

- 2 GENERALIA
- * Two categories of materials are provided for here:
 - * (1) Works covering all or many fields of knowledge & which therefore cannot be classed under any one subject in classes 3/9,A/Z;
 - * (2) Works which, because of their particular form, the library may prefer to keep together (to facilitate storage & handling) regardless of subject.
 - * Generalia works are classified by form of presentation & are arranged exactly as are the forms in Auxiliary Schedule 1. Note also that the CSD (Subject) in Aux. Schedule 1 are not included in this arrangement.
 - * Add to 2 numbers 2/3 from Auxiliary Schedule 1; eg, general encyclopedias 23A. A selection of the more prominent or common forms is given below for convenience & to show the scope of the class.
- 22E . Non-book materials (generalia)
- 22F R . . Cuttings..., Illustrations..., Microforms..
- 22W . Bookform materials
- HU . . Government publications..., Theses..., Antiquaria..
- 23A . . Encyclopedias..., Serials..., Directories..
- 23L . . Composite works, collected lectures, etc..
- 23N K . . Tabulated data..., Statistics..., Facsimiles..
- 23X R . . Monuments, inscriptions, epigraphs..., Archives..
- * (Generalia subject classes)
 - * Taken from Auxiliary Schedule 1 to demonstrate here the problem of highly general subject concepts which may have no single disciplinary home & which therefore qualify for inclusion as Phenomenon classes.
- 242 . . Organization, management see K Society
- 244 . . Law
- * see S Law
- 246 . . Standards
- * see 3AY
- 248 . . Patents
- * see U Technology
- 25 . . Organizations
- * see K Society
- 25J . . Government
- * see R Politics
- 25M . . Communication, information..., Documentation
- * see 5
- 26A . . Study & education
- * see J Education
- 26C . . Research
- * see 435
- 26Q C . . Discovery & innovation
- * see 445 R
- N . . Evaluation
- * see 448 S
- T . . Exhibitions, museums
- * see 96
- 26S V . . Curiosities, mysteries, frauds
- * see Class 458

- GENERALIA 2
- . . Curiosities 26S V
- 3 PHENOMENA
- * The main classes of BC2 (A/Z) reflect the treatment of phenomena (objects of knowledge) from the viewpoint of particular disciplines (forms of knowledge); eg, the treatment of the phenomenon Child from the viewpoint of Biology (H), Psychology (I), Education (J), Social welfare (Q) & so on. This class is for the multi-disciplinary or non-disciplinary treatment of particular phenomena.
 - * The location of these classes here (preceding the disciplinary classes) is consistent with the structure within each main class. In the latter, classes which are cited later in compound classes file before those which are cited earlier. In the same way, the phenomenon Equilibrium below files before all the disciplinary classes, but in compound classes it will be cited after them, as in Statics - Equilibrium, or in Population - Equilibrium, or in Prices - Equilibrium. But these compounds are not notated synthetically (as they are within the disciplinary classes).
 - * Forming compound classes from two or more phenomena is relatively rare. In most cases it would imply a particular disciplinary treatment & should go with the latter; eg, Diamonds - Symmetry implies Crystallography (in Physics); Child - Deviance implies Social welfare (Class Q).
 - * Two sequences of phenomena are distinguished below:
 - * (1) A sequence of Properties & Processes, consisting of concepts which cannot be defined uniquely by any one discipline.
 - * (2) A sequence of phenomena, extracted from the disciplinary classes, which are uniquely defined in a particular disciplinary class; eg gold is uniquely defined in the chemistry class as being an element with certain properties. These properties have led to the appearance of gold in a wide range of disciplinary contexts - as a form of money, as a material of art, as a symbol of power & rank, as an object of worship, & so on.
 - * This sort of phenomenon may be treated in such a multidisciplinary way as to make the subordination of the work to the defining class incongruous & unhelpful; eg, a work which dealt with gold in all the aspects indicated above would sit oddly in the chemistry class & would be lost to many potential readers. An alternative (which is recommended) is to locate such works in this class of phenomena.
- 32 . *Forms of presentation*
- * For use only in qualifying particular phenomena.
- . . Aggregative treatment
- . . Integrative treatment
- . *General properties*
- * These are usually named in the adjectival rather than the nominal form for simplicity & brevity.
- 33 . . *Relative properties*
- . . . Criteria, standards, values
- * For standards in the sense of socially agreed desiderata or requirements, see 3AY.
- . . . Extremes, maxima & minima, records..., Normal, average..
- . . . Concrete, real, actual..., Abstract, imaginary
- . . . Ideal, perfect, Utopian..., Dystopian..., Imperfect..

Living things

PHENOMENA ³

General properties

. . . Ideal

. . . Dependent, auxiliary..., Symbiotic, Parasitic..

. . . Unique, absolute..., Relativity..

. . . Complementary, matching..., Opposite..

34 . . . Structure, form, morphology

. . . . Order, hierarchy..., First, last..., Disorder, chaos..

. . . . Shape, style..., Simple..., Complex..

. . . . Symmetry..., Equilibrium, stable..., Disequilibrium..

35 *General processes*

. Design, purposiveness..., Chance, luck..

. Change

. . Creation, origin..., Growth, development..

. . Multiplication, increase..

. . Decay, decline..., Cessation, death

. . Conservation, preservation..., Amelioration, reform ?

. . Migration, crossing boundaries..., Transformation..

. Attraction, convergence..., Repulsion, divergence..

Phenomena with unique definition in a discipline

* See notes at 3 above.

* These are arranged in the order of the disciplinary classes, the entities in which reflect an order of gradation in speciality or integrative levels.

* Add to 3 letters A/Z from the whole classification. A selection is given below for demonstration. Some of these show how the connotation of the concept may take on extra dimensions when considered free of any disciplinary context (eg unexpectedness as analogous to statistical probability, 3AX).

3AA . Ideologies..., Speculation..., Rationalism.. Empiricism..

3AM . Number, quantity..., Unity..., Dualism..

3AX . Probability, expectedness..., Improbability..

. . Curiosities..., Coincidence..

