the subject concerned.
  - (3) However, some of them reflect disciplines (e.g. law, education) in which it may be thought desirable to keep together the literature on their application to special subjects. In such cases these common subdivisions really constitute an alternative and this fact is clearly stated.
  - (4) In many classes, especially in the social sciences, some of the concepts below (e.g. persons and profession, research methods and instruments) have a large literature and may be treated as an integral part of the subject itself (e.g. teachers in education, and social workers in social welfare). In such cases the common subdivision is barely used, or not used at all, the concept being developed in some detail in the body of the subject schedule. When in doubt, prefer such enumerated classes to the use of these common subdivisions.
  - (5) This is a inverted schedule and usually the citation order is the reverse of the filing order – i.e. a term appearing lower in the schedule is cited before one appearing higher up – e.g. Research – organization of (–6C42). This is not always the case however, since the relationship between pairs of terms may vary (e.g. the law relating to research in the subject is not the same as research into the law of the subject). In such cases, citation order is determined by the general indexing rules indicated in Section 7.
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### Common subject subdivisions

- |     |  |
|-----|--|
| 42  | Organisation, administration   |
| 43  | Standards, rules, law  |
| 434 | Rules, regulations   |
|     | * Reflecting consent rather than law (e.g. rules of games)   |
| 436 | Codes of conduct   |
| 438 | Rites (words of ceremonies, etc.)  |
| 44  | Law  |
|     | * <u>Alternative</u> to subordinating the subject to Class S Law   |
|     | * The following is a selection of major concepts qualifying a wide range of subjects. They are in the same order as in SE/SR and may be extended by appropriate divisions from those classes if necessary. |
| 44C | Official information (papers, accounts, etc.) presented to legislatures as background to possible future legislation, parliamentary papers.  |
| 44E | Estimates  |
| 44F | Accounts   |
| 44H | Reports of commissions, boards of enquiry, etc.  |

- 44K Proposals, discussions, etc. prior to drafting of legislation
  - \* Green papers, white papers, etc.
- 44N Bills
- 44P Legislative proceedings subsequent to publication of Bill, but prior to passing of Act
- 44R Statutes, acts, codes, bye-laws
- 44S Statutory instruments
- 44T Regulations, administrative measures
- 44V Cases, court proceedings
- 44X Judgements, opinions, rulings
  
- 452 Treaties, international agreements
- 454 Charters
  
- 46 Standards
  - \* Includes model examples (e.g. model sets of rules)
- 47 Specifications
- 48 Patents
- 486 Identification marks
- 487 Trademarks, originator's marks
  - See also Trade names 5NL
  
- 4A Persons in the subject
  - See Schedule 1A (following this) for details
  
- 5 Organizations, agencies in the subject
  - \* Add to 52 to qualify by other common subdivisions (e.g., 5246 Standards **agencies**)
- 533 Structure, constitution
- 534 Charters, regulations
- 535 Membership
- 536 Constituent parts
- 537 Governing bodies, boards
- 538 Directorate, secretariat
- 542 Relations with other bodies
- 543 Cooperation
- 544 Administration
- 545 Buildings, equipment
- 546 Personnel
- 547 Centralisation, decentralisation
  
- 548 Management techniques
- 552 Finance
  - 553 Accounting, budgeting
  - 554 Income revenue, fund raising
  - 556 Expenditure
- 562 Communication
- 563 Office organization
  - 564 Records
- 565 Publicity
- 566 Transport
- 57 Functions, activities
- 573 Catchment area

- (Parts of organizations)
  - 583 Departments
  - 584 Committees
  - 585 Teams, working parties
  - 587 Branches, service points
  
- (Types of organization, by permanency)
  - 5BX Temporary organizations
  - 5BY Emergency organizations
  - 5C Conferences
  
- (Types of organization, by special personnel)
  - Add to 5C letters G/X from Schedule 1A e.g. Youth organizations 5CQ U
  
- (Types of organization, by scope)
  - 5D International
  - 5E National
  - 5F Regional, state
  - 5G Local
  - 5H Special regions
  
