

Social welfare

Q
Q9J

Q Social welfare

Q2 . *Common form subdivisions*
* Add to Q numbers 2/3 from Auxiliary schedule 1. Some examples and amendments follow.

Q3C . . *Literature for particular kinds of readers*

Q3E . . . Literature for social welfare service users

Q3E . . . Children's literature

Q3E G . . . Literature for young people

Q3E U . . Reports, surveys

Q3F B . . Research reports

Q3F C . . . Comparative studies

Q3F D Longitudinal studies

Q3F GK Crosscultural studies, crossnational studies

Q3J . . Directories

Q3L . . Composite works, essays, addresses, lectures

Q3L R . . Conference proceedings

Q3L V . . Readings

Q3Q . . Statistics

Q3R G . . Stories, novels

Q3T . . Personal accounts

Q3U . . Case studies

Q4 . *Common subject subdivisions*
* A number of concepts in the common subject subdivisions have special significance in social welfare and appear also in the main schedules. Prefer the class in the main schedules.
* Add to Q numbers 4/9 from Auxiliary schedule 1. Some examples and amendments are shown below.

Q43 6 . . Codes of practice

Q44 . . Law materials
* This class is for primary law materials. For law as a subject see QAM.
* This is an alternative (not recommended) to Class S.
* If this alternative is used, cite jurisdiction first by using Q8, e.g. United States law materials Q8Y 44. Then add numbers and letters 2/Y following 2 in Auxiliary schedule S2 in Class S. Some examples and amendments follow.

Q44 A . . . Legislative and executive documents, official documents

Q44 BF Legislative proposals, consultation documents
* For instance, white papers and green papers in the United Kingdom.

Q44 BG Bills

Q44 F . . . Legislation

Q44 G Statutes, public general acts

Q44 J Secondary legislation, subordinate legislation

Q44 JM Statutory instruments, regulations

Q44 MC . . . Administrative publications, executive publications, official guidance documents, official circulars

Q44 N . . . Court decisions, law reports, cases

Q46 . . Standards

Q4A . . People in social welfare
* The general class for personnel in social welfare is QB. This class may be used to qualify classmarks filing before QB, e.g. people in social administration QAG 4A.

Social welfare Q

People in social welfare Q4A

Q5 Organisations, agencies
* The general class for organisations in social welfare is QC. This class may be used to qualify classmarks filing before QC, e.g. social policy organisations QAG P5.

Q5L Knowledge base

Q5M Communication, information

Q5N . Terminology

Q5X Education
* The general class for education and training in social welfare is QBG. This class may be used to qualify classmarks filing before QB.
* Add to Q5X letters A/Y following J in Class J, e.g. training for fundraising QAU 5XJ VB.

Q6 Research
* Add to Q6 numbers 3/9 following K in Class K. Some examples and amendments follow.

Q66 B . Research planning, research design

Q66 C . . Research methods

Q66 D . . . Qualitative research

Q66 E . . . Quantitative research

Q66 HS . . . Ethnographic research

Q66 J . . Concepts

Q66 JM . . . Meaning

Q66 JQ Definition

Q66 M . . Models, theoretical models

Q66 S . Measurement

Q67 . Data collection

Q67 M . . Research interviewing

Q67 N . . Questionnaires

Q68 QR . Theory construction

Q68 TQ . Research designs

Q69 BD . . Single case research

Q69 DD . Applied research

Q69 DF . . Action research

Q69 DR . Area profiles, local surveys

Q7 History of welfare

Q7C . Periods in history
* Add to Q7 letters A/Y from Auxiliary schedule 4.

Q8 Places
* Add to Q8 numbers and letters 3/7, A/Z from Auxiliary schedule 2.

Q9 Biographies

Q96 . Individual biographies
* Add to Q96 an alphabetical device for the name of the person written about.

Q9B *Relations with other subjects*

Q9C . Comparison with other subjects

Q9E . Exposition through other subjects

Q9H . Influence of and on other subjects

Q9J . . Effects of other subjects

Theory and principles of social welfare

Social welfare	Q	Common subject subdivisions	Q4
		. . . Effects of other subjects	Q9J
QA		Theory and principles of social welfare	
QAA		. Theories, interpretations, explanations	
D		. . Ideologies	
G		. . Schools of thought	
H		. . . <i>By period</i>	
		* Add to QAA H letters A/V from Auxiliary schedule 4B.	
J		. . . <i>By place</i>	
		* Add to QAA J letters A/Z from Auxiliary schedule 2.	
JD	 Western schools of thought, European schools of thought	
L		. . . <i>By individual theorist</i>	
		* Add to QAA L an alphabetical device for the name of a theorist.	
R		. . Disciplinary approaches, viewpoints	
Y		. . <i>Particular theories, schools of thought, approaches and viewpoints</i>	
		* Add to QAB numbers and letters from the whole classification. Some examples and amendments follow, some with provisional notation.	
QAB 4		. . . Organisation theory	
ACH		. . . Empirical approaches	
ACJ F		. . . Humanistic approaches	
ACT L		. . . Existential viewpoints	
AZ		. . . Systems approaches	
EGO		. . . Ecological perspectives	
EGO K	 Ecosystems approaches	
HL		. . . Medical models	
HP	 Disease models	
I		. . . Psychological viewpoints	
IAK	 Psychoanalytic viewpoints, psychodynamic viewpoints	
ING	 Social learning perspectives	
K9Q Q		. . . Social construction	
K9V		. . . Sociological perspectives	
KNW	 Women's viewpoints	
KNW P	 Feminist viewpoints	
KPF BL	 Black viewpoints	
P		. . . Religious and secular viewpoints	
PGC	 Secularism	
PGE Y	 Religious viewpoints	
PJW V	 Zen viewpoints	
PN	 Christian viewpoints	
PNE	 Christian ethics	
PNE PS	 Samaritanism	
PY		. . . Ethical aspects, moral aspects	

Social welfare	Q	Theory and principles of social welfare	QA
		Theories	QAA
		. . Ethical aspects	QAB PY
QAB RAN		. . Political viewpoints, political ideologies	
RAO K		. . . Progressive viewpoints	
RAO M		. . . Radical viewpoints	
RAQ		. . . Rightwing viewpoints	
RAQ Q	 Conservatism	
RAQ RT	 Neoconservatism, new right ideologies	
RAQ T	 Fascism, nazism	
RAQ V	 Neofascism, neonazism	
RAR		. . . Political centre viewpoints	
RAR Q	 Liberalism	
RAS		. . . Leftwing viewpoints	
RAS Q	 Socialism	
RAS R	 Fabian socialism	
RAS S	 Social democratic viewpoints, democratic socialism	
RAS T	 Marxist viewpoints	
RDN WAN		. . . Feminist political viewpoints	
RDN WAOM	 Radical feminism	
RDN WAP M	 Libertarian feminism	
RDN WAR Q	 Liberal feminism, welfare feminism	
RDN WAS Q	 Socialist feminism	
RDP A9A N		. . . Religious political viewpoints	
RDP AN9 AN	 Christian political viewpoints	
RDP AN9 AQR T	 New Christian right political viewpoints	
RDR BL9 AN		. . . Black political viewpoints	
RDR BL9 DNW AN	 Black feminism	
QAC		Aims, purposes	
D		. Compensation	
DE		. Redistribution	
E		. Social justice, fairness	
EH		. . Deservedness	
G		Needs, social needs	
H		. Assessment	
		* For assessment of individual needs see QDF.	
J		Incidence and causes and effects	
K		. Incidence, prevalence, extent, rates, frequency, occurrence	
KF		. . Net-widening	
KJ		. . Trends	
KM		. . Low incidence	
KP		. . High incidence	
KS		. . Phases	
KV		. . Patterns	
L		. . . Waves	
		* For instance, crime waves.	
LF		. . . Cycles	

Administration of social welfare

QACLV
QAKJAXP

Social welfare Q
 Theory and principles of social welfare QA
 Incidence and causes and effects QAC J
 . Incidence QAC K
 . . . Cycles QAC LF

QAC LV . Causes, antecedents
 LX . . Intergenerational transmission
 M . . Other particular causes
 * This class may be used when it is not possible to qualify by normal retroactive synthesis. Add to QAC M letters A/T following Q, e.g. poverty as a cause of residential care QEL ACM GV.

N . . . Causes special to a given condition
 * Classmarks QAC N/QAC S are reserved for use at specific points in the schedule, e.g. anomie QNA CN.

QAD D . . . Causes located outside Class Q
 * Add to QAD D numbers and letters from the whole classification.

H . Effects, consequences
 K . . Initial effects
 N . . Longterm effects

QAE Principles of social welfare
 EF . Values, social values
 EJ . Universalism
 EK . Particularism, communitarianism
 EN . Solidarity, mutualism
 ER . Collectivism
 ET . Anticollectivism
 F . Residual conceptions of social welfare
 * Social welfare as a residual responsibility of society.

FJ . . Welfare society
 FN . Laissez-faire
 FS . Social reformism
 G . Mixed economy of welfare, welfare pluralism
 H . Institutional conceptions of social welfare
 * Social welfare as an essential public service.

K . . Welfare state
 . . Rights to welfare
 * Use QAK CW.

N . Political economy of welfare
 OB . Paternalism
 OD . Benevolence
 P . Philanthropy, charity
 * For charities as organisations see QCM.

Q . Altruism
 QH . Voluntarism, free giving, gift principles

QAF Western schools of thought
 * Alternative (not recommended) to QAA JD.

7 . *By period*
 * Add to QAF 7 letters A/V from Auxiliary schedule 4B.

8 . *By place*
 * Add to QAF 8 letters A/Z from Auxiliary schedule 2.

A . *By individual theorist*
 * Add to QAF an alphabetical device for the name of a theorist.

Social welfare Q
 Theory and principles of social welfare QA
 . . By individual theorist QAF A

QAG Administration of social welfare, social administration
 P . Policy, social policy
 PH . . Policy processes
 PJ . . . Policy making
 PS . . Policy practice
 * Working for social justice through changes in social policy.

PS4 XQB . . . Social work policy practice
 * Role of social workers in policy practice.

PT . . . Policy analysis
 R . . Selectivity, universalism

QAH . Planning, social planning
 J . . Priorities
 L . . Projects
 . . . Pilot projects, demonstration projects

QAJ . . Programmes
 N . Implementation
 P . Nonimplementation

QAK . Politics, political aspects
 * Notation for politics is drawn from Class R, with some amendments.
 * Add to QAK letters A/J following R in Class R.

BN . . Domestic politics, internal politics
 CT . . . Rights and duties
 CU Responsibilities, duties, obligations
 CUL Shared responsibilities
 CW Rights, natural rights
 CX Abuse of rights, restriction of rights
 CXT Transfer of rights, assumption of rights, removal of rights

DB Civil and political rights, civil liberties, civil rights, political freedom

DF Social rights
 DON N . . . Citizenship
 DX . . Political institutions
 HL . . . Political parties
 HLA WP Party policies
 HLA WRM Party manifestoes
 HMG *Types of political parties*
 HN *Individual parties in a favoured country*
 * Add to QAK HN an alphabetical device for the party.

I . . . National legislatures
 IAV Q Lobbying, legislative advocacy
 J . . . Executive government
 JAX P Government policy

Social welfare Q
 Administration of social welfare QAG
 Politics QAK
 . Political institutions QAK DX
 . . . Government policy QAK JAX P

QAL . State intervention, government intervention, public administration

QAM . . Law, legislation, legal aspects
 * This class is for law as a subject. For primary law materials see Q44.
 * This is an alternative (not recommended) to Class S.
 * Add to QAN numbers and letters 5/H following S in Class S, with the amendment at QAN 4.
 * Class legal proceedings concerning people in need at QDI.

QAN 4 . . . Law reform
 9W . . . Private law
 9X . . . Civil law
 BY . . . Public law
 J . . Administrative policy
 L . . Powers
 N . . State control, state regulation
 P . . . Official guidance, official advice
 Q . . . Inspection
 S . . . Notification to government
 T . . . Licensing, registration
 U Withdrawal
 W Certification, charters

QAP Cooperation, coordination
 R . Joint projects

QAQ . Integration

QAR . International cooperation, international integration, international projects

S Expansion
 T Abolition

X Socioeconomic aspects
 Y . Social aspects
 * These classes are only for the social context and social characteristics of welfare. They are not for people in need or their problems, all of which are located in QG/QT.
 * Notation for the social aspects of welfare is drawn from Class K, with some amendments.
 * Add to QAS letters A/Y following K in Class K.

QAS A . . Social system, society
 AD . . . Social movements
 B . . Population
 B3 . . . Demography
 BV . . Culture
 BXM . . . Multiculturalism

Social welfare Q
 Administration of social welfare QAG
 Socioeconomic aspects QAR X
 Social aspects QAR Y
 Culture QAS BV
 . Multiculturalism QAS BXM

QAS C Social processes
 CDN . Rise, increase
 CE . Change, social change, transition
 CM . . Crises
 CN . . Revolution, social revolution
 CP . . Development, social development
 CQ . . Progress, social progress
 CQR . . . Reform, social reform
 CQX . . Decline, social decline
 CY . Social action, social behaviour
 DCP . . Social perception
 DCP ST . . . Labelling, stigmatisation
 E . . Social communication
 EPQ . . . Mass media
 EQH Press, newspapers
 EQJ Journalism
 ER Broadcasting
 FD . . Social attitudes
 FI . . Social relations
 FW . . . Social relationships
 GM Power
 H . . Social control
 IB . . Social divisions
 IBK . . . North-south divides
 IP . . . Discrimination, social discrimination
 IT . . . Segregation
 IU . . . Oppression

K Social structure
 KNL . Equality, social equality
 KNL R . . Equal opportunities
 LK . Community
 LM . . Groups, social groups
 MEP FF . . . Public opinion
 MJ . . . Organised groups
 MM Bureaucracy
 MV . . . Social stratification
 MW Social classes, class systems
 NV . . . Gender
 NVF E Sexism
 NVI P Gender discrimination
 PD . . . Ethnic groups
 PDF E Racism
 PDF EN Antiracism
 PDF W Ethnic relations, race relations
 PDI P Race discrimination
 PDK NL Race equality
 PDK SM Ethnicity
 QJ . . . Families, households
 QJL KL Household composition
 RM . . . Sexuality
 RMX FE Heterosexism

Socioeconomic aspects

QASRPF
QATRRVT

Social welfare Q
 Socioeconomic aspects QAR X
 Social aspects QAR Y
 . Social structure QAS K
 Sexuality QAS RM
 Heterosexism QAS RMX FE

QAS RPF Patriarchy
 RPF GM Patriarchal power
 RTB V Subcultures
 UT Postindustrial societies
 UX Multiracial societies
 WB Customs
 Y Economic aspects
 * Notation for economics is drawn from Class T, with some amendments.
 * Add to QAT numbers 2/9 and letters A/P following T in Class T.

QAT AA Economic policy
 AB Economic intervention, economic control, economic regulation, economic planning

AHV Cash limits
 AP Welfare economics
 BI Economic processes
 CD Economic development
 CT Costs
 DG Supply and demand
 DJ Supply
 DKF Shortages
 DKG Scarcity
 DR Charges, prices
 EK Market system, markets
 H Insurance
 JKD Division of labour
 K Economic resources
 KBU R Resource allocation
 KL Transfer of resources
 L Human resources
 LC Industrial relations
 LD Trade unions
 LJR B Industrial action
 LM Workforce, labour supply, labour force
 * For the workforce in social work and social services see QB.

LMC D Workforce development
 MHO Q Rationing resources
 MI Public sector
 MKO L Privatisation
 MXP Economic systems
 NH Public finance
 NJ Taxation
 NQ Public expenditure
 NQC CD Public expenditure restraints, public expenditure reductions, retrenchment

Social welfare Q
 Administration of social welfare QAG
 Socioeconomic aspects QAR X
 Economic aspects QAS Y
 Public finance QAT NH
 Public expenditure restraints QAT NQC CD

QAT NWH Local government finance
 NWJ Local government taxation
 NWL P Local rates
 NWL Q Council taxes
 NWN P Poll taxes, community charges
 NWQ Local authority expenditure
 NWQ CCD Local authority expenditure restraints, local authority expenditure reductions

OV European Union
 OVE KAN Single European market
 PM Capitalism, free enterprise systems, market economies

Q Management
 * Notation for management is drawn from classes TQ/TY in Class T, with some amendments.
 * Add to QAT letters Q/TSQ following T in Class T.

Q68 Q Management theory, organisation theory
 Q6G Organisational culture
 Q6H Organisational behaviour
 QA Management processes and functions
 QBQ T Management audit
 QJ Management services
 QK Systems theory, systemology
 QNS Expert systems
 QR Management techniques, management sciences

QS Operational research, operations research
 QWJ Resource allocation
 RF Work study
 RFS Workloads, work flow
 RKB Management functions
 RMN Targeting, goal setting, management by objectives

RN Planning, corporate planning
 RNV Strategic management, corporate strategy
 RNX Implementation
 RP Control
 RPP Monitoring
 RQ Administration, executive action
 RQT Evaluation, appraisal
 RQY Organisation
 RR Organisational structure, administrative structure

RRN Organisation design
 RRS Delegation
 RRV Centralisation
 RRV T Amalgamation, mergers

Social welfare Q

Management processes and functions QAT QA
 . Management functions QAT RKB
 Organisation design QAT RRN
 Centralisation QAT RRV
 Amalgamation QAT RRV T

QAT RRW

. Decentralisation

RRW T

. Local management, devolved
management

RSN

. . . . Departmental organisation

RSP

. . . . Functional departmental organisation

RSQ

. . . . Internal markets, quasi-markets

RUB

. Activities of organisations

* Activities through which management mediates a
managed enterprise.

RUC

. . Performance

RUC PP

. . . Performance monitoring

RUC QT

. . . Performance evaluation, performance review

RUC QU

. . . Performance measurement

RUC QV

. . . Performance indicators

RUD

. . . Success

RUE

. . . Failure

RUF

. . . Efficiency

RUG

. . . Effectiveness

RUN

. . Setting up, formation, foundation

RUT

. . Running, operation

RV

. . Organisational change and development

RVN

. . . Organisation development

RVW

. . . Management of change, innovation

RWB

. . . Reorganisation, restructuring

RXH

. . . Diversification

RXS

. . Closure, winding up

S

Information management

SG

. Information science, information technology

SJ

. . Computer systems, computerisation

SJV

. . . Personal computers, microcomputers

SMB

. . Information services

SME

. . . Computer networks

SO

. Office management, administrative services

T

Accounting

TOC

. Financial reports

TOD S

. . Annual reports

TOY

. Management accounting

TPS

. . Cost benefit analysis

TPT E

. . Cost effectiveness

TQL

. . Budgets, budgetary control

TQL ER

. . . Budget limitations

TR

Financial management

Social welfare Q

Administration of social welfare QAG
 Socioeconomic aspects QAR X
 Management QAT Q
 Financial management QAT TR

QAT TS

. Financing

TSQ Y

. . Other sources of funds

* The addition of notation from Class T is
interrupted here for a special schedule on
fundraising. Addition is resumed at QAW.

QAU

. . . Fundraising, income generation

QAV B

. . . . Fundraising appeals, fundraising applications

C

. Postal appeals, direct mail

DF

. Telephone appeals

DK

. Broadcast appeals

E

. . . . Collections, house-to-house collections,
flagdays

F

. Things collected

* For example, trading stamps, secondhand
goods, waste.

G

. Betting, gaming, lotteries

H

. Fundraising events

J

. Sponsored activities

K

. Social events

L

. Arts events

M

. Trading, selling, shops

MW

. Mail order retailing

MX

. Things sold

N

. Donors, supporters, sources of funds

P

. Individuals and groups

* Add to QAV P letters L/R following K in
Class K.

POE T

. Employees as donors, payroll giving

R

. Organisations

* Add to QAV R letters C/X following QC,
e.g. European Union QAV RD8 BLK.

S

. Donations, things received

T

. Sponsorship

U

. Promotion, joint promotions, cause-related
marketing

V

. Loans

WF

. Deferred giving

* For example, giving by means of annuity
trusts and life income plans.

WK

. Bequests, legacies

WP

. Deeds of covenant, tax-relief donations

X

. Grants

YH

. Property, gifts in kind

QAW

*Other topics in financial management** The addition of notation from Class T is resumed here
after its interruption at QAT TSQ Y.* Add to QAW letters TSS/Y following T in Class T,
with the modification noted at QAW U.

TSW

. Capital expenditure

TSX F

. Charitable expenditure, donations to charities

U

Personnel management

* Use QBD.

Working conditions

<p>Social welfare Q Agents of social welfare QAY B Personnel in social welfare QB Professions QBC . Professional ethics QBC E . . Criminal offences QBC L</p>	<p>Social welfare Q Agents of social welfare QAY B Personnel in social welfare QB Personnel management QBF Workforce QBF M . Equal opportunities QBF NT</p>
<p>QBC N . . Whistleblowing P . Relationships with others, partnership, cooperation T . . Relationships with local communities W . . Interprofessional relations, multidisciplinary work X . . . Relations with particular groups and professions * Add to QBC X letters A/T following Q, e.g. relationships with field workers QBC XDJ. * Add to QBC Y numbers and letters from the whole classification except Class Q, e.g. partnership with health professionals QBC YHH G.</p>	<p>QBF ORY Working conditions P . Pay, wages, salaries QW . . Fringe benefits, perks QWE . . . Expenses QXY . . . Employer welfare services, workplace welfare RC . Work environment, job environment RE . . Job analysis RF . . . Job specifications, job descriptions RH . . . Job requirements RJ . {In-service training, staff development} * Use QBG JVG.</p>
<p>QBF Personnel management * Notation for personnel management is drawn from Class T, with some amendments. * Add to QBF letters A/U following TU in Class T, with the modification noted at QBF RJ.</p> <p>AWJ . Personnel deployment, staff allocation AWK . . Staff reallocation BKB . Management functions BO . . Support, staff support BOS . . . One-to-one support BP . . Staff control, staff supervision, social work supervision BPV . . . Group supervision BQT . . Performance appraisal BTQ . . Leadership C . Information in personnel management CNE . . Procedure manuals CNH . . Staff meetings CNH J . . . Chairing meetings CNJ . . . Presentations at meetings DX . Job satisfaction E . Industrial relations F . . Worker participation G . . Industrial conflict, industrial disputes H . . . Industrial action JS . . . Strikes M . Workforce MW . . Staff shortages NF . . Occupational mobility NLP . . . Staff wastage NT . . Equal opportunities</p>	<p>SB . Recruitment SF . . Recruitment advertising, job advertisements SJ . . Personnel selection, personnel assessment SJT . . . Screening * For instance, for criminal records. SQ . . . Person specifications SR . . . Job applications SV . . Conditions of service SWD . . . Duties of job, job responsibilities, conduct of job SWH . . . Offences by employees SWJ Disciplinary procedures SWN Sexual misconduct SWQ . . . Dress SWR Uniforms SX . . Job rights SXU . . . Complaints procedures for employees SXV . . . Grievance procedures TB . Termination of employment, leaving employment TC . . Dismissal TF . . . Redundancy TGF . Promotion TGL . Job mobility TGP . . Staff transfers TGQ . . Staff secondment TP . Hours of work TRQ V . . Staff rotas TRT . . Unsocial hours TS . . Shift work TT . . Work breaks * Breaks from normal duties, e.g. for developing professional knowledge. U . Occupational health and safety UNH R . . Hazards UNO RP . . . Passive smoking UPW . . . Computer systems visual display units</p>

Agents of social welfare

Social welfare Q
 Agents of social welfare QAY B
 Personnel in social welfare QB
 Co-working QBS V

QBT Teams, team work
 FBT Q . Team leadership
 GJV G . Teambuilding, team development

QBU Managers, executives
 BX . Management styles
 G . Management education
 GJV G . . Management development
 VD . Senior managers, top managers
 VF . . Directors
 VH . . Chief executives, managing directors
 VJ . Management consultants
 VL . Assistant directors, middle managers
 VP . General managers
 X *Special types of personnel*

QBV . Volunteers, voluntary work, voluntary service, voluntary action
 W . . Volunteer organisers
 X . . Volunteer bureaux

QBW L . Residential staff
 N . Nonresidential staff
 * Usually assumed.
 P . Peripatetic staff, visiting staff
 Q . Independent persons
 * Not related to the agency providing service.
 S . Private households, private families, private persons, private citizens, citizen action, citizen involvement
 * People not related to the service user or recipient of care.
 SW . . Bystanders
 T . Relatives, families
 UD . Friends, peers
 UG . Neighbours
 UJ . Schoolchildren
 UM . Students
 UP . Unemployed people
 US . Offenders
 . *By specialist occupation*
 UV . . Specialist occupations
 W . . . Police
 * This is an alternative (not recommended) to QPX.
 X . . . Probation officers, probation service personnel
 * The general class for probation workers is QRB WX. Use this class only for qualifying other classmarks.

QBX . . . Other occupations
 * Add to QBX numbers and letters from the whole classification, e.g. teachers QBX JH.

Social welfare Q
 Agents of social welfare QAY B
 Personnel in social welfare QB
 . . . By specialist occupation
 Other occupations QBX

QBY . . . *By special function in social welfare*
 * This is an alternative (not recommended) to subordinating personnel to their functions in Class Q.
 * Add to QBY letters A/T following Q, e.g. community workers QBY DO.

QC Organisations in social welfare, social work agencies, social services organisations

QCC D . Size of organisations
 E . Interagency relationships, interagency working, partnership, cooperation
 F . . Relations with particular groups and agencies
 * Add to QCC F letters A/T following Q, e.g. relations with local authorities QCC FCJ G.
 * Add to QCC G numbers and letters from the whole classification except Class Q, e.g. relations with hospitals QCC GHM.