3AY . Measurement..., Standards

* (see note at 33)..

3B . Time..., Duration, age..., Permanence.. Impermanence..

. . Intervals, stages..., Recurrence..., Rhythm.. Cycles..

. . New, old..., Obsolescence, redundancy..

3BC . Space, place..., Nearness, neighbouring..., Distance..

. . Physical dimensions..., Angle..., Linear..

. . Position, location..., Orientation..., Boundary..

3BE . Energy..., Inertia..., Motion..., Oscillation, vibration..

. . Heat..., Light, dark..., Colour..., Sound..

3BM . Matter, substance..., Fluid..., Solid..., Crystal..

3C . Substances, elements & compounds..., Gold..., Water..

3DA . The Universe..., Heavenly bodies..., Stars.. Planets..

. . Planet Earth..., Moon..

. . . . *Processes*

. Earthquakes..

. . . . *Parts*

. Land..., Waters..

PHENOMENA ³The Universe.. ^{3DA}

. . . . Land..

3E *Living things*

* The disciplinary classes which follow biology H/Z refer exclusively to the human species. Multi-disciplinary works on other species are more readily accepted as going with their biology (eg, their individual & social behaviour, their technology). If we assume that religious & moral aspects do not exist in this context, the only elements in a multi-disciplinary treatment of animals & plants which, if published separately in monograph form, would not go in biology are anthropomorphic aspects - eg aesthetic ones, etc. So only works on animals & plants combining biology with non-biological aspects would go here.

. *Properties & processes*

* Covering all kinds of living things. For huams alone, see 3H.

3EF . . Birth..., Death..., Disease..., Disasters..., Food..

3EH . . Behaviour

* All the forms of behaviour here would include their manifestation in both individuals & social groups. For behaviour which is exclusively social, see under society (3K).

. . . . Success & failure..., Goals, ends & means..

. . . . Drives, instincts..., Sensation & perception..

. . . . Conditioning, indoctrination, brainwashing

. . . . Self-deception, justifications

. . . . Habit..., Choice..., Decision..., Feelings..

. . . . Humour, comedy..., Tragedy..., Imagination..

3EJ . *Types of living things*. . *By behaviour..*

. . . . Predators..., Victims..., Deviants..

. . *By structure/genetics*

. . . . Genders..., Microorganisms..., Plants..., Animals..

3H Humans..

. *By gender..*. *By age..*

3K Society, humans in groups

* Although Class K has some of the features of a phenomenon class, it is basically a disciplinary one, reflecting the primacy of science in its study. The inclusion in it of Custom & folklore is a concession to literary warrant, in that a large body of literature deals with these two aspects together. But part of it (Custom) may be regarded as a special form of behaviour which is quite properly collocated with the rest of K, whilst Folklore could equally well be regarded as a manifestation of the imagination, with elements of both art & religion. So theoretically it is not inconsistent to provide for its concepts, when treated in a multidisciplinary fashion, in a true phenomenon class.

. *General processes*

. Custom, habit..., Privacy..

3KE Communication

. Signs & symbols..., Rituals..., Language..

Prolegomena

3KF
445P

Living things ^{3E}
 Humans.. ^{3H}
 Society ^{3K}
 General processes
 . Communication ^{3KE}
 . . Signs & symbols..

3KF . Attitudes.., Prejudice.., Fanaticism.., Idolatry..
 . Beliefs.., Ideologies..
 . Power & influence.., Equality.., Conformity..
 . Cooperation.., Conflict.., Competititon.. Cheating..

3KK *Macro-processes acting on groups*
 * From a disciplinary viewpoint, these represent major, specialized bodies of knowledge; this status is not relevant when the processes are viewed as phenomena.
 . Organizing, managing, administration
 . . Planning.., Centralization.., ..

3Q . Welfare processes.., Aid.., Charity..
 3R . Political processes.., Government.., War..
 3S . Legal processes.., Anti-social behaviour..
 . . Property, ownership

3T . Economic processes.., Work.., Poverty.., Riches..
 . . Consumption.., Over-consumption..Waste..
Types of groups..

3TY . Families.., Tribes.., Nations..
 3U Industry, technology, production of wealth.. Tools..
 . Agriculture, farming
 . Animal exploitation, hunting
 . Mining.., Manufacturing.., Transport.., Vehicles..
 . Artefacts.., Buildings..
 . . Particular artefacts, A/Z (eg clocks)

3VW . Services.., Housekeeping..
 3VX Recreation & leisure.., Games & sports..
 3W Arts, fine arts
 * It seems doubtful whether art objects can ever be treated as phenomena in the bibliographical sense. The disciplinary class has its own subclasses for scientific & technical, social, philosophical & religious aspects as an integral part of its activity; it is difficult to think that any multidisciplinary treatment would not have its aesthetics as the central subject. Religion & mythology
 * Note above under The Arts applies here also.
 Witch-doctors.., Priests.., Superstition.. Magic..

PHENOMENA ³
 Arts ^{3W}

42 Prolegomena, introductory classes
 * Introductory to a bibliographical classification of all knowledge.

43 . Universe of knowledge
 * Deals with operations & processes relating to the body of human knowledge - as to its extension by research, etc., its manifestation in information records & the organizing & use of these.
 * For epistemology, see A ; for sociology of knowledge, see K; for education, see J

435 . . Methods of enquiry
 *Unsystematic*
 Serendipity

44 Systematic enquiry, research, scholarship
 * Completely general works only, covering scientific, social scientific & humanistic research.
 * For scientific research, see AY; for social science, see K; for humanities research, see L
 * Nearly all the literature relates to the three major fields of research above. The two classes of scientific research have extensive vocabularies & these may be drawn on as indicated to amplify the schedule below.

