

Information Processing-1 Classification Theory

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- b) Physical arrangement of documents for the preparation of subject catalogue

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LESSON – 1

Need and purpose of classification

Introduction

Classification is the common phenomena found to be interest in all human beings to classify (i.e) To put things seen some order more or less helpful appears to be common with man. Libraries previously aim at collecting available information in various forms. Storing the document, receiving and disseminating its needed documents. In order to provide the requested documents the user, it has been located first easy location is possible only through a systematic arrangement to them. Classification is one of the technique used to arrange the documents in a helpful sequence to facilitate easy retrieval.

Meaning

The term classification is derived from the Latin word 'classic'. The term 'classic' used to refer a group of person processing certain qualities in common. Generally it implies the process of grouping.

Library classification

A library essentially builds a large collection of sources, which need to a classification for organizing the collection. Thus the classification of documents is known as library classification.

Definition

According to Dr. S.R. Ranganathan library classification may be defined as "The translations of the name of the subject of a book into preferred artificial language of ordinal numbers and the individualisation of several books dealing with the same specific subject by means of a further set of ordinal number which represent some features of the book other than their thought content".

The first of this ordinal number is the class number of the book. The second ordinal number is the book number. The class number and the book number constitute the call number of the book. The call number fixed the positive of the book relative to the books in a library.

Concepts of the library classification

According to the above set definition S.R. Ranganathan introduced some important concepts. They are

1. Artificial Language.
2. Ordinal numbers.
3. Specific Subjects.
4. Individualisation of several books dealing with the same specific books.
5. Some features of the books other than their thought content of the document.

Arrangement of documents in library

Various arrangements are present in library. The possible arrangements are:

- Size
- Colour
- Age of the reader
- Condition attached to use
- Language
- Value of printing
- Date of documents
- Year of publication
- Publisher
- Prize
- Author
- Title
- Subject
- Local history collection

But it has been experienced that the subject approach is convenient and essential is open shelf collection.

Merits of subject arrangement

Subject arrangement of document enables to know

- What document library has on a subject
- What do documents the library has on subject of related to the subject of enquiry.

This type of arrangement is known as library sequence. In special libraries they are have in several section.

- ❖ Textbooks.
- ❖ Reference books.
- ❖ Thesis and periodical.
- ❖ Bound volumes of periodical.
- ❖ Pamphlets.

Used approaches to documents

Used approach for documents are of the following three categories

- By author called author approach.
- By title called title approach.
- By subject called subject approach.

Need and purpose of library classification

- **Information explosion**

The amount of new documents is growing exponentially. We called this phenomenon as information explosion.

- Continuous explosion of knowledge.
- Complexity of documents.
- To need the five Law of library science.
- To maximize the use of documents.
- To fix a helpful place for newly added documents.
- To need out documents.
- To make qualitative study.
- The efficient function of library depends upon classification system in the library.
- It helps in building of catalogue cards for the collection.
- It is essential for the systematic selection.
- It is key way to library activities.

Functions

- Library classification helps to arrange the document in the systematic order.
- It helps the identification and location of the document on a given subject wanted by a reader.
- It helps to organize books, book displays and exhibition.
- It helps to arrange a document in organized groups.
- The universal of knowledge is dynamic continuous, infinite and ever growing areas. So the function stated in IInd, IIIrd, and IVth points are known mechanization of arrangement.
- Vth facilitates withdrawal of certain documents from the main collection.
- It helps in recording daily issues of document on various subjects at the circulat counter of the library. It is very useful at the time of verification.
- It helps in the compilation subject, union, catalogues and bibliographic of books ; the detail materials.
- It assists in the classification of bits and pieces of classification and suggestic received from the readers.
- It assists in systematically driving subject entries.

- Non-book materials can be classified and filed systematically.
- It helps the library staff to be aware of development of knowledge, which is basis for the arrangement of document in library.
- It is the basis for efficient bibliographical control and retrieval of documents.

Physical arrangement of documents and preparation of subject catalogue

Library classification helps in the compilation of subject union-catalogue an bibliographic of books and other reading material In any type of library the physical arrangement document is based on the various approaches of the readers and they are minimize into three sectors.

1. Author approaches
2. Title approaches
3. Subject approaches

Among the three approaches the final choice of approach is subject arrangement. This approach is taken care of the author and title catalogue. Two kinds subject catalogue is possible.

They are:

- Alphabetical arrangement of subject.
- Classified subject arrangement.

Alphabetical Arrangement Of Subject

In this kind the documents can be arranged alphabetical either by author (or) title.

Classified Subject Arrangement

Here the documents are arranged according to knowledge classification scheme such as colon classification.

Preparation of subject catalogue

The subject arrangement of catalogue is helpful to know document present in library of enquiry. But for find out whether the document is present or not in a library, We have to prepare subject catalogue to make easier as well as save the time of the reader. For preparing the subject catalogue. We are giving importance to the thought content of the document and the name of the subject is entered at the top of the column of the catalogue card in any scheme of cataloguing systems. By this way we are making the arrangement as well as the location and finding the document to know the essential document in subject by seeing the catalogue.

LESSON - 2

Introduction to Library Classification - Kinds of Schemes

The Laws of library science govern the various classification actions. Here will see the five Laws of library science.