HB . *Structural elements of organisations*
 HD . . Legal structure
 HF . . Constitution, rules
 HH . . Constituent groups of members
 HJ . . . Selection, recruitment
 HK Elections
 HL Meetings
 HN . . . Functions
 HP . . . Trustees
 HR . . . Governing bodies, management committees
 HT . . . Members
 HV Annual general meetings
 HW Other general meetings
 J . . Departments
 K . . Area offices
 KV . *Types of organisations*
 KX . . *By size*
 L . . . Small organisations
 M . . . Large organisations
 MX . . *By function*
 N . . . Network organisations
 O . . . Advisory bodies
 P . . . Representative bodies
 Q . . . Intermediary bodies, support organisations
 R . . . Enabling agencies
 S . . . Service-providing agencies
 * Usually assumed.
 T . . . Regulatory agencies, councils, social work councils, social services councils
 U . . . Inspection units
 V . . . Managing agencies
 W . . . Consultancies
 X . . . Special units

Organisations in social welfare

Social welfare Q
 Agents of social welfare QAY B
 Organisations in social welfare QC
 By function QCC MX
 . Special units QCC X

QCC XX *By scope*
 QCD . International organisations
 8BL K . . European Union
 QCE . National organisations
 * Usually assumed.
 QCF . . Regional organisations
 P . . State organisations
 QCG . . Local organisations
 N . . . Street agencies
 QCH . . Special regional organisations
 X *By constitution*
 QCI . Public sector organisations
 QCJ . . Government organisations, statutory
 organisations, statutory sector
 E . . . Central government agencies
 EK Government departments, ministries,
 departments of state
 EN Nationalised agencies
 EP Executive agencies
 ER Fuel boards
 F . . . Regional government agencies, provincial
 government agencies
 FL Regional government departments
 FP . . . State government agencies
 FT State social services departments
 G . . . Local government agencies, local authorities
 H Social services departments, social work
 departments, local social services
 authorities
 HR Unitary local authorities
 I . . . Education authorities
 J Local education authorities
 K . . . Health authorities
 L . . Commissions, tribunals
 M . . . Ombudspersons
 N . Quangos
 O . Nongovernmental organisations, nonstatutory
 organisations, independent sector
 P . . International nongovernmental organisations
 PR . . Associations
 PT . . . Clubs
 Q . . . Professional associations
 R . . Trade unions
 RT . . Charitable trusts, charitable foundations,
 grantmaking trusts
 S . . Firms, business enterprises
 T . . . Companies
 TN Fuel companies
 TR . . Cooperatives, collectives
 U . . Pressure groups, lobbies

Social welfare Q
 Agents of social welfare QAY B
 Organisations in social welfare QC
 Types of organisations QCC KV
 . . . Nongovernmental organisations QCJ O
 Pressure groups QCJ U

QCM . . . Voluntary organisations, voluntary sector,
 voluntary welfare organisations, charities,
 nonprofit organisations
 CP Voluntary service councils
 QCN International voluntary organisations
 QCO Red Cross
 O Other international voluntary organisations
 * Add to QCO O an alphabetical device for the
 name of the organisation.
 X Religious voluntary organisations
 * Add to QCP letters A/V following P in Class P.
 Some examples are shown below.
 QCP FR Missions
 N Christian voluntary organisations
 R Roman Catholic voluntary organisations
 S Anglican voluntary organisations
 T Protestant voluntary organisations
 Y Educational charities
 QCR Selfhelp organisations, mutual aid organisations
 QCS Individual voluntary organisations in the home
 or favoured country
 * Add to QCS an alphabetical device for the name
 of the organisation, e.g. NCH Action For
 Children QLC SNC.
 QCT . . Ad hoc organisations, temporary organisations
 QCU . . Emergency relief organisations
 QCV . . Private enterprises, private sector, for-profit
 organisations, profitmaking organisations
 QCW D Community
 * The community as agency.
 * See also community social work QDA BIQ LK,
 community activity QDO Q.
 P . Public opinion
 Q . Social support
 R . . Informal helping networks
 S . Centres, public centres, settlements, communes
 QCX Agencies special to particular welfare services

Social welfare Q	Agents of social welfare QAY B	Social welfare Q	
	. . Agencies special to particular welfare services QCX	Social work QD	Actions by social workers in response to service users' characteristics and activities QDC YH
QD	Social work, practice, professional helping		. Helping QDC YV
	* Methods of helping.	QDD	Service users, clients
QDA B	. Social work theories, social work methods, practice approaches, practice models		* The general class for service users is QG People in need. This class is only for qualifying specific types of services in QE/QF by their users, e.g. people in residential care QEL DD.
B9Y D	. . Generic social work, integrated theories, unitary social work, generalist practice, generalism and specialism	E	. Service users' viewpoints
B9Y F	. . Specialism	EG	. Service users' characteristics
BAC H	. . Empirical clinical practice		* The general class for users' characteristics is QGG.
BEG OK	. . Life models		* Add to QDD E letters G/K following QG, e.g. families of people in residential care QEL DDE K.
BHJ	. . Health models		* These classes may then be qualified by letters A/F following Q, e.g. counselling families of people in residential care QEL DDE KEQ.
BHL	. . Medical models	ELB	. <i>Rights, actions and reactions</i>
BID DCF L	. . Deficit models		* These classes on their own are for service users' rights, actions and reactions in relation to social work. For rights, actions and reactions in relation to social services, use these classes to qualify QE, QF and their subclasses.
BIF K	. . Cognitive approaches		* Many of the following classes presuppose a particular kind of aid or service, which should always be cited first. For instance, absconding and institutionalisation should be cited only after some form of substitute or residential care.
BIH J	. . Reflective practice	ELD	. . Rights
BIH R	. . Problem solving models	ELF	. . . Deservingness
BIN CD	. . Person-in-environment models, person-in-situation models, social environment approaches	ELG	. . Actions of service users
BIQ LK	. . Community social work	ELH	. . . Eligibility
BIS P	. . Clinical social work	ELJ	. . . Applications
BIS RR	. . . Behavioural approaches	ELK	. . . Help seeking, service requests
BIS UV	. . . Person-centred approaches, client-centred approaches	ELL Selfreferral
BK9 RH	. . Structuralist approaches, structural approaches	ELM	. . . Take-up, service use
BK9 VRX	. . Interactionist approaches	ELN	. . . Take-up failure, service nonuse
BKI PX	. . Antidiscriminatory practice	ELP	. . . Consent
	* For victims of discrimination see QJK RQ.	ELR	. . . Voluntary agreements
BKI UX	. . Antioppressive practice	ELS Parties to agreements not cited first
	* For victims of oppression see QJK V.		* Add to QDD ELS letters A/T following Q, e.g. agreements with families QDD ELS K.
BKP DFE N	. . Antiracist practice	ELT	. . . Claims
	* For practice with ethnic groups and ethnic sensitive practice see QJP 3D.	ELU Anomalies
BP	. . Spiritual, religious and secular approaches	ELV Appeals, rights of appeal
BPB WDA I	. . . Transpersonal psychology	EM	. . . Disclosure, confession, admission
BW	. . Social work as art	EMH Allegations
QDC YD	. Domain of social work		* Disclosure of actions of others.
YF	. Tasks of social work, activities of social work	EML	. . . Selfreporting
YH	. <i>Actions by social workers in response to service users' characteristics and activities</i>	EMP	. . . Choice
	* For instance, corroboration of users' disclosures, or safety measures against users' violence.	EMT	. . . Selfdirection
YJ	. . Denial, refusal, withholding	EN	. . . Selfdetermination
YK	. . Violation	EO	. . . Mutual aid
YM	. . Prevention, protection, control	EP	. . . Participation, user involvement
YN	. . . Safety measures	EPH User consultation
YP	. . . Security measures	EPM Consumer groups
YQ	. . . Selfprotection	EPR User councils
YS	. . Condoning		
YT	. . Corroboration, confirmation		
YV	. . Helping		

Relations with service users

Social welfare Q
 Social work QD
 Service users QDD
 Actions of service users QDD ELG
 . Participation QDD EP
 . . User councils QDD EPR

QDD EQ . . Selfhelp
 EQC JPT . . . Selfhelp clubs
 EQJ . . . Selfadvocacy
 EQN . . . Selfprotection, personal safety
 EQT . Termination by service users
 EQX . Death of service users
 ER Reactions of service users
 ERF . Compliance
 ERH . Resistance
 ERJ . . Silence
 ERL . . Denial
 ERN . . Refusal
 ERP . Absenteeism
 ERR . Dropping out
 ERT . Breaches, violation
 ERV . User satisfaction, consumer satisfaction
 ES . Representations, complaints
 ESF . . Complaints procedures
 ESK . Protests
 ESP . Searching
 ET . Contact, access, family contact
 ETL . . Contact with, access to or access by particular
 family members
 * Add to QDD ET letters L/R following QK,
 e.g. contact with parents QDD ETP.

ETT . Offences
 ETV . . Dangerousness
 ETX . . Abuse of the system, fraud
 EU . . Violence by service users, aggression by
 service users
 EUH . . . Casualties
 * Among social workers.
 EUL Fatalities
 EUP . . Riots
 EUT . . Absconding, escapes
 EV . Outcomes, effects on service users
 EVF . . Initial effects
 EVG . . Longterm effects
 EVH . . Failure
 EVJ . . Relapse
 EVL . . Welfare dependency
 EVN . . Institutionalisation
 EVP . . Success
 EVR . . Withdrawal
 * For instance, from drug or alcohol dependence.
 EVS . . . Withdrawal symptoms
 EVT . . Abstinence
 EVV . . Change, personal change, personal growth
 EVW . . Recovery, healing
 EVX . . Consciousness raising
 EW . . Empowerment

Social welfare Q
 Social work QD
 Service users QDD
 Empowerment QDD EW

QDD EX Relations with service users
 F . Psychological aspects
 * Add to QDD F letters A/Q following I in Class I.
 The notation for social psychology is taken from
 the revised schedule published as an appendix in
 this volume. Some examples and amendments are
 shown below.

FDF . . Skills
 FFT R . . Intuition
 FGK P . . Listening
 FHQ . . Judgment
 FHR . . Problem solving
 FO . . Communication
 FOO . . . Verbal communication
 FPB J . . Helping
 FPB M . . Empathy
 FPB R . . Validation
 FPB S . . Invalidation
 FPB V . . Identification
 FPC J . . Involvement
 FPE . . Prejudice
 FPW X . . Compatibility, matching
 FS . Legal status
 FSH . . Statutory work
 * Usually assumed.
 FSK . . Nonstatutory work
 * Usually assumed.

FT . Malpractice
 FU . . Abuse of power
 FV . Contracts with service users
 FW . Anticipation of needs
 FWH . . Alarm systems
 FX . Contact, contact frequency
 G . Confidentiality
 J . Discretion
 L . Accountability
 N . Authority and persuasion
 NF . . Authority
 NG . . Persuasion
 NL . Paternalism, directive approaches
 NP . Nondirective approaches
 NT . Errors, mistakes
 P . Division of loyalties
 PT . Disruption, breakdown
 * For instance, of placement.

R . Recording, records
 RDE T . . Access
 T . Registers
 V . Report writing, reports

Actions on service users

<p>Social welfare Q Social work QD Relations with service users QDD EX . Report writing QDD V</p> <p>QDE Actions on service users * Some actions should be cited only after an appropriate kind of aid or service. For instance, routines and security are likely to be cited only after some form of institutional care.</p> <p>EH . Planning * For planning of care and treatment see QDE N.</p> <p>EL . Counter work</p> <p>EP . Reception</p> <p>ET . Duty work * Giving immediate attention.</p> <p>F . Intake, admission</p> <p>FN . . Voluntary admission</p> <p>FS . . Constructive coercion</p> <p>G . . Compulsory admission</p> <p>K . Classification, categorisation</p> <p>N . Care planning, treatment planning, care programming</p> <p>NH . . Goal planning</p> <p>NK . . Individual programme planning</p> <p>NN . Drift * Caused to service users by lack of planning.</p> <p>NR . Waiting</p> <p>NT . . Waiting lists</p> <p>O . Preparation</p> <p>OH . Explanation</p> <p>OL . Facilitation</p> <p>OP . Integration * For instance, of different kinds of service users.</p> <p>OT . Routines</p> <p>OW . . Domestic services * For instance, in residential homes.</p> <p>P . . Catering, feeding</p> <p>PF . . . Food wastage</p> <p>PK . . Clothing</p> <p>PN . . . Uniforms</p> <p>PQ . . . Service users' own clothing</p> <p>R . . Medical care</p> <p>S . Regimes, activities, programme</p> <p>T . Transportation</p> <p>U . Security</p> <p>V . . Inspection</p> <p>VH . . Security searching</p> <p>VL . . . Body searching</p> <p>VP Strip searching</p> <p>W . . Discipline, control</p> <p>WG . . . Use of force</p> <p>WJ Physical restraint</p> <p>WM . . . Punishment</p> <p>WP Solitary confinement</p> <p>WS . Length of stay, duration of care, duration of treatment</p> <p>WV . Care careers</p>	<p>Social welfare Q Social work QD Actions on service users QDE Care careers QDE WV</p> <p>QDE X Discharge, leaving care</p> <p>XH . Aftercare, support services * Add to QDE XH letters D/F following Q, e.g. housing for care leavers QDE XHF T.</p> <p>Y . Compulsory discharge</p> <p>YN . Investigation</p> <p>YS . Screening</p> <p>QDF Assessment, diagnosis, identification, evaluation</p> <p>AM9 GJ . Assessment orders</p> <p>L . Initial assessment</p> <p>LBT . . Access teams</p> <p>P . Certification</p> <p>R . Prediction, prognosis, developmental assessment</p> <p>QDG Selection</p> <p>J . Rejection</p> <p>QDH Placement * There are special provisions for same race placement and transracial placement of children in adoption and foster care; see under QLL K, QLL L and QLM.</p> <p>I . Postplacement support services</p> <p>IN . Placement moves</p> <p>IT . Long distance placement, out-of-area placement</p> <p>J . Permanent placement, permanency planning</p> <p>JL . Transracial placement</p> <p>JQ . Same race placement</p> <p>JV . Referral</p> <p>K . Termination by social workers</p> <p>L . Premature termination, forced termination</p> <p>M . Consultation</p> <p>P . Decision making, choice</p> <p>S . Criteria</p> <p>QDI Legal practice and procedure, administration of justice, civil procedure * This is an alternative (not recommended) to Class S. * Add to QDI numbers 6/9 following S in Class S. Some examples and amendments follow. * Use intercalators 2 and 3 to qualify QDI and its subclasses.</p> <p>69 . Access to the law</p> <p>6A . Practice of the law</p> <p>6D . . Legal aid</p>
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Social work

Social welfare Q
 Social work QD
 Actions on service users QDE
 Legal practice and procedure QDI
 Practice of the law QDI 6A
 . Legal aid QDI 6D

QDI 6E Courts and court proceedings
 6EK . Court work
 6EQ . Management of courts
 6H . Jurisdiction, powers of courts
 6J . Court procedures, rules of court
 6KB . Law officers
 6KC . . Panels
 6N . . Judges
 6P . . Magistrates
 7 . *Types of courts*
 7R . . Higher courts
 7RS . . . Divisional courts
 7RW . . . Crown courts
 7S . . Lower courts
 7SQ . . . County courts
 7T . . . Magistrates' courts
 7UF . . . Coroners' courts
 8 . Legal proceedings
 8A . . Parties to proceedings
 8BB . . . Assistance, support services
 * For legal aid see QDI 6D.
 8BC . . . Legal representatives
 8BR . . . Guardians ad litem
 8C . . . Plaintiffs
 8D . . . Defendants
 8ED . . . Third parties
 8EM . . . Children
 8L . . Pretrial proceedings
 8MJ . . . Summonses
 8S . . Court actions, trial proceedings, hearings
 8T . . . Evidence
 8TV Admissibility
 9AD K Sources of evidence
 9AR Documentary evidence
 9AR Q Court reports
 9AR R Composition, writing
 9AS Y Video evidence
 9AT Recordings
 9AT V Video recordings
 9AV Witnesses
 9AX BF Video links, television links
 9BE Hearsay evidence
 9BO Opinion evidence
 9BP Expert opinion, expert witnesses
 9BT Child witnesses
 9BU Victims as witnesses
 9D . . . Judicial decision
 9F Judgments

Social welfare Q
 Social work QD
 Actions on service users QDE
 Court actions QDI 8S
 Judgments QDI 9F

QDI 9G Remedies
 9GJ Court orders
 9GK Interim orders
 9H Appeals
 9H7 Appeal courts
 9J Judicial review
 9L Civil remedies
 9N Injunctions
 *Special types of proceedings*
 9SP Class actions
 9SR Citizen suits, public interest actions
 R Work with service users
 S . Initial work
 V . Settings
 QDJ . . Field work
 L . Micro practice
 * Includes casework, group work and family work.
 M . . *Aids, methods and techniques*
 N . . . Play
 P Games
 Q Toys
 R Dolls, nonanatomical dolls
 S Anatomical dolls
 V . . . Life story books, lifebooks
 W . . . Reminiscence work
 QDK . . . Interviewing
 IS Initial interviews
 QDL . . Casework
 M . . . Caseloads
 MP Caseload management
 MS . . . Keyworking
 MSB SV Co-keyworking
 MV . . . Case management
 * Coordination of all available resources,
 services and benefits.
 * See also care management QEE DLM V.
 N . . . Intervention
 NR Crisis intervention
 O Direct work
 P . . . Case conferences
 PS Family conferences
 Q . . . Case reviews, statutory reviews
 R . . . Brief casework and extended casework
 S Depth casework
 T Brief work, short-term work
 U . . . Intensive casework
 V . . . Task-centred casework
 QDN . . Group work
 DEM T . . . Selfdirected group work
 OB . . . Group development
 OD Group development stages
 P . . . Group processes, group dynamics

Social welfare Q
 Social work QD
 Work with service users QDI R
 Micro practice QDJ L
 . . . Group processes QDN P

QDN R . . . Selfhelp groups
 S . . . Support groups
 T . . . Nurture groups
 W Macro practice, social activism
 * For policy practice see QAG PS.

QDO . . . Community work
 CWD . . . Community activity
 * Use QDO Q.
 Q . . . Community activity
 S . . . Community service
 SBV Community service volunteers
 T Work camps
 V . . . Community groups
 X . . . Community associations, community centres
 QDP Q . . . Community development, sociocultural
 animation
 * Promotes selfhelp, social integration or social
 participation.

QCC T . . . Community councils
 QCG . . . Local development agencies
 S . . . Community organisation, community planning
 * Promotes community interests by improving
 coordination or management of agencies or
 services.
 V . . . Community action, social action
 * Uses conflict, confrontation, direct action or
 negotiation to redistribute resources, reduce
 inequalities or enhance the power of powerless
 groups.

VBW UM . . . Student community action
 VT . . . Social action broadcasting
 X . . . Neighbourhood work
 XCC T . . . Neighbourhood councils

Social welfare Q
 Social work QD
 Neighbourhood councils QDP XCC T

QE Social services, human services, personal social
 services, support services
 * Forms of help; kinds of aid; what is given.
 * A social service may be used to define a kind of
 person in need. For instance, the concept of local
 authority care may be used to specify children in local
 authority care. It is desirable, under any kind of
 person, to keep together the literature on the giving of
 a particular social service (e.g. care of children) and
 on people defined by their receipt of that service (e.g.
 children in care).
 * To specify people defined by receipt of a particular
 service, add to the subclasses of QE the class service
 users at QDD. For instance, people in residential care
 QEL DD; psychology of residents QEL DDE I.

QEC JG . . . Local authority social services, statutory social
 services
 * Usually assumed.

M . . . Voluntary social services
 V . . . Private social services

QEE . . . Care, social care, social pedagogy
 BWT . . . Informal care
 * Use QEE V.
 DEF N . . . Voluntary care
 DLM V . . . Care management
 * Case management of care.
 H . . . Quality of care
 P . . . Positive discrimination
 V . . . Informal care
 * Care by relatives, friends or neighbours.
 * Add to QEE V letters A/T following Q.

VB . . . Informal carers
 VC . . . Organisations for informal carers
 VD . . . Social work with informal carers
 VE . . . Support services for informal carers
 VG . . . Characteristics and problems of informal carers
 VX . . . *By time when given*

QEF . . . Day care, group day care
 * See also community care QEN, day centres
 QEN O.
 BWS . . . Family day care
 * Use QEW X.
 J . . . Out-of-hours care
 L . . . Twentyfour hour care, continuous care
 N . . . Night care
 O . . . Weekend care
 P . . . Seasonal care
 PR . . . Summer care
 Q . . . Winter care
 R . . . Care during vacations
 S . . . Care during summer vacations
 V . . . First stage services
 W . . . Second stage services

QEG . . . Emergency services

Social services

Social welfare Q
 Social services QE
 By time when given QEE VX
 . Emergency services QEG

QEG J . Respite care
 K . . Family-based respite care
 L . . Residential respite care
 LX *By environment where given*
 M . Local areas
 MK . . Patch systems
 N . Neighbourhood care
 NBV . . Good neighbour schemes
 Q . Industrial areas
 R . Residential areas
 T . . Retirement areas
 V . . Housing estates, local authority housing estates
 X . . Types of housing
 * Add to QEG X letters T/W following QH, e.g. high rise flats QEG XTV.

QEH . Urban areas, towns, cities, urban social services
 J . . Inner cities
 L . . Suburban areas
 M . . Outer city areas
 N . . Overspill areas, dormitory areas
 P . . New towns
 R . Rural areas, rural social services
 RDP QCC T . . Rural community councils

QEJ . Deprived areas
 H . . Deprived urban areas
 K . Ghettoes
 L . Developing areas
 N . Indoor services
 P . Outdoor services, mobile services
 S . International aid, international social services
 S8 . . Donor countries
 * Add to QEJ S8 letters A/Z from Auxiliary schedule 2.
 SBV . . International voluntary service
 SC . . Donor agencies
 T . . Receiving countries
 * Add to QEJ T letters A/Z from Auxiliary schedule 2.

QEK K *By duration*
 N . Continuity of care, continuum of care
 S . Short-term services, short-term care, temporary care
 T . Longterm services, longterm care, permanent care

Social welfare Q
 Social services QE
 By duration QEK K
 . Longterm services QEK T

QEK TV *By setting*
 U . Resource centres
 V . Out-of-home care, substitute care
 W . . Out-of-home group care, institutional care
 * Includes both residential care and group day care.
 For group care in the American sense of residential care, see QEL.
 X . . Local authority care, accommodation by local authorities, looking after by local authorities, state care, statutory care, in care
 Y . . . Removal from home, removal to a place of safety

QEL . Residential care, group care, residential homes
 AYW . . Cluster homes
 AXX . . Village homes, village communities
 B . . Residential care staff, houseparents
 D . . Residential social work
 KS . . Short stay residential care
 KT . . Long stay residential care
 L . . Workhouses
 M . . Ship projects
 N . . Assessment centres, observation and assessment centres
 P . . Reception centres
 U . . Family group care
 W . . Secure units, secure accommodation

QEN . Community care, community-based services, nonresidential care
 * See also day care QEF.
 M . . Deinstitutionalisation
 N . . Community-based residential services
 NR . . Drop-in centres
 O . . Day centres
 P . . Education welfare services
 * Alternative (not recommended) to JDU in Class J.
 PD . . . Education social work
 R . . Employer welfare services, workplace welfare
 * Alternative (not recommended) to TUQ XY in Class T.
 RS . . . Employee assistance programmes
 V . . Other settings outside the home
 W . . . Outreach work, detached work

QEO . . Home support services, home care services, domiciliary care, home-based services
 KS . . . Temporary home care services
 T . . . Home visiting
 V . . . Homesharing

QEP Information services
 R . Interpretation of information
 * For instance, interpreting forms and regulations.

<p>Social welfare Q Social services QE Information services QEP . Interpretation of information QEP R</p> <p>QEP T . Publicity V . . Directed at particular groups of people or particular hazards * Cite first the group and/or hazard from QG/QT, e.g. publicity about drug misuse directed at young people QNV LRE PV. X . Information centres, community information centres, libraries</p> <p>QEQ Counselling, advice work, guidance, counselling services CWS . Advice centres CX . Citizens advice bureaux QS . Telephone counselling, telephone helplines QT . Problem pages, advice columns, agony aunts QV . Radio counselling QW . Television counselling QY Mentoring R Advocacy RBW S . Citizen advocacy S Legal aid T . Legal advice V Religious pastoral care * Alternative (not recommended) to PFO in Class P.</p> <p>QER B Treatment, relief, alleviation * For some conditions (e.g. illness) treatment is a large subject in its own right, located outside Class Q. This location is for those aspects of treatment which are legitimate areas for social welfare action (e.g. aftercare, rehabilitation). * Many kinds of treatment imply a particular kind of person in need or a particular cause of need. For instance, aids and access often imply people with physical disabilities. * These implied people in need and causes of need should always be cited first, e.g. family therapy in social work QKE SIS X; guide dogs QMV ERQ Q.</p> <p>BCC J . Treatment units EL . Residential treatment EMK . . Hospitals EMK OKS . . . Home from hospital schemes EMN . . . Day hospitals EMP . . Clinics, medical centres EMR . . . Day centres EMS . . Nursing homes, convalescent homes, rest homes, sanatoria</p> <p>F . Nursing FT . . Community nursing FV . . . Health visiting G . . Home nursing</p>	<p>Social welfare Q Social services QE Treatment QER B Nursing QER F . Home nursing QER G</p> <p>QER H Aids, disability aids HT . Mechanical aids HV . Electrical aids HX . Electronic aids J . . Computer systems JU . Acoustic aids JV . . Ultrasonic aids L . Prosthetic aids LRP . Daily living aids LRT . Respiratory aids LRX . Optical aids LS . . Glasses LT . . Contact lenses LV . Eye prostheses LW . Hair prostheses LX . Breast prostheses M . Artificial limbs N . Artificial organs OB . Personal care aids OD . Feeding aids, drinking aids OE . Dental aids OF . . Dentures OG . Toilet aids OH . Bed aids, sleeping aids OJ . Washing aids, bathing aids OK . Dressing aids OKT . Clothing OKU . . Footwear OKV . . . Orthotic appliances OKX . Environmental control equipment OLM . Home adaptations OLN . Household equipment OLP . . Kitchen equipment OLQ . . Furniture OLS . . . Specific items of furniture OLV . . Gardening aids ON . Communication aids ONT . . Symbol communication systems ONU . . Language interpretation ONV . . Sign languages ONW . . Speech aids OO . . Tactile reading and writing systems OP . . . Braille systems OQ . . . Other specific systems OR . . Reading aids ORU . . . Large-print books ORV . . . Talking books OS . . Writing aids OT . . Hearing aids OTW . . . Hearing dogs OU . . Telephones, telephone aids</p>
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Treatment

Social welfare Q
 Social services QE
 Treatment QER B
 Aids QER H
 . Communication aids QER ON
 . . Telephones QER OU

QER OV . . Alarm systems, community alarm services
 PN . . Mobility aids, transport aids
 PQ . . Walking aids
 PR . . Wheelchairs
 PV . . Stairlifts
 QH . . Vehicles, vehicle conversions
 QJ . . . Vehicle badges
 QQ . . Guide dogs
 R . . Access aids
 RV . Computerised shopping services
 S Personal assistance, aides, assistants, attendants,
 home help services

SU . Escorts
 SW . Nannies
 T Treatment methods
 U . Medical treatment
 V . . General practice
 VD . . . General practice attachment
 X . . *Specific medical treatments and therapies*
 * Add to QER X letters I/X following H in
 Class H. Some examples follow.

XNV . . . Drug therapy
 XOY . . . Occupational therapy
 XOY C . . . Homeopathy
 XOY H . . . Acupuncture

QES B . . Psychiatric care
 G . . Psychotherapy
 I . . . *Specific psychotherapies*
 * Add to QES I letters S/T following I from
 Class I. Some examples and amendments
 follow.