442 7 History of scholarship
 Theory
 Structuralism (general)
 Deep structures (general)

9A Organization & administration of research
 9EP Policy

443 9K Reporting, presenting
 B Methods of research, techniques of research
 BC Methodology (research)
 * Study of the methods (cognitive processes) whereby knowledge is gained.
 Qualitative methods.., Quantitative..
 Hypothesizing.., Conceptualization..
 Classification, categorization, definition
 Interpretation
 Hermeneutics, interpretation of records

445 3 Practical methods (research)
 38B Data recording & processing
 38N Measurement.., Testing & evaluation..
 *Types of investigation*
 F Individual research.., Group research..
 G Fundamental.., Applied.., Interdisciplinary..
 *By method*
 P Comparative research.., Non-experimental..
 Observational .., Surveys.., Expeditions..
 Experimental research see AY
 *Products of research*
 Discoveries.., Innovations..

Computer networks

	Prolegomena 42		Hardware 5L
 Products of research		Peripherals 5PB
 Discoveries..		Data communication
45 Forms of knowledge		. . . Operations
456 Disciplines, subdisciplines	 Intranet/extranet management..
	* General works on the nature of these. For specific disciplines or subdisciplines, see Classes A/Z.		. . . <i>Kinds</i>
 Academic disciplines.., Symbolic.., Practical..	5QT Wide area, WAN
 Interdisciplinary studies	5R Internet
 Controversial knowledge	 Data structures
	* General works only. For occurrence in special fields see field; eg, Personal experience - Missing persons O- ; Space travel - UFOs DA ; Archeology - Hoaxes L	5R4 EP Semantic web
 Unproven knowledge.., Mysteries.., Fallacies.. Hoaxes..		* Assumes this is essentially the addition of a structured framework for the net?
46 Knowledge skills, information skills	5S World wide web, WWW
	* Prescriptive works on the everyday handling of knowledge & information, as distinct from the formal, analytical studies of the various component processes.		* A collection of multimedia pages, all of which contain hypertext links referring the searcher to related items.
 Clear thinking	 <i>Elements</i>
	* For logic, see AL; for conation, see I	 Description languages
 <i>Skills in expression other than linguistic</i>	5ST B Mark-up languages
 Listening.., Watching.., Feeling.., Tasting..	 Standard generalized mark-up language, SGML
 Linguistic expression (information skills)		* Controls formatting of electronic data for publication (printed or electronic).
 Rhetoric	H Hypertext mark-up language, HTML
	* Use of language to explain or persuade.	 Schemas
 Speaking.., Composition, writing.., Reading..		* Sets of statements expressed in a data definition language which completely describes the structure of a document or database.
5 Computer science	K Extensible mark-up language, XML
59 <i>Actions against undesirable features</i>	 Extensible topic maps, XTM
 Security.., Anti-virus.., Fault correction..	 Universal resource identifier, URI
 <i>Actions on computers</i>	 Universal resource locator, URL
5AE Testing.., Design..	 Resource description framework, RDF
5EB <i>Properties of systems</i>	W Websites
 Reliability..		* A page or set of pages in multimedia (hypertext) placed on the Internet by a person or organization to provide information on themselves and their interests. The pages constitute a text-file or document consisting of [containing? reflecting?] commands written in an HTML (hypertext mark-up language) which formats the file (defining size, colour, type-faces, etc). Terms underlined (or otherwise marked) represent hypertext links; when clicked, the related document(s) indicated are retrieved immediately on the screen.
 <i>Elements</i>		* See also websites as services to users in documentation, museology, etc (6H)
5EJ Data.., Data structures..	5SX On-line databases, Search engines, web browsers.., Crawlers.., Google.., Deepnet operators.., Turbo 10..
5F Software.., Programming..	5T	Input-output devices & procedures
5HB Programming languages		
	* For mark-up languages, see 5Q.		
5L	Hardware		
	* Shd align with 06Software; hierarchy is now condensed for shorter printout.		
5NB	. Storage units, memory		
5PB	. Peripherals		
	. . Data communication		
5Q	. . . Computer networks		
 <i>Properties</i>		
 Interoperability..		
 <i>Operations</i>		
 Intranet/extranet management..		