- Books are for use.
- Every reader his/her books.
- Every book has its reader.
- Save the time of reader.
- Library is a growing organism.

Books Are For Use

A Library contains books and other graphic materials. The 1 Law insist that use should be the watch ward as arrangement. The organization of the library shelves should reflect the use of documents. For example the various arrangement like subjects wise or author wise will be useful for the satisfying the 1 Law. Here the need approach must be taken consideration will arranging the document in the shelves

Every Reader His/Her Books

It insists that when a reader seeks inform on a given subject. The arrangement of library must be helpful in them. This can be achieved if all the books on particular subject are to be found together

Every Book Has Its Reader

Arrangement of books can be made by so many approaches. But the majority of the subject arrangement. The III Law recommends that a well classified arrangement will enhance the possibilities of retrieving the right book to the right reader at the night time.

Save The Time Of Reader

This Law insists that an unclassified library would be difficult to locate a parts document. They IV Law emphasis that the shelf arrangement can be convenient to the reader to save his/her time. The APUPA catalogue in the stack will help to save the time of the reader.

Library Is A Growing Organism

V Law recommends that the arrangement should facilitate the service of books in respective of the size of the library are its growth of documents readers and staff only classified arrangement would help and used to improve the number of readers.

Conclusion

Thus Library classification aims to create a system, which provides a comprehensive of views of documents. Once the documents are arranged effectively. Then it will save the time of the reader. Thus it will prove that classification is the foundation of librarian ship.

Various Schemes Of Classification

The application of the classification of knowledge to the classification of books has resulted in many printed schemes for book classification. There are so many scheme of classification available in many countries for classifying documents.

These are listed follows

S. No.	Name of the Scheme	Author	Country	Year of first Publication
1.	Decimal Classification	Melvil Dewey	U.S.A.	1876
2.	Expansive Classification	Charles Ammicutter	U.S.A.	1891
3.	Library of congress	Library of congress	U.S.A	1904
4.	Universal Decimal Classification	Paul Otlet and Henry La Fontain	Belgium	1905
5.	Subject Classification	James Duff Brown	UK	1906
6.	Colon Classification	S.R. Ranganathan	Indian	1933
7.	Bibliographic Classification	H.E. Bliss	U.S.A.	1935
8.	Soviet Classification	Library Commission Of Academy science of USSRO	USSR	1954

Among them the well known are three

- Decimal Classification
- Colon Classification
- Universal Decimal Classification

LESSON - 3

Colon Classification

Introduction

Colon classification is a general classification scheme, designed by Dr. S.R. Ranganathan. He applied this scheme during 1932. I edition was found 1933 It is up to VII editions. I edition in 1933, II edition in 1939, III edition in 1950, IV edition in 1952, V edition in 1957, VI edition in 1960, reprinted in 1963, 1964, 1967, 1976 and 1989 VII edition in 1987.

The VII edition is an in-completed one. So we are following the VI edition by only for the practical applicable.

Analytico Synthetic Scheme

CC is a analyco synthetic sceme of classification. Because it doesn't give readymade numbers. In Analytico Synthetic scheme the classifier should analyse the subject of each document into different factes pickpu numbers for each analyst facet from several parts and synthesis the final number.

Mapping of Subjects

Ranganathan map the universe of subjects by broadly giving its at the first instance on the basis of traditional division of knowledge (i.e) natural sciences, Humanity and social sciences. Secondary each broad division of the universe is further sub divided into main classification. Thirdly, each main class divided into facets and the sequence of facet is determined by facet sequence. Fourthly, each facet is divided into isolate. Fifthly, each isolate is divided into sub isolates.

Structure of part CC

The VI edition of CC is in three parts. They are part-I-rules. Part-II- Schedule of classification with the Index and part-III-Classic.

In addition to the three parts its first 28th pages provide information on the following.

1. Preface to the VI edition.
2. Introduction.
3. Annexure contains connections of misprints and minute changes.
4. Rules part provided definitions explanation and solved models. It contains several models

- Chapter 1 - 4 : Explain call no.
- Chapter 5 : Discuss the concept of facet, focus and various devices.
- Chapter 6 : Explains abbreviations.
- Chapter 7 : Explain its canons of classification.

In the end there is an index rules.

Part II

This part consists for schedules for common isolate. In addition to that time, space, Language isolates and phase relation table are noted. Here there are 42 main classes and for Botany and Zoology a separate schedule.

Part III

It gives worked out numbers for classes in Ideology. It includes schedules of secrete book with special names.

Call Number

Refer classification Definition in paper 3.

Main classes for call number

The Class number, denotes the subject the document in CC. There are broadly three main classes. And are divided into special classes. The main class B-M comes under natural science 'A'. The main class

N - S humanities.

T - Z social sciences.

Among them some main classes are having canonical classes. That means traditional division of a main class.

According to S.R.R. there are three types of main classes.

1. Basic class to the class number of a simple subject. Example : Chemistry.
2. Compound class number - it is made up of one basic class and one more basic idea.

Example : library classification.

3. Complex class number class number of computer subject has been formed by coupling of two subjects on the basis of some relationship exist among them.