ISQ QX Psychoeducation
 ISR K Psychoanalytic psychotherapy
 ISR KKM K Ego psychology
 ISR Q Gestalt therapy
 ISR R Behaviour modification, behaviour
 therapy
 IST T Transactional analysis
 ISW Group psychotherapy
 ISW W Therapeutic communities, environmental
 therapy, milieu therapy

ISX Family therapy
 ISX X Marital therapy, couples therapy
 ISX Y Psychodrama
 ISY Brief therapy
 ITT Play therapy
 ITT V Art therapy

Social welfare Q
 Social services QE
 Treatment QER B
 . Treatment methods QER T
 . . Psychiatric care QES B
 Art therapy QES ITT V

QET . . . Prevention, protection, control
 D . . . Preventive social work
 G . . . Emergency protection
 T . . . Safety measures
 V . . . Security measures
 WD . . . Deterrence
 WH . . . Reduction
 WL . . . Harm reduction
 WP . . . Prohibition
 WS . . . Age limits
 WT Alteration
 XD . . Mediation, dispute resolution
 XF . . . Communication
 XH . . . Meetings
 XK . . . Reconciliation
 XM . . . Breakdown prevention, preservation intact
 XP . . . Conciliation
 Y . Throughcare

QEU . Aftercare
 V . . Convalescence

QEV B . . Rehabilitation, social reintegration,
 normalisation
 H . . . Return home, restoration, reunification,
 reconstitution
 * For instance, reunification of families.

L Training, retraining
 O Occupational rehabilitation
 OX Motor vehicle projects
 P Social education
 PCW S Social education centres
 PW Life and social skills training
 PXD Life skills training
 PXF Social skills training
 PXL Selfcare skills training
 Q Homemaking skills training
 R Independent living training
 S Companion animals, pets
 T Befriending, buddying
 V Visiting
 VBW Q . Independent visitors
 W Telephone chat services

QEW Minding
 X Day foster care, family day care
 Z Role modelling, big brothers, big sisters

QEX B Supervision, leadership
 C . Close supervision
 D . One-to-one care
 F Guardianship
 H Custodianship

<p>Social welfare Q Social services QE Custodianship QEX H</p> <p>QEX L Foster care of adults, boarding out of adults * Most of the literature is on foster care of children, at QLL L.</p> <p>M Adoption of adults * Most of the literature is on adoption of children, at QLM.</p> <p>QEY Financial assistance * The major form of financial assistance is social security, which follows immediately.</p> <p>QF . Social security, income support, income maintenance * Because social security systems vary so much between nation states, it is recommended that nation states and other areas with their own systems (e.g. provinces) should be cited before anything else. * Because the causes of need for social security are complex and diverse, it is also recommended that this form of welfare action should be cited before causes of need and people in need. * So the recommended citation order is: (1) nation or area, (2) social security, (3) causes of need and people in need, and the schedules that follow provide for this. * An alternative (not recommended) is to cite place later, by using QFC/QFM for social security in general, then adding number 8 from Auxiliary schedule 1, e.g. family benefits in the United States QFK B8Y. * A further alternative (not recommended) is to cite causes of need and people in need before social security, by normal retroactive numberbuilding, e.g. family benefits in general QKF BKB, retirement pensions in the favoured country QLW FGT. * To qualify QF/QFY by earlier facets, add intercalator A, then letters A/E following Q, e.g. social security policy QFA AGP, volunteers in play centres QFY QKA BV.</p> <p>QFA . . . Social security in general, comparative studies of social security</p> <p>AR . . . International cooperation, international reciprocal arrangements</p> <p>ARR With particular countries * Add to QFA ARR letters C/Z from Auxiliary schedule 2.</p> <p>QFB . . . <i>Special procedures in social security</i> * Within QFB combine classmarks by dropping the first three letters, e.g. claims (QFB CC) for family benefits (QFB KB): QFB KBC C.</p> <p>CB Abuse of the system, fraud</p> <p>CC Claims</p>	<p>Social services QE Financial assistance QEY Social security QF Social security in general QFA Special procedures in social security QFB . Claims QFB CC</p> <p>QFB CCA DD . . Claimants, recipients</p> <p>CD . . . Claimants unions</p> <p>CE . . Adjudication, decision making</p> <p>CEH . . . Reviews</p> <p>CF . . . Appeals</p> <p>CFA CJL Appeal tribunals</p> <p>CG Judicial appeals, appeal courts</p> <p>CH . Conditions, rules</p> <p>CJ . . Welfare rights, benefit entitlement</p> <p>CJA D . . . Welfare rights work</p> <p>CJA EQC X . . . Welfare rights advice centres</p> <p>CK . . Certification</p> <p>CL . . Assessment</p> <p>CM . . . Income disregard, earnings disregard</p> <p>CN . . . Selectivity</p> <p>CO Means tests</p> <p>COH Earnings rules, earnings calculation</p> <p>COL Capital assessment</p> <p>CQ . . Special conditions, special rules</p> <p>CQH . . . Time limits for claims</p> <p>CQL . . . Residence</p> <p>CQP . . . Presence</p> <p>CQS . . . Absence, living abroad</p> <p>CQV . . . Families, households</p> <p>CR Cohabitation, living together</p> <p>CS . . . Relatives' responsibilities</p> <p>CSN . . . Availability for work</p> <p>CT . . . Wage stop</p> <p>CTH . . . Medical examinations</p> <p>CTL Medical certificates</p> <p>CTP . . . Degrees of disablement</p> <p>CUW <i>Kinds of claimants and recipients</i></p> <p>CV . Dependents</p> <p>CW . . Adult dependents</p> <p>CX . Employees</p> <p>CXH . . Industrial disputes, strikes</p> <p>CY . . Public services employees</p> <p>CYL . . . Armed services personnel</p> <p>CYP Ex-service personnel</p> <p>DB . . Private sector employees</p> <p>DBR . . Particular industries * Add to QFB DBR numbers and letters from the whole classification.</p> <p>DC . Selfemployed people</p> <p>DD . Nonemployed people</p> <p>DE . . Students</p> <p>DF . . Trainees</p> <p>DFN . . . Government training schemes</p>
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Benefits

Financial assistance ^{QEY}	Social welfare ^Q
Social security ^{QF}	Social services ^{QE}
Social security in general ^{QFA}	Financial assistance ^{QEY}
Kinds of claimants and recipients ^{QFB CUW}	Social security ^{QF}
. Nonemployed people ^{QFB DD}	Social security in general ^{QFA}
. . . Government training schemes ^{QFB DFN}	Noncontributory schemes ^{QFB FJ}
QFB DG . People in need and causes of need	QFB FK . Benefits, social security benefits
* Add to QFB D letters G/T following Q, except for categories of people listed below.	FKJ . Calculation
DW . . Carers, informal carers	FKL . Payment
EB . . People in local authority care, people in state care	FKN . . Rates
EBH . . People in residential care	FKQ . . Deductions
EC . . Boarders, lodgers	FKR . . . Direct payments
ED . . Poor people, low income people	FKS . . Overpayments
* Usually assumed.	FKU . . . Recovery of overpayments
EE . . Itinerant workers	FKW . . Transitional arrangements
EEH . . Unemployed people	FL . Overlapping benefits
EEL . . Single homeless people	FLK . Short-term benefits
EEP . . Black people	FLP . Employer-paid benefits
EEV . . Emigrants	FLV . Cash benefits
EF . . Immigrants	* Usually assumed.
EG . . Women	FM . Allowances, supplements, premiums
EH . . . Single women	FN . . Dependents' allowances
EJ . . . Married women	FO . Grants, gratuities
EK . . . Cohabiting women	FOK . Loans
EL . . . Separated women	FON . . Recovery of loans
EM . . . Divorced women	FP . Pensions
EN . . . Widows	* For retirement pensions see QFB GT.
EO . . Widowers	FQK . Tax-benefit systems
EP . . Children and young people	FR . . Tax relief, tax allowances
EPK . . . Young people	FS . . . Reverse income tax, negative income tax
EPQ Sixteen-year-olds and seventeen-year-olds	FT . . . Other forms
EQ . . Elders	FV . Non-means-tested benefits
ER . . . People over eighty	FX . Means-tested benefits, income-related benefits
ERK . . Disabilities, special needs	GC . Contributory benefits, national insurance benefits
ERQ . . . Illness	GE . Noncontributory benefits
ES Hospital in-patients	GF . <i>Types of benefits by need</i>
ESK Haemophilia with AIDS/HIV	GG . . Unemployment benefits
ESQ Occupational diseases	GHB . . Disability benefits
ET . . . Physical disabilities	GI . . Survivors' benefits
EU Severe physical disabilities	GJ . . . Widows' benefits
EV Blindness	GJK Widows' pensions
EW . . Prisoners, prisoners' families	GJN . . . Widowers' benefits
EX . . . Ex-prisoners, ex-prisoners' families	GJR . . . Remarriage grants
FC . Contributory schemes, national insurance schemes, social insurance schemes	GJV . . . Orphans' benefits
FD . Contributions	GM . . Guardians' allowances
FDK . . Contribution conditions	GP . . Sickness benefits and invalidity benefits
FDQ . . Credits	GPK . . . Sickness benefits
FE . . Refunds	GQ . . . Invalidity benefits
FF . . Flat rate contributions	GQH Invalidity pensions
FG . . Graduated contributions, earnings-related contributions	GR . . Maternity benefits, maternity allowances
FH . Pay-as-you-earn schemes	GRP . . . Maternity grants
FJ . Noncontributory schemes	GRV . . Paternity allowances
	GT . . Retirement pensions, old age pensions
	GV . . Death grants, funeral grants
	H . . Industrial injuries benefits, industrial injuries compensation, occupational diseases benefits

Benefits

<p>Social services ^{QE} Financial assistance ^{QEY} Social security ^{QF} Social security in general ^{QFA} . Benefits ^{QFB FK} . . . Industrial injuries benefits ^{QFB H}</p> <p>QFB J . . . Social assistance, social aid, public assistance JK Minimum means payments, minimum income payments JT . . . Education benefits JW . . . Health benefits, medical benefits KB . . . Family benefits, family allowances, child benefits, child support KD Upbringing allowances KE Foster care and adoption allowances * This is an alternative (not recommended) to locating at QLL KFB FM. KF Foster care allowances KG Adoption allowances KJ Family income supplements KT Lone parent family benefits KU Child maintenance KW Disabled child allowances, special education allowances LH . . . War pensions LX . . . Emergency payments, exceptional situations benefits MD . Private social security schemes MH . . Private pension schemes MN . . Private health benefits, private health insurance MX . Personal pension schemes</p> <p>Y <i>Social security systems by nation or area</i></p> <p>QFC . Favoured system * Add to QFC A letters A/E following Q, e.g. social security law QFC AAM. * Add to QF letters C/M following QFB, making suitable additions and amendments. A schedule for the United Kingdom follows as an example. * Within QFC/QFM combine classmarks by dropping the first two letters, e.g. claims (QFC C) for family benefits (QFK B): QFK BCC.</p> <p>C . . Claims E . . . Adjudication, decision making F . . . Appeals G Social Security Commissioners</p> <p>QFD G . . People in need and causes of need QFE PK . . . Young people PQ Sixteen-year-olds and seventeen-year-olds PR Bridging allowance SR . . . Prescribed industrial diseases</p>	<p>Social services ^{QE} Financial assistance ^{QEY} Social security ^{QF} Favoured system ^{QFC} People in need and causes of need ^{QFD G} . Prescribed industrial diseases ^{QFE SR}</p> <p>QFF K Benefits, social security benefits</p> <p>QFG F . <i>Types of benefits by need</i> G . . Unemployment benefit GL . . Jobseekers allowance HB . . Disability benefits HC . . . Mobility allowance HE . . . Attendance allowance HG . . . Disability living allowance and disability working allowance HH Disability living allowance HJ Care component HL Mobility component HN Disability working allowance HR . . . Independent living funds HV . . . Vaccine damage payments J . . Widows' benefits JI . . . Widow's payment JJ . . . Widowed mother's allowance JK . . . Widow's pension JKN . . . Widow's age-related pension JL . . . Noncontributory widows' benefits JM . . . Industrial death benefit for widows LM . . Child's special allowance M . . Guardian's allowance P . . Sickness benefits and invalidity benefits PK . . . Sickness benefits PN Statutory sick pay PR Sickness benefit Q . . . Invalidity benefit QH Invalidity pension QI Invalidity allowance QIJ . . . Incapacity benefit QIN . . Severe disablement allowance QJ . . Invalid care allowance R . . Maternity benefits RK . . . Statutory maternity pay RS . . . Maternity allowance T . . Retirement pensions TH . . . Graduated pension TN . . . State earnings-related pension schemes, SERPS UA . . . Category A retirement pension UB . . . Category B retirement pension UC . . . Category C retirement pension UD . . . Category D retirement pension X . . Christmas bonus</p>
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Benefits

QFH

QFQ

Social services ^{QE}
 Financial assistance ^{QEY}
 Social security ^{QF}
 Favoured system ^{QFC}
 Benefits ^{QFF K}
 Christmas bonus ^{QFG X}

QFH Industrial injuries benefits, industrial injuries
 compensation
 J . Disablement benefit
 K . . Constant attendance allowance
 O . . Exceptionally severe disablement allowance
 P . . Other supplements and allowances
 R . Reduced earnings allowance
 RN . Retirement allowance
 T . Industrial death benefit for widows
 V . Industrial death benefit for children
 X . Compensation payments

QFJ Supplementary benefits
 L Income support
 M . Personal allowances
 N . Premiums
 NL . . Family premium
 NM . . Lone parent premium
 NN . . Disabled child premium
 NP . . Carer's premium
 NQ . . Pensioner premium
 NR . . Enhanced pensioner premium
 NS . . Higher pensioner premium
 NT . . Disability premium
 NV . . Severe disability premium
 O . . Other premiums
 P . Severe hardship payments
 Q Social fund
 R . Regulated payments
 RN . . Maternity expenses payment
 RR . . Funeral expenses payment
 RV . . Cold weather payment
 S . Discretionary payments
 SM . . Community care grants
 SQ . . Loans
 ST . . . Budgeting loans
 SV . . . Crisis loans
 T Education benefits
 TN . School clothing grants
 U Housing benefits
 * This is an alternative (not recommended) to QHQ S.
 UX Community charge benefit, poll tax rebates
 V Council tax benefit
 W Health benefits, national health service benefits
 WN . Exemption from charges
 WP . Reduction of charges
 WQ . Prescriptions
 WR . Dental care, dental appliances
 WS . Ophthalmic care
 WT . . Sight tests
 WU . . Optical aids, glasses, contact lenses
 WV . Wigs and fabric supports

Financial assistance ^{QEY}
 Social security ^{QF}
 Favoured system ^{QFC}
 Benefits ^{QFF K}
 . . . Health benefits ^{QFJ W}
 Wigs and fabric supports ^{QFJ WV}

QFJ WX Travel costs
 * For attendance at hospitals, clinics or
 disablement services centres.

QFK B . . . Family benefits, child benefits, child support
 H Child benefit
 J Family income supplement
 N Family credit
 T One parent benefit
 TP Childcare allowance
 U Child maintenance
 WM Family Fund

QFL H . . . War pensions
 J War disablement pension
 K Allowances, supplements
 S Dependents' benefits, death benefits
 T War widows' benefits, war widow's pension
 U Allowances
 V War orphan's pension
 W Other dependents
 X . . . Emergency payments, exceptional situations
 benefits

QFM D . Private social security schemes
 H . . Private pension schemes
 K . . . Occupational pension schemes
 KR Contracting out
 L Transferability
 X . Personal pension schemes

QFN Next favoured system
 * Add to QFN letters C/M following QFB, making suitable
 additions and amendments.
 * Within QFN combine classmarks by dropping the first
 three letters, e.g. claims (QFN CC) for family benefits
 (QFN KB): QFN KBC C.

QFQ Other systems
 * Add to QFQ letters C/Z from Auxiliary schedule 2 for
 nation or other area, e.g. the United States QFQ Y.
 * Then add intercalators 2 and 3. Add to 3: (1) letter A,
 then letters A/E following Q; (2) letters C/M following
 QFB.
 * Within any national or other system the compounding of
 classmarks follows the normal retroactive rules, e.g.
 United States (QFQ Y) - family benefits (QFB KB) -
 claims (QFB CC): QFQ Y3K BCC.
 * For localities within a system, add 8, then letters C/Z
 from Auxiliary schedule 2, omitting any letter common
 to all parts of a system, e.g. claims for family benefits in
 New York City QFQ Y3K BCC 8DM.

<p>Social welfare Q Social services QE Financial assistance QEY . . . Other systems QFQ</p>	<p>Social welfare Q Social services QE Material help QFS E Transport QFV M . Motor vehicle hire schemes QFV W</p>
<p>QFS A <i>Other forms of financial assistance</i> B . Price control D . Cash assistance DV . Compensation E Material help, noncash benefits, relief in kind * Free or subsidised. EU . Tokens EW . Vouchers F . Food H . . Welfare foods I . . . Vitamins IU . . . Milk IW School milk J . . Meals services L . . . School meals M . . . Mobile meals services N . Clothing P . Fuel Q . Heating R . Washing facilities S . . Baths, showers T . . Laundries</p>	<p>QFX B Employment * This location is for employment provision as a form of assistance to people in need. For employment and unemployment as causes of need see QGW/QGY. For employment in its economic context see Class T. D . Job creation * Add to QFX E letters P/Y following TLP in Class T. * Add to QFX F letters C/P following TLQ in Class T. * Some examples are shown below. ER . . Job centres, employment exchanges FL . . Temporary employment programmes FN . . Employment programmes, employment projects FP . . Retraining schemes G . Employment quotas K . Designated employment KY . Supported employment L . Sheltered employment R . Workfare * Work-related programmes, either compulsory or voluntary, for social security claimants.</p>
<p>QFT . Housing, accommodation, shelter, community residences, community living arrangements * This location is for housing provision as a form of assistance to people in need. For housing as a cause of need see QH. In doubtful cases prefer QH.</p>	<p>T Community enterprises U . Community businesses V . Community cooperatives</p>
<p>AE . . Supported living AEG . . . Emergency accommodation T . . <i>Types of housing</i> * Add to QFT letters T/W following QH. Some examples are shown below.</p>	<p>QFY D Recreation, leisure activities, play, play schemes * Provision as a form of assistance to people in need. DAD N . Activity groups DAE FR . Holiday play schemes DAE NO . Activity centres</p>
<p>WD . . . Group homes WE . . . Halfway housing WF . . . Sheltered housing WGD Semisheltered accommodation WGF Enhanced sheltered accommodation, very sheltered accommodation WJ . . . Staffed housing, warden-serviced housing WU . . . Communal housing WV Hostels WVX Short stay hostels WZ Refuges, safe houses</p>	<p>H . Sports facilities, sports centres J . Indoor recreation K . Outdoor recreation M . . Open spaces O . . Playgrounds P . . . Adventure playgrounds QK . Play centres QT . Toys R . . Toy libraries T . Arts facilities, cultural activities U . Outings V . Holidays, vacations * Taken away from home.</p>
<p>QFV G . Facilities H . . Equipment J . . Supplies K . . Buildings M . Transport, travel S . . Fares, passes, travel warrants, travel vouchers SX . . Community transport T . . Transport to school W . . Motor vehicle hire schemes, motor vehicle hire purchase schemes</p>	<p>W . . Summer camps X . Clubs Y . Particular activities, sports or recreations</p>

Social welfare Q
 Social services QE
 . . . Particular activities QFY Y

QG
 People in need and causes of need, victims, disadvantage
 * Objects of welfare action: both conditions which call for welfare action (e.g. floods, unemployment, disabilities, drug misuse) and people characterised by these conditions (e.g. flood victims, unemployed people, people with disabilities, drug misusers).
 * In general, do not try to distinguish works on a condition from works on people characterised by that condition, but class both together (e.g. poverty and social work QGV D, social work with poor people QGV D).
 * However, when a work clearly emphasises the people, the letter G may be added to the classmark for the condition. It is obtained by using QG to qualify classes QH/QT (e.g. homeless people QHH G), or by using QGG to qualify conditions within QG (e.g. unemployed people QGX HG).
 * Subclasses of QG should be used to specify characteristics of people in need (e.g. health of unemployed people QGX HH).

QGG
 Y
 QGH
 . . . *Characteristics of people in need*
 . . Environment, personal environment
 . . Health
 * Add to QGH letters J/K following H in Class H. Some examples follow.

JB
 JHX
 KF
 QGI
 . . . Personal health
 . . . Environmental health
 . . . Nutrition
 . . Psychology
 * Notation for psychology is drawn from Class I, with some amendments.
 * Add to QGI letters A/Q following I in Class I.

BN
 CC
 CD
 CEJ
 CEQ
 CER
 . . . Psychometric testing, profiling
 . . . Behaviour
 . . . Influencing factors
 . . . Crises
 . . . Experiences, personal experiences
 . . . First experiences, early experiences

CES
 CES T
 CK
 CKH
 CNP
 CP
 EH
 EH3 DK
 EH3 ESI SWW
 EHN
 EHR
 EL
 . . . Life events
 . . . Life changes, life transitions
 . . . Social factors
 . . . Loss, separation
 . . . Adjustment
 . . . Perceptions
 . . . Motivation, wishes
 . . . Motivational interviewing
 . . . Motivational milieu therapy
 . . . Needs
 . . . Dependency
 . . . Habits

Social welfare Q
 People in need and causes of need QG
 Psychology QGI
 Habits QGI EL

QGI F
 FEV N
 FGT
 FHD
 FHD 3D
 FHS
 FHV
 FJP
 G
 GFY
 KQ
 KR
 KS
 KTD
 KTD UF
 KTD UH
 KTD UM
 KTV
 KUB
 KUC
 KUD
 KUF
 LMP
 LMP R
 MMR
 N
 PBM
 PD
 PFH
 PH
 QHO
 QHP Q
 QHP R
 S
 T
 U
 VN
 VP
 VR
 W
 Y
 Feelings, emotions
 . Coping
 . Anxiety
 . Grief, mourning
 * For bereavement see QGO V.
 . . Grief work
 . Anger
 . Aggression
 . Attachment
 Learning
 . Experimenting
 * For instance, with drugs or alcohol.
 Sex psychology
 . Sexuality
 . . Sexual behaviour, sexual practices, sexual problems
 * For sexual practices and problems likely to be subject to social disapproval or control, see QNP.
 . . . Lovemaking
 . . . Safe sexual practices
 . . . Condom use
 . . . Unsafe sexual practices
 . . . Sadomasochism
 . . . Fetishism
 . . . Gender identity problems
 . . . Transvestism, crossdressing
 . . . Transsexualism
 Age differences
 . Peak age
 Childrearing
 Social psychology, social behaviour
 * The notation for social psychology is taken from the revised schedule published as an appendix in this volume.
 . Empathy
 . Attitudes
 . . Beliefs
 . . Attitudes to particular things
 * Add to QGI PH numbers and letters from the whole classification.
 . . Values
 . . . Duties, obligations
 . . . Responsibility, accountability
 Need proneness
 Selfneglect
 Need histories, problem careers
 * For instance, drinking histories, criminal careers.
 . Stages of need
 . . Early stages
 . . Late stages
 Independence, selfcare
 Life course, life cycle

People in need and causes of need

Social welfare Q
 People in need and causes of need QG
 Characteristics of people in need QGG
 . Psychology QGI
 . . Life course QGI Y

QJG . . Social characteristics
 * Add to QJG letters A/R following K in Class K (except for concepts contained in QK). Some examples and amendments are shown below.

BWN . . . Social life
 BWQ . . . Quality of life
 BWT . . . Lifestyles
 FRT . . . Social networks, personal social networks
 FRT T . . . Network analysis
 PDF BV . . . Ethnic identity

QGK . . Families, homes, households
 * The family in Class Q may be a group in need itself, or an important element in the environment of an individual in need.
 * The general class for the family as a recipient of welfare and as a cause of need is QK. This class QGK is provided only to allow qualification by the family of classes filing before QK (i.e. QG/QJ).
 * Add to QGK letters J/Y following QK, e.g. parents of unemployed people QGX HKP, homeless people from broken families QHH GKX.

Z . . Other characteristics and activities not in Class Q
 * Add to QGK Z numbers and letters from the whole classification.

ZZ *Types of people in need*

QGL . Perpetrators
 * People who make victims of others, considered here as people in need themselves. When perpetrators are considered wholly or largely from the viewpoint of criminal justice, they should be classed as offenders in QR/QT.
 * The main use of this class will be for perpetrators of abuse and of other social relationships which make victims of others. Some special types of perpetrators are enumerated there, at QIF GL.
 * Add to QGL letters G/T following Q for characteristics and types of perpetrators, e.g. male perpetrators QGL JNT.

QGM . Survivors, former people in need, former victims
 G . . *Characteristics and types of survivors*
 * Most of the literature is on survivors of particular causes of need, e.g. abuse survivors QJJ GM, disaster survivors QGN M.
 * Add to QGM letters G/T following Q, e.g. mentally ill disaster survivors QGN MMN.

IF . . . Prosurvivors, secondary victims
 * People in supportive relationships with survivors, e.g. partners, relatives and friends.

IK Friends of survivors
 K . . . Families of survivors
 KNZ Partners of survivors
 U . . . Repeat victims, repeated victimisation
 VH . Treated people

Social welfare Q
 People in need and causes of need QG
 Treated people QGM VH

QGM VT Relapsed people
 W People at risk, vulnerable people, potential victims, risks

People in need and causes of need

Social welfare Q
 People in need and causes of need QG
 Types of people in need QGK ZZ
 . People at risk QGM W

QGM Y *Causes of need and kinds of people in need*
 QGN . Disasters, emergencies
 ERB . . Disaster relief
 G . . Disaster victims, characteristics of disaster victims
 M . . Disaster survivors
 ND . . Refugees
 NF . . . Unaccompanied refugees
 NJ . . Displaced people
 NM . . Evacuees
 NP . . Natural disasters
 NS . . . Earthquakes
 NV . . . Volcanic eruptions
 O . . . Landslides
 OT . . . Avalanches
 P . . . Storms, cyclones, hurricanes, tornadoes,
 typhoons
 Q Floods
 R River floods
 S High tides, tidal waves
 T Dam bursts
 TS . . Disasters with human causes
 U . . . Fires
 V Forest fires, bush fires, brush fires
 W Urban fires
 X Building fires
 Y . . . Explosions
 QGO B . . . Wars
 C War damage
 D Prisoners of war
 F . . . Accidents
 G Industrial accidents
 H Petroleum industries, gas industries
 I Offshore platforms
 J Electricity industries
 K Nuclear industries
 KR Construction industries
 KT Process industries, chemicals industries
 KV Other industries
 L Transport accidents, traffic accidents
 M Road accidents
 N Rail accidents
 O Shipping accidents
 P Air accidents
 Q Space accidents
 QR Crowd disasters, overcrowding
 QV Collapse of buildings
 R Other accidents
 RT . . . Environmental problems, environmental
 pollution
 S . . . Food poisoning
 T . . . Famine
 U . . . Epidemics, pandemics

Social welfare Q
 People in need and causes of need QG
 Disasters QGN
 . . Epidemics QGO U

QGO V Bereavement
 VQ . *Deaths causing bereavement*
 VR . . Family members
 * Add to QGO VS letters K/Y following QK,
 e.g. parents bereaved by death of children
 QKP GOV SRC.
 VT . . Friends
 VV . . Other people
 VX . . Pets
 W Other people's needs, other people's problems
 * For instance, illness in neighbours.
 * For problems in other members of the same family,
 see QKW.