Recorded knowledge

5VD

63YV

<p>Hardware ^{5L} . . . Input-output devices & procedures ^{5T}</p> <p><i>Kinds of computers & computer systems</i></p> <p>5VD . . . <i>By discrete/continuous energy</i> . . . Digital.., Analogue.. . . . <i>By purpose</i></p> <p>5WB . . . Process control.., Embedded applications.., Document & text processing * See also multimedia networks 5R</p> <p>5X . . . <i>By manufacturer</i></p> <p>6 . . . Recorded knowledge, documentation, library & information science * How access to recorded messages and information is organized and facilitated, especially via stores of information (libraries, data bases, etc) & surrogate lists (bibliographies, etc).</p> <p>62 . . . <i>Common subdivisions</i></p> <p>624 Persons in the subject * For special users for whom a service is designed, see 6V and examples there.</p> <p>A Profession..()Organizations in LIS..</p> <p>625 M Communication & information in documentation</p> <p>WY Libraries * On documentation.</p> <p>626 A Education & training in documentation * For training in particular skills, see job; eg Social exclusion 6V2. Strategic skills.. Practical skills.., Leadership.., Transferable skills.., Reporting.., Presenting..</p> <p>C Research..</p> <p>Q Theory.. Aims, purpose..</p> <p>627 <i>History by period..</i></p> <p>628 <i>By place..</i> Biography.. <i>Relations to other subjects</i> * Add numbers & letters from whole classification; eg</p> <p>62A 3 Publishing & bookselling</p> <p>A Philosophy.. Ethics..</p> <p>62K Social aspects</p> <p>62T Economics * Documentation regarded as an industry.</p> <p>Q Management * Of documentation as a whole; for the management of particular forms of documentation services, see 63K.</p> <p>. . . <i>Information properties & processes</i></p> <p>632 4 . . . Sources of information.., Availability.., Flow.. Exchange of information, information transfer</p>	<p>Recorded knowledge ⁶ Information properties & processes . Sources of information.. ^{632 4}</p> <p><i>Operations in documentation</i></p> <p>632 E . . . Encouragement of documentation.., Patronage.. * Add to 632 letters E/P following W2 The Arts; eg</p> <p>N . . . Protection of the documentary heritage</p> <p>O . . . Collecting..</p> <p>P . . . Collections..</p> <p>63K . . . Organization & management of information services * General works only, covering all types of services. . . . <i>Agents</i></p> <p>63L Buildings * Add letters from US/UT Construction technology; eg</p> <p>47 Environmental aspects.. Safety engineering..</p> <p>63N Equipment (Operations on), Hiring equipment.. Maintenance.., Automated packages * Systems for special functions, see function. * Arrange A/Z; eg ALEPH, EPIXTECH, TALIS. Managers.., Public/private partnerships..</p> <p>63Q . . . <i>Management operations</i> * Add letters from TQ/TX.</p> <p>26F B Measurement.. Evaluation, testing..</p> <p>63R L Policy planning & control Design of systems.., Organizational structure..</p> <p>63T Finance & accounting.., Insurance..</p> <p>63U Personnel management * See also Profession 624 A</p> <p>XB <i>Kinds of staff by function</i> Documentalists.., Information scientists..</p> <p>63W Marketing * Of documentation services. Internal marketing (within an organization)</p> <p>HX Admission charging.., Free admission.. * See also Free services 6NC..</p> <p>63X R Consumers, users of services.., Consumer research..</p> <p>RP Focus groups.., Complaints, criticism..</p> <p>SC User behaviour.., Disruptive behaviour..</p> <p>SG <i>Kinds of users</i> * For specific kinds of users, see 6V.</p> <p>63Y A <i>Kinds of markets</i> * Add to 63Y A letters B/H following TY if applicable.</p> <p>B <i>Special sources of income</i> * See 7M3 YB under Museology for examples.</p> <p>. . . <i>Technical operations</i></p> <p>N Instruction, guides to use * For general guides to services, see 6H. Use 63Y N to qualify particular services (eg, catalogues, mobile objects in museum displays).</p> <p>V Manual methods & techniques</p>
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- Recorded knowledge ⁶
 Organization & management of information services ^{63K}
 Technical operations
 . Manual methods & techniques ^{63Y V}
- 64 . Automated methods & techniques
 * Add numbers & letters following 5; eg Digitizing resources
- 65G Collection management
 * Building and maintaining the information store.
 Bibliographical control (general)
- 65H . Acquisition of materials..., Selection..
 . . *Forms of acquisition*
- 65M B . . . Buying, purchase..., Gifts, bequests..., Copyright deposit..
 N . Stocktaking..., Discarding..., Disposal of discards..
 65N . Losses, thefts
 65P . Physical handling of materials
 65Q . . Maintenance, protection, preservation
 3M . . . Air conditioning & control
 65R . . . Disaster planning..., Fire..., Flood..
 . . . *Care of particular items*
 65S C Cleaning..., Repair..., Restoration..., Conservation..
 65U . . Storage..., Shelving..
- 66 . Exploitation of resources
 666 . . Circulation of materials..., Document delivery..
 668 . . Loan of materials..., Loan records..., Interlending..
 Copying..., Copyright..
 66E . . Exhibition, display
 * See also shelf arrangement & guiding in libraries.
- 67 . . Retrieval of information
 * All operations aimed at facilitating the searching of the store in order to retrieve records with content relevant to a user's needs.
 . . . *Agents in retrieval*
- 672 Codes (data structures)
 * For particular forms, see the resource coded (eg MARC 687 9).
- 673 Bibliographical records
 . . . *Operations*
- 674 Automated methods
 * See also Automatic indexing 6FM
 * Add to 674 numbers & letters 9/Y following 5; eg
- EP Data structures
 Metadata, codes (metadata)
- R Internet
- 67E Searching
 * See also User services 6H
- Recorded knowledge ⁶
 Organization & management of information services ^{63K}
 Collection management ^{65G}
 Exploitation of resources ⁶⁶
 Retrieval of information ⁶⁷
 Searching ^{67E}
- 67N Indexing, indication of relevant items
 67P . Practical assignment of content indicators
 67R . Content analysis of documents
 68 . Cataloguing, surrogation, catalogues
 * Assignment of multiple surrogates (catalogue entries) for documents as distinct from direct examination of the documents (for which, see shelf display 6G).
- 683 YC . . . Instruction on use of catalogues..
 . . . Guiding..
- 684 . . Automated catalogues..
 . . Interoperability..
 Q . . . Networks..
 On-line linking ?
- 687 8 . . Codes
 9 . . . MARC
 P . . Practical cataloguing
 . . *Parts of entries*
- 68C . . . Heading, rubrics
 * Nearly all the literature relates either to subject (or other content) rubrics, or author/title headings in pre-coordinate indexes.
 * For kinds of cataloguing by retrieval handle, see 69.
- I Citation order
 * Order of elements in a heading. General works only (ie, covering A/T headings as well as subject (which is usually assumed).
- 68D . . . Description..., Descriptive cataloguing
 * Choice and presentation of content of entries. In the literature, descriptive cataloguing is often combined with accounts of author/title cataloguing (see 69).
- 68F Simplified cataloguing
 68H J Author/title..., Imprint..., Collation..., Annotation
 * For abstracts, see 6GN.
 . . *Kinds of cataloguing*
 68J . . . *By physical form*
 . . . *By number of entries made*
 68P Selective cataloguing..., Exhaustive cataloguing..
 Analytical cataloguing
 . . . *By production agent*
- 68S Cataloguing at source, CAS, cataloguing in publication, CIP
 . . . *By systems coverage*
- 68U Union cataloguing
 . . . *By retrieval handle*
 * The characteristic of record content used in searching to locate relevant records.
 * See also index devices
- 69 Author/title cataloguing
 * See note under descriptive cataloguing Author cataloguing..., Title..