- (Types of organization, by constitution or function)
  - 5J Official, government
  - (5J8 3) (Departments)
  - 5JE Central
  - 5JG Local
  - 5JL Tribunals, commissions
  - 5JN Quasi-official, nationalised bodies **Quangos**
  - 5JP Private organizations
  - 5JQ Learned societies, professional bodies
  - 5JR Guilds, trade unions, trade associations
  - 5JR T Trusts, foundations
  - 5JS Business organizations, firms
  - 5JU Pressure groups, lobbies
  - 5JV Voluntary bodies
  - 5JX Other bodies
  - 5K Individual organizations, A/Z by name
    - \* Alternative to subordinating to type above
  
- 5M Communication and information in the subject
  - \* Alternative to subordinating special subjects to Class 7/8 Communication and information
  - Add to the classmarks below appropriate divisions of Class 7/8 if necessary
- 5ML Media of communication
- 5MS Semiotics, signs and symbols
- 5MV Codes, notations
- 5MW Metric system **?????**
- 5N Language
  - \* Alternative to subordinating to Linguistics WGS
- 5NJ Technical terms

5NL	Trade names
5NN	Abbreviations
5NT	Etymology
5NY	Recorded information
5P	Data processing
5Q	Generation of information sources
5QE	Authorship
5QG	Translation
5QJ	Language into which translated
	Add to 5QJ letters A/Z from Schedule 3
5R	Records, documentation
	(Types of records)
	(By physical form)
	<u>Add</u> to 5R letters E/X following 2 in 2E/2X in Schedule 1
5S	(By form of presentation and arrangement)
	<u>Add</u> to 5S numbers and letters 3/9, A/X following 3 in 33/3X in Schedule 1
5T	Distribution, publishing, selling
5TY	Collecting, listing, organizing
5U	Bibliography
5V	Bibliographies
	* <u>Alternative</u> (1): collect all bibliographies in Class 8
	* <u>Alternative</u> (2): collect at broad class and then arrange by specific subject;
	<u>add</u> to 5V the numbers and letters following the broad classmark; e.g.
	Q5V F Social welfare – bibliographies – social security (QF is Social security in Class Q)
5WC	Select lists
5WE	Special lists
5WH	Abstracts and indexes
5WK	Catalogues of collections
5WM	Current awareness bulletins
5WP	Concordances
5WY	Libraries, information centres
6A	Study, education and training in the subject
	* <u>Alternative</u> to subordinating special subjects to Class J Education
	<u>Add</u> to 6A letters A/Z following J in JA/JZ (of which the following is a selection)
6AB	Educational administration
6AC	School, college, etc. administration
6AD N	Admissions
6AD T	Courses
6AI	Teaching methods and aids
6AJ V	Practical training (In-service, etc.)
6AK	Curriculum
6AL	Schools (by characteristics other than educand)
6AP	Vocational education
6AR	Higher education
6AT C	Professional education
6C	Research
6C7	Methodology

\* Largely abstract study of the theoretical and logical bases of the processes of study themselves

- 6C8 Value, objectivity, subjectivity
- 6C9 Induction, deduction
  
- 6CB Methods, techniques, equipment (general)
- 6CC Laboratories, equipment, instrumentation
- 6CG Models (physical)
- 6CN Planning and design of projects

(Types of investigation)

- 6CF Research and development
- 6CQ Pure, basic research
- 6CR Applied research
  - See also Results of research and development 6QC
- 6CS Development
- 6CV Quantitative methods
- 6D Mathematics
  - Add to 6D letters M/V following A in Classes AM/AV
- 6E Statistics
  - Add to 6E letters A/Z following AW in classes AWA/AWZ
- 6FB Measurement
- 6FC Systems of measurement
- 6FD Units
- 6FE Empirical methods
- 6FF Data collection and recording
- 6FG Sources
- 6FH Observation
- 6FJ Recording
- 6FK Interviewing
- 6FL Conversations
- 6FM Questionnaires
- 6FM Fieldwork
- 6FP Marking
- 6FQ Participant observation
- 6FR Survey methods
- 6FS Sampling
  - 6FT Polls (large scale sampling)
  - 6FU Longitudinal [sampling]
  - 6FU H Follow-up
  - 6FV Cohort [sampling]
  - 6FW Census
- 6FX Data analysis
- 6FY Data processing
  - 6G Computer [processing]
- 6HB Index numbers, standards
- 6HC Scaling
- 6HE Interpretation
- 6HF Recognition. Identification
- 6HH Validation, authentication, verification
  - See also Evaluation 6QN



