

Contents

Acknowledgements	ix
1 Introduction	1
2 The need for classification	5
3 First principles of classification	7
Grouping – ordering – compound subjects – problems of linear order – citation order – distributed relatives	
4 The variety of classification: systems and structures	13
Scientific classifications – taxonomies – tree structures – folk classifications – bibliographic classifications – aspect classifications	
5 The classification scheme: internal structure	23
Grouping of concepts – hierarchy – semantic relationships – syntactic relationships – pre-coordination	
6 Types of classification scheme	33
Enumerative classifications – ‘top-down’ classifications – analytico-synthetic classifications – faceted classifications – ‘bottom up’ classifications	
7 Order in the classification scheme	41
Main classes – phenomena classes – main class order – schedule order and filing order – general-before-special – literary warrant and educational consensus – notation – notational symbols – expressiveness – mnemonics – flexibility and hospitality	

- 8 Content analysis 1: document description57**
 The problem of 'aboutness' – where to look for content –
 constructing the document description – sought terms –
 common categories of terms (place, time, form, persons) –
 ordering the description
- 9 Content analysis 2: practical constraints75**
 Broad and close classification – specificity and exhaustivity –
 difficult subjects – biography – primary texts
- 10 Controlled indexing languages89**
 Natural language indexing and searching – the meaning of
 words – synonyms and homonyms – sought terms –
 controlled indexing languages – standards for document
 description
- 11 Word-based approaches to retrieval97**
 Subject heading lists – thesauri – alphabetical arrangement –
 synonymy and related matters – form and structure of
 subject headings – modern developments in subject indexing
- 12 Library of Congress Subject Headings 1: basic
 headings.....111**
 History of LCSH – literary warrant – Cutter's *Rules* and the
 form of entry – uniform headings – valid headings – thesaural
 cross references – selecting headings – multiple-headings –
 entering headings onto a record
- 13 Library of Congress Subject Headings 2: structured
 headings.....131**
 Topical subdivisions – pattern headings – geographical
 subdivisions – free-floating subdivisions – name headings
- 14 Classification scheme application.....153**
 Appearance of classification schemes – the index – the
 schedules – classes – captions and headings – schedule layout
 – scope notes – instructions

- 15 Library of Congress Classification 1: basic classmark construction161**
 History of LCC – general principles – literary warrant –
 enumerative classification – alphabetization – notation –
 practical classification – Cutter numbers
- 16 Library of Congress Classification 2: use of tables183**
 Tables – content of tables – how tables work – geographical
 subdivision – form subdivision – subject subdivision – tables
 for classes using Cutter numbers – tables embedded in the
 schedules – tables used in combination
- 17 Dewey Decimal Classification 1: general properties and basic numbers199**
 History DDC – structure of DDC – hierarchy – notation –
 compound subjects and number building – citation order –
 preference order – practical classification – using the relative
 index – first-of-two rule and the rule of three –
 approximating the whole
- 18 Dewey Decimal Classification 2: number building219**
 Use of tables – standard subdivisions – place and time –
 persons – adding notations from the main schedules
- 19 Universal Decimal Classification 1: general properties and basic number building241**
 History of UDC – structure of UDC – an analytico-synthetic
 classification – notation – symbols – expressiveness –
 schedule display – main tables – number-building – the colon
 – the plus sign – the oblique stroke
- 20 Universal Decimal Classification 2: auxiliary tables265**
 Systematic auxiliary tables – language, form, place, ethnicity,
 time, materials, persons – special auxiliaries – language and
 literature
- 21 Faceted classification299**
 History of facet analysis – building blocks of classification –

fundamental categories – arrays – relationships between
terms – citation order – schedule order – inversion –
notation – facet indicators – retroactive notation

22	Managing classification	327
	Management and maintenance of schemes – revision – costs of classification – copy cataloguing and outsourcing – print and electronic format – choosing a classification – general versus special schemes	
23	Classification in digital space	339
	Classification as models – electronic forms of classifications – classifying digital material – information architecture – classification for online browse and search – folksonomy – automatic classification – visualization tools – faceted classification – the semantic web	
	Glossary	375
	Bibliography and further reading.....	399
	Index	407