Subject indication

6A
6KF

<p>Collection management ^{65G} Exploitation of resources ⁶⁶ Retrieval of information ⁶⁷ Indexing ^{67N} Cataloguing ⁶⁸ Author/title cataloguing ⁶⁹</p> <p>6A Subject indication, subject indexing, subject cataloguing * In a general collection this is usually taken to include some concepts of a non-subject nature (eg the instruments for which a music score is designed, the form of an imaginative literary work).</p> <p>6A7 P Practical Subject analysis (practical indexing)</p> <p>6AB Retrieval languages</p> <p>6AD Index devices * See also post-coordinate indexing 6FA D</p> <p>6AT Controlled languages (indexing)</p> <p>6B Classification * Analysis of content into classes is the fundamental operation in all indexing; but in the normal use of the term in documentation it also implies the subsequent arrangement of the classes obtained into hierarchies, within generic or partitive categories. * Use this general heading for works on classification in indexing generally. For its use for hierarchically arranged files, see 6BE Classification schemes, 6D Classified catalogues and 6G Shelf arrangement.</p> <p>6BC Facet analysis, category analysis, logical division</p> <p>6BE Classification schemes <i>Parts</i></p> <p>6BF Facets..., Arrays, sub-facets..., Citation order..., Filing order..., Notation..., A/Z indexes..., Chain indexes. * See also Alphabetical subject catalogues 6E <i>Kinds</i></p> <p>6BP Enumerative classifications</p> <p>6BQ Faceted classifications, analytico-synthetic</p> <p>6BS General, universal classifications</p> <p>6CB Special classifications Alphabetical subject headings See alphabetical subject catalogues 6E</p> <p>6CJ Natural language (indexing), Keywords, descriptors * Relying mainly on the use of keywords in a natural language text as effective retrieval handles. * For subject-heading lists (in which keywords are subject to some degree of control) see 6E Alphabetical subject catalogues. * Nearly all the literature on natural language indexing relates to post-coordinate indexes (6F). Class here only works dealing with the general role of natural language in indexing; if in doubt, prefer 6F</p> <p>6CP Precordinate indexes * Coordination of elementary concepts to represent compound classes is effected at the indexing stage.</p> <p>6D Classified catalogues</p>	<p>Operations in documentation Retrieval of information ⁶⁷ Indexing ^{67N} Cataloguing ⁶⁸ Precordinate indexes ^{6CP} Classified catalogues ^{6D}</p> <p>6E Alphabetical subject catalogues (Without explicit citation order rules), Subject heading lists..., L of C..., Sears..., With explicit citation order rules JI * Interfiling an alphabetical subject catalogue with an author/title catalogue.</p> <p>6F Post-coordinate indexes, coordinate indexing * Coordination is effected at the search stage.</p> <p>6FA B Retrieval languages.. Index devices.. T Controlled languages.. Thesauri.. 6FC J Natural language Keywords, uniterms..., Meta-languages..</p> <p>6FM Automatic indexing <i>Direct indexing by document arrangement</i></p> <p>6G Shelf classification</p> <p>6GN Abstracting..., Reviewing..</p> <p>6H User services in searching & retrieval Automated On-line..., Web services..., People's network centres.. <i>By access</i> Times of opening, Bulletins, guides to services, news-sheets</p> <p>6HI Information work (narrowly), reference work, enquiry work * Personal assistance by information personnel.</p> <p>6HK Reference work Digital reference services</p> <p>6J Dissemination of information * See also lending services 667 State-of-the-art reviews Selective dissemination of information, SDI</p> <p>6JK Cultural activities in information work Learning services..., Readings..</p> <p>6K Information materials <i>Properties</i></p> <p>6KA L Bibliometrics..., Output, information explosion.. <i>By form</i></p> <p>6KB Bibliographies * Lists or inventories of existent materials to assist identification and (possibly) location of materials.</p> <p>6KD Palaeography & epigraphy</p> <p>6KE Printed materials, bookforms</p> <p>6A Bibliography ?</p> <p>6KF Monographs..., Serials..</p>
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6KH

7J

Information services

Recorded knowledge ⁶ Information materials ^{6K} . . . By form . . . Printed materials ^{6KE} . . . Monographs.. ^{6KF}	Recorded knowledge ⁶ Information services ^{6NC} By owner/community served . . . Public authorities ^{6P} . . . National.. ^{6PN}
6KH . . . Non-book materials.., Pictorial materials Audiovisual materials.., Sound recordings.. Machine-held materials.., E-books.. . . . <i>Mixed materials</i> Organizational information, intellectual capital * Covering not only formal records but the retrievable knowledge contained in the activities of the organization & the information exchange between the labour force at all levels. Knowledge management, information services management (ISM), Information & knowledge management Evaluation.. Information & knowledge audit, IK audit Value adding models Expertise indexes	. . . <i>Public authority services by place</i> * Alternative to subordinating country to kind of area under public authority services. 6R . Information services to special communities 6RQ . . Public administrative bodies, government ministries 6RR . . Academic bodies.., University.., College.., School.. 6SB . . Private, non-public institutions, independent institutions 6SC . . . Industrial & commercial, companies, corporations 6SP . . . Professional bodies.., Religious.., Individual owners.. 6T <i>By special environment</i> 6U <i>By subject</i> * Alternative (not recommended) to distributing under subjects. 6V2 <i>Users of services</i> * Include here works on the use by a particular kind of user of any kind of service (not necessarily one designed specifically for them). . <i>Properties of services</i> . . Social inclusion * Paying particular attention to users in any way less able to benefit from normal services. . <i>By particular users</i> 6VQ . . Children's services.., Sure Start libraries.. 6VS . . Handicapped persons.. 6VV PC . . <i>Linguistic groups</i> Hindi-speaking.. . . . Personnel Literary awareness officers.. PD . . Ethnic groups.., Cultural groups..
6NC Information services, information collections . <i>By access as to time</i> .. N . . Evening access.. . <i>By access as to cost</i> .. Q . . Free.., Charged.. . <i>By access to the materials</i> .. T . . Open access.., Closed.. . <i>By structure</i>	<i>Information services by principal materials held</i> . <i>Material not restricted to one service/system</i> * See also bibliographies 6KB. 7D . Electronic data, digital data, computerized databases . <i>Material held by one service/system</i> 7G . . Libraries 7J . . Archives
6NF . . Information centres 6NG . . Networks, multiple-point services . . . Automated systems.. Dynix management systems.. 258 2 . . . Headquarters * Eg, a university library service as a whole. . . . Devolved centres, branches * Eg, a particular college library within a university library system. Outstations, outlier services.., Mobile.. . <i>By geographic scope</i> * General works only; works on a particular kind of service at a given geographical level go with the kind of service (eg, public authorities).	
6NK . . International collections.., National.. 6NQ . . Regional collections.., Local.. . <i>By owner/community served</i>	
6P . . Public authorities * Serving the whole population of the area defined.	
6PN . . . National.., Regional.., Local.., County.. Municipal..	