Y Social conditions
 QGP . Deprivation, social deprivation, social
 disadvantage, undervalued people,
 underprivileged people
 ACL F . . Cycles of deprivation, transmitted deprivation
 QGQ . Population conditions
 R . . Overpopulation
 T . . Underpopulation
 QGR . Political conditions
 NND . . Political refugees, asylum seeking
 QGT . Economic conditions
 U . . Shortages, scarcity
 V . . Standard of living
 W . . Personal finance, money problems, financial
 problems
 X . . . Financial dependency
 Y . . Underclasses
 QGV . . Poverty, poor people
 ELL 8EB . . . Poor Law institutions
 ERB . . . Poverty relief, antipoverty strategies
 V . . . Low income
 VX . . . Poverty trap
 W . . . Minimum wages
 WXB . . . Taxation
 WXC . . . Debts
 WXD Arrears
 WXE Inherited debts, debt bondage
 WXF . . . Fuel and water problems
 WYG Meters
 WXH Debts
 WXK Disconnection of supplies
 WXL Reconnection of supplies
 WXP Fuel poverty
 WXR Fuel debts
 WXT Water poverty
 WXU Water meters
 WXV Water debts
 X . . . Begging

Social welfare Q	
People in need and causes of need QG	
Social conditions QGO Y	
Economic conditions QGT	
. Poverty QGV	
. . Begging QGV X	
QGW	. Employment, occupational welfare, industrial welfare
X	. . Particular occupations and industries * Add to QGW X numbers and letters from the whole classification.
YD	. . . Armed services personnel
YF Ex-service personnel
QGX H	. . Unemployment
K	. . . Unemployable people
P	. . . Redundancy
R	. . . Longterm unemployment
QGY	. . . Particular occupations and industries * Add to QGY numbers and letters from the whole classification.
QH	Housing, accommodation, shelter, housing problems, housing conditions
QHE LP	. Housing reception centres
QCX	. Housing advice centres, housing aid centres
QHF	. Housing and social security * This is an alternative (not recommended) to subordinating to social security in QF.
QHH	. Homelessness
GK	. . Homeless families
GKL Y	. . Single homeless people
I	. . Intentional homelessness
K	. . Sleeping rough
M	. Moving house, rehousing, resettlement
N	. . Leaving home
NP	. Home disturbance
O	. Home loss
P	. Housing needs
PM	. . Housing preferences, housing choice
QHJ	. Housing supply, housing provision
K	. . Geographical aspects
L	. . . Housing location
M	. . Housing stock
MP	. . . Housing stock transfers
MR Voluntary transfers
N	. . House building, housing development
NP	. . Housing improvement, housing renovation
NPA VX	. . . Housing renovation grants
NT	. . Housing redevelopment
O	. . Housing repairs, housing maintenance
ON	. . . Jobbing repairs
OQ	. . . Cyclical maintenance, preventive maintenance
OT	. . . Rechargeable repairs
OX	. . Housing clearance, housing demolition

Social welfare Q	
People in need and causes of need QG	
Social conditions QGO Y	
Housing QH	
Housing supply QHJ	
. Housing clearance QHJ OX	
QHJ P	Housing economics * Add to QHJ Q letters A/P following T in Class T, except for concepts listed later in QH. Economic concepts listed later may be qualified by this class, e.g. role of banks in housing finance QHK JQF G.
R	. Housing markets
RX	. . Urban areas
S	. . . Cities, metropolitan areas
T8	. . Other areas
V	. . Housing demand
VT	. . Housing sales
W	. . . House prices
WN Affordability
X	. . Housing shortages
QHK	. Housing finance
K	. . Housing investment
L	. . Housing costs
LM	. . . Cost yardstick
LP	. . . Household expenditure on housing
LR	. . . Housing accounts
N	. . House purchase
P	. . . Mortgages
Q Building societies
QP Equity withdrawal
QT Negative equity
RD Mortgage repayments
RH Mortgage arrears
RL Mortgage debts
RP Mortgage rescue
RT Housing repossession
S Housing subsidies
T Tax relief, tax allowances
U Mortgage interest tax relief
V Other sources * For instance, employers.
VR	. Housing suppliers
VT	. . Social housing
W	. . Public housing
X	. . . Requisitioned housing
QHL	. . . Local authority housing
CJG Housing departments
P Private sector leasing
QHM	. . Private housing
P	. . Joint local authority and private housing
PR	. . Voluntary organisations
PV	. . Selfhelp housing
Q	. . Housing associations
R	. . Housing cooperatives
RQ	. . . Secondary housing cooperatives
RV	. . Selfbuild housing

Housing

Social welfare Q		Housing QH	
People in need and causes of need QG		Housing tenure QHN S	
Social conditions QGO Y		. Rented accommodation QHO	
Housing QH		. . . Tenants QHO T	
Housing economics QHJ P	 Tenants' rights QHP C	
. . . Selfbuild housing QHM RV	 Other issues QHP E	
QHM S	. . Employers' housing	QHP F	. . . Disputes between tenants
T	. . . Tied housing	G	. . . Unsatisfactory tenants
V	. . Other suppliers	H	. . . Unauthorised tenants
QHN	Housing management	I	. . . Harassment
O	. Management agreements	J	. . . Eviction
P	. Management boards	L	. . Landlords
Q	. Local management	QHQ	. . Rents
R	. Selfmanagement	Q	. . . Rent setting
S	Housing tenure, housing occupancy	R	. . . Rent collection
SR	. Empty housing	RQS Collection methods
	* See also squatting QHS X.	RQT Door-to-door collection
SV	. . Vacancy chains	RQU Giro payment
T	. Underoccupancy	RQV Office payment
U	. Overcrowding	RQW Direct payments
V	. Multioccupancy	RQX Standing orders, direct debits
VQ	. Security of tenure	RR Rent arrears
VT	. Flexible tenure	RRT Distraint of goods
VW	. Shared ownership	RS Rent strikes
X	. Owner occupation, home ownership	S	. . . Housing benefits
XR	. . First-time buyers		* There is an alternative (not recommended) at
XV	. . Co-ownership		QFJ U.
QHO	. Rented accommodation	T Rent allowances
L	. . Local authority rented accommodation	U Rent rebates
LJN PCX	. . . Housing action trusts	X	. . . Rent increases
N	. . Management of rented accommodation	QHR	. . . Rent control, rent restrictions
NL	. . . Local authority housing management	S Fair rents
P	. . Letting	Y	. . Unfurnished accommodation
PC	. . . Letting agencies		* Usually assumed.
PR	. . . Subletting	QHS	. . Furnished accommodation
PV	. . . Re-letting	G	. . . Lodgers
R	. . Landlord-tenant relationships	Q	. . . Lodgers' rents
RQ	. . . Reports to tenants	U	. Second homes, holiday homes
RS	. . . Tenancy agreements	X	. Squatting
RU	. . . Tenancy conditions	QHT	Houses
RW	. . . Landlord-tenant disputes	T	. Housing estates
S	. . . Tenant participation	U	. . Local authority housing estates
SNC JTR Tenant management cooperatives	UOS NP	. . . Estate management boards
T	. . Tenants	USZ	. <i>Types of housing</i>
V	. . . Selection	UT	. . Terraced houses
W Waiting lists	UU	. . Semidetached houses
X Housing allocation	UV	. . Detached houses
Y	. . . Housing exchanges, housing transfers	UW	. . Bungalows
QHP B	. . . Tenant protection	UX	. . Maisonettes
C	. . . Tenants' rights	UY	. . Flats, apartments
D Right to buy	V	. . . Tower blocks, highrise flats
DQ House purchase by tenants	W	. . Mobile homes, caravans, trailer homes
DS Rent-to-mortgage schemes	WV	. . . Caravan sites
DU Pets	WX	. . Residential boats, houseboats
DV Dogs	QHU	. . Substandard housing, unfit housing
DW Other pets	V	. . . Lack of amenities
E Other issues	W	. . . Dampness, water condensation

Social relationships as causes of need

People in need and causes of need QG
 Social conditions QGO Y
 Housing QH
 Houses QHT
 Substandard housing QHU
 . Dampness QHU W

QHU X . Water penetration
 QHV . Slums
 QHW B Community housing, tenants' cooperatives
 D Group homes
 E Halfway housing
 F Sheltered housing, grouped housing
 GD . Semisheltered accommodation
 GF . Enhanced sheltered accommodation, very sheltered accommodation
 H . Integrated sheltered housing
 * Accessible to people with disabilities.
 I . Segregated sheltered housing
 J Staffed housing, warden-serviced housing
 K Temporary housing
 L . Shortlife housing
 MX *By number of occupants*
 N . One occupant
 P . Two occupants
 Q . Shared housing
 S . . Bedsitting rooms
 T . . Lodgings
 U . Communal housing
 V . . Hostels
 VX . . . Short stay hostels
 W . . Doss houses, common lodging houses
 X . . Hotels, boarding houses
 Y . . Bed-and-breakfast accommodation, bed-and-breakfast hotels
 Z . . Refuges, safe houses
 QHX *By person in need, by cause of need*
 * This is an alternative for libraries wishing to locate all material on housing within QH.
 * Add to QHX letters G/T following Q, then letters HH/HW following Q, e.g. local authority housing for elderly people QHX LVH L.

Social welfare Q
 People in need and causes of need QG
 Social conditions QGO Y
 By person in need, by cause of need QHX

QIF Social relationships as causes of need, victims of social relationships
 . Perpetrators
 * Perpetrators of social relationships which make victims of others. The main use of this class will be for perpetrators of abuse and child abuse, and examples appear at QJJ GL and QLJ JGL.
 * Add to QIF GL and its subclasses letters G/T following Q for characteristics and kinds of perpetrators, e.g. male perpetrators QIF GLJ NT, male clergy as perpetrators QIF GLZ HJN T.

GLT Z . . *Special kinds of perpetrators*
 GLU . . . Acquaintances, friends
 GLV . . . Dating partners
 GLW . . . Strangers
 GLX . . . Helping professionals and helping agencies as perpetrators
 GLY *By type of personnel, type of agency, and setting*
 * Add to QIF GLY letters B/F following Q for types of perpetrators and their settings.
 * Then add intercalators 2 and 3. Add to 3 letters A/F following Q for the welfare of the perpetrators.
 * Some examples follow.

GLY B Social workers as perpetrators
 GLY EF Day care workers as perpetrators
 GLY EF3 D Social work with day care worker perpetrators
 GLY EFB LM Women day care workers as perpetrators
 GLZ B . . . Other special kinds of perpetrators
 GLZ H . . . Clergy, Christian clergy

QIJ . Neighbours' problems
 QIK . Friends' problems
 QIL . Loneliness, isolation, living alone
 QIM . Missing persons
 QIN . Leaving alone
 * For instance, leaving children alone at home.

QIO . Desertion, abandonment
 QIR . Crime victims
 D . . Victim support
 EXR . . Criminal injuries compensation
 GL . . Crime perpetrators
 * Crime perpetrators are offenders, and are located at QR/QT.

Q . . *By type of offence*
 * Add to QIR Q letters GL/W following QR.
 * Add to QI letters S/T following Q.

QIS CSV GM . . . Jewish Holocaust survivors

Abuse

QISM
QJKGHNVMMWN

<p>Social welfare ^Q People in need and causes of need ^{QG} Social relationships as causes of need ^{QIF} Crime victims ^{QIR} . . . Jewish Holocaust survivors ^{QIS CSV GM}</p> <p>QIS M . . . Sex offences victims * For sexual abuse victims see QJK H.</p> <p>MT . . . Rape victims MTD LNR CX Rape crisis centres MTU N Acquaintance rape victims MTU Q Date rape victims</p> <p>QJJ Abuse, abused people, abuse and neglect, physical abuse, harm, illtreatment, nonaccidental injuries, cruelty, violence, domestic abuse, domestic violence, family violence * Abuse may be defined as harm to a person's physical, mental or emotional wellbeing or development, resulting from human action that is proscribed, proximate and preventable. * This class is for the very large literature which considers abuse from the viewpoints of social work and professional helping. Most abuse is also a crime, and criminological literature on it should be located at QSL E.</p> <p>GL . Abuse perpetrators * This is the general class for abuse perpetrators. When they are considered wholly or largely from the viewpoint of criminal justice, they should be classed as offenders in QR/QT.</p> <p>GLG M . . Abuse survivors as abusers * Use QJJ GMG L.</p> <p>GLJ NT . . . Male abusers GLJ NTE Q . . . Counselling male abusers GLL . . . Young abusers GLL R . . . Adolescent abusers GM . Abuse survivors * This class is for work with, and characteristics of, abuse survivors in the present. The abuse may have taken place a long time ago, e.g. in childhood. * The characteristics of the victims at the time, and the nature of the abuse then, should always be cited first, e.g. adult survivors (QJJ GML TV) of childhood sexual abuse (QLJ KH): QLJ KHG MLT V. * Add to QJJ GM letters G/T following Q. Some examples follow.</p> <p>GMD N . . . Group work with abuse survivors GMG L . . . Abuse survivors as abusers GMJ KCY ESG . . . Therapist abuse of abuse survivors GML TV . . . Adult abuse survivors GML TVD N Group work with adult abuse survivors GMM N . . . Mentally ill abuse survivors</p>	<p>Social welfare ^Q People in need and causes of need ^{QG} Social relationships as causes of need ^{QIF} Abuse ^{QJJ} Abuse survivors ^{QJJ GM} . . . Mentally ill abuse survivors ^{QJJ GMM N}</p> <p>QJK A <i>Types of abused people</i> * See particular types of abuse and types of people at QJK B/QT, which should normally be cited first. See in particular child abuse QLJ J and the special notes there.</p> <p>B <i>Types of abuse</i> * To qualify one type of abuse by another, add V, then the letters following QJK. Some examples follow. This provision facilitates the special citation order for child abuse at QLJ J.</p> <p>BN . <i>By duration</i> BP . . Short-term abuse BR . . Longterm abuse, chronic abuse BX . <i>By kind of perpetrator</i> * Add to QJK C letters G/Z following QIF GL for kinds of perpetrators. * Then add intercalators 2 and 3. Some examples follow.</p> <p>CJN T . . . Victims of male abusers CJN T3D N Group work with victims of male abusers CJN T3H H Homeless victims of male abusers CK . . Intrafamilial abuse * Usually assumed, and located at QJJ.</p> <p>CW . . Stranger abuse, extrafamilial abuse CW3 GM Survivors of stranger abuse CW3 HH Homeless victims of stranger abuse CX . . Abuse by helping professionals and helping agencies</p> <p>CY . . . <i>By type of personnel, type of agency, and setting</i> * Add to QJK CY letters B/F following Q.</p> <p>CYB Abuse by social workers CYE F Abuse in day care CYE L Abuse in residential care CYE L3G M Survivors of abuse in residential care CYE SG Therapist abuse CZH . . Clergy abuse E . Neglect EVB R . . Chronic neglect F . Psychological abuse, emotional abuse GD . Unnecessary medical treatment GE . . Factitious diseases GF . . . Munchausen syndrome by proxy GH . . <i>Particular treatments and diseases</i> * Add to QJK G letters H/Y following H in Class H.</p> <p>GHN VMW N Enema abuse</p>
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Social groups in need

Social welfare Q

People in need and causes of need QG

Social relationships as causes of need QIF

Abuse QJJ

. . . Unnecessary medical treatment QJK GD

. . . . Enema abuse QJK GHN VMW N

QJK H

. . . Sexual abuse, sexual violence

* For legal definitions of sexual violence, see sex offences QSM. For victims of sex offences see QIS M.

HVC K Intrafamilial sexual abuse

* Usually assumed, and collocated with sexual abuse at QJK H.

HX Polyincestuous abuse

* Several abusers and/or victims in the same family.

JX Traditional practices

K Genital mutilation

L . . . Organised abuse

* Abuse by several or many perpetrators acting together, of whom some are outside the victim's immediate household.

LVH . . . Organised sexual abuse, sexual abuse networks, sex rings

M . . . Ritual abuse, cultic abuse, satanic abuse

MVH . . . Ritual sexual abuse

N . . . Fatal abuse, death from abuse

RF Indoctrination, brainwashing

RL Prejudice

RQ Discrimination, social discrimination

S Segregation

T Persecution

U . . . Expulsion

V . . . Oppression

Social welfare Q

People in need and causes of need QG

Social relationships as causes of need QIF

. . . Oppression QJK V

QJK W

Social groups in need

WP

. Excluded groups, outsiders

X

. Minorities

QJL M

. Stratification groups

N

. . . Status groups

P

. . . Marginal groups, residual groups

R

. . Social classes, class systems

* Add to QJL S letters L/Y following KMW in Class K, e.g. peasants QJL SV.

* Add to QJL T letters A/C following KN in Class K, e.g. working classes QJL TC.

V

. Political groups

* Add to QJL W letters A/J following R in Class R, e.g. radical people QJL WAO M.

QJM

. Religious groups, religious minorities

* Add to QJM N letters A/V following P in Class P, e.g. Hindus in the UK QJM NI2 8EA.

Y

. Gender groups, sex groups

YP

. . . Sexual orientation

YQ

. . . Heterosexual people, straight people

* Usually assumed.

YR

. . . Gay people, homosexual people

YS

. . . Bisexual people

YU

. . . Single sex groups

YV

. . . Mixed sex groups

QJN

. . . Females, women

J

. . . Woman abuse

MYR

. . . Lesbians

T

. . . Males, men

TMY R

. . . Gay men

X

. Nationalities

QJO B

. . . National minorities

BS

. . . Mixed nationality people

BY

. . . *Specific nationalities*

* Add to QJO letters B/Z from Auxiliary schedule 2, e.g. Turkish nationals QJO OH.

QJP

. Ethnic groups, racial groups, culture groups, culturally different people, racial problems

* Use intercalators 2 and 3 to qualify QJP and its subclasses, e.g. social workers with ethnic groups QJP 3B, domestic violence among Chinese people in the United States QJP KCY 3J.

3D

. . . Ethnic sensitive practice, crosscultural work, multiracial work

A

. . . *Specific ethnic groups*

* Add to QJP letters B/Z from Auxiliary schedule 3A. Some examples and amendments are shown below.

* For an ethnic group in the library's favoured country, do not use CD/CZ from Auxiliary schedule 3A for the group's present location, but prefer 28, e.g. ethnic minorities in England (the favoured country) QJP CC2 8EB, social work with South Asian people in England QJP DQA 3D2 8EB.

Social groups in need

QJPBE
QKERS

Social welfare Q
 People in need and causes of need QG
 Social groups in need QJK W
 Ethnic groups QJP
 . Specific ethnic groups QJP A

QJP BE . . Mixed race people
 BF . . People of colour
 BL . . Black people
 BS . . White people
 CBS C . . Indigenous people
 * Use QJQ T.
 CBS J . . Foreigners
 * Use QJR.
 CBS N . . Ethnic minorities
 * Use QJP CC.
 CC . . Ethnic minorities
 CV . . African people
 DQA . . South Asian people
 DZD H . . West Indian people
 HA . . Black African people, black people of African descent
 HAC Y . . Afro-American people, black American people
 NT . . Jewish people
 PHG . . Gypsies
 * Use QJQ H.

QJQ H . Travellers, gypsies
 J . . New Age travellers
 R Political status groups
 S . Citizens, nationals
 * Usually assumed.
 T . Indigenous people, native people
 * For particular indigenous peoples, see ethnic groups QJP.

QJR . Aliens, foreigners
 S . Migrants
 T . . Unaccompanied migrants
 U . . Economic migrants
 V . . Emigrants
 QJS . . Immigrants
 T . . . Guest workers
 V . . . First generation immigrants
 W . . . Second generation immigrants
 QJT . . . Places of origin
 * Add to QJT letters B/Z from Auxiliary schedule 2.
 ZZ . . . *Receiving countries*
 QJU Favoured country
 * Use intercalators 2 and 3 to qualify QJU and its subclasses.
 8 Locations within the country
 * Add to QJU 8 letters C/Z from Auxiliary schedule 2. Omit any letters common to all subdivisions of a country, e.g. omit K when the favoured country is Germany. Example: guest workers in Munich QJU 8JP 3ST.

People in need and causes of need QG
 Social groups in need QJK W
 Political status groups QJQ R
 . Migrants QJR S
 Favoured country QJU
 Locations within the country QJU 8

QJU 9 Ethnic groups, culture groups
 * Add to QJU 9 letters B/Z from Auxiliary schedule 3A (including amendments to this schedule shown at QJP above), e.g. social work with black immigrants in Paris QJU 9BL 8E3 D.

B Places of origin
 * Add to QJU letters B/Z from Auxiliary schedule 2, e.g. counselling immigrants from north west Mexico in San Francisco QJU ZBE 8WM 3EQ.

QJV Other receiving countries
 * Add to QJV letters C/Z from Auxiliary schedule 2. Qualify each receiving country in the same way as the favoured receiving country, e.g. Vietnamese economic migrants in Hong Kong QJV RET D3R U.

QJW . Slaves
 X . Serfs, peons
 QJX D . Bonded labour
 H . Indentured servants
 QJY E Exceptional people
 G . Problem people, maladjusted people
 J . Gifted people

QK Families, homes, households, natural families
 * The family in Class Q may be a group in need itself, or an important element in the environment of an individual in need.
 * This is the general class for the family. But use QGK to qualify by the family classes filing before QK (i.e. QG/QJ).

QKC . Family service agencies
 WS . . Family centres
 QKD . Family work
 ABI SUV . . Family-centred approaches
 I . . Family procedure
 * This is an alternative (not recommended) to Class S.
 I6E K . . . Civil probation work
 * Class particular topics in civil work with their subjects elsewhere in Q, using QBW X to specify probation workers as the agents if desired, e.g. divorce court welfare work by probation officers QKN XDI 6EK 3BW X.

I7 . . . Family courts, family proceedings courts
 I8 . . . Family proceedings, domestic proceedings
 I9G KF Family assistance orders
 QKE . Family services, family support
 NR . . Employer support for families, work-family programmes
 RS . . Family aides

Social welfare Q		People in need and causes of need QG	
People in need and causes of need QG		Social groups in need QJK W	
Social groups in need QJK W		Families QK	
Families QK		Family members QKL B	
Family services, family support QKE		Kinship QKL M	
. Family aides QKE RS		. Step-relatives QKL S	
QKJ YX	Childbearing, having children, human reproduction	QKL X	Marital status, partnership status
QKK	. Family planning	Y	. Single people, unmarried people
EQ	. . Counselling	QKM	. . Single women
EQU	. . . Genetic counselling	T	. . Single men
L	. . Family size	QKN	. Couples, partnerships, married couples, marriage, marital problems
N	. . Spacing of children	EQ	. . Marriage guidance, couple counselling
P	. . Unwanted children	N	. . Unmarried couples, cohabitation
PV	. . Birth control	*	For works which consider this form of partnership specifically.
Q	. . . Contraception	O	. . Mixed partnerships, mixed marriages
R Abortion	P	. . . Mixed faith partnerships
S Sterilisation	Q	. . . Mixed nationality partnerships
ST Female sterilisation	R	. . . Mixed race partnerships, interethnic marriages
SV Male sterilisation, vasectomy	S	. . Partnership breakdown, marriage breakdown, separation and divorce
V	. Pregnancy	T	. . . Desertion
VN	. . Unwanted pregnancy	V	. . . Separation
VP	. . Foetuses, unborn babies	X	. . . Divorce
VPJ J	. . . Foetal abuse, prenatal exposure to harm	XDI 6EK Divorce court welfare work
VR	. . . Failed pregnancy, foetal death	XDI 7 Divorce courts
VS Miscarriages	XDI 9AR T Welfare reports
VT Stillbirths	Y	. . Remarriage
VV	. . Childbirth	Z	. . Partners, spouses
VX	. . Multiple pregnancy, multiple births	QKO	. . . Female partners, wives, married women
W	. Childlessness	Q Common law wives
X	. . Fertility problems, subfertility, infertility	T	. . . Male partners, husbands, married men
XER B	. . . Treatment	U	. . Widows and widowers
XER YD Assisted human reproduction	V	. . . Widows
XER YF Human fertilisation techniques	W	. . . Widowers
XER YH Artificial insemination	Y	Nonparents, childfree people
XER YJ By husbands or partners	QKP	Parents, natural parents
XER YL By donors	AKC U	. Parental responsibility
XER YP In vitro fertilisation	GIC EST	. Transition to parenthood
XER YR Ovarian tissue donation	LS	. Step-parents
XER YT Other techniques	LY	. Lone parents
XER YX Surrogate motherhood	*	For lone parent families see QKT.
Y	. Relinquishment of children	R	. Nonbiological parents
QKL B	Family members	*	For step-parents see QKP LS.
D	. Roles	T	. . Co-parents
F	. . Breadwinners, employed family members	*	Gay partners of biological parents.
H	. . Homemakers	QKQ	. Mothers, birth mothers, mother figures
K	. . Dual roles	LF	. . Working mothers
M	. Kinship	LY	. . Lone mothers
N	. . Relatives	Q	. . Mothers and children
NP	. . . Generations	T	. Fathers, natural fathers, father figures
NR Intergenerational relationships	TLS	. . Stepfathers
NW	. . Ancestors	TLY	. . Lone fathers
NX	. . Descendants	V	. . Fathers and children
P	. . Adoptive relatives	QKR B	Grandparents
*	See also adoption QLM.		
S	. . Step-relatives, stepfamilies		

Families

Social welfare Q
 People in need and causes of need QG
 Social groups in need QJK W
 Families QK
 Family members QKL B
 Grandparents QKR B

QKR C . Offspring
 * For children as an age group see QL.

CV . . Illegitimacy
 D . . Daughters
 E . . Sons
 F . . Grandchildren
 G . Siblings
 GS . . Birth order
 GT . . . Only children, singletons
 GV . . . Eldest children, elder children
 GVT . . . Middle children
 GW . . . Youngest children, younger children
 GWV . . Children of multiple births
 GX . . . Twins
 GXT . . . Children of higher order births
 GY . . Sibling groups
 HB . . Brothers
 HD . . Sisters
 HF . Aunts, uncles
 HK . Cousins
 J . Other relatives
 M *Types of families*
 N . Nuclear families
 O . . Intact families
 P . Extended families
 R . Large families
 T . Small families

QKS D . Families without dependent members
 G . Families with dependent members
 * Usually assumed.
 J . . Family members with responsibility

QKT . . Lone parent families, families with singlehanded homemakers

V . . . Fatherless families
 * Usually collocated with lone parent families at QKT.