Example: Mathematics for Engineers.

Features

Common isolate

The isolates which are common to several subjects is known as common isolates. In CC there are two types of, common isolates Anteriorising common isolate and posterising common isolate.

Facet

It indicates the analysis of the study into its facets according to postulates and principles stated for the purpose. Facet is group of idea obtained on the bases of a characteristic feature.

Fundamental categories

To understand the basic categories in CC DR. S.R.R. has formed some rules. These rules are postulate. One postulates says that there are five fundamental categories. They are arranged in the PMEST order.

Notations

Notation is the symbol used in the scheme of classification to represent classes. CC is a good example for mixed notation.

Rounds and leavers

There are five fundamental categories in CC. In common subjects some of the five fundamental categories occur in more than one time or two times. Such manifestations have been categorised into round and leavers for example,

- "Treatment of cancer" The isolate cancer is a first problem, treatment is the second problem as it a second energy.
- "Kinglier by Shakespeare" The basic class is lit. The isolates are language form and author. All are comes under the personality categories. These occurrence is known as thousands levels. This is indicated as P1, P2, P3, P4, 2E, 3E, 4E.

Postulates of facet sequence

After knowing fundamental categories, rounds and levels, the next question is in what order these are to be arranged. They must be arranged according to postulate of the facet.

Planes of works

In CC there are three planes of work. There are idea verbal and notation planes

Devices

CC uses a number of devices for increasing hospitality. There are four main devices in CC are CD, GD, SD and AD

Phase relation**Refer modes of formation.**

System and special system is defined as exposition of a basic subjects in accordance with a specific school of thought For example in medicine there are many school of thought. Special denote many division in which the subject of study is restricted some special manner. Example, Child medicine.

Mnemonic

It is a tool, which is add to memory. It originates from Greek word which means memory. In CC we as having so many notation. So it is noticed by mnemonic.

LESSON - 4

Dewey decimal classification

Introduction

The name of decimal classification has become almost synonyms in the library classification. DDC is the oldest and widely used system in almost all countries of the world. It has been translated into various languages.

Development of DDC

DDC has born from an anonymous 44 page Pamphlet. A classification and subject index for cataloguing and arranging the books and pamphlets of a library. The 17th ED of DDC was published in 1865 and 18th was published 1971 get three volumes. But in the examination point of view 19th ED.

Characteristics of DDC

- It realized development based on philosophy designed and hierarchy subject.
- Its adaptability of library services because of its express notation.
- Its adoptability was self-arrangement and classified arrangement of catalogue.
- Its facilitates quick information.

- It is used by central bibliographic sequence.

Mapping the universe

Recorded knowledge as units which has been divided into ten large classes.

000	Generalia.
100	Philosophy and logic.
200	Religion.
300	Social science.
400	Languages.
500	Pure sciences
600	Technology.
700	Arts.
800	Literature.
900	History and Geography.

19th Edition

The 19th edition was published in 1979. It was produced by computerized photocomposition.

Structure

It appears in three volumes, they are .

Volume - 1	Introduction Table
Volume - 2	Schedule
Volume - 3	Index

Volume -I

This 1st volume includes the following three important items.

1. introduction
2. tables
3. summaries

There are given tables in 1st volume.

1. Standard Subdivision.
2. Area.
3. Subdivision of Individual literature.
4. Subdivision of Individual language.

1. Specific literature.
2. Racial, Ethnic group.
3. Persons.

The last part of I volume contains three main summaries. The summary gives the list of ten main classes. All ten divisions of each divided into ten divisions. All the hundred divisions as listed in the second summary. Each division of the second summary is further divided into ten sections and are listed in the third summary. Before a classifier tries to use DDC he/she should study these three main summaries.

Volume II

knowledge. Have all the main classes and the divisions are hierarchy arranged. In the 20th and 21st editions schedules is of two volumes.

Volume III

This type of index enumerates all the topics maintained in the schedule include the synonyms. It shows that to a great extends the return of each subject to other subjects. It is the important feature of the system. It helps to locate the subject from the schedule. All the significant form given in the schedule and table found the place in the index. The entries in the index are arranged alphabetically word by word.

Other features

Notations

DC contains only one notation. Decimal is used on the notation in the based. So the scheme is an example for pure notation.

Mnemonic

DC notation is itself ready to subject synthesis. It is a benefit of enumerate memory or mnemonic. The main use of synthesis is through the use of special labels.

Synthesis in DC

In addition to tables, DC also use some other devices for achieving to a great extend. They are

- Add from auxiliary tables.
- Add from schedules
- Add from both table and schedule
- Alphabetical device
- Principle of special topics of general applicability.
- Other devices

DC is an enumerative classification scheme. According to S.R.R. an enumerative classification scheme "consisting of a large schedule enumerating matter of the part, the present tense, future and in addition of a few schedules o of common isolates" It has been adopted in libraries all over the world due to its simple notation.

LESSON - 5

Universal Decimal Classification

Introduction

The universal decimal classification was a direct result of an international conference held at Brussels in 1885. Paul Otlet and Henry La fontain established a comprehensive classification index to all published literature. Thus in 1905 a complete international edition was published French.