Museum science

7M
7M32P

Recorded knowledge ⁶
 Information services ^{6NC}
 Material held by one service/system
 . Archives ^{7J}

Primarily objects & artefacts

7M . Museum science, museology
 7M2 . . *Common subdivisions*
 * Add to 7M2 numbers 2/9 from Auxiliary
 Schedule 1; an extensions at 7M2 9/P is
 consistent with that in Class VW Recreation arts
 and W The Arts; eg

4A . . . Profession
 * For kinds of museum personnel defined by
 function, see Personnel management 7M3 U.

53 . . . Organizations
 537 Governing bodies
 537 3U Members
 538 Boards of Trustees
 582 Headquarters
 583 Departments
 587 Service points
 *Kinds by number Of units*
 592 Unitary
 594 Multiple, federal
 *Kinds by permanence*
 5C Conferences, congresses
 *Kinds by geographical scope*
 5D International
 5E National
 5F Regional
 5G Local
 5H Special regions
 *By organization/role*
 5J Official, government
 5JN Quasi-governmental
 5JQ Professional
 5JT Trusts, foundations
 5JU Pressure groups
 * See also 7M3 2E Encouragment of
 museology.

5JV Voluntary bodies
 * See also 7M3 2E Encouragment of
 museology.

5M Communication & information
 * Within museology; for communication as
 operation within particular organizations, see

5WY Libraries
 6A Education & training in museology
 * See also cultural activities (user services) 7MJ

6C Research
 6Q Theory
 * See also 7M2 AA Philosophy & museology

6R Aims, objectives, purpose Representation
 * Of the culture(s) underlying the production of
 objects.

Recorded knowledge ⁶
 Information services ^{6NC}
 Museum science ^{7M}
 Common subdivisions ^{7M2}
 . Theory ^{7M2 6Q}
 . . Aims ^{7M2 6R}

7M2 7 . History of museums
 7C . . Ancient
 7G . . Renaissance
 7GF . . . Cabinets of curiosities
 7H . . Modern
 8 . Geography of museology
 * For the history of specific museums or kinds of
 museums, see 7M

92 . Biography of museologists
Relations of museology with other subjects
 * Add to 7M2 letters A/Z from the whole clasification;
 eg

AA . Philosophy
 AHK . . Ethics
 K . Social aspects
 KKT . . Cultural property
 R . . Politics
 RAX P . . . Government policy
 RQV . . . Post-colonialism
 S . . Law
 T . . Economics
 * For the management of individual museums, see
 7M3 Q.

W . Art & museology

Operations

7M3 2E . Encouragement of museology
 * Add to 7M3 2 letters E/P following W2
 Encouragement of the arts; eg

2F . . Patronage, sponsorship
 2FF . . . Public patronage
 2FN . . . Friends of organizations
 2FP . . . Private patronage, donors, benefactors
 2FS Original collectors, founders of collections
 2FT *Other individual patrons*
 * Arrange A/Z by name.

2H . . Promotion activities
 * Of museums generally.
 * See also marketing 7M3 WJ

2J . . . Festivals
 2N . . Protection of heritage
 * For protection of artefacts as part of management,
 see 7M

2O . . Collecting (general)
 * As the historical basis of museology.

2O2 3 . . . Collectors
 2P . . . Collections & exhibitions (general)

7M3K

7M3VMS

Organization & management of museums

Recorded knowledge ⁶
 Information services ^{6NC}
 Museum science ^{7M}
 Encouragement of museology ^{7M3 2E}
 . . . Collections & exhibitions ^{7M3 2P}

7M3 K **Organization & management of museums**
 . *Agents*
 L . . Buildings
 * Divide like Building construction so far as
 necessary.
 * Add to 7M3 L letters A/Y following US;
 * Add to 7M3 M letters A/Y following UT; eg
 L45 D . . . Site planning
 L47 . . . Environmental aspects
 * See also engineering services 7M3 MN
 Pollution hazards
 L48 . . . Safety engineering aspects
 L48 JM Weather hazards
 Flood protection
 Biological hazards
 Infestation
 L48 K Accident prevention
 L48 Q Fire precautions
 . . . *Operations*
 LAP Design of museums
 LKB Protection of structures
 LKX Demolition
 . . . *Parts*
 MIB Spaces
 MJC Access spaces
 MJK V Escalators
 MLH External spaces
 MN Engineering services
 MP Ventilation & air conditioning
 MQ Lighting
 MT Sanitation services
 MU Safety & security services
 Decor
 * need to provide for here
 MV . . . *Kinds of buildings*
 * By non-functional attributes; eg
 MVD Pre-fabricated()Temporary
 N . . Equipment
 * Equipment serving a specific function goes with
 the function; eg display cabinets go under
 display. Transport equipment Hoists, goods
 elevators
 * For passenger lifts, see 7M3 MJK V. Trolleys,
 conveyors Vehicles

Recorded knowledge ⁶
 Information services ^{6NC}
 Museum science ^{7M}
 Organization & management of museums ^{7M3 K}
 Agents
 . Equipment ^{7M3 N}