X . . . Motherless families
 . Families with members receiving welfare
 * Families characterised by members receiving social services or social work services, should be collocated with that service qualified by families, e.g. families with members receiving counselling QEQ DDE K, families with elderly people in residential care QLV ELD DEK.
 . Families with members in need
 * Families characterised by members in need should be collocated with that cause of need qualified by families, e.g. families with members with learning difficulties QMP K, families with unemployed fathers QGX HKQ T.

Social welfare Q
 People in need and causes of need QG
 Social groups in need QJK W
 Families QK
 Families with members in need

QKW Families in which need in one member creates need in another
 * This class is for the family background of individuals whose own need is caused by a separate problem in another family member. This class is used only to qualify others.
 * Add to QKW letters G/T following Q, e.g. children with imprisoned fathers QLK WQR KQT, children with mentally ill parents QLK WMN KP.
 * Then add intercalators 2 and 3, using 3 to reintroduce concepts relating to the family member cited first, e.g. counselling children with imprisoned fathers QLK WQR KQT 3EQ, psychology of children with mentally ill parents QLK WMN KP3 GI.

QKX Broken families, family breakdown, family disruption

DI9 GJ . Court orders
 DI9 GKP . . Prohibited steps orders
 DI9 GKS . . Specific issue orders
 WV . Children's place of residence
 WVD I9G J . . Residence orders
 X . Access to children
 XCW S . . Access centres
 XDI 9GJ . . Contact orders
 YB . Custody of children
 YD . . Joint custody
 YF . Care and control of children

QKY Problem families

Social welfare Q
 People in need and causes of need QG
 Social groups in need QJK W
 Families QK
 . . . Problem families QKY

QKZ V Age groups

QL . . Children, minors, children and young people
 QL8 EB . . . England and Wales
 EB4 4G Children Act 1989
 QLD . . . Child care
 * For childcare in the sense of day care for
 young children (in this sense it is usually
 spelt as a single word), see QLN EF.
 DEX Relations with service users
 DFP EN Adultcentrism
 I Legal procedure
 I8 Proceedings involving children, care
 proceedings
 I8A Parties to proceedings
 I8E M Children
 I8E MBR Children's guardians ad litem
 I8E MBR 6KC Panels
 I9G J Care orders
 QLE . . . Child care services
 KX Children in care, children looked after
 by local authorities, children
 accommodated by local
 authorities
 KY Removal from home, removal to a
 place of safety
 KYD I9G J Place of safety orders
 L Residential child care, children's homes,
 community homes
 OP Placement with parents, children at
 home in care, children home on
 trial
 XB Supervision
 XBD I9G J Supervision orders
 XJ Wardship
 QLG ILK . . . Child development
 QLJ J . . . Child abuse, child abuse and neglect,
 abused children
 * The recommended arrangement is to cite
 child abuse and types of child abuse
 before any other causes of need.
 * So abuse of young children (QLN) with
 disabilities (QM) should be cited as:
 Child abuse (QLJ J) - Disabilities (QM) -
 Young children (QLN), and the classmark
 would be QLJ JML N.
 * The abuse of children in foster care and
 adoption should also be located here, at
 QLJ JLL K. But foster care and adoption
 as methods of intervention and protection
 for previously abused children should be
 located at QLL K.

Social welfare Q
 People in need and causes of need QG
 Social groups in need QJK W
 Age groups QKZ V
 Children QL
 Child abuse, child abuse and neglect, abused children
 QLJ J

* An alternative (not recommended) is to follow the normal retroactive citation order of the schedules, e.g. abuse of young children with disabilities QML NJJ.
 * Add to QLJ J and its subclasses letters A/T following Q. Some examples follow which demonstrate the structure of this exceptional class.

QLJ JD . . Child protection
 JDF . . . Assessment
 JDF AM9 GJ Child assessment orders
 JE . . Child protection services
 JET G . . . Emergency protection
 JET GDI 9GJ Emergency protection orders
 JGL . . Child abuse perpetrators
 JGL JN . . . Women perpetrators
 JGL KQT . . . Abusive fathers
 JGM . . Childhood abuse survivors
 JGM GL . . . Childhood abuse survivors as
 perpetrators
 JGM LTV . . . Adult survivors of childhood abuse
 JGM W . . Children at risk of abuse
 JHH . . Abuse of homeless children
 JLL K . . Abuse of foster and adopted children
 JLR . . Abuse of adolescents
 JM . . Abuse of children with disabilities
 KB . . *Types of child abuse*
 KBX . . . *By kind of perpetrator*
 KCK QT Children with abusive fathers
 KCK QT3 ERB Treatment of children with abusive
 fathers
 KCY EL Institutional child abuse
 KE . . . Child neglect
 KH . . . Child sexual abuse
 KHD Child protection
 KHD N Group work with sexually abused
 children
 KHE RB Treatment of sexually abused children
 KHG L Child sexual abuse perpetrators
 KHG LKQ T Sexually abusive fathers
 KHG LKQ TER B Treatment of sexually abusive
 fathers
 KHG LL Young perpetrators of child sexual
 abuse, sexually abusive
 children
 KHG M Childhood sexual abuse survivors
 KHG MLT V Adult survivors

Children

Age groups QKZ V	Children QL	Types of child abuse QLJ KB	People in need and causes of need QG
		. Child sexual abuse QLJ KH	Social groups in need QJK W
		. . Childhood sexual abuse survivors QLJ KHG M	Age groups QKZ V
		. . . Adult survivors QLJ KHG MLT V	Children QL
QLJ KHJ N	. . Sexual abuse of girls		Child abuse, child abuse and neglect, abused children QLJ J
KHJ NGM	. . . Survivors		. . Other countries QLJ KQ
KHJ NGM LTV Adult women survivors of childhood sexual abuse		
KHJ NGM LTV ERB Treatment		QLK Children and families
KHL N	. . Sexual abuse of young children		ETX M . Family preservation
KHM	. . Sexual abuse of children with disabilities		NX . Children of divorce
KHV CK	. . Intrafamilial child sexual abuse		TV . Parental deprivation
	* Usually assumed, and collocated with child sexual abuse at QLJ KH.		TX . . Maternal deprivation
KHV CKQ T	. . . Child sexual abuse by fathers or father figures		TY . . Paternal deprivation
	* Usually assumed, and collocated with child sexual abuse at QLJ KH.		WNQ D . Children of incest
KHV CKQ T3J N Father-daughter sexual abuse		WNU . Children of alcoholics
	* Usually assumed, and collocated with sexual abuse of girls at QLJ KHJ N.		WQR KQT . Children with imprisoned fathers
KL	. Organised child abuse		X . Children from broken families
KL V H	. . Organised child sexual abuse		XYL . . Shared parenting
KM	. Ritual child abuse		XYN . . . Nonresidential parenting
KMV H	. . Ritual child sexual abuse		XYS . . Abducted children, missing children
KN	. Fatal child abuse, child abuse deaths		XYT . . . Recovery of children
KOX	Child abuse cases, child abuse inquiry reports		XYT DI9 GJ Recovery orders
	* Class here all material on particular named cases, including inquiry reports into child protection casework in particular cases, regardless of other considerations.		QLL D Runaways
KP	. Favoured country		G Orphans
	* Add to QLJ KP an alphabetical device for the name of the case, e.g. Maria Colwell case QLJ KPC P.		H . Guardianship
	* Then add intercalators 2 and 3, e.g. interagency cooperation in the case of Jasmine Beckford QLJ KPB D3C CE.		
KQ	. Other countries		K Foster care and adoption, foster and adopted children
	* Add to QLJ KQ letters C/Z for whole countries from Auxiliary schedule 2. Then add intercalator 4, followed by an alphabetical device for the name of the case. Then add intercalators 2 and 3.		* The recommended arrangement is to cite foster care and adoption before any other causes of need except abuse.
			* So abuse of children in foster care and adoption should be located at QLJ J. But foster care and adoption as methods of intervention and protection for previously abused children should be located here, at QLL KLW JJ.
			* Qualify QLL K by letters A/F following Q. From QLL KH onwards this is a special schedule with special instructions.
			* An alternative (not recommended) is to follow the normal citation order of the schedules and cite age of child, disabilities and children in trouble before foster care and adoption. If this alternative is chosen, qualify QLN/QT directly by QLL K, QLL L and QLM. (Do not qualify by QLL KLX, QLL KM or QLL KNB, as these concepts are present in QLN/QT.)
			KD . Foster care and adoption practice
			KDH . . Family placement
			KDH I . . . Postplacement support services
			KFB FM . Foster care and adoption allowances
			* An alternative (not recommended) is to locate with social security at QFB KE.
			KH . <i>Special kinds of foster care and adoption</i>
			* Particular kinds appear separately under foster care at QLL LH and adoption at QLM H.
			* Add to QLL KH and its subclasses letters A/F following Q.

People in need and causes of need QG
 Social groups in need QJK W
 Age groups QKZ V
 Children QL

Foster care and adoption QLL K
 Special kinds of foster care and adoption QLL KH

- QLL KJA *Parties to foster care and adoption*
- * Classes QLL KJB/QLL KX should be qualified by earlier facets and arrays as follows: Add 2, then numbers 2/9 from Auxiliary schedule 1. Add 3, then letters A/F following Q. Add 4, then letters from the range H/X following QLL K which file earlier than the class being added to.
 - * Several intercalators may be added to the same classmark if necessary. The intercalators should be added in reverse numerical order, i.e. beginning with the highest number.
 - * Examples of the qualification of QLL KJB/QLL KX are included in the schedule that follows.
 - * When there are instructions below to add notation from Auxiliary schedule 3A (Ethnic groups), adopt the amendments to it and follow the instructions about it printed at QJP B.
- KJB . Foster care and adoption triangles
- * The triangles consist of the three main parties to foster care and adoption: the natural families of the children, the new carers, and the children themselves. This class is for literature which specifically considers the three parties together as a system.
- KK . Natural families of foster and adopted children
- * Add to QLL KK letters J/Y following QK.
- KKP . . Natural parents of foster and adopted children
- KLN . Foster and adoptive carers, foster and adoptive families
- * Carers are regarded as agents of the foster and adoption process, so the preferred arrangement is to cite them after foster and adopted children and to locate them here.
 - * An alternative (not recommended) is to cite carers before children and to locate them at QLL KQ.
- KLO . . Applicants
- KLP . . *Characteristics and types of carers*
- * Add to QLL KLP letters G/T following Q.
- KLP GH . . . Health of carers
- KLP JP . . . By ethnic group
- * Use QLL KLR.
- KLP L . . . Natural children in foster and adoptive families
- KLP LV . . . Elderly carers
- KLR . . . *By ethnic group*
- * Add to QLL KLR letters B/Z from Auxiliary schedule 3A.
- KLR BL Black carers

Social groups in need QJK W
 Age groups QKZ V
 Children QL

Foster care and adoption QLL K
 Foster and adoptive carers QLL KLN
 . . . Black carers QLL KLR BL

- QLL KLR BL3 BFS B Recruitment of black carers
- KLT *Types of children*
- KLU . *By type of carer*
- * Add to QLL KLU letters G/T following Q for types of carers.
- KLU JP . . Children with carers from specific ethnic groups
- * Use QLL KO.
- KLU LV . . Children with elderly carers
- KLU LV3 DH . . . Placement of children with elderly carers
- KLW . *By general characteristics*
- * Add to QLL KLW letters G/LLH following Q.
- KLW JJ . . Abused children
- KLW JJ3 DN . . . Group work with abused children
- KLW JJ4 LN . . . Carers of abused children
- KLW JJ4 LN3 DN Group work with carers of abused children
- KLW JP . . By ethnic group
- * Use QLL KO.
- KLW JYG . . Hard-to-place children
- KLX . *By age*
- * Add to QLL KLX letters N/TP following QL, and letters G/LLH following Q (except QJP) for general characteristics.
- KLX R . . Adolescents
- KLX RJN . . . Adolescent girls
- KLX RJN 3DH Placement of adolescent girls
- KM . *By disability*
- * Add to QLL KM letters M/Y following QM, and letters G/LTP following Q (except QJP) for general characteristics and age.
- KMP . . Children with learning disabilities
- KMP 4LN . . . Carers of children with learning disabilities
- KMP LN . . . Young children with learning disabilities
- KMP LN4 LN Carers of young children with learning disabilities
- KMP LN4 LN3 EQ Counselling carers of young children with learning disabilities
- KNB . *By deviance*
- * Add to QLL KNB letters N/T following Q, and letters G/M following Q (except QJP) for general characteristics, age and disability.
- KNB T . . Young offenders
- KNB T4L UKL Y . . . Young offenders with lone carers

Foster care and adoption

QLLKNP
QLLKVK5LX4SLV

Social groups in need QJK W Age groups QKZ V Children QL Foster care and adoption QLL K By deviance QLL KNB . . Young offenders with lone carers QLL KNB T4L URL Y	Age groups QKZ V Foster care and adoption QLL K Types of children QLL KLT Black children QLL KOB L White carers of black children QLL KOB L5B S4L N Support services for white carers of black children QLL KOB L5B S4L N3E
QLL KNP	<i>By country of origin and ethnic group in relation to carers</i>
KNR	. Same race foster care and adoption * This class is for literature which considers same race foster care and adoption specifically. * Add to QLL KNR letters G/T following Q (except QJP) for general characteristics, age, disability and deviance of children.
KNR 3DH	. . Same race placement
KNR LP	. . Preschool children
KNR LP3 DH	. . . Same race placement of preschool children
KNT	. Intercountry foster care and adoption * Most literature is on intercountry adoption; see QLM NT.
KNV	. . <i>By country of origin</i> * Add to QLL KNV letters B/Z from Auxiliary schedule 2 for the country of origin. * Then add 5 and letters B/Z from Auxiliary schedule 2 for a new country.
KNV LU	. . . Romanian children
KNV LU5 EB Romanian children in England
KNV LU5 EB3 DH Placement of Romanian children in England
KNV LU5 EB4 LN Carers of Romanian children in England
KNX	. Transracial foster care and adoption, crosscultural foster care and adoption
KNX 3DH	. . Transracial placement
KNX 4LX R	. . Adolescents
KNX 4LX R3D H	. . . Transracial placement of adolescents
KO	. . <i>By ethnic group</i> * Add to QLL KO letters B/Z from Auxiliary schedule 3A for the ethnic group of the child. * Then add 5 and letters B/Z from Auxiliary schedule 3A for the ethnic group of the carer.
KOB L	. . . Black children
KOB L5B S Black children with white carers
KOB L5B S3D N Group work with black children with white carers
KOB L5B S4L N White carers of black children
KOB L5B S4L N3E Support services for white carers of black children
QLL KOB L5B S4L XN Young black children with white carers
KOL K Korean children
KOL KCY Korean American children
KQ	Foster and adoptive carers * This is an alternative (not recommended) for libraries wishing to cite carers before children.
KQL	. Applicants
KR	. <i>By type of child</i> * Add to QLL KR letters G/T following Q for types of children.
KRJ P	. . Carers with children from specific ethnic groups * Use QLL KX.
KRM N	. . Carers with disturbed children
KRM N3E Q	. . . Counselling carers with disturbed children
KS	. <i>By general characteristics</i> * Add to QLL KS letters G/T following Q.
KSJ P	. . <i>By ethnic group</i> * Use QLL KSX.
KSL V	. . Elderly carers
KSL V4R MN	. . . Elderly carers with disturbed children
KSX	. <i>By country of origin and ethnic group in relation to children</i>
KT	. . Same race carers * Add to QLL KT letters G/T following Q (except QJP) for general characteristics of carers.
KU	. . Intercountry carers
KV	. . . <i>By country of origin</i> * Add to QLL KV letters B/Z from Auxiliary schedule 2 for the carer's country. * Then add 5 and letters B/Z from Auxiliary schedule 2 for the country of the child.
KVK German carers
KVK 5LX German carers of children from Eastern Europe
KVK 5LX 4SL V Elderly German carers of children from Eastern Europe

Foster care and adoption

Age groups QKZ V
Children QL
Foster care and adoption QLL K
Parties to foster care and adoption QLL KJA
. . . . Intercountry carers QLL KU
. Elderly German carers of children
from Eastern Europe
QLL KVK 5LX 4SL V

QLL KW Transracial carers, crosscultural carers

KX *By ethnic group*
* Add to QLL KX letters B/Z from Auxiliary schedule 3A for the ethnic group of the carer.
* Then add 5 and letters B/Z from Auxiliary schedule 3A for the ethnic group of the child.

KXC C Ethnic minority carers

KXC C3B FSB Recruitment of ethnic minority carers

KXC C4R MN Ethnic minority carers with disturbed children

KXC C4R MN3 D Social work with ethnic minority carers with disturbed children

L Foster care, foster children
* Class here foster care in the American sense, which includes residential care.
* Add to QLL L letters A/K following QLL K.
* Add to QLL letters L/X following QLL K.

LD . Foster care practice

LDH . . Foster placement

LH . *Special kinds of foster care*

LHN . . Private foster care

LHT . . Treatment foster care, therapeutic foster care, special foster care

LK . Natural families of foster children

LKP . . Natural parents of foster children

LN . Foster carers, foster families

LN3 BMC . . Professional foster carers

LP . . *Characteristics and types of foster carers*

LR . . . *By ethnic group*

LT . *Types of foster children*

LU . . *By type of carer*

LW . . *By general characteristics*

LX . . *By age*

M . . *By disability*

NB . . *By deviance*

NP . . *By country of origin and ethnic group in relation to carers*

NR . . . Same race foster care

NX . . . Transracial foster care, crosscultural foster care

O *By ethnic group*

Age groups QKZ V
Children QL
Foster care and adoption QLL K
Foster care QLL L
. Types of foster children QLL LF
. . . . By ethnic group QLL O

QLL Q . Foster carers
* This is an alternative (not recommended) for libraries wishing to cite foster carers before foster children.

QLM Adoption, adopted children
* Add to QLM letters A/X following QLL K.

D . Adoption practice

DDE LP . . Consent to adoption

DDE LQ . . . Freeing for adoption

DDE LQI Legal practice and procedure
* Add to QLM DDE LQ letter I following QD.

DH . . Adoption placement

DHI . . . Postadoption services

DI8 . . Adoption proceedings

DI8 A . . . *Parties to proceedings*

DI8 EM Children

DI8 EMB R Children's guardians ad litem, curators ad litem

DI8 EP Natural parents

DI8 EPB R Reporting officers

H . . *Special kinds of adoption*

HJ . . Simple adoption

HL . . Complete adoption

HN . . Adoption without legal procedure

HP . . Illegal adoption

HR . . Open adoption, adoption with contact

JB . Adoption triangles

K . Natural families of adopted children

KP . . Natural parents of adopted children

KQ . . . Birth mothers of adopted children

KQK Y Relinquishment of children for adoption

LN . Adoptive parents, adoptive families

LO . . Adoption applicants

LO3 DF . . . Assessment

LO3 DFB S Adoption panels

LP . . *Characteristics and types of adoptive parents*

LR . . . *By ethnic group*

LT . *Types of adopted children*

LU . . *By type of carer*

LW . . *By general characteristics*

LWG M . . . {Former adopted children, adult adoptees}
* Use QLM Y.

LX . . *By age*

M . . *By disability*

NB . . *By deviance*

NP . . *By country of origin and ethnic group in relation to carers*

NT . . . Intercountry adoption

Children

Age groups QKZ V	People in need and causes of need QG
Children QL	Social groups in need QJK W
Foster care and adoption QLL K	Age groups QKZ V
Adoption QLM	Children QL
Types of adopted children QLM LT	. Foster care and adoption QLL K
. . . Intercountry adoption QLM NT Counselling young adult adoptees QLM YSL TW3 EQ
QLM NX . . . Transracial adoption, crosscultural adoption	QLM YSL TW4 NT Young adults adopted from abroad
O . . . <i>By ethnic group</i>	YSL TW4 NT3 K Birth records
Q Adoptive parents, adoptive families	QLN . Young children, early childhood, underfives
* This is an alternative (not recommended) for libraries wishing to cite adoptive parents before adopted children.	E . . Early years services
Y Former adopted children, adult adoptees	EF . . . Early years day care
* Add to QLM Y letters A/F following Q.	EN . . . Community care
YD . Social work with adult adoptees	ENS Creches
YH . <i>Special concerns</i>	ENT Nurseries, day nurseries
* Add to QLM YH/QLM YN letters A/F following Q, and letters from the range J/N following QLM Y which are earlier than the class being added to.	ENT E Nursery nursing
YJ . . Records	ENT V Workplace nurseries
YJD DET . . . Access	ENU Combined nursery centres
YJE Q . . . Counselling	FYQ R Playgroups
YK . . . Birth records	FYQ S Playbuses
YL . . . Adoption records	QLO . . Babies, infants
YN . . Relationships with birth parents and natural families	EW . . . Babysitting
YND DES P . . . Searching	QLP . . Preschool children
YND DES R Adoption contact registers	E . . . Preschool services
YND DET . . . Contact	QLQ . Older children, school-age children, schoolchildren
YND DET H Reunions	ENQ . . Out-of-school services
YP . . . Genetic sexual attraction	KTT . . Latchkey children
* Add to QLM YP letters S/U following QGI K.	N . . School attendance problems
YPT D Incest	NDI 9GJ . . . Education supervision orders
YR . <i>By characteristics of childhood adoption</i>	P . . . School refusal
* Add to QLM YR letters H/X following QLM.	R . . . Truancy
* Then add intercalators, as follows: Add 2, then numbers 2/9 from Auxiliary schedule 1. Add 3, then letters A/N following QLM Y.	QLR . Young people, adolescents
* Some examples follow.	D . . Youth work, youth social work, youth and community work
YRK QLY . . Adopted from lone birth mothers	E . . Youth services
YRL XO . . Adopted as babies	KKV . . Pregnant adolescents
YRN T . . Adopted from abroad	T . . School-age parents, adolescent parents
YRN T3K . . . Birth records	V . . . Adolescent mothers
YS . <i>By present characteristics</i>	* Class here pregnant adolescents and adolescent mothers together.
* Add to QLM YS letters G/T following Q.	W . . . Adolescent fathers
* Then add intercalators, as follows: Add 2, then numbers 2/9 from Auxiliary schedule 1. Add 3, then letters A/N following QLM Y. Add 4, then letters H/X following QLM YR.	QLS . . Early teens
* Some examples follow.	QLT . . Late teens
YSL TW . . Young adult adoptees	GIC ESU . . . Transition to adulthood
YSL TW3 EQ . . . Counselling young adult adoptees	N . . . School leavers
	P . . . Young people at work
	V Adults
	VW . Adult children, grownup children
	W . Young adults
	X . Middleaged people, midlife people
	QLV . Elders, older adults, old people
	EL . . Old people's homes
	JJ . . Elder abuse

Social welfare Q	People in need and causes of need QG	People in need and causes of need QG	Disabilities QM
	Social groups in need QJK W		Mental disadvantage QMM
 Elder abuse QLV JJ		. Mental illness QMN
QLW Retirement	 Neuroses QMN VQ
P Preretirement	 Agoraphobia QMN VTX D
R People over sixty	QMN WB Personality disorders
S People over eighty	WBY H Psychopathic personality
		WD Behaviour disorders, behavioural problems, challenging behaviour
QM	Disabilities, special needs, handicaps	WHL X Codependency
QME	. Disability services	WQ Antisocial behaviour
QML N	. Young children with disabilities	WRH Violence
NCX	. . Child development centres		* Use QJJ.
NDF CX	. . Child assessment centres	WUS Suicide
QMM	. Mental disadvantage	WUT Parasuicide, attempted suicide
QMN	. . Mental illness, mental disorders, psychological problems, disturbed people, confused people	WUT X Assisted suicide
		WUU Suicide pacts
D	. . . Mental health social work, psychiatric social work, approved social work	WUV Selfinjury, selfmutilation
DEF N Voluntary admission	WUW Selfpoisoning
DEG Compulsory admission, sectioning	XYB Hyperactivity, attention deficit disorder with hyperactivity
E Mental health services	QMP	. Learning disabilities, developmental disabilities, mental handicaps, mental retardation
EN Community mental health care	D	. . Learning disability social work
L	. . . Children with emotional and behavioural disorders	E	. . Learning disability services
LV	. . . Elderly mentally infirm people	ENB T	. . . Community learning disability teams
SX	. . . <i>Specific mental disorders</i>	EVO CWS	. . . Adult training centres
T Baby stealing	EVP CWS	. . . Social education centres
U Other disorders	Q	. . Mild learning disabilities
	* Add to QMN letters U/W following I in Class I (except for subjects located elsewhere in Q). Some examples and amendments are shown below.	S	. . Moderate learning disabilities
UPC E Stress disorders	VX	. . Severe learning disabilities
UPF Emotional disorders, emotional disturbance	W	. . Profound learning disabilities
UPF JP Attachment disorders	X	. . Down's syndrome
UPO Communication disorders	QMQ	Physical disadvantage
UQ Language disorders	QL	. Technology-assisted people
UQY Speech disorders	R	. Illness, diseases, medical disorders
URB Aphasia	RCP FR	. . Medical missions
URG Dyslexia	RD	. . Health care social work, medical social work
URP Mutism, elective mutism	RS	. . Hospital social work
URS Speech impairments	RV	. . Frail people
URT Dumbness	S	. . Acute illness
UY Autism	T	. . Critical illness
UY3 LN Early childhood autism	U	. . Chronic illness
VB Psychoses	V	. . Terminal illness, dying
VCE Senile dementia	W	. . Euthanasia
VCF W Alzheimer's disease		
VN Schizophrenia		
VQ Neuroses		
VT Phobias		
VTX D Agoraphobia		

Severe disabilities

People in need and causes of need QG

Disabilities QM

Physical disadvantage QMQ

Illness QMQ R

. Terminal illness QMQ V

. Euthanasia QMQ W

QMS N

. *Specific medical disorders*

* Add to QMS letters P/X following H in Class H (except for disorders listed in QMT/QMY). Some examples and amendments are shown below.