Basic principles

- ◆ It attempts to bring related concepts together.
- ◆ It attempts to include every field of knowledge.
- ◆ It is constructed on the principle of proceeding from general to more partition by the division of universe into ten main branches and further divided to the require degree of spatiality.
- ◆ It is also accept the principle of mutually exclusive process.
- ◆ It employs certain notational techniques.
- ◆ Its notation consists of in the arabic numerals.

Structure

It is based on DC and the univeral ten main branches. The outline main classes follows.

1. Generalities
2. Philosophy
3. Religion
4. Social Science
5. Languages
6. Pure Science
7. Applied Science
8. The arts
9. Language and literature
10. Geography and Biography
11. History

With the basic structure the main classes are further divided into divisions subdivisions with the help of decimal fraction notation. A point is placed after every third in a class number purely as a visual real.

Auxiliary table

It is considered as a more inaugural feature with the help of more auxiliary comp and number if constructed. There are 2 types if auxiliaries

(1) Common auxiliary

(2) Special auxiliary

TABLES OF AUXILIARIES

Symbol	Significance
+ and /	Addition and extension sign
: and()	Relation signs
=	Common auxiliary of language
(0...)	Common auxiliary of form
(1/9)	Common auxiliary of language
(=...)	Common auxiliary rates and nationality
"..."	Common auxiliary of time
A/Z, I, II, III, ...	Alphabetical non-numerical
.00	Point of view (specification)
-0/9, .0 and	Speial auxiliary subdivisions

Special auxiliaries.

Unlike common auxiliaries special auxiliaries are not listed at one placing UDC. Special auxiliaries are suffixed to main no. cannot be used as an independent kinds of notation in special auxiliaries. There are 3 kinds of special auxiliaries.

1. Hyphen series -1/-9
2. Point not series .01/.09
3. The apostrophe series '1/9'

Other features

Parallel division

It is similar to special auxiliaries. It is having the symbol '='

Notations :

It is used ten arabic numerals. It has a parallel base linear light ended and decimal. It is the five following basis

1. 21 Roman capital letters
2. 26 Roman small letters
3. Punctuation marks

Mathematical symbol

+, =, (), /

Notational quality

1. Sub ordinate
2. Hospitality

Facetisation and Synthesis

UDC as a facetising scheme, table of common auxiliary is the best example of facetizing... It is also a highly synthetic scheme. It contains the number of other devices to connect two or more numbers. The auxiliary table represents its faceted and synthetic structure.

Citation order in UDC

To achieve consistency and helpful order a standard facet formula has been suggested in UDC. UDC provides a number of schemes for dividing the citation order.

Filling order

It is evident that in UDC several symbols have been employed to represent a common auxiliaries and special auxiliaries relationship and for addition extension and different subject.

Intercalation

Intercalation is the use of an auxiliary as an inflex.

Example

6:410 mining in Britain

Mnemoni

Mnemonic results from the use of some notations.

Index

UDC index is a relative index, which is constructed with much economy. It contains nearly 20000 entries dealign with 12,000 topics in which.

Conclusion

UDC is widely used in the National and international sever. Nearly 1000 libraries are adopting this scheme. Nearly 20,000 copies of abridged has been fold in the last 15 years. In addition to libraries indexing and abstracting centers used UDC.

LESSON - 6

General theory of classification

Introduction

For long period the theory of classification as not received attention. Only in the 20th century the classifications felts need a sound theory to built a scheme and based on a scientific principles it tries the history of library clasification we find that there exist two stages in the development of it theory. The first of these was dominated by Brown, Richerdson, Sayers and Bliss. This was age of description writing. In the second stage we noticed the development of dynamic theory. Ranganathan was interested in the second stage. He formulated basic laws postulates, canons and which gave a completely new trend to the development of the theory of library classification.

Theories of library classification

Descriptive theory

Dynamic theory

1. Descriptive theory

Brown's subject classification is based upon two basic principles.

One placed theory

Science and application theory

According to first one all aspects of a subject should be brought at one place.

According to second one every application must directly follow the science.

According to Richardson a notation should be used to intense the sub division. Hulme be remembered for the principle literary warrant. According to Bliss all scheme should be listen is conformity.

2. Dynamic theory

The dynamic theory is the theory of classification "capable of serving out a methodology for the design of a scheme for library classification SSR instrumental is revolution idea of classification. The table given below indicates the progress from the I edition of CC 3rd edition.

Eg:- If we arrange a form in one language. Literature is a partial sequence; the same sequence of form should be maintained.

There are two ways of squiring consistent sequence 1. automatic confirming. This is automatically satisfies by using one and the same schedule to denote an array of classes through it occur in different places.

1. Parallel sequene - The sequence land, water, air occur in several arrays, whenever it occurs parallel sequence.

Chain

A chain is a sequence of classes in successive subordination. Each one being subordinate to the preceeding one. It is conveniently used for trains an ultimate class step by step for on its origin."

Eg:- 500 pure science CCORDC

Canon of chain

1. Canon of decreasing existence.
2. Canon of modulation.

Canon of decreasing existence

Whose moving down a chain from its first link to its Last the extension of the classes should decrease and the intension should increase at each step? This canon states that the first link of the chain of classes denote a coded subject and the succeeding classed should more departments that the proceedings. One extension is the quantitative measure and intension is the qualitative measure.