Operations
 * Add to 7M3 letters Q/Y following T; eg

7M3 Q . Management operations
 QR . . Management techniques
 RKB . . Management functions
 RKC . . . Communicating, informing
 RL . . . Policy planning & control Design of systems
 RMS Decision making
 RN . . . Planning
 RQT . . . Appraisal, evaluation (management functions)
 RR . . Organizational structure
 RRV . . Centralization
 RRW . . Decentralization, departmentalization
 . . *Properties*
 RUC . . . Performance
 RUF Efficiency
 RUN . . . Formation, setting-up, founding
 RUT . . . Maintaining
 RWB . . . Reorganization, change, conversion
 RXB . . . Relocation
 RXS . . . Winding-up
 RY . . Management resources
 SO . . . Office services
 T . . . Financial administration & accounting
 TMS R Revenue, income
 TMU Expenditure, costs (expenditure)
 TQL Budget, budgetary control
 TXM F Insurance
 U . . . Personnel management
 UED D Staff organizations, trade unions
 *Kinds of personnel*
 UV Museum staff
 UWM Women
 *By function*
 * Specialist staff are subordinated to their
 function; eg photographers, artists,
 librarians ? Consultants
 UXB Curators Collection managers Subject
 specialists Conservators
 Attendants Others
 * Arrange A/Z; eg cleaners.

V . . Production management
 * For acquisition and maintenance of resources, see
 7M4
 VF . . . Purchasing
 * For purchase of resources by museum, see
 7M5 MG
 VFK Suppliers
 VMS . . . Specifications

Museum science

7M3W

7M78

Recorded knowledge ⁶	Information services ^{6NC}
Information services ^{6NC}	Museum science ^{7M}
Museum science ^{7M}	Collection management ^{7M5 G}
Organization & management of museums ^{7M3 K}	Acquisition ^{7M5 H}
Production management ^{7M3 V}	Weeding ^{7M5 MS}
Specifications ^{7M3 VMS}	Dispersal of collection
7M3 W Marketing Gifts (donating discards)
WHX Admission charging Restitution, repatriation
WHY Free admission	7M5 N Loss
WJ Promotion of museum servicesx, outreach Theft
* See also 7MH Special user services <i>Other</i>
WL Advertising, publicity	P Physical handling of materials
XG Public relations	Q Maintenance, protection, preservation
XR Consumers, users	R Disaster planning
XRR Complaints, criticism of service	* This class is for general works and for restorative action after the event.
XSC User behaviour Disruptive behaviour	* For general preventive measures, see Environmental control 7M4 7.
. <i>Kinds of users</i>	RR <i>By hazard, cause of damage</i>
* See 7MV Fire., Flood..
. <i>Kinds of markets</i>	SC Cleaning
* Add to 7M3 Y letters B/H following TY if applicable. Repair
. <i>Specific income sources</i> Restoration
* See also discarding	T Conservation
YB Retailing services, museum shop	U Storage
YC Publishing, book selling	V Shelving
YD Catalogues of collections (for sale)	* See also display techniques
* For visitors' guides, see User services 7MH	WC Packing
YE Graphic products Dismantling
* Posters, postcards, calendars, etc.	X Transport
YF Reproductions of objects	7M6 Exploitation of resources
YK Catering services	6 Circulation of materials
<i>Technical operations</i>	E Exhibiting, display (of museum objects)
* Museology in narrow sense.	* Design would normally be 7M6 E3R L; but use 7M6 F
YN Instructions, guides to use	F Design of exhibitions
YV Manual methods	G Presentation of individual items
7M4 Automated methods	* Add to 7M6 letters N/Q following WC3 B Visual arts; eg
7M5 G Collection management	P Labelling, titles, captions
H Acquisition, collecting (acquisition)	QP Base pedestals
HC Selection <i>Kinds of exhibitions</i>
HE Accessioning, recording receipt	* Operations involved in mounting such exhibitions;
* For cataloguing of items, see 7M8.	* See also note at 7MN C.
HI Identifying, photographing	R Permanent exhibitions
K Authentication	T Temporary exhibitions
. <i>Forms of acquisition</i>	U Travelling exhibitions
MB Purchases Security
MG Gifts, donations	U3T XMF Insurance
. Bequests	U5W P Packing
. Exchanges (acquisition)	U5X Transport
. Deposits (by government)	U6 Loan procedures
. <i>Other forms of acquisition</i>	7M7 Information retrieval
* Including wartime looting, fruits of war?	8 Cataloguing
MN Stocktaking, inventory	
MS Weeding, withdrawal, de-acquisition, discarding	
MSS Sale (discards)	
MSS 3VS Purchase	
. Dispersal of collection	

7MH

7MKMWOY

Museum materials

Recorded knowledge ⁶
 Information services ^{6NC}
 Museum science ^{7M}
 Operations
 . . . Information retrieval ^{7M7}
 Cataloguing ^{7M7 8}

7MH . . . User services
 * For services for special categories of museum users, (eg children, ethnic groups) see 7MV

4 Automated
 Websites
 *By access*
 Times of opening
 Guides to an exhibition

I Information work
 7MJ K Cultural activities
 Educational work
 * For services designed for children, see 7MJ.
 Guided tours
 Personnel
 Self-guides, personal audio guides
 Lectures

7MK Museum materials, museum objects
 K . *By provenance, origin ?*
 L . Communication & information objects
 * Add numbers 4/7 from the preliminary classes 2/9 if applicable; eg, computers, library artefacts.
 M . Natural objects
 * Add to 7MK M letters C/G from the whole classification; eg:
 MD . . Minerals
 MF . . Botanical specimens
 MG . . Zoological specimens
 . . . Taxidermy
 MGR . Biological objects & artefacts
 * Applied biology (including agriculture and medicine) combines both natural objects and artefacts.
 * Add to 7MK M letters GX/IY from the whole classification; eg: Medical instruments Medical specimens
 MGR X . . Applied biology
 MGS . . . Agricultural implements
 MIY . Social artefacts
 MJ . . Education artefacts
 * Awkward situation here in that education files before Class K in general (reflecting the original Bliss desire to file education after psychology - too late to amend the notation now).
 MK . . Sociology & social anthropology
 * The classes for clothing and body adornment under Material culture at KLH/KLI are to be preferred to the partially parallel classes under Applied arts (costume) WH and (to a much lesser degree) under Textile technology in VT.
 * Add to 7M letters J/T from the whole classification; eg
 MKL H . . . Clothing

Information services ^{6NC}
 Museum science ^{7M}
 Museum materials ^{7MK}
 Social artefacts ^{7MK MIY}
 . Sociology & social anthropology ^{7MK MK}
 . . Clothing ^{7MK MKL H}

7MK MR . Political artefacts
 . . Political charters

MS . Legal artefacts

MU Manufactured objects, technological artefacts
 * When in doubt between artefacts in U/V Technology and in Applied arts WG, prefer the latter.
 * Add to 7M letters U/VV from the whole classification; eg

MUE . Materials, substances
 * When in doubt between naturally occurring materials at 7MC/D and those in materials technology at UE, prefer the latter. When in doubt between UE and WGB Applied arts, prefer the latter.