PP . . Pain
 PPH KJ . . . Chronic pain
 QDF . . Failure to thrive
 QES . . Cancer
 QS . . *By cause*
 RA . . . Accidents
 SFY . . . Acquired disorders
 SHQ . . . Genetic disorders
 SHR . . . Hereditary disorders
 SHV . . . Chromosome disorders
 SJ . . . Congenital disorders
 SMR OD . . Diabetes
 SMS BB . . Obesity
 SUQ Q . . AIDS/HIV
 SUQ QFH . . . HIV antibody testing
 TOL V . . Arthritis
 TUR OKB . . Muscular dystrophy
 UH . . Heart diseases
 UMO GS . . Sickle cell disease
 UNM E . . Leukaemia
 UXJ F . . Epilepsy
 UXW JF . . Multiple sclerosis
 WHT OYB . . Asthma
 WIO WUR . . Anorexia nervosa
 WSO XH . . Incontinence
 WSO YB . . Encopresis, soiling
 WTJ GND V . . Colostomy, stoma patients
 WTM JF . . Faecal incontinence
 WWO XW . . Enuresis
 WWO XX . . Urinary incontinence
 WWO YB . . . Bedwetting
 WXJ F . . Kidney failure
 WXJ FGE . . . Kidney dialysis
 XPM T . . Sudden infant death, cot death

QMT

Physical disabilities

SY . Acquired disabilities
 T . Congenital disabilities
 V . Mild disabilities
 W . Mobility impairment
 X . . Housebound people
 Y . . Bedridden people

People in need and causes of need QG

Disabilities QM

Physical disadvantage QMQ

Physical disabilities QMT

Mobility impairment QMT W

. Bedridden people QMT Y

QMU

Severe disabilities

UL . Disfigurement
 V . Limb deficiency
 W . . Amputees
 Y . Sensory disabilities

QMV

. . Visual disabilities, blindness

W . . . Partial sight

Y . . . Deaf blind people

QMW

. . Hearing disabilities, deafness

W . . . Partial deafness

Y . . . Deaf and dumb people

QMX Y

. . Multiple sensory disabilities

QMY D

. *Prominent locomotive, neuromuscular and central nervous system disorders*

E . . Spinal cord injuries

F . . Cerebrovascular disorders, strokes

H . . Brain damage

K . . Cerebral palsy

M . . Paraplegia

N . . Hemiplegia

Q . . Quadriplegia, tetraplegia

R . . Spina bifida, spina bifida with hydrocephalus

W . Multiple physical disabilities

Social welfare ^Q	Social welfare ^Q
People in need and causes of need ^{QG}	People in need and causes of need ^{QG}
Disabilities ^{QM}	People in trouble ^{QN}
. . . . Multiple physical disabilities ^{QMY W}	Addictive behaviour ^{QNS Y}
	Gambling ^{QNT}
	. Lotteries ^{QNT X}
QN	People in trouble, social deviance
	* Behaviour which may be so disapproved of by society that purposive control of it is attempted.
QNA CLV	. Causes
CN	. . Anomie
CP	. . Alienation
QNO C	. Opting out, social dropouts
H	. Vagrancy, tramps
J	. Street people
K	. Hippies
V	. Vice
QNP	. Sexual deviance, paraphilias
P	. . Female sexual deviance
Q	. . Male sexual deviance
V	. . Promiscuity
QNQ CQ	. . Bestiality, zoophilia
D	. . Incest
	* Heterosexual intercourse between certain kinds of relatives.
	* Much literature that uses this term is about child sexual abuse and should be located at QLJ KH.
EE	. . Exhibitionism
FV	. . Voyeurism
QNR	. Prostitution
RD	. . Procuring, pimping
RH	. . Soliciting
RK	. . . Hustling
RN	. . . Soliciting by telephone
S	. . Female prostitution
	* Usually assumed.
T	. . Male prostitution
QNS	. Pornography
ESS	. . Censorship
Y	. Addictive behaviour, addictions
QNT	. . Gambling, compulsive gambling, pathological gambling
TF	. . . Bookmaking, betting shops
TL	. . . Casinos, gambling houses
TQ	. . . Amusements with prizes
UD	. . . Indoor games
UH Card games
UL Bingo
UP Video games
UT Fantasy games
V	. . . Sports
W	. . . Amusement machines, amusement arcades
WV Fruit machines, slot machines
WX Arcade games, arcade video games
X	. . . Lotteries
	QNT XU
	Other addictive behaviour apart from substance misuse
	XV
	. Using telephone chat services
	XW
	. Spending behaviour problems, compulsive buying
	Y
	Substance misuse, chemical dependence
	YKK V
	. Substance misuse during pregnancy, prenatal substance misuse
	QNU
	. Alcohol abuse, problem drinking, alcoholism
	E
	. . Alcohol abuse services
	ERB
	. . . Treatment
	ERB NBT
 Community alcohol teams
	ERX
 Detoxification
	ETA SAD
	. . . Temperance movements
	ETW P
	. . . Prohibition
	UF
	. . Social drinking
	UL
	. . Drinking places
	UP
	. . . Public drinking places
	UX
	. . <i>Particular alcoholic beverages</i>
	VB
	. . . Beer
	VC
	. . . Lager
	VD
	. . . Cider
	VE
	. . . Wine
	VF
	. . . Fortified wines
	VG
	. . . Spirits
	VH
	. . . Other alcoholic beverages
	VK
	. . <i>Particular alcohols</i>
	VL
	. . . Ethanol
	* Usually assumed.
	VM
	. . . Methylated spirits
	VP
	. . . Other alcohols
	WD
	. . Drinking schools, bottle gangs
	WH
	. . Skid rows
	QNV
	. Drug misuse, drug dependence, drug addiction
	E
	. . Drug misuse services
	ERB
	. . . Treatment
	ERB NBT
 Community drug teams
	ERW
 Maintenance
	ERW T
 Drugs of substitution
	ERW V
 Methadone
	ERW X
 Other drugs
	ERX
 Detoxification
	ET
 Drug enforcement, drug control

Psychoactive drugs

People in trouble ^{QN}	People in trouble ^{QN}
Addictive behaviour ^{QNS Y}	Drug misuse ^{QNV}
Substance misuse ^{QNT Y}	Psychoactive drugs ^{QNV VR}
Drug misuse ^{QNV}	Inhibiting agents ^{QNV VS}
Drug misuse services ^{QNV E}	. Analgesics ^{QNV VU}
. . . Drug enforcement, drug control ^{QNV ET}	. . . Dextromoramide ^{QNV YK}
QNV VB <i>Methods of drug taking</i>	QNV YM . . . Dipipanone
VC . Drug sniffing	YP . . . Dihydrocodeine
VD . Drug smoking, smokable drugs	YR . . . Buprenorphine
VE . Oral administration, pills	YT . . . Dextropropoxyphene
VF . Injection, intravenous injection, intravenous drugs	YV . . . Other opioids
VFA YH . . Injecting equipment	QNW FH . Depressants
VFA YI . . . Care, cleaning	FK . . Tranquillisers, sedatives, anxiolytics
VFG . . Injecting drug users, intravenous drug users	FN . . . Major tranquillisers, antipsychotic drugs
VFM SSU QQ . . . AIDS/HIV	FQ . . . Minor tranquillisers
* Use QNV VH.	FT . . Hypnotics
VH . . . AIDS/HIV	FV . . . Sleeping pills
VHE T Prevention	G . . Barbiturates
VHG MW People at risk	HC . . Benzodiazepines
VHG MWI CC Risk behaviour	HG . . . Tranquillisers
VHG MWI KS Sexual behaviour, sexual practices	HJ Lorazepam
VHG MX Needle sharing	HM Oxazepam
VHG MXE T Prevention	HP Chlordiazepoxide
VHG MXE TU Syringe exchange schemes, needle exchange schemes	HS Diazepam
VI . Other methods of drug taking	HV Medazepam
VJ Legal drugs	IC . . . Hypnotics
VJX . Over-the-counter drugs	IG Flunitrazepam
VK Illegal drugs	IK Temazepam
VKX . Purchasing, scoring	IN Flurazepam
VL Social drug use, social drugs	IR Nitrazepam
VM Street drugs	IV . . Other depressants
VN Designer drugs	J Stimulants
VO Soft drugs	KH . Amphetamines, speed
VP Hard drugs	KJ . . Amphetamine sulphate
VQ Polydrug use, multiple drug use	KL . . Dexamphetamine sulphate
VR Psychoactive drugs	KN . . Methylamphetamine, methamphetamine
VS . Inhibiting agents	KO . . . Ice
VT . . Narcotics	KP . . Other amphetamines
VU . . Analgesics	KQ . Caffeine
VV . . . Opiates	KS . Cocaine, cocaine hydrochloride
VW Opium	KT . . Crack, freebase cocaine
VX Morphine	KUF . Ephedrine
W Heroin, diamorphine	KUL . Methylphenidate
WX Codeine	KUQ . Pemoline
WY Poppy tea	KUV . Anorectic drugs, slimming aids
X Other opiates	KV . Nicotine
YD . . . Opioids, synthetic analgesics	L . . Tobacco, tobacco smoking
YF Pethidine	LX . Khat
YH Methadone	LY . Betel nuts
YK Dextromoramide	M . Other stimulants
	* Not enumerated below.

People in trouble ^{QN}
 Addictive behaviour ^{QNS Y}
 . . . Drug misuse ^{QNV}
 Psychoactive drugs ^{QNV VR}
 Stimulants ^{QNW J}
 Other stimulants ^{QNW M}

QNWN N Psychotropic drugs
 P Antidepressants
 Q Hallucinogenic drugs, psychedelic drugs
 R LSD, acid, lysergic acid diethylamide
 RY Acid house parties
 SH Mescaline, peyote
 SJ Magic mushrooms
 SK Morning glory
 SL Nutmeg
 SM Hallucinogenic amphetamines
 SN MDMA, ecstasy, methylene-dioxy-methylamphetamine
 SP MDA, methylene-dioxy-amphetamine
 SQ Dimethoxy-methamphetamine, STP, DOM
 SR DMT
 ST PCP, phencyclidine, angel dust
 SV Phencyclidine analogues
 SX Ketamine hydrochloride
 T Other hallucinogenic drugs
 U Cannabis
 VC *Forms*
 VF Marijuana, herbal cannabis
 VH Cannabis resin, hashish
 VK Cannabis oil, hash oil
 VN Smart drugs
 VP Smart cocktails
 VT Other drugs
 VW *By chemical constitution*
 * Add to QNW VX letters G/Y following HOA in Class H, e.g. alkyl nitrates
 QNW VXI SJB QP, anabolic steroids
 QNW VXW KL.
 WL *By medical application*
 * Add to QNW W letters N/Y following H in Class H, e.g. laxatives QNW WWS OXP FX.
 X . . . Solvent abuse, volatile substance abuse, inhalant abuse
 Y . . . Particular kinds of substances, particular products
 * For instance, glues, adhesives, paints, lacquers, petroleum products, propellant gases, surgical spirit, cleaning fluids, polishes, dyes.

QNX A . . . Other substances
 * Classes QNX B/QNX X may be used for misused substances not in the schedules above.

QO Crime, criminology
 * Crime is subject to social action in the same way as other causes of need in QG/QN, but also generates three special subclasses which are prominent in their own right: Crime prevention and control (QOK), Police services and police work (QP), and Penology (QQ).

Social welfare ^Q
 People in need and causes of need ^{QG}
 People in trouble ^{QN}
 Crime ^{QO}

* The general practice in Class Q is to locate causes of need and people in need in the same place. But at this point an exception has been made. Crime in general (the cause of need) is classified here at QO, and offenders as individuals (the people in need) are at QR.

* The reason for this separation is the presence at QOK, QP and QQ of the three big special subclasses mentioned above. Because of their presence at QOK/QQ, it is helpful for offenders in general and work with offenders to be located immediately before characteristics and types of offenders (which begin at QRG).

* QO may be qualified directly by QA/QF so far as this is appropriate for crime in general, and some examples appear below.

QOA CK . Incidence of crime, crime rates
 CL . . Crime waves
 CLR . . Unrecorded crime
 CLT . . Recorded crime
 CLV . Causes of crime
 CP . . Opportunity
 DDD H . . Physical factors, environmental factors
 * For instance, time of day, climate, weather, seasons.
 DDH . . Individual physical characteristics
 DDI . . Psychological factors
 DDK . . Social factors
 DDT . . Economic factors
 GP . Policy
 GV . . Decriminalisation, legalisation
 RY . Social aspects of crime
 SA . . Crime and society
 SDF HL . . . Fear of crime
 SRT . . . Criminal underworlds
 T . Economic aspects of crime

QOB . Personnel concerned with crime
 * For police service personnel see QPB.
 * For personnel working with offenders see QRB.

QOC . Organisations concerned with crime
 * For agencies working with offenders see QRC.

QOD . Social work and crime
 * For social work with offenders see QRD.

QOE RB . Treatment of crime
 * For treatment of offenders see QRE RB.

. . Punishment
 * Use QQ.

T . Crime prevention and control
 * Use QOK.

QOG . Offenders
 * Use QR.

Crime

Social welfare Q
 People in need and causes of need QG
 People in trouble QN
 Crime QO
 Offenders QOG

QOK Crime prevention and control, law enforcement,
 law and order, public security

QOL . Crime prevention

QON . . Security work

QOP B . . . Security equipment

D Electronic security

G Locks

J Security alarm systems

L . . . Security patrols

N Citizen patrols, vigilantes, guardian angels
 * See also neighbourhood watch schemes
 QOR L.

Q . . . Security methods

S Design for security

V Lighting

X Target hardening

QOQ B Surveillance for security

D Visual surveillance

F Electronic visual surveillance

H Electronic article surveillance

K Security examination

N Security scanning
 * For instance, of luggage.

P Security searching
 * For instance, of bags or people.

R Access and exit control

T Access control, entrance control

V Exit control

X Alerting systems
 * For instance, among shopkeepers or pub
 licensees.

QOR B . . . *Targets secured*

D Environmental security

G Environmental design

J Neighbourhood security

L Neighbourhood watch schemes

N Building security

Q Architectural design

S Grounds security

V Perimeter security

X Housing security

QOT . . Situational crime prevention

QOV . . Social crime prevention
 * Prevention of crime through social
 intervention.

QOW . . . *Methods*
 * Add to QOW letters D/N following Q.
 * Add to QOX numbers and letters from the
 rest of the classification.
 * Some examples follow.

DO Community work

EPT Publicity

GVE RB Poverty relief

Social welfare Q
 People in need and causes of need QG
 People in trouble QN
 Crime QO
 Crime prevention and control QOK
 Poverty relief QOW GVE RB

QOW KE Family support

QOX J Education

QP Police services and police work
 * QP may be qualified by letters A/C following Q.

QPA G . Police administration

K . . Police and politics

R . . International police cooperation
 * For Interpol see QPC D.

SA . . Police and society

SGM . . . Police powers

TQ . . . Police management

YV . . Police stations

QPB . Police service personnel, police officers

BCC . . Police behaviour

BQI J . . . Police violence, police brutality

CH . . Police accountability

FBT Q . . Police leadership, command

FSW Q . . Police dress

FSW R . . . Police uniforms

FSW S Badges

FSW T Helmets

G . . Police training

GG . . . Police recruits, police cadets

GL . . . Police academies

JY . . *Types of police service personnel*

KSC . . . Civilian workers, civilianisation

LM . . . Women police officers

OX . . Uniformed police
 * Usually assumed.

P . . Plainclothes police

QD . . Ranks

QG . . . Constables

QK . . . Sergeants

QN . . . Police inspectors

QR . . . Police superintendents

QV . . . Chiefs of police, chief constables

QPC . Police organisations, police forces
 * For police services by employing authority see
 QPJ A.

ATQ . . Management

ATR R . . . Police organisational structure, command
 structure

CX . . Special police units, special squads

CXF . . . Reserve units

D . . Interpol

People in need and causes of need QG
 People in trouble QN
 Crime QO
 Police services and police work QP
 Police organisations, police forces QPC
 . Interpol QPC D

QPD Police work, policing
 * Conceptually this is a special subclass of social work, related to crime as social work is to other causes of need.
 * However, from QPD B onwards it is also a special schedule, with special instructions (following QPD CZ) for adding the subclasses of QD.

8EB . England and Wales
 8EB 44G . Police and Criminal Evidence Act 1984
 B . Police community relations, police and public
 BE . . *Police initiatives*
 BF . . . Community policing, neighbourhood policing, sector policing, zone policing
 BG Community consultation, community liaison
 BGB Police community liaison officers
 BH . . . Citizen involvement
 BJ Citizen supervision, civilian oversight
 BJC Civilian review boards
 BK . . . Community education
 BKC Citizen police academies
 BN . . *Community initiatives*
 BP . . . Crime reporting, incident reporting
 BQ Telephone reporting
 BR . . . Help seeking, service requests
 BS Telephone requests
 BV . . . Police responses
 BW Response strategies
 C . . *Particular community groups*
 * Add to QPD C letters G/N following Q, then letters A/D following QP above. Some examples follow.

CGJ LIP LT . . . Skinheads
 CJL V . . . Political groups
 CJL WAQ V Neofascists, neonazis
 CJP . . . Ethnic groups
 CJP BL Black people
 CJP CC Ethnic minorities
 CJS . . . Immigrants
 CL . . . Children and young people
 CLQ Schoolchildren
 CLQ DBG Educational liaison work
 CLR Young people
 CZ . Police relations and police work with individual service users and suspects
 D . . Police service users, suspects
 * Add to QPD D letter E following QDD.
 DES . . . Complaints against police
 DES F Police complaints procedures

Crime QO
 Police services and police work QP
 Police relations and police work with individual service users and suspects QPD CZ
 . Police service users QPD D
 . . Complaints against police QPD DES
 . . . Police complaints procedures QPD DES F

QPD DEU . . Violence by suspects, aggression by suspects
 DEU H . . . Police casualties
 DEU L Police fatalities
 DEX . Police relations with service users and suspects
 * Add to QPD D letters F/V following QDD.
 DR . . Criminal records maintenance
 E . Police actions on service users and suspects
 * Add to QPD E letters E/H following QD.
 EEW G . . Use of force
 * Use QPD G.
 F . Police work with service users and suspects
 * Add to QPD F letters IR/P following QD.
 FJ . . Field work
 * Use QPD FS.
 FK . . Interviewing
 FL . . Casework
 FLD R . . . Crime recording, incident recording
 FLN R . . . Crisis intervention, critical incidents

FS Police field operations
 FSA TQ . Management of police field operations
 * Use QPD FT.
 FSH . *Agents of police operations*
 FSK . . Police equipment, police technology
 * Most equipment is subordinated to police methods and kinds of operations below.
 FSN . . . Electronic equipment
 FSP Computer systems
 * Add to QPD FSP letters G/X following TSJ in Class T.
 FT . Management of police field operations
 FTH . . Command and control
 FTJ . . . Command posts, command units
 FTL Mobile control units
 FTN . . . Police despatchers
 FTQ . . Other management topics
 * Add to QPD F letters TQ/X following QA.

FY . *Police methods*
 FYL . . Uniformed police work
 * Usually assumed.
 FYN . . Plainclothes police work
 G . . Police use of force
 GX . . . *Equipment*
 H Protective gear
 HG Helmets
 HJ Body armour
 HL Soft body armour
 HN Shields
 HQ Batons, truncheons, tipstaves
 HT Handcuffs

Police field operations

QPDI
QPEGA

Police services and police work QP
 Police field operations QPD FS
 Police methods QPD FY
 . Police use of force QPD G
 . . Equipment QPD GX
 . . . Handcuffs QPD HT

QPDI . . . Weapons
 ICC X Special weapons units, special weapons and
 tactics teams

IF Gases
 IG CS gas
 IH Tear gas
 IL Firearms
 IM *Methods of use*
 IN Stance
 IP Plastic bullets, baton rounds
 IQ Revolvers
 IR Semiautomatic pistols
 IT Rifles
 IV Machine guns
 JB . . *Types of force*
 JD . . . *By degree*
 JE Degrees of force
 JF Minimum force
 JH Excessive force
 JJ . . . *By purpose*
 JK Nonlethal force
 JL Lethal force, killing
 JN Selfdefence, selfprotection, survival tactics
 JP Selfdefence against knives
 JR Selfdefence against firearms
 JT . . . Unarmed combat
 JV Particular methods

K . . Police communications
 KAY T . . Communications rooms
 KH . . Communication systems
 KK . . . Telecommunication systems
 KM Radio communication
 KR . . . Other communication systems

L . . Police transport, mobile police services
 LCC XF . . Mobile reserve units

N . . Police motor vehicles, police cars
 NAT Q . . . Police vehicle fleet management
 NF . . . Armed response vehicles
 NH Motorcycle police
 NK . . Police aircraft
 NM . . . Police helicopters
 NP . . Police use of animals
 NR . . Police dogs, canine services
 NT . . Police horses, mounted police
 NW Minor police operations, minor incidents
 NX Major police operations, major incidents
 O Crime prevention by police
 * Add to QPD O letters N/X following QO.

People in need and causes of need QG
 People in trouble QN
 Crime QO
 Police services and police work QP
 Police field operations QPD FS
 Crime prevention by police QPD O

QPD OY Intelligence work
 OYG . Rewards for information
 OYK . Informers
 OYN . Undercover work
 OYQ . . Infiltration
 OYT . . Provocation, police agents provocateurs,
 entrapment

P Patrol and surveillance work
 Q . Patrol work, beat policing
 QH . . Foot patrol work
 R . . Stopping and questioning, stopping and
 searching

RJ . . Surveillance work
 RL . . Video surveillance
 RN . . . Remote video access
 RQ . . Roving surveillance

S Search and seizure, search and entry
 SF . Search and seizure with warrants
 SG . . Search warrants
 SK . Search and seizure without warrants

U Pursuit, apprehension and custody
 V . Pursuit
 VH . . Pursuit driving
 VL . . . High speed chases
 W . Apprehension, arrest

WAS GM . . Powers of arrest
 WH . . Arrest with warrants
 WK . . Arrest without warrants
 WP . . Search and arrest, police raids
 X . Police custody, police detention
 XDB J . . Citizen supervision
 XDB JH . . . Lay visiting
 XDD . . Suspects in police custody
 XDD EQX . . . Death in police custody

QPE Criminal investigation, criminal detection
 * The accumulation, preservation and presentation
 of evidence which may lead to the identification,
 apprehension and conviction of offenders.

B . *Personnel*
 BMD X . . Technical experts
 BR . . Detectives
 F . *Operations*
 FN . . *Attributes of operations*
 FX . . . Logic
 * Add to QPE G numbers and letters 2/W
 following AL in Class A/AL.

GA Deductive logic

Police services and police work QP
 Police field operations QPD FS
 Criminal investigation QPE
 Operations QPE F
 . Attributes of operations QPE FN
 . . . Deductive logic QPE GA

QPE H . Evidence gathering
 HBC E . . . Professional ethics
 HBC MH . . . Withholding evidence
 HBC ML . . . Destruction of evidence
 J . . . Photography, police photography
 K . . . Sketching, drawing
 L . . . Video recordings
 M . . . Audio recordings
 MK . . . Casts, replicas
 MQ . . . Public appeals
 MW . . . Broadcasting
 N . . . Broadcast appeals
 O . . . Radio programmes
 P . . . Television programmes
 PL . . . Searching for evidence
 PS . . . Finding of evidence, discovery of evidence
 Q . . . Identification of evidence
 QL . . . Recording of evidence, labelling of evidence,
 indexing of evidence
 QT . . . Preliminary investigation
 R . . . Crime scene investigation
 S . . . Crime scene reconstruction

T Evidence, physical evidence
 * Add to QPE letters T/Y following S8 in Class S.
 . *Properties*

TV . . Admissibility
 TW . . Proof
 TXM . . Credibility

U . Forensic evidence, forensic science and
 technology
 UY . . Technical procedures, materials and equipment
 * Add to QPE V letters A/F following HI in
 Class H. Some examples and amendments
 follow.

VAN . . . Safety measures and hygiene
 VAP D . . . Police laboratories
 VB . . . Medical materials
 VBP . . . Medical equipment
 VD . . . Technical operations
 VDL Detecting, measuring, imaging
 VDS Visualisation and imaging
 VDX T Forensic photography
 VEC . . . Operations on physical phenomena
 VED Timekeeping
 VEN Radiology
 VF . . . Operations on materials
 VFF Chemical analysis
 VFF S Chromatography

Police services and police work QP
 Evidence QPE T
 Forensic evidence QPE U
 Technical procedures QPE UY
 . . Chemical analysis QPE VFF
 . . . Chromatography QPE VFF S

QPE VFG J . . . Radiation chemical analysis
 VFG Q Spectrometry
 VFQ . . Operations on biological materials
 W Biology
 * Add to QPE W letters B/H following E in Class
 E. This notation is provisional.

WDD . Special physiological processes
 WDH U . . Bioluminescence
 X . Forensic medicine, human biology, bodily
 evidence
 * Add to QPE X letters B/Y following H in Class
 H. Some examples and amendments are shown
 below.

XBJ . . . Physiology
 XBP . . . Biochemistry
 XDY . . . Microsystems
 XE . . . Cytology
 XES . . . Histology
 XFM . . Forensic anthropology
 XFN . . . Genetics
 XFN Y Genetic profiling, genetic fingerprinting,
 DNA profiling, DNA
 fingerprinting

XGH ASN . . . Anthropometry
 * General works only. For measurement of
 specific body features, see parts, organs and
 systems of the body QPE XT.

XHG . . Police surgeons
 XKD KDB . . Cosmetics
 XN . . Medical actions
 XNG . . . Clinical investigation and measurement
 XNH Diagnosis
 XNJ L Clinical testing
 XNP . . . Treatments
 XNV Drug therapy, pharmacotherapy,
 pharmacology

XOL Surgery
 XPA . . Pathology
 XPK S . . . Death
 XPK T Autopsy, post-mortem examination
 XPK U Cadavers, corpses
 XPK UM Time of death
 XPK UN Cause of death
 XPK UY Human remains
 XPK VC Sudden death
 XPT . . Diseases
 XQX . . Wounds, injuries
 XRD E . . . Blunt injuries
 XRD GQ . . . Bullet wounds, gunshot wounds
 XRD J . . . Knife wounds
 XRD JS Stab wounds

Forensic evidence

QPEXREQ

QPEYUT

Police services and police work QP
 Forensic evidence QPE U
 Biology QPE W
 . . . Wounds QPE XQX
 Knife wounds QPE XRD J
 Stab wounds QPE XRD JS

QPE XRE Q . . . Burns
 XRE QT Electrical burns
 XSQ Q . . . Poisons, toxicology
 XST HY . . . Substance misuse, chemical dependence
 * Physical and clinical aspects.
 XST J . . . Alcohol abuse, problem drinking,
 alcoholism
 XST L . . . Drug misuse, drug dependence, drug
 addiction

XT . . . Parts, organs and systems of the body
 XTD O Body fluids
 XTE S Body tissues
 XTF Regions of the body
 XTG H Face
 XTH KV Palm, palm prints
 XTH M Fingers, fingerprints
 XTH MED L Latent fingerprints
 XTH T Foot, footprints
 XTH Y Systems of the body
 XTK X Skeletal system, skeleton
 XTK XR Height
 XTL Bones, forensic osteology
 XUA Integumentary system
 XUA T Nails
 XUB Hair
 XUC Skin, dermatology
 XUG Cardiovascular system
 XUL Blood
 XUO N Blood groups
 XUR Nervous system, neurology
 XVC B Sense organs
 XVD Eye
 XVE E Retina, retina patterns
 XVF Ear
 XVF DXB GH Ear configurations
 XWE Respiratory system
 XWE OXY Asphyxia, suffocation
 XWG V Voice, voice prints
 XWI Digestive system
 XWJ W Lips, lip prints
 XWK Dental system, odontology, teeth
 XWV Urogenital system
 XWW DJP Urine
 XXD R Male reproductive system
 XXD U Semen
 XXF F Forensic gynaecology
 YI Forensic psychology
 * Add to QPE YI letters A/Y following I in
 Class I.
 YIH W . . . Hypnosis

Police services and police work QP
 Criminal investigation QPE
 Evidence QPE T
 Forensic evidence QPE U
 Forensic psychology QPE YI
 . Hypnosis QPE YIH W

QPE YIR F . . Forensic psychiatry
 YIW UG . . . Lying
 YK Other forensic sciences
 * Add to QPE YK letters from the whole
 classification. Notation from unpublished classes
 is provisional.