Eg:- In DC chemistry main class

Canon of modulation

A chain of classes are of ranked isolates should comprise one class or one ranked isolates as the case may be each and every order that lies between the orders of the first links the last link of the chain.

Eg:-44

Principles of helpful sequence

The term principle is used to denote normal principle is the content of division of second or later major disciplines as the helpful sequence is the division of the subject classification the

Canons for idea plane (15)

Idea plane has 15 canons and they are listed under the following categories.

1. Canon for characteristics - 4
2. Canon for succession of characteristics - 3
3. Canon for array - 4
4. Canon for chain - 2
5. Canon for helpful sequence-2

The four canons for characteristics deal with the process of division of knowledge, characteristics selected for the division should be easily differentiated and permanent.

The 3 canons for succession of characteristics in the process of division of knowledge deal with the application of more canons than one characteristics.

The 4 canons for array states that the classes in an array should be helpful and consistent.

The 2 canons for chain deal with the process of division of knowledge which should processed from general to specific and it should be properly regulated.

The 2 canon for filatory sequence should clearly identify both co-ordinate and sub-ordinate classes according to their mutual affiliation.

Canons for characteristics and canon for successive characteristics.

1. Canon for characteristics
2. Canon for succession of characteristics
3. Canon for array
4. Canon for chain
5. Canon for helpful sequence-2

Here we will see the various sequences of canon for characteristics and canon for succession of characteristics.

What is a characteristic?

According to SRR "A characteristics is an attribute or any attribute complex with reference to which the likeness or unlike of entities can be determined and atleast two of them are alike".

Eg :- Height is a characteristics of boys. But possession is faces and attribute shares equally by all boys.

Kind of characteristics (Idea plane)

There are 3 kinds of characteristics.

Natural characteristics

A characteristics possessed in common by all the entities in the universe consistent inherent and inseparable from the entities.

Eg:- age, height, weight

Artificial characteristics

A characteristic possessed in common by the entities in the universe considered but not necessary for their being included ion the universe.

Eg:- Mode of dressing shoes

Division characteristics :-

The characteristics used as the basis for the division of entities of universe.

We sought the universe of book on the basis shape, size etc. And size is the characteristics of a book is on the same size forms a aggregate. But all the natural characteristics could not become division characteristics.

Application of characteristics

The aim of library classification to show a general picture of a relationship of a general knowlege. A characteristics is chosen to derive a class of book into a small groups and it is considered as quality which is and common to all divisions but appears which different in each. History may be divided by time and with in each division the time will be different. Canons for characters.

A character is used to classify a universe should following the canons.

1. Canon of differentiation
2. Canon of Relevance
3. Canon of ascertainably
4. Canon of permanenece

1. Canon of differentiation

A characteristic used as bases for classification of a various universe should differentiate some of its entities, (i.e) it should give rise atleast two classes or ranked isolates. This means that the character should be made able to divide the entities atleast two classes because for classification differentiation is one of the features.

Botany

E.g. Biology Canon of relevance Zoology

2. Canon of relevance

A characteristic used as a base for the classification of a universe should be relevant to the purpose of the classification. Relevant is something related to a goal.

E.g.

If you arrangement of book based on the size, which is not satisfies the classification.

3. Canon of ascertain ability

A characteristic used as a bases for the classification of a universe should be definite ascertainable.

E.g. 0111,364

Shakespeare year of birth**4. Canon of permanence**

A characteristic "used as a bases for a classification of the universe should continual to be unchanged so long as there is no change in the purpose of classification".

E.g. Geographical area

Canons for succession of characteristics

There are three canons for the succession of characteristics. The chosen characteristics should be used in a particular sequence and the following three canons are observed.

Canon of concomitance.

Canon of consistent succession.

Canon of relevant succession.

Canon of concomitance

"No two characteristics in the associated scheme of characteristics should be concomitant. They should not give rise to the same array of subjects or of isolate ideas". The concomitant means concordance or argument, (i.e) the state of being together for eg. I. Age and year birth should not be used in succession for classifying of a group of boys into different classes. II. The date of 1 publication and the date of I edition of book should not be used as a succession in characteristics.

Canon of consistent succession

The succession of characteristics in the associated scheme should be consistently adhered to so long as there is no change of in the purpose of classification for eg:- For the universe of subject with the main class of history DC has chosen the geographical and periodical characteristics as the only necessary one. Those who used DC should not change the precision from time to time. They should adhere to it consistently. Otherwise confusion will result.

Canon of relevant succession

The succession of characteristics in the associated scheme of characteristics in the associated scheme of characteristics should be relevant to the purpose of classification.

For Eg. In DC Language, form and period are the characteristics used in classifying the main class literature. There are six different successions in which these characteristics can be used. But DC has chosen the Language from period.

Canons for chain and array**Array**

An array is defined as "a Sequence of co-ordinate classes of universe, derived from it. On the basis of single characteristics and arranged among themselves according to their ranks".

Eg:-

Universe of world

Continent:

Asia Countries:

India

China

Order of an array

An array of classes derived on the basis of first characteristics is called first order array. And the array of classes derived on the basis of second characteristics is known as second order array and so on.