6HJ	Replication study * Duplication of previous study to validate or extend
6HK	Presentation of results
6HL	Tabulation
6HM	Report writing
6HS	Special contexts * Applicable mainly to social science research
6J	Time Add letters A/Z from Schedule 3
6K	Place Add letters A/Z from Schedule 2
6L	Sample parameters, characteristics
6M	Experimental [methods]
6MC	Laboratories, equipment, instrumentation
6MC L	Materials, specimens
6NF	Case studies (as method) * For case studies themselves, <u>see</u> 3U
6NG	Named cases, A/Z
6NH	Problem solving studies
6NL	Area, community studies
6P	Comparative method
6PQ	Cross-cultural studies
6PR	Descriptive method
6PS	Scholarship and learning * Based primarily on recorded data rather than empirical observation
6PT	Historical method
6PV	Primary sources
6PW	Historiography
6PX	Interpretation, criticism, exegesis
6PY	Commentaries
6QC	Discovery and innovation
6QE	Technological forecasting
6QF	Discoveries
6QG	Innovations
6QH	Inventions (Patents) <u>see</u> 48
6QN	Evaluation
6QP	Inspection, examination
6QQ	Performance testing
6QR	Monitoring
6QT	Exhibitions, collections, etc. of articles, specimens, etc.
6QV	Catalogues of objects
6QX	Temporary exhibitions, festivals, etc.
6QY	Permanent exhibitions, museums, galleries * <u>Alternative</u> to locating wholly or in part under Museology
6R	Of living things (botanical gardens, zoos) Individual institutions <u>Add</u> to 6R letters A/Z from Schedule 2

- 6S Collecting
- 6ST Modelling, models
- 6SV Curiosities, mysteries  
See also Eccentric works, etc. as Form of presentation, 3XC
- 6SX Frauds  
See also Deceptions, fakes in record on subject (?) 3XF

(Relations with other subjects)

- \* For definitions and guidance as to use see notes relating to 9C/9K
- \* These relations are repeated here in order to allow them to be cited after Place and Time when a concept from either of these two facets occurs in the first place  
– e.g. J8F 6TJ 8E Education – France – compared with United Kingdom

- 6T Comparison
- 6U Exposition
- 6V Author's viewpoint
- 6W General influence, effect
- 6X Influence by another subject
- 6Y Influencing another subject  
\* Alternative for special collections only; prefer locating under subject influenced

(Periods, time factors in the subject)

See also Schedule 4 (p.189) for details

- 7 History
- 8 Places, localities in the subject  
See Schedule 2 (p.127) for details
- 9 Biography relating to the subject  
\* Alternative to collecting all biography at L9  
\* Biography not clearly restricted in subject interest to one class is preferred at L9  
See also Persons in the subject (Class 4 in this Schedule)
- 94 Collective biography
- 95 Autobiographies, diaries, letters
- 96 Individual biography, A/Z

(Relations with other subjects)

- \* For 'phase relations' not covered by the relations implicit in the facets of the class concerned. Prefer the latter when in doubt; e.g. PHN N Relations of Christianity to society, not PN9 HK Christianity and society
- \* If a Place or Time concept features in the primary phase (the first element of two to be linked) use 6T/6Y (see note and example there)
- \* For all the following phase relations, add their classmark first to the primary phase, and then add numbers and letters 2/9, A/Z from the whole classification – e.g. Teaching aids (JIB) – influence of (9J) – Technology (U) to give JIB 9JU

- 9C Comparison with another subject  
\* Cite first the element appearing latest in the schedule and make an added entry under the second element – i.e. reversing the citation order

- 9E Exposition through another subject  
See also Study example 3V
- 9F Author's viewpoint
- \* Use only where author explicitly claims a particular viewpoint
  - \* Do not use in subjects containing a system of thought or comparable category – e.g. JAJ Schools of thought in educational theory
- 9G 'Anti-' and 'pro-' literature
- 9H General influence, effect
- \* For works dealing both with influence on and influences by one subject in relation to another
  - \* Cite first the element appearing latest in the schedule and make an added entry under the second element – i.e. reversing the citation order
- 9J Influence by another subject
- \* Alternative (not recommended) to subordinating to phase influenced, for special collections wishing to keep together material on a given phase – do not use for general collections
- 9K Influencing another subject
- \* Alternative for special collections only; prefer locating under subject influenced