YKB . . Physics
 YKB G . . . Marks, scratches
 YKC . . Chemistry
 YKC CJ . . . Chemical reactions
 YKC DRF Fires
 YKC DRG Explosions
 YKC GUL . . . Traces
 YKC HBJ . . . Grains, particles
 YKD H . . Earth sciences
 YKD PJ . . . Soil
 YKG F . . Botany, plant materials
 YKG G . . Zoology, animal materials
 YKG GLN . . . Insects, forensic entomology
 YKG GMB . . . Flies
 YKL E . . Forensic archaeology
 YL Forensic technology
 * For forensic science and technology together see
 QPE U.
 * The classes below may be amplified with detail
 from Class U/V when it is published. The notation
 below, which does not correspond with Class
 U/V, may then be replaced with compatible
 notation if desired.

YLN . . Tools
 YLP . . Tool marks
 YM . . Materials
 YMP . . Packaging materials
 YN . . Metals
 YNL . . Castings
 YO . . Threads, fibres, wires
 YON . . Vegetable fibres
 YOV . . Glass
 YP . . Motor vehicles
 YPN . . Tyre imprints
 YQ . . Paper
 YQL . . Ropes, cordage
 YR . . Paints, pigments
 YRN . . Plastics
 YS . . Explosives
 YSK . . Explosives residues
 YT . . Weapons
 YTN . . Knives
 YU . . Firearms
 YUK . . . Firearms use residues
 YUP . . . Ballistics
 YUT . . . Bullets

Police services and police work

Police services and police work QP
 Evidence QPE T
 Forensic evidence QPE U
 . Forensic technology QPE YL
 . . . Weapons QPE YT
 Bullets QPE YUT

QPE YUX . . . Rubbish
 YV . . . Clothing
 YVL . . . Gloves, glove prints
 YVR . . . Footwear, shoe prints
 YX . . . Other specialties which assist forensic investigation
 * Apart from the sciences and technologies
 enumerated above.
 * Add to QPE YX notation from the rest of the
 classification. Notation from unpublished classes is
 provisional.

YXX A . . . Phonetics

QPF . . . Other forms and sources of evidence
 * Add to QPF letters B/M following S9A in Class S.

D . . . Circumstantial evidence, presumptive evidence
 DH . . . Direct evidence
 F . . . Confessions
 * Use QPG O.

P . . . Witnesses
 * Add to QPF P letters C/U following S9B in Class
 S.

PCE . . . Credibility
 PJ . . . Eyewitnesses
 PT . . . Child witnesses
 PU . . . Crime victims
 Q . . . Identification of people
 R . . . Identification parades
 S . . . Identikit systems

QPG . . . Interrogation, questioning
 G . . . Procedure, rules
 H . . . Suspects' rights
 I . . . Recordings
 IL . . . Audio recordings
 IN . . . Video recordings
 IT . . . Cautioning before interrogation
 J . . . Lie detectors, polygraphs
 K . . . Intimidation, threats
 L . . . Police violence
 M . . . Torture
 N . . . Statements
 O . . . Confessions
 OK . . . Corroboration
 P . . . Document examination, documentary evidence
 Q . . . Handwriting
 QK . . . Inks
 QP . . . Typewriting
 QT . . . Printing
 QX . . . Microfilms
 S . . . Interception of communications
 T . . . Audio surveillance, bugging
 U . . . Telephone tapping

People in trouble QN
 Crime QO
 Police services and police work QP
 Police work, policing QPD
 . . . Evidence QPE T
 Telephone tapping QPG U

QPG W . . . Outcomes of criminal investigation
 X Clearing up
 Y Unsolved crimes

QPH . . . Criminal justice systems, criminal procedure
 * Locate here procedures in the criminal justice system
 prior to sentencing, considered from the viewpoints of
 police work or social welfare. For sentencing
 considered from these viewpoints, see QQE D. The
 general class for criminal justice is Class S Law.
 * Add to QPH numbers 6/9 following SBW in Class S,
 with the amendment at QPH 5.
 * To qualify QPH and its subclasses by earlier facets
 and arrays, use intercalators 2 and 3.

5 . . . Diversion from criminal justice systems
 * For diversion specifically from prosecution see
 QPH 8JT. For diversion from custody see QQE V.

5D . . . Police cautioning
 5H . . . Administrative warnings
 5L . . . Prosecutor fines
 6E . . . Criminal courts and criminal court proceedings
 6EK . . . Criminal court work
 7 . . . *Types of criminal courts*
 7R . . . Higher courts
 7RW Crown courts
 7S . . . Lower courts
 7T Magistrates' courts
 8 . . . Criminal proceedings
 8A . . . Parties to proceedings
 8BB Assistance, support services
 8C Prosecutors
 8CB K Public prosecutors, prosecution services
 8D Defendants, accused people
 8DB Q Escorting defendants to courts
 8DB R Police escorts
 8ED Third parties
 8EM Children
 8EV Crime victims
 8FV . . . Conduct of proceedings
 8FY Investigatory systems
 8J Prosecution procedure
 8JL Initiation of prosecution
 8JN Prosecution by police
 8JS Prosecutorial screening
 8JT Diversion from prosecution
 8JU Prosecutorial discretion, decision to
 prosecute
 8JV Plea bargaining

Police services and police work

People in trouble ^{QN}
 Crime ^{QO}
 Police services and police work ^{QP}
 Criminal justice systems ^{QPH}
 Conduct of proceedings ^{QPH 8FV}
 Plea bargaining ^{QPH 8JV}

QPH 8L Pretrial proceedings
 8MJ Summonses
 8MK Service of summonses
 8MT Extradition
 8MV Transfer to home countries
 8N Preliminary examination, preliminary
 hearings, preliminary enquiry
 8PC Police, prosecutors
 8PE Magistrates, juges d'instruction
 8Q Indictment, committal for trial,
 accusation
 8RB Remand
 8RB S Remand services
 8RC Remand in custody
 * For remand centres and remand
 prisoners see QQS L.
 8RD Pretrial release
 8RF Bail
 8RF 6EQ Decision making
 8RF 6EV Bail support services
 8RF 6EV Y Bail hostels
 8RF 6F Bail information schemes
 Bail offences
 * Use QSB BR.
 8RN Release on cognisance
 8RQ Suspended release
 8RR Release on recognisance
 8RS Supervised release, custodial
 release
 8S Court actions, trial proceedings, hearings
 8SD Pleas
 8SE Defence proceedings
 8T Evidence
 9D Judicial decision
 9E Jury trials
 9EP Verdicts

QPJ A *Police services and law enforcement agencies by
 employing authority*
 B Public service police
 * Usually assumed.
 D International police services
 E National police services
 G Regional police services, state police
 services, provincial police services
 GCC X Regional crime squads
 J Local police services
 M Municipal police services
 P Urban police services, metropolitan
 police services
 T Rural police services

People in trouble ^{QN}
 Crime ^{QO}
 Police services and police work ^{QP}
 Police services and law enforcement agencies by employing
 authority ^{QPJ A}
 Public service police ^{QPJ B}
 Rural police services ^{QPJ T}

QPL Paramilitary police services, security forces
 O Occupation police
 Q Police auxiliary services, police reserves
 R Special constabularies
 QPM Private police services, private security forces
 QPN Private detectives
 R Military police, armed services police
 Y *Special fields of police work and law enforcement*
 QPO Industrial security
 Q Personnel security
 R *Particular industries*
 * Add to QPO R numbers and letters from the
 whole classification.
 RUN Nuclear power industries
 S Business security
 V Transport policing
 W Tunnels
 W8A MC Channel Tunnel
 X Road transport policing, traffic policing,
 traffic control
 XBW V Traffic wardens
 XQ Road vehicle safety
 XS Traffic flow
 XT Road safety
 XV Road accidents
 XX Taxi services
 QPP Railway police
 T Underground railway police
 QPQ Air transport police, airport police
 QPR Water transport police, waterways police
 T Police divers
 TS Maritime police
 TT Coastguard services
 TV Dockyard police, harbour police
 TX River police
 U Frontier police
 UV Parks police
 V Forest police
 VW Game protection
 X Other special fields

Police services and police work

People in need and causes of need QG
 People in trouble QN
 Crime QO
 Police services and police work QP
 Special fields of police work and law enforcement QPN Y
 . Other special fields QPR X

QPR Y *Objects of police control and law enforcement*
 . Crime
 * This is the major activity controlled by police and law enforcement services, and is implicit throughout QP. Particular types of offenders and offences are in QR/QT, which should be cited before police work.

QPS . . Offenders and offences
 * This is an alternative (not recommended) for libraries that wish to locate all material on police work within QP.
 * Add to QPS A letters G/W following QR. Add to QPS letters A/Y following QS. Add to QP letter T following QT.
 * Then qualify the result by earlier facets and arrays as follows (where the hyphen represents the classmark being qualified): Add to - letters A/C following Q. Add to -D letters D/F following Q. Add to -D letters K/X following QO. Add to -E letters D/R following QP.

QPT Y . Noncriminal activities
 QPU . Public safety

W . . Prevention of violence
 XB . . Crowd control
 XD . . Public events
 XF . . . Demonstrations, rallies
 XG . . . Industrial disputes, strikes
 XJ . . . Funerals
 XK State funerals, public funerals
 XM . . . Public processions, parades
 XN . . . Carnivals
 XP . . . Official ceremonies
 XQ Official visits, state visits
 XR . . . Sporting events
 XS . . . Pop festivals
 XT . . . Other public events
 XV . . Protection of property
 XW . . Protection of people
 XWB . . . Bodyguards
 Y . . . Protection of public people

QPW D . . Disasters, emergencies
 E . . . Evacuation of population
 F . . . *Kinds of disasters and emergencies*
 * Add to QPW F letters N/O following QG, except for concepts enumerated elsewhere in QP. Then add intercalators 2 and 3, using 3 to introduce letters A/U following QP.

G . . Civil defence
 * The general class for civil defence is in military science in Class U/V.
 * This is an alternative (not recommended) for the role of the police in civil defence.

HD . . . Civil defence training
 HH . . . Civil defence warning systems

People in need and causes of need QG
 People in trouble QN
 Crime QO
 Police services and police work QP
 . . Public safety QPU
 Civil defence warning systems QPW HH

QPW HL Protection of property
 HP Protection of people
 J . . Censorship, information control
 K . . Elections
 L . . Lost property
 M . . Missing people
 P . . Aliens
 S . . Firearms control
 SX . . . Firearms licensing
 V . . Other objects of police control

QPX . . Social work by police
 * Qualify QPX directly by QA/QN, e.g. social work by police with crime victims QPX IR, social work by police in cases of woman abuse QPX JNJ.
 * Libraries adopting the alternative at QPS should also add to QPX letters R/T following Q, e.g. social work by police with young offenders QPX T.
 * An alternative (not recommended) is to use QBW W to qualify QC/QT.

QQ Penology, punishment of offenders, correctional services
 * Conceptually this is a special subclass of social services, a kind of treatment in response to need, although the need is as much that of society as of the offender.
 * QQ and its subclasses may be qualified directly by QA/QD. From QQE onwards it is a special schedule, with special instructions (at QQE A/QQE C) for adding other earlier facets.

QQA C . Aims, purposes
 CFD . . Deterrence
 CFF . . Restitution, reparation
 CFH . . Reformation, correction
 CFK . . Expiation, atonement
 CFL . . Retribution, requital

QQE A . Penology and social services
 * Add to QQE A letters A/Y following QE.

AZ . . Penology and social security, penology and material help
 * Add to QQE AZ letters A/Y following QF.

B . Penology and crime prevention and control
 * Add to QQE B letters L/X following QO.

C . Penology and police services and police work
 * Add to QQE C letters A/X following QP.

D . Sentencing
 DG . . Sentencing guidelines
 DH . . . Sentencing criteria
 DJ Seriousness of offences, proportionality
 DK Protection of the public
 DL Other particular criteria
 DP . . . Pre-sentence reports
 DQ Social inquiry reports

Noncustodial treatment

QQEDR
QQFWRT

Crime ^{QO}
 Penology ^{QQ}
 Sentencing ^{QQE D}
 . Sentencing guidelines ^{QQE DG}
 . . Pre-sentence reports ^{QQE DP}
 . . . Social inquiry reports ^{QQE DQ}

QQE DR . . . Medical reports
 DS Psychiatric reports
 DV . . Sentencing tariffs
 DX . Sentence prediction

E Penalties, punishments
 G . Social sanctions
 H . . Public opinion
 J . . Ostracism, boycotts
 K . . Nonjudicial tribunals
 L . Legal sanctions
 M . . Court orders, sentences, disposals
 N . Noncustodial treatment, alternatives to custody, community sentences, community penalties, community corrections, intermediate punishment

P . . Conditions, requirements
 Q . . . Breach of sentence conditions
 R . . . Residence conditions
 S . . . Treatment requirements
 T . . . Other conditions and requirements
 V . . Diversion from custody
 X . . Decarceration

QQF E . . Suspended sentences
 EH . . Community-based supervision
 EHE M . . . Supervision orders
 EHE R . . . Residence conditions
 EJ . . . Supervision and treatment
 EL . . . Probation
 ELE AZT WV Probation hostels
 * Use QQF EN.
 ELE P Probation conditions
 ELE S Treatment requirements
 EN Probation hostels, probation and bail hostels

EP Intensive probation
 ER . . . Reporting to authorities
 ES . . . Close supervision, close support, close control

ESP . . . Electronic monitoring, electronic tagging
 ET . . Intermediate treatment
 ETN . . . Intensive intermediate treatment
 EV . . Attendance centres
 EW . . Day centres, probation day centres
 EX . . Day training centres, compulsory retraining

F . . Community service, work sentences
 G . . Probation and community service
 GEM . . . Combination orders

Crime ^{QO}
 Penology ^{QQ}
 Penalties ^{QQE E}
 Noncustodial treatment ^{QQE N}
 . Probation and community service ^{QQF G}
 . . Combination orders ^{QQF GEM}

QQF H . . Reparation, redress
 HN . . Restitution
 HS . . Compensation
 J . Discharge
 JS . . Absolute discharge
 K . . Conditional discharge
 KS . Binding over
 L . Other community penalties not enumerated below
 M . Financial sanctions, economic sanctions
 N . . Fines
 NJ . . . Calculation
 NL . . . Enforcement
 NR . . . Income-related fines, unit fines, day fines
 NS . . . Spot fines
 NT . . Payment of costs
 NTN . . Money payment supervision
 NU . . Social security benefit deductions
 NV . . Forfeiture, confiscation, sequestration
 O . Loss of rights
 OK . . Licence endorsement
 OR . . Disqualification
 OT . . . Professional disqualification
 OV . . . Occupational disqualification
 P . . Loss of civil rights, loss of political rights
 Q . . Restrictions on movement
 QR . . . Exile
 QT . . . Deportation
 QV . . . Restrictions on movement within the home country

QVL Exclusion
 QVR Curfew
 QW House arrest, home incarceration, home confinement

QX . . . Restrictions on travel abroad
 R Physical punishment
 S . Corporal punishment
 T . Torture
 TR . Ordeals
 V . . Solitary confinement
 W . Capital punishment, death penalty
 WB . . Executioners
 WDD . . Death row prisoners
 WJ . . Stays of execution
 WL . . Reprieves
 WR . . Forms of execution
 WRH . . . Burning alive
 WRK . . . Hanging
 WRN . . . Guillotine, beheading
 WRP . . . Shooting
 WRR . . . Electrocuting
 WRT . . . Gas chambers

Crime ^{QQ}
 Penology ^{QQ}
 Penalties ^{QQE E}
 Physical punishment ^{QQF R}
 . Capital punishment ^{QQF W}
 . . . Gas chambers ^{QQF WRT}

QQF WRV . . . Other forms of execution
 WT . Public exhibition of offenders, pillories, stocks
 WU . Mutilation
 WV . . Sterilisation
 WX . . Castration
 X Collective punishment
 Y Semicustodial penalties

QQG Imprisonment, custody, prisons, correctional
 institutions, penitentiaries
 ARV . Prison conditions
 ARY . . Social conditions
 ASB . . . Prison population
 ASB LS Prison crowding, prison overcrowding
 ASC QR . . . Prison reform
 B . Prison staff, prison officers
 CXH . Boards of visitors
 DEU . Prison security
 * Use QQG F.
 F . Prison security
 G . . Prison rules
 H . . Prison inspections
 I . . Security searching
 IN . . . Body searching
 IP Strip searching
 J . . Prison discipline, control of prisoners
 JL . . . Use of force
 JN Physical restraint
 JP Strip cells
 K . . Prison offences
 KL . . . Adjudication
 L . . . Violence by prisoners, aggression by
 prisoners
 M . . . Prison riots
 N . . . Prison escapes
 P . . Prison punishments
 PR . . . Financial sanctions
 Q Fines
 QN Loss of earnings
 R . . . Loss of rights
 S . . . Loss of remission, additional days of
 imprisonment
 T Restoration of remission
 V . . . Physical punishment
 * Add to QQG V letters S/W following QQF,
 e.g. solitary confinement QQG VV.

QQH G . Prison labour
 I . . Prison farms
 J . . Prison workshops
 L . . Prison earnings
 N . . Hard labour, penal servitude

Crime ^{QQ}
 Penology ^{QQ}
 Penalties ^{QQE E}
 Imprisonment ^{QQG}
 Prison labour ^{QQH G}
 . Hard labour ^{QQH N}

QQH P . Prison industries
 Q . Convict labour
 QL . . Lease systems
 QN . . Contract systems
 QP . . Chain gangs
 R Prisoners' rights and privileges
 S . Financial rights and privileges
 T . Prison recreation
 U . Prisoners' contact with the outside
 UK . . Communication channels
 UN . . . Censorship
 UQ . . . Mail, correspondence
 UT . . . Telephones
 V . . Prison visiting
 VT . . Family contact

QQI . . . Family visits
 L All-day family visits
 P Private family visits, conjugal visits
 V . . . Home leave

QQJ Parole and aftercare
 QQM . Parole
 QQN Release
 P . Pre-release period
 PQ . Temporary release
 PT . Conditional release, release on licence
 PV . . Remission
 Q . Early release
 QR . . Halftime release
 QV . Recall
 R . Commutations of sentence, pardons, amnesties
 T Aftercare
 * This is an alternative (not recommended) to QRP DEU.

QQP Prison life
 ARY . Social aspects
 Q . Psychological aspects
 * Add to QQP R letters A/Q following I in Class I, e.g.
 boredom QQP RFG K, homosexuality
 QQP RKU L.
 T . Prisoner-staff relations
 U . Relations between prisoners
 W . Effects of imprisonment on outside life
 * For prisoners' families see QQR DDE K.

QQQ Prison sentences
 S . Long sentences, longterm custody
 T . . Preventive detention
 U . . Life sentences
 UT . . . Life parole, life licences
 UX . . . Discretionary life sentences
 V . Short sentences
 VT . Extended sentences
 VW . Indeterminate sentences

Imprisonment

QQQW
QREXCX

Crime QQ
 Penology QQ
 Penalties QQE E
 Imprisonment QQG
 Prison sentences QQQ
 . Indeterminate sentences QQQ VW

QQQ W . Intermittent custody
 X . . Weekend imprisonment
 XT . Partly suspended sentences

QQR Prisoners, inmates, sentenced prisoners
 * This class is only for prisoners in general. It should not be qualified by earlier concepts from within QQG; prisoners are implicit throughout QQG.
 * For prisoners specified by a type of sentence see QQQ. To indicate the person add DD (from QDD), e.g. long sentence prisoners QQQ SDD.
 * For prisoners specified by a type of prison see QQS K/QQY. To indicate the person add DD (from QDD), e.g. maximum security prisoners QQS MDD.
 * For prisoners specified by other characteristics see QRG.

DDE K . Prisoners' families
 * For members of prisoners' families as people in need in their own right, see QKW.

QQS K *Types of prisons*
 KT . *By geographical factor*
 KV . . Local prisons
 KY . *By legal status of offender*
 L . . Remand centres
 LDD . . . Remand prisoners
 LRS Untried prisoners
 LRU Unsented prisoners
 LRW . *By degree of security*
 LRX . . Special security units
 M . . Maximum security prisons, dispersal prisons
 N . . Medium security prisons, closed prisons, training prisons
 P . . Minimum security prisons, open prisons
 Q . *By degree of liberty*
 R . . Prisons with partial liberty
 * Inmates work outside but live inside.
 S . . Prisons with restricted liberty
 * Inmates work inside but live outside.
 T . *By historical or political factor*
 V . . Detention camps, internment camps

QQT . . Concentration camps
 QQU . . Labour camps
 QQV . . Penal colonies
 V . . . Penal transportation
 X . . Prison ships, hulks
 QQW . . Other types
 X . *By purpose*
 QQX . . Rehabilitation units, correctional training institutions
 * For rehabilitation of offenders in general see QRE VB.

QQY D . . . Shock incarceration, boot camps, prisons with short sharp shock regimes, prisons with military regimes

People in need and causes of need QG
 People in trouble QN
 Crime QQ
 Penology QQ
 By purpose QQW X
 Shock incarceration QQY D

. . . . *By type of offender*
 * Prisons defined by the type of offender they receive go with the offender; see instructions at QRG.

QR Offenders and offences
 * Offenders as individuals and social work with offenders are preferred here; see the second and third notes at QQ.
 * QR itself should not be qualified by QP and QQ; the concept of offenders is already implicit throughout QP and QQ.

QRB . Personnel working with offenders
 WX . . Probation officers, probation service personnel
 * Use QBW X to qualify particular classmarks, e.g. probation practice with sex offenders QSM BWX.

QRC . Agencies working with offenders
 X . . Probation agencies

QRD . Social work with offenders, probation practice
 * Class civil probation work in general at QKD I6E K, and particular topics in civil work with their subjects, e.g. divorce court welfare work QKN XDI 6EK.

DR . . Criminal records

QRE . Social services for offenders, probation services

RB . . Treatment of offenders
 TXD . . . Victim-offender mediation
 TXF Victim-offender communication
 TXH Victim-offender meetings
 TY . . . Throughcare of offenders
 VB . . . Rehabilitation of offenders
 XCX . . . Tracking

<p>People in need and causes of need QG People in trouble QN Crime QO Offenders and offences QR Social services for offenders, probation services QRE . . Tracking QRE XCX</p> <p>QRG <i>Characteristics and types of offenders and types of offences</i></p> <p> * When characteristics and types of offenders and types of offences are qualified by earlier facets of Q, the concepts of crime prevention and control, police services and police work, and penology must be fitted in at an appropriate place, just after social services at QE.</p> <p> * Qualify QRG G/QTW by earlier facets as follows (where the hyphen represents the classmark being added to): Add to - letters A/C following Q. Add to -D letters D/F following Q. Add to -D letters K/X following QO. Add to -E letters D/X following QP. Add to -F letters E/X following QQ. Add to - letters G/N following Q. Add to - letters R/S following Q.</p> <p> * Some classmarks in QRG G/QTW are formed with notation drawn from outside Q, e.g. offences against children QSB Q (using the letter Q from Auxiliary schedule 1A). These classmarks must be followed by the intercalator 3 before they are qualified by the instructions above, e.g. imprisonment for offences against children QSB Q3F G.</p> <p>G . <i>Characteristics of offenders</i></p> <p>IBN . . Offender profiling</p> <p>ICC . . Offending behaviour</p> <p>ICC 3DD . . . Offending behaviour confrontation</p> <p>IHE W . . . Choice of targets</p> <p>IU . . Criminal careers</p> <p>LZ . <i>Types of offenders</i></p> <p> * Add to QR letters GM/NW following Q, except QL/QLT P and QMM/QMP. Some examples are shown below.</p> <p>M . . {Ex-offenders, ex-prisoners}</p> <p> * Use QRP.</p> <p>QRH HM . . Resettlement of offenders</p> <p>QRJ N . . Women offenders</p> <p> PBL . . Black offenders</p> <p>QRN V . . Drug misuse by offenders</p> <p>QRO X . . <i>Special types of offenders</i></p> <p>QRP . . . Ex-offenders, ex-prisoners</p> <p> DEU Aftercare</p> <p> DFT WV Aftercare hostels</p> <p> Y . . . <i>By number, variety and seriousness of offences</i></p> <p>QRQ B Monotropic offenders</p> <p> C Polytropic offenders</p> <p> E First offenders</p> <p> F Single offenders</p> <p> H Occasional offenders</p> <p> L Opportunistic offenders</p>	<p>People in trouble QN Crime QO Offenders and offences QR Characteristics and types of offenders and types of offences QRG Types of offenders QRG LZ . . . Opportunistic offenders QRQ L</p> <p>QRQ S . . . Offenders with previous convictions</p> <p> T <i>Characteristics of previous convictions</i></p> <p> * Add to QRQ T letters P/T following Q, e.g. offenders previously given community sentences QRQ TQE N.</p> <p> * Then add intercalators 2 and 3, e.g. imprisonment of offenders previously given community sentences QRQ TQE N3F G.</p> <p>QRR . . . Persistent offenders, habitual offenders, recidivism</p> <p> T . . . Crime as a profession, lifestyle offenders</p> <p> U . . . Petty offenders</p> <p> V Persistent petty offenders</p> <p> Y . . . Serious offences</p> <p> Z Violent offences</p> <p>QRS . . . Organised crime</p> <p>QRT Criminal gangs</p> <p>QRU Racketeering</p> <p>QRV Syndicate crime</p> <p> W Mafia, triads, yasuka</p> <p>QRW International crime, transnational crime</p> <p>QSA Offences, criminal offences</p> <p> * When joining classmarks together within QS, drop only the initial Q, e.g. sex offences against children QSM SBQ.</p> <p>QSB BC . <i>By procedural factor</i></p> <p> BE . . Notifiable offences</p> <p> BG . . Nonarrestable offences, misdemeanours</p> <p> BJ . . Arrestable offences, felonies</p> <p> BL . . Summary offences</p> <p> BN . . Offences triable either way</p> <p> BP . . Indictable offences</p> <p> BR . . Bail offences</p> <p> BT . . . Jumping bail</p> <p> BV . . . Offending on bail</p> <p> CB . <i>By scene of crime</i></p> <p> CC . . Scenes of crime</p> <p> CD . . . Household crime</p> <p> CE . . . Street crime</p> <p> CF . . . Residential areas</p> <p> CG Housing estates, local authority housing estates</p> <p> CH . . . Industrial areas, industrial estates</p> <p> CJ . . . Urban crime</p> <p> CK Inner city crime</p> <p> CM . . . Rural crime</p> <p> CP . . . Corporate crime</p> <p> * Offences by and against businesses.</p> <p> CR . . . Workplace crime, occupational offenders</p> <p> CT Job-related offences</p> <p> CV White collar crime, business offenders</p>
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Offences against the state

QSBD

QSFQ

Offenders and offences ^{QR}
 Characteristics and types of offenders and types of offences ^{QRG}
 Offences ^{QSA}
 By scene of crime ^{QSB CB}
 . . . Workplace crime ^{QSB CR}
 . . . White collar crime ^{QSB CV}

QSB D . . . Other scenes of crime
 * Add to QSB D numbers and letters from the whole classification. Some examples are shown below, some with provisional notation.