MUH . Electronic artefacts

MUO . Construction technology, buildings artefacts
 * AB's draft uses the term architectural [manufactures]; But an exhibition including an example (say) of an Ionic column's capital would have to draw on Applied arts (WH Architecture) for its classification. Probably advisable to decide between US and WH for this (& preferably the latter?).

MVA . Transport objects
 MVH . Military objects
 MVU Housekeeping arts
 MVW Recreational arts
 MW Arts objects
 * Is there a need for an explanatory note distinguishing the scope of museology in relation to art galleries of all kinds? Presumably, a photograph (say) constitutes a museum object if used to illustrate some other artefact (eg a street stall) but an art gallery object if presented as a graphic artwork in its own right.

MWF . Applied arts

MWF G . . Graphic design objects
 * Good example of where to get our context-free "concretes" from; WFG/WFY includes detailed vocabularies for calligraphy & lettering, mss. print products, etc.

MWG B . . Decorative arts objects
 * This has the fullest schedules in BC2 for many materials (eg ceramics, glassware, textiles).

MWI T . Fine arts products
 * Graphic arts: drawings, prints, paintings..

MWO Y . Temporal arts objects
 * Performing arts.., Literature.

Recorded knowledge ⁶	Recorded knowledge ⁶
Information services ^{6NC}	Information services ^{6NC}
Museum science ^{7M} Kinds of museums, collections
Museum materials ^{7MK} Enclosed displays ^{7MT B}
. . . Temporal arts objects ^{7MK MWO Y} Planetaria
 Time tunnels [history?]
<i>Kinds of museums, collections</i>	7MT J Open-air sites, open-air museums, unenclosed displays
. . <i>Parts of the system</i> Archaeological sites (as museums)
7MM 258 2 . . Headquarters.. Historic ruins (as museums)
7MN C . . <i>By permanence</i> Mixed open & enclosed environments (as museums)
* For permanent and temporary museums, see 7M6 R.	N Artificially maintained habitats
D . . <i>By access</i>	* An alternative (not recommended) is provided here for botanic gardens, zoos, etc.
. . <i>By organizational structure</i>	P Open-air industrial museums
G . . Network Theme parks
G25 82 . . . Headquarters	7MU <i>Museums by subject of collection</i>
. . <i>By geographic scope</i>	* This is an alternative (not recommended) to locating with the subject in the general classification.
K . . International	* If this option is taken, proceed as follows:
. . National	* Add to 7MU numbers & letters 3/9,A/Z from the whole classification; eg
. . Regional	AY Science
. . Local	AYE N Nature, natural history
. . <i>By owner/community served</i>	* If this is defined in largely biological terms, use 7MU ET.
7MP . . Public authority	DA Astronomy
. . . National museums Solar system?
. . . Regional museums	DAT F Planetaria
S . . . Local-authority museums	7MV <i>Museums by particular class of user</i>
. . . . County	4 Children
. . . . City, municipal	82 Documentation, information sciences (narrowly)
. . . . Local museums, parish, village	* How access to messages is organized & facilitated, especially via stores of information (libraries, data bases, etc) & surrogate lists (bibliographies, etc.).
. . . . <i>Local authority museums by place</i>	83 . . <i>Information properties & processes</i>
* Alternative (not recommended) to subordinating locality to specific local level.	. . Sources..., Availability..., Flow..., Exchange, transfer..
7MQ . . Public administrative bodies, government ministries	. . <i>Operations</i>
. . Educational institution museums, academic bodies	84 . . Management of information services (general)
7MR . . . University museums	. . . Organization of information services (general)
S . . . School museums	. . . (Agents) Buildings..., Equipment..., Personnel..
S6U Circulating collections	85 . . Technical operations, information & document handling
7MS P . . Private museums, independent museums	. . . Design..., Evaluation & testing..
. . . Learned bodies' museums	. . . Acquisition of materials..., Storage..., Circulation..
. . . Business firms' museums, company museums	. . . Issuing, delivery..., Loan..., Copying..
. . . Religious bodies' museums	. . . Retrieval of relevant information
. . . Para-museum collections Bibliographical records..., Indexing..Abstracting..
. . . Hobby collections Information work (narrowly), reference work
. . . Investment collections	86 . . Information materials
7MT . . <i>By special environment</i>	. . (By form)..., (By subject)..
B . . Enclosed displays	
* Of discrete items; the "museum" as commonly understood. Usually assumed; use this class only for general works explicitly contrasting it with less common forms.	
* See also art galleries W	
C . . . Preserved environments	
. . . . Historic house museums, stately homes	
E . . . Caves (as museums)	
. . . Moving displays, animated displays	
. . . Planetaria	

87

97

Information services

Recorded knowledge 6

Documentation 82

Information materials 86

. (By form)..

87 Information services, collections, systems

. ((By structure)).., Networks..

. ((By geographic scope)).., National.., Regional..

. *By owner/community served*

. . Public..Government bodies.., Academic bodies..

. . Industrial & commercial.., Children.., Ethnic groups..

. *By principal materials held*

. . *Primarily references*

92 . . . Computerized data bases & services

94 . . . Bibliographies & bibliography

. . *Primarily documents*

95 . . . Libraries.., Archives..

. . *Primarily objects & artefacts*

97 . . . Museums.., Galleries.., Exhibitions..