Collateral arrays

Different arrays belonging to one order are all known as collateral arrays.

Eg. : **Canon for array** Arrays are formed on at every stage in the process of classification of knowledge and every order is derived from the bigger whole. Any sequence of classes can not

be called as an array. There are 4 essential conditions should be satisfied by a sequence to be called an array of classes.

They are called the canons for array.

1. Canon of exhaustiveness
2. Canon of exclusiveness
3. Canon of helpful sequence
4. Canon of consistent sequence

Canon of exhaustiveness

The classes in an array of classes and the ranked isolates in an array of ranked isolates should be totally exhaustive of their respective common immediate universe.

Eg :- If the universe of literature is divided on the basis of language all the literature each based on one language should be enumerated.

Canon of exclusiveness

"The classes in an array of classes and the ranked isolates in the array of rank isolate should be mutually exclusive according to this canon and entity considered as subdivision of one class should not subdivided one class. If any entities are common to two or more classes. The canon of exclusiveness will be violated and will be result in cross classification and the array means mixed array.

Eg:- In DDC 19th edition this canon is violated by applying more than one characters for deriving array of character.

Eg:- Quantitative analysis of organi substance. This violence of canon exclusive.

Canon of helpful sequence

"The sequence of the classes and of the ranked isolation an array of ranked isolates should be helpful to the purpose of those to whom it is invented". It is true that what is helpful to one purpose may not helpful one another. In other words helpfulness will vary with the use of the scheme for classification. Dr. SRR formulates a number of principles.

Canon of consistent sequence

"When ever similar class occur is different array there sequence to be parallel in such arrays when ever insistence on such similar items does not run counter to other more important requirements. "This canon will say time say and energy of the classifier and user.

Eg:- If we arrange a form in one language. Literature is a partial sequence; the same sequence of form should be maintained.

There are two ways of squiring consistent sequence 1. automatic confirming. This is automatically satisfies by using one and the same schedule to denote an array of classes through it occur in different places.

1. Parallel sequenc - The sequence land, water, air occur in several arrays, whenever it occurs parallel sequence.

Chain

A chain is a sequence of classes in successive subordination. Each one being subordinate to the preceeding one. It is conveniently used for trains an ultimate class step by step for on its origin."

Eg:- 500 pure science CCORDC

Canon of chain

1. Canon of decreasing existence.
2. Canon of modulation.

Canon of decreasing existence

Whose moving down a chain from its first link to its Last the extension of the classes should decrease and the intension should increase at each step? This canon states that the first link of the chain of classes denote a coded subject and the succeeding classed should more departments that the proceedings. One extension is the quantitative measure and intension is the qualitative measure.

Eg:- In DC chemistry main class

Canon of modulation

A chain of classes are of ranked isolates should comprise one class or one ranked isolates as the case may be each and every order that lies between the orders of the first links the last link of the chain.

Eg:-44

Principles of helpful sequence

The term principle is used to denote normal principle is the content of division of second or later major disciplines as the helpful sequence is the division of the subject classification the

normal principle related to helpful sequence. We have totally 8 principles in general. Some general principles have been divided further into more specific principles.

Principles

1. Principle of later in time
2. Principle of later in evaluation
3. Principles of special contiguity
4. Principles of quantitative measure
5. Principles of Increasing complexity
6. Principles of canonical sequence
7. Principles of Literary warrant
8. Principles of alphabetical sequence

Principles of latter in time

"If the subjects in an array of subjects or the isolates in an array of isolates have originated in different times. They should be arranged in a parallel progressive time sequence, except when any other ever wheeling consideration rules it out" Eg:- In classifying the MC religions, according to time religion it is divided into Q1 - Vedic Hinduism Q2 - post Hinduism Q3 - Jainism Q4 - Buddhism Q5 - Judaism Q6 - Christianity Q7 - Islam

Verbal Plane (Cannon for terminology)

The work in the verbal plane identifies the appropriate terms to denote the ideas in the specific subject. It is guided by a set of canons.

Canons for verbal plane (4)

The four canons for verbal plane deals with the language and terminology used in the scheme should clearly indicate and context in which a particular term has been used. The terms used to denote rank isolate should be current and non critical.

1. Canon of context
2. Canon of enumeration (ready made)
3. Canon of currency (updated or not)

4. Canon of Reticence

Notational plane

It represents the rank of the subject and component to of the subject and components of the subject. It provides expressive notation for subject. It should not make its own decisions on the sequence of subjects. It is guided by a set of canons.

Canons of national plane (24)

This have been grouped in to

1. Basic canon-12
2. Mnemonics -5
3. Growing universe - 4
4. Book classification -3

Basic Canon

The basic canons of notations deal with the need for the removal of homonyms and synonyms in class number. It should reflect hierarchy of classes. It discusses the relative capacity of mixed and pure notation. The notation may be faceted or non-faceted. The basic canons for notation is listed below.

1. Canons of Synonyms
2. Canon of Homonyms
3. Canon of Relativity
4. Canon of Uniformity
5. Canon of Hierarchy
6. Canon of non-hierarchy
7. Canon of mixed base
8. Canon of pure base
9. Canon of faceted notation
10. Canon of Non faceted notation
11. Canon of coexistences

Mnemonics

The five canons for mnemonics deal with different types of mnemonic devices.

They are

- ◆ Canon of general mnemonics device
- ◆ Canon of Alphabetical mnemonics
- ◆ Canon of scheduled mnemonics
- ◆ Canon of systematic mnemonics
- ◆ Canon of seminal mnemonics

Growing universe

The four canons for growing universe deal with capacity of notational system for admission of newly emerging classes into the fold of a scheme of classification. This system should be capable of admitting new classes at the beginning or end or middle of an array or a chain. This is also known as extrapolation and interpolation in an array or chain. They are

- ◆ Canon of extrapolation in array
- ◆ Canon of interpretation in array
- ◆ Canon of Extrapolation in chain
- ◆ Canon of interpolation in chain.
- ◆ Canon for book classification (3)

The three canons deal with the provision of a system for construction of book number and collection numbers. In some scheme of classification the canons are

- ◆ Canon of book number
- ◆ Canon of collection number
- ◆ Canon of distinctiveness Postulates for facets

The most significant contribution is the enunciation of assumption dealing with the concept of facet analysis and fundamental categories. According to SRR most of the basic classes can be divided in to five fundamental categories. They are

Rounds for energy

He also postulated that the fundamental category energy may manifest itself in one and same subject more than once. These manifestations are called rounds of manifestations.

Levels

He further postulated that fundamental category energy may manifest it the one and the same subject more than once. This is known as levels of manifestation.

Facet sequence

The five fundamental categories can be arranged according to the facet formula PMEST.

Principles of facet sequence

Ranganathan formulated four principle of facet sequence.

Whole organ principle

cow - calf principle

wall picture principle

Act and action action tool principle.

Principle of helpful sequence

To achieve a helpful sequence of isolates with in an array Ranganathan formulated principles of helpful sequence. They are

Later in time

Later in evolution

Special continuity

Quantitative measure a increasing complexity

canonical sequence

Literary warrant

Alphabetical sequence

Conclusion

Thus by describing the various levels of normative principles like general theory of classification has been strengthened

LESSON - 7

DOCUMENT AND KNOWLEDGE CLASSIFICATION

Introduction

Library classification comprises of various types like knowledge classification. They are represented by class number book number and collection number. The class number denotes year of publication. The collection number denotes further individualization of document in addition to subject and year of publication.

In a library there may be several document with the same subject are the ultimate class. The document having the same ultimate class and hence sharing the class number have to be have to be further individualized on the basis of appropriate characteristics for providing a help sequence. These characters, such as years, language, form of exposition, name of the author are known as the physical of the document.

Meaning and Definition

Document classification provides a facet to distinguish each such copy of the document. There are also several features to be taken the consideration. In short document classification should taking into account the peculiar feature of document apart from the knowledge of unit embodied.

Special features

Documents are the storehouses of knowledge. When knowledge takes the space of the document it involves special.

Special features. They are:

Quasi class

Local variation

Composite document

Partial comprehension

Form or medium of expression

Related documents

Physique of the document

Canons for document classification

Ranganathan suggested 3 canons to be absorbed the theory of document classification.

- a. Canon of book Number
- b. Cannon of collection Number
- c. Cannon of distinctiveness
- d. Cannon of book number

a. Cannon of book Number

Book number : The book number of a book is a symbol used to fix the position relatively to the other documents.

Ranganathan was the first to develop the facet formula for book number. In olden days the book number was constructed based on the author name, accession number and year of publication. Let us see the various methods of constructing.

a. I Individualization by author name

The simplest method of constructing book number is by using author's name. There are three ways in which book number can be constructed. Use of pure notations _ Alphabetical Use of pure notation _ Numerical Use of alpha-numeric notations.

One of the earliest methods is by using the first three letters of the name of authors.

Example : MODAL POLITICAL THEORY by S.B. VARMA

Class no: 320 1 Book no. VER

Melvil Dewey also defined by number's based author's name

Cutter's three figure table: (Expansive classification)

A detailed method worked by C.A. Cutters. It is similar to that of DC. The table is divided into three sequences.

- 1) Consonance
- 2) Vowels
- 3) The alphabets

When the authors name started consonance the first letter or authors name and two digits are represented as a book number. In the case or vowels and alphabets are concerned the first two letters and one digit is used to covers into book number.

b. Individualisation by year publications

The first two adopted of the year of publication as the bases for constructing the book number was W.W. Bisco in 1888. His work is respected known as Bisco date table.

R 19190-1919 AD

S_ 1920-1929 AD

T 1930-13939 AD

U_ 1940-1949 AD

VI 1 950-1959 AD

W_ 1960-1969 AD

Y_ 1980-1989 AD

Z_ 1990-1999 AD

According to S.R.R. a book number many consists of one or more of following parts

1. Language facet (L)
2. Form facet (F)
3. Year facet (Y)
4. Accession Number facet (AN)
5. Volume facet (VOL)
6. Copy facet (co)
7. Supplement facet-supp
8. Evaluation :ev

Language facet

Language number is obtained by translating the name of the language in which the document is written into an original number in accordance with schedule of language.

Eg:

Theory of economics (Language : Tamil)

Class No : X

Book No : 31

X31

Language number need not be written in the following cases

1. If a document is favored language of the library
2. For books in literature the language of the book differs from the language of literature
3. For book in linguistics unless the language of the book differs from language of the study.
4. For periodicals.
5. **Form facet**

It is a number which stands for name of position and physical form of the document.

Eg: Letters on Colon classification

Book No _ P

2:5IP1

Year facet

In CC the year number is indispensable element in a book number. This is arrived by translating the year of publication into an ordinal number in accordance with the chronological table

A	before 1880		
B	1880-89	P	2000-2009
C	1870-79	ZA	2100-2109
D	1860-69	ZB	2110-2119
E	1850-59	ZD	2120-2129
F	1840-49		
G	1830-39		
H	1820-29		
I	1810-19		
J	1800-09		

e.g: Element of library classification, 1949

Class No: 2:51 H9

A	before 1880	H	1940-49	Q	2010-19
B	1880-89	J	1950-59	R	2020-29
C	1890-99	K	1960-69		
D	1900-09	L	1970-79		

E	1910-19	M	1980-89
F	1920-29	N	1990-99
G	1930-39	P	2000-09

Accession number facet

It is possible for two or more books knowing the same class number to get the same book number consisting of the 1st three facet namely language facet, form as year facet. In such cases the books have to be arranged in the sequence of their accession in the library.

e.g. A book on medicine published in 1988 (3 volumes)

M81, M82, M83

Volume facet

It is common to find a book appearing two or more volumes. Such a book is called a multi volume book.

Features

The set bears a common title and a common index

In the context of the subject treatment all volumes of pagination is continued through all volumes. This may not hold good in all cases.

It has inclusive pagination (i.e.) a single pagination is continued through all volumes.

The rule for multi volume booked states that "the volumes of the set are to be individualized by putting a dot after the year number or the accession facet of the book number."

E.g. Encyclopedia of library science, 1970 (vol: 10)

2k 2k 2k 2k

vol.1 Vol.2 Vol.3 Vol.10

Supplement

In certain circumstances supplements are usual to a volumes of a book which may or may not part of the subject supplement number followed by a begin with a book number

i) 2k 2k Vol-1 Vol-2

Copy number

Some times some text book have two or more copies for representing the copy number we have use the symbol semicolon after the book number.

E.g. Encyclopedia of library science copies (3)

2k 2k 2k

E	1910-19	M	1980-89
F	1920-29	N	1990-99
G	1930-39	P	2000-09

Accession number facet

It is possible for two or more books knowing the same class number to get the same book number consisting of the 1st three facet namely language facet, form as year facet. In such cases the books have to be arranged in the sequence of their accession in the library.

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2k 2k 2k

Collection based on Physical form

Documents like film role, film scripts micro and microfilms, Microfiches cannot be sold along with ordinary books. So each type must be arranged in separate collection.

Collection based on service

The following are the different kinds of collection based of collection based on services.

- a. Reading room collections
- b. Departmental collection
- c. Textbook collection
- d. Topical collection
- e. Periodical collection
- f. Reference collection
- g. Language collection

Collection number for different collection

Name of the collection	Collection No.	Example
Undersized collection	Underline the Book No.	Introduction to chemistry 1879 EL9
Oversized collection	Overline the Book No.	EL9
Document Abnormal	Underline and Overline the Book No.	EL9
Reference collection	RC	RC EL9
Worn-out books or Need out Book no	encircle the	E19
Rare Book	RB	EL9
Text Book collection	TB	EL9
Zoology Department	KD	EL9
Gramophone	GR	EL9
Cassettes	C	EL9

Canon of distinctiveness

In a scheme of classification the class number book number and collection number should be written quite distinct from one another. The components of call number can be separated in the ways.

When written in a horizontal straight line sufficient spaces let bet the class number and book number.

The collection number is written about the book number Eg. Under sized EL9.

When written in a vertical line the three component are written one below the other indifferent lines.

E.g. Undersized EL9 Text book collection EL9TB

Classification of composite book and comprehensive books

Classics - A classic is defined as a work expounding some specialized subject usually having several version translations, getting copied out etc.

Qualities

1. It should have elements of permanent value.
2. It should be started with the personality of the author.
3. It should be a seminal book cutting new ground.

Devices used

The method employed by CC is to fulfill the canon called classic device. It is able to achieve the following.

1. It brings together different editions of a classic in subject.
2. It brings together different editions of each of its commonly.
3. It brings together different editions of each sub commentaries.
4. It make its possible to form a group consisting of each classic and its commentaries.
5. It enables a group consisting of commentaries of groups.
6. It enables a group fo sub commentaries.

The classic device consisting the following after the class no representing the ultimate class to which the classic should other choice assigned.

1. The digit X
2. Author facet
3. Work facet

Facet formula

The facet formula of X[P1];[P2][P3][P4] PI - Author of the classic P2 - Classical work to be determined by alphabetical device. P3 - Commentaries facet P4 - Sub commantry facet

Canon of local variation

"The notational systems of a scheme of classic should provide various inform due to social interest. It aims to sequence the priority in sequence of document of favoured subjects and to