D6 . . . Post offices
 DHM . . . Hospitals
 DJL . . . Schools
 DTF G . . . Banks
 DTG HW . . . Building societies
 DTX UQ . . . Shops, retail businesses
 DTX XV . . . Shopping centres
 DVB . . . Railways
 DVD Trains
 DVF Underground railways

E *By victim*
 * Add to QSB letters G/X from Auxiliary schedule 1A. Some examples and amendments are shown below.

F . . Victimless crimes
 LBL . . Offences against black people
 LCC . . Offences against ethnic minorities
 N . . Offences against women
 NR . . Offences against gay people
 PW . . Offences against police officers
 Q . . Offences against children
 QX . . Offences against elders

QSC D *By legal definition*
 F . . Attempted offences
 H . . Conspiracy to commit offences, threats to commit offences
 J . . Aiding offences, abetting offences
 L . . Causing offences
 N . . Permitting offences
 P . . Offences in international law
 R . . War crimes
 S . . Genocide
 SSB LNT . . . Jewish Holocaust
 * Use QSC SV.
 SV . . . Jewish Holocaust
 T . . International terrorism
 V . . Piracy, international hijacking

Crime ^{QO}
 Offenders and offences ^{QR}
 Characteristics and types of offenders and types of offences ^{QRG}
 Offences ^{QSA}
 Offences in international law ^{QSC P}
 . Piracy ^{QSC V}

QSD N Offences against the state, political offences
 NE . . Political police, secret police
 NFR . . Prisoners of conscience, political prisoners
 NGI EH . . Political motivation
 Q . . Offences against governments
 * Within QSD Q Offences against governments, country should be cited before a particular kind of offence. See the notes at QSE.
 QV . . Offences against international governmental organisations
 QY . . Offences against national governments
 QZ . . Security offences, offences against official secrecy

R . . . Treason
 RV . . Subversion
 S . . Sedition, conspiracy
 SV . . Rebellion
 T . . Espionage and counter-espionage, spying
 TE . . . Secret services, secret intelligence services
 U . . . Espionage
 V Counter-espionage
 W . . Assassination
 X . . Other offences against governments

QSE . . Particular countries
 * Add to QSE letters C/Z from Auxiliary schedule 2 for particular countries and their regional and local governments, e.g. offences against government in France QSE F.
 * Each place may then be qualified by intercalators, as follows.
 * Add 2, then numbers 2/9 from Auxiliary schedule 1, e.g. offences against the British government in the 19th century QSE EA2 7NP.
 * Add 3, then earlier facets of Q, following the special instructions at QRG, e.g. imprisonment for offences against the British government QSE EA3 FG.
 * Add 9, then letters Q/X following QSD, e.g. espionage in London in the 19th century QSE EA9 U28 EC7 NP.

QSF D . . Offences against public administration
 * Within QSF D Offences against public administration, country should be cited before a particular kind of offence. See the notes at QSG.

F . . Offences against international public administration
 G . . Offences against national public administration
 H . . . Offences against central administration
 J . . . Offences against regional administration
 K . . . Offences against local administration
 N . . Abuse of power
 P . . Bribery, corruption
 Q . . . Particular kinds

Offences against the person

Offenders and offences QR
 Characteristics and types of offenders and types of offences QRG
 Offences QSA
 Offences against the state QSD N
 . . Bribery QSF P
 . . . Particular kinds QSF Q

QSF R . . Land steals
 S . . Electoral offences
 SV . . . Electoral fraud
 T . . . Bribery of voters
 V . . . Illegal voting
 W . . . Intimidation of voters

QSG . . Particular countries
 * Add to QSG letters C/Z from Auxiliary schedule 2 for particular countries and their regional and local administrations, e.g. offences against public administration in Japan QSG S, offences against public administration of Massachusetts QSG YB.
 * Each place may then be qualified by intercalators, as follows.
 * Add 2, then numbers 2/7 and 9 from Auxiliary schedule 1, e.g. bibliographies on offences against public administration in Nigeria QSG VH2 5V.
 * Add 3, then earlier facets of Q, following the special instructions at QRG, e.g. investigation of offences against public administration in the United States QSG Y3E E.
 * Add 9, then letters G/W following QSF, e.g. corruption in the administration of Moscow in the 1930s QSG NE9 P27 RHY.

QSH . . Offences in other fields of public administration
 * Add to QSH numbers and letters from the whole classification, e.g. offences against public health in Germany QSH HJC 28K.
 * An alternative (not recommended) is to subordinate these offences to the fields concerned elsewhere in the whole classification.

QSJ F Offences against justice
 K . Perverting the course of justice
 N . Collusion
 R . Perjury
 S . Bribery, corruption
 T . Contempt of court

QSL B Offences against the person
 C . Offences against reputation
 CV . . Criminal libel
 CX . . Slander
 D . Crimes of passion
 E . Abuse, offences within families, domestic violence, cruelty, neglect
 * The large literature which considers abuse from the viewpoints of social work and professional helping should be classed at QJJ.
 EV . . Woman abuse
 F . . Child abuse
 FV . . Child abandonment

Offenders and offences QR
 Characteristics and types of offenders and types of offences QRG
 Offences QSA
 Offences against the person QSL B
 Abuse QSL E
 . Child abandonment QSL FV

QSL H Hate crimes, harassment, attacks
 HSB LBL . Racist offences
 * Use QSL J.
 HSB NR . Gay harassment, attacks on gay people
 J . Racist offences, racial incidents, racial harassment, racial violence, racial attacks

K Homicide
 M . Murder
 * See also assassination QSD W.
 MY . . Particular methods
 N . . . Poisoning
 NV . . . Strangling
 NX . . . Other methods
 O . . Particular cases
 * For the favoured country, add to QSL O an alphabetical device for the name of the case, e.g. the Jack the Ripper murders QSL OJB.
 * For other countries, add to QSL O number 8 and letters C/Z from Auxiliary schedule 2 for whole countries, then number 7 and an alphabetical device for the name of the case.

P . . Multiple murder
 Q . . . Serial murder
 R . . . Mass murder
 SD . Manslaughter
 SG . Matricide, patricide, fratricide
 SJ . Infanticide
 SL . . Concealment of birth
 SP . Illegal abortion
 SR . Euthanasia, mercy killing
 SV . Suicide
 T Assault
 TSB PW . Assaulting police
 TSB PX . . Assault resisting arrest
 TU . Battery
 TW . Common assault
 TY . Aggravated assault
 U . Malicious injuries, wounding, actual bodily harm, grievous bodily harm
 UV . Endangering life
 UW . Threats of killing
 UY . Failure to control dangerous animals
 V . Kidnapping, abduction
 VSB Q . . Child abduction, childstealing
 W . Hostage taking, holding to ransom
 X . Child trafficking
 XV . Enslavement
 Y . Communicating diseases
 YT . . Sexually transmitted diseases
 YU . . . AIDS/HIV
 YV . . Other diseases
 YX . Other forms of assault

Public order offences

QSM
QSOTU

Offenders and offences ^{QR}
 Characteristics and types of offenders and types of offences ^{QRG}
 Offences ^{QSA}
 Offences against the person ^{QSL B}
 . Assault ^{QSL T}
 . . Other forms of assault ^{QSL YX}

QSM . Sex offences, sexual exploitation, sexual abuse
 SBQ . . Sex offences against children
 SBQ 3RS . . . Child sex rings, paedophile rings
 SN . . Seduction
 SP . . Prostitution
 SQ . . . Procuring, pimping
 SR . . . Living on immoral earnings
 ST . . . Brothel keeping
 SV . . . Soliciting, loitering
 SW Persistent soliciting, kerb crawling
 T . . Rape
 TUH . . . *By kind of perpetrator*
 TUK Marital rape
 TUN Acquaintance rape
 TUQ Date rape
 TV . . Sexual assault, indecent assault
 TVW . . Indecent exposure
 TW . . Underage sexual intercourse, statutory rape
 TX . . Indecent conduct, gross indecency
 TXV . . Incest
 TXW . . Buggery, sodomy
 TXX . . Bestiality
 TY . . Homosexual acts
 TYT . . . Male homosexual acts
 TYV Tearoom trade
 TYX . . . Female homosexual acts
 U . . Fraudulent marriage, bigamy
 VC . . Adultery
 VG . . Obscenity
 VJ . . . Offensive mail
 VM . . . Obscene telephone calls
 VP . . . Pornography
 VT . . Other sex offences

QSN Public order offences
 TH . Vagrancy
 TP . Begging
 U . Disorderly conduct, breaches of the peace
 UV . . Hooliganism
 V . . . Football offences, soccer hooliganism
 VV . Civil disorders
 W . . Riots
 WT . Unlawful assembly
 WU . Civil disobedience
 WV . Threats, threatening behaviour, insulting behaviour, abusive behaviour
 WW . Affray
 WX . Violent disorder
 WY . Suspicious behaviour
 X . Lynching
 Y . Feuds, vendettas
 YV . Resisting police, obstructing police

Crime ^{QO}
 Offenders and offences ^{QR}
 Characteristics and types of offenders and types of offences ^{QRG}
 Offences ^{QSA}
 Public order offences ^{QSN}
 Resisting police ^{QSN YV}

QSO B Offensive weapons offences
 BV . Crossbows offences
 C . Firearms offences
 CV . . Prohibited firearms offences
 CX Explosives offences
 D Terrorism
 E . Bombing
 EDE TWX . . Bomb disposal
 EV . . Bomb threats, bomb hoaxes
 EX . Product contamination
 G Motoring offences
 GFF OK . Driving licence endorsement, penalty points
 H . Dangerous driving, reckless driving, careless driving
 I . . Causing death by dangerous driving
 JD . Hit-and-run offences
 JH . Speeding offences
 JHE E . . Detection
 JHE EJ . . . Cameras, photography
 JHE EL . . . Video recordings
 JHE ELK . . . Radar
 JL . Driving while disqualified
 JP . Parking offences
 JPF EE . . Penalties
 JPF FNX . . . Vehicle immobilisation, wheel clamping
 JPF FNY . . . Vehicle removal, towing away
 JT . Other motoring offences not caused by alcohol or drugs
 L Alcohol and drugs offences
 M . Alcohol offences
 ND . . Alcohol sales offences, liquor licensing offences
 NH . . Bootlegging
 NL . . Drunkenness, alcohol abuse
 NP . . Drinking in public
 NT . . Underage drinking
 O . . Alcohol-related offences
 P . Drugs offences, drug misuse
 PT . . Possession of drugs
 PV . . Control of drugs
 PX . . Drug trafficking, supplying drugs
 Q . . Drug-related offences
 R . Motoring offences caused by alcohol or drugs
 S . . Drunken driving, driving or in charge unfit, driving or in charge over prescribed limits
 SEE XNJ L . . . Tests
 * Use QSO T.
 T . . . Tests
 TT Test refusal
 TU Blood tests

Property offences

Characteristics and types of offenders and types of offences QRG
Offences QSA

- Public order offences QSN
- Alcohol and drugs offences QSO L
- Tests QSO T
- Blood tests QSO TU

- QSO TV Breath tests
- TX Other tests
- V Causing death by driving under the influence of alcohol or drugs
- X Betting, gaming and lotteries offences
- XT Betting offences
- XV Gaming offences
- XX Lotteries offences

QSP Property offences, economic crime

- ET Prevention
- ETV V Property marking

- QSQ Theft, stealing
- T Burglary, housebreaking, breaking and entering, unlawful entry, criminal trespass
- TU Housebreaking tools possession, going equipped for stealing
- TV Residential burglary
- TW Aggravated burglary
- TX Squatting
- U Robbery, armed robbery
- UV Bandits, outlaws
- V Highway robbery
- W Mugging, footpads
- WT Ramraiding
- WU Pickpocketing
- WV Fiddling, pilferage
- WW Embezzlement
- WX Misappropriation
- WY Larceny
- X Handling stolen goods, receiving stolen goods

- QSR A Targets, things stolen
- B Game law offences, poaching
- BT Automated teller machines
- BU Bicycle theft
- BV Motor vehicle crime, autocrime, car crime
- BVE T Prevention
- BVE TV Motor vehicle security
- BW Interference with motor vehicles
- BX Theft from motor vehicles
- C Theft of motor vehicles, car theft
- CT Taking and driving away, joyriding
- CV Motorcycle theft
- CX Commercial vehicle theft
- D Hijacking
- F Shoplifting
- FT Safebreaking
- FV Copyright offences, intellectual property offences
- FW Film piracy, video piracy

Characteristics and types of offenders and types of offences QRG
Offences QSA

- Property offences QSP
- Theft QSQ
- Copyright offences QSR FV
- Film piracy QSR FW

- QSR FX Music piracy
- G Trade secrets, industrial espionage
- H Other things stolen
 - * For instance, antiques, jewellery.
- J Malicious damage, criminal damage, vandalism
- JV Graffiti
- K Arson, firesetting
- L Sabotage
- N Financial crimes
- NT Financial abuse
- NV Debt default
- NW Fine default
- NY Bankruptcy
- OB Insider trading
- OD Criminal usury, loansharking
- OF Money laundering
- OH Offences against public finance
- OJ Coinage offences
- OL Counterfeiting
- ON Tax offences
- OP Tax evasion
- OQ Smuggling, customs offences
- OR Excise offences
- OS Value added tax offences
- OV Licence evasion
- OX Television licence evasion
- P Fraud, swindles, fraud and forgery
- PRR Y Serious fraud
- PT Cheque fraud
- PV Plastic card fraud
- PW Credit card fraud
- Q Insurance fraud
- QV Social security fraud
- R Confidence tricks
- RU Bilking
- RW Fare evasion
- S Deception
- T False pretences, imposture
- TT False accounting
- TV Forgery
- TX Hallmarking offences
- U Extortion
- UT Blackmail
- UV Protection rackets
- UW Corruption
- UX Computer crime
- UY Computer hacking

Young offenders

QSRV
QTFUH

<p>Crime ^{QQ} Offenders and offences ^{QR} Characteristics and types of offenders and types of offences ^{QRG} Offences ^{QSA} . . . Property offences ^{QSP} Computer hacking ^{QSR UY}</p> <p>QSR V . . . Offences against public morality XC Discrimination XE Sex discrimination, gender discrimination XG Discrimination on family grounds XJ Racial discrimination XL Age discrimination XN Religious discrimination XQ Disability discrimination XV Other discrimination YB . . . Environmental protection offences, environmental pollution YC . . . Noise pollution YE . . . Offences against conservation YF Offences against plant conservation YG Offences against animal conservation YJ . . . Offences against animals YK Cruelty to animals YN . . . Offences against religion YP . . . Blasphemy YR . . . Sacrilege YT . . . Heresy YV . . . Witchcraft YX . . . Offences against public worship</p> <p>QSS . . . Other criminal offences * Add to QSS numbers and letters from the whole classification.</p> <p>QST . . . Civil offences FR . . . Non-criminal prisoners</p> <p>QSU . . . Particular offences * Add to QSU letters A/C following S in Class S.</p> <p>QSW Offenders with mental disadvantage QSX . . . Offenders with mental disorders, offenders with mental illness, disturbed offenders * Add to QSX letters T/X following QMN, e.g. offenders with psychopathic personality QSX WBY H.</p> <p>FEN . . . Noncustodial treatment FEU Psychiatric care FEU H Residential treatment FEU HEM Hospital orders FEU K Restriction orders FEU R Guardianship WUS 3FR . . . Prison suicide WUV 3FR . . . Selfinjury in prison</p> <p>QSY . . . Offenders with learning disabilities * Add to QSZ letters Q/X following QMP, e.g. offenders with severe learning disabilities QSZ VX.</p>	<p>People in trouble ^{QN} Crime ^{QQ} Offenders and offences ^{QR} Characteristics and types of offenders and types of offences ^{QRG} Offenders with mental disadvantage ^{QSW} . . . Offenders with learning disabilities ^{QSY}</p> <p>QT Young offenders, juvenile offenders, youth crime, delinquency</p> <p>QTE H . . . Juvenile justice systems H3A E . . . Principles H3A ET Parental responsibility H6P . . . Magistrates H6P KC Youth court panels, children's panels H7 . . . Youth courts, juvenile courts, children's courts H8 . . . Youth court proceedings H8A Parties to proceedings H8E M Children H8E MBR Children's guardians ad litem, curators ad litem, safeguarders H8F V Conduct of proceedings H8J Prosecution procedure H8J T Diversion from prosecution H8J V Juvenile liaison bureaux H8L . . . Pretrial proceedings H8R BT Remand to local authority accommodation, remand to care H8R BV Remand to secure accommodation H8S . . . Trial proceedings, children's hearings H8T Evidence H9A RS School reports</p> <p>QTF . . . Penology FEV . . . Junior attendance centres FKV . . . Binding over of parents or guardians FLK . . . Criminal care orders G . . . Custody SH . . . Adult penal institutions <i>Types</i> * Add to QTF S letters K/V following QQS. * Add to QTF T letters T/X following QQ.</p> <p>UH . . . Custodial institutions for young offenders * The nature and names of these institutions tend to vary from country to country. It is recommended that classmarks QTF UJ/QTF WY should be used for types of institutions in the home or favoured country of the library, in chronological order of the introduction of the institutions. An example for England follows. * The example for England has notation compatible with the 1977 edition of Class Q. Libraries without any existing collection on this subject should use five letters for every institution and distribute the notation more evenly. * An alternative (not recommended) is to locate all institutions of the home or favoured country at QTF UH.</p>
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<p>People in trouble QN Crime QO Offenders and offences QR Young offenders QT Penology QTF . . . Custodial institutions for young offenders QTF UH * Institutions of other countries should be located at QTF UH.</p> <p>QTF UL . . . Reformatories UP . . . Industrial schools US . . . Training ships V . . . Borstals VV . . . Remand homes VW . . . Approved schools VX . . . Detention centres VY . . . Youth treatment centres W . . . Community homes with education WU . . . Youth custody centres WV . . . Young offender institutions X . . . Secure units, secure accommodation Secure training centres * Use QTU RRF X.</p> <p>QTS CS <i>Offences by offender status</i> CT . Status offences</p> <p>QTT Predelinquents, potential delinquents, young people at risk of offending</p> <p>QTU Pre-teens, early teens RR . Persistent offenders RRF X . . Secure training centres * English institution for persistent juvenile offenders.</p> <p>QTV Late teens QTW Young adult offenders FFE V . Senior attendance centres * QV Personnel in social welfare, organisations in social welfare, social work, social services * * This is a major alternative (not recommended), which allows concepts in QB/QF to be cited before people in need and causes of need. * * The sample schedule below shows the new order and structure which result from this alternative, and contains the instructions for carrying it out, with many examples. * QA Theory and principles of social welfare * QAG Administration of social welfare * QAGP . Policy * QAYB Agents of social welfare * QAYD . Facilities * . {Personnel in social welfare} See QVB * . {Organisations in social welfare} See QVC. * {Social work} See QVD. * {Social services} See QVE. * . {Social security} See QVF. * QG People in need and causes of need * QJKW . Social groups in need * QK . . Families * QKAGP . . . Family policy * QL . . Children * QLAGP . . . Child care policy * QLR . . . Young people, adolescents</p>	<p>Social welfare Q</p> <p>People in need and causes of need QG Senior attendance centres QTW FFE V * QLV . . Elders * QM . Disabilities * QMP . . Learning disabilities * QN . People in trouble * QNV . . Drug misuse * QO . . Crime * QR . . . Offenders and offences</p> <p>QV Personnel in social welfare, organisations in social welfare, social work, social services * Add to QV letters B/F following Q. * Then add intercalators 2 and 3. Add 2, then numbers 2/9 from Auxiliary schedule 1. Add 3, then letter A and letters G/T following Q. * Some particular points about numberbuilding within QV are best demonstrated by examples. It is important to look at the examples and their explanatory notes below.</p> <p>QVB Personnel in social welfare, social workers 28E B . Social workers in England G . Education, social work education G28 EB . . Social work education in England G3A GP . . Social work education policy G3L . . Education for child care G3N V . . Education for drug misuse work . . . Training GJV B . . . Qualifying training GJV E . . . In-service training GJV G In-service training policy GJV G3L In-service training for child care GJV G3N V In-service training for drug misuse work V . Volunteers V3A GP . . Policy on volunteers V3A GP2 8EB . . . Policy on volunteers in England V3L . . Volunteers in child care V3L AGP . . . Policy on volunteers in child care * The number 3 is not needed to introduce AGP (from QAG P), because notation from QG/QT (in this case letter L from QL) may be qualified directly by QA. V3N V . . Volunteers in drug misuse work VGJ VB . . Training of volunteers VGJ VG . . . In-service training of volunteers VGJ VG3 L In-service training of volunteers in child care VGJ VG3 NV In-service training of volunteers in drug misuse work</p>
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Social welfare

QVC
QVFDADN3MP

<p>Social welfare ^Q</p> <p style="margin-left: 20px;">Personnel in social welfare ^{QVB}</p> <p style="margin-left: 40px;">. . . . In-service training of volunteers in drug misuse work ^{QVB VGJ VG3 NV}</p> <p>QVC</p> <p style="margin-left: 20px;">Organisations in social welfare</p> <p style="margin-left: 40px;">. Organisations in the United States</p> <p style="margin-left: 40px;">. Voluntary organisations</p> <p style="margin-left: 40px;">. . Voluntary organisations in the United States</p> <p style="margin-left: 40px;">. . Voluntary organisations for families</p> <p style="margin-left: 40px;">. . Voluntary agencies for drug misuse work</p> <p style="margin-left: 40px;">. . Training in voluntary organisations</p> <p style="margin-left: 40px;">. . . Training in voluntary organisations for families</p> <p style="margin-left: 40px;">. . . Training in voluntary agencies for drug misuse work</p> <p>QVD</p> <p style="margin-left: 20px;">Social work</p> <p style="margin-left: 40px;">. Family work</p> <p style="margin-left: 40px;">. . Family work in the United States</p> <p style="margin-left: 40px;">. Child care</p> <p style="margin-left: 40px;">. Social work with offenders, probation practice</p> <p style="margin-left: 40px;">. Group work</p> <p style="margin-left: 40px;">. . Group work in family work</p> <p style="margin-left: 40px;">. . Group work in child care</p> <p style="margin-left: 40px;">. . Group work with offenders, group work in probation practice</p> <p style="margin-left: 40px;">. Community work</p> <p style="margin-left: 40px;">. . Community work education</p> <p style="margin-left: 40px;">. . Women community workers</p> <p style="margin-left: 60px;">* The notation for women workers (QBL M) has been drawn from Class T, and it is the normal rule in Class Q that notation drawn from outside Q must be followed by intercalators 2 and 3. For instance:</p> <p style="margin-left: 40px;">. . . Education of women community workers</p> <p style="margin-left: 60px;">* The final G in this classmark is from QBG. In joining QBL M and QBG the two common letters are dropped.</p> <p style="margin-left: 60px;">* If this classmark in turn is qualified by QA or QG/QT, another intercalator 3 must be used, in accordance with the instructions at QV. For instance:</p> <p style="margin-left: 40px;">. . . . Education of women community workers for drug misuse work</p> <p>QVE</p> <p style="margin-left: 20px;">Social services</p> <p style="margin-left: 40px;">. Residential care</p> <p style="margin-left: 40px;">. . Residential care for elders</p> <p style="margin-left: 40px;">. Counselling</p> <p style="margin-left: 40px;">. . Family counselling</p> <p style="margin-left: 40px;">. . Youth counselling</p> <p style="margin-left: 40px;">. . Counselling by volunteers</p> <p style="margin-left: 40px;">. . . Youth counselling by volunteers</p>	<p>Social welfare ^Q</p> <p style="margin-left: 20px;">Social services ^{QVE}</p> <p style="margin-left: 40px;">Counselling ^{QVE Q}</p> <p style="margin-left: 60px;">. Counselling by volunteers ^{QVE QBV}</p> <p style="margin-left: 60px;">. . Youth counselling by volunteers ^{QVE QBV 3LR}</p> <p>QVE QC</p> <p style="margin-left: 20px;">. Counselling agencies</p> <p style="margin-left: 20px;">QC3 K . . Family counselling agencies</p> <p style="margin-left: 20px;">QC3 LR . . Youth counselling agencies</p> <p style="margin-left: 20px;">QDN . Group work in counselling</p> <p style="margin-left: 20px;">QDN 3K . . Group work in family counselling</p> <p style="margin-left: 20px;">QDN 3LR . . Group work in youth counselling</p> <p>QVF</p> <p style="margin-left: 20px;">Social security</p> <p style="margin-left: 40px;">* The recommended citation order at QF already cites this form of aid before people in need and causes of need, and special provision is made for them within QF. So they should not be drawn from QG/QT by the use of intercalator 3.</p> <p style="margin-left: 40px;">* Instead, add to QVF letters A/Q following QF.</p> <p style="margin-left: 20px;">Other forms of financial assistance</p> <p style="margin-left: 40px;">SA . Cash assistance</p> <p style="margin-left: 40px;">SD . . Cash assistance for elders</p> <p style="margin-left: 20px;">Material help</p> <p style="margin-left: 40px;">T . Housing provision</p> <p style="margin-left: 40px;">YD . Recreation, leisure activities</p> <p style="margin-left: 40px;">YD3 MP . . Recreation for people with learning disabilities</p> <p style="margin-left: 40px;">YDA DN . . Activity groups</p> <p style="margin-left: 40px;">YDA DN3 MP . . . Activity groups for people with learning disabilities</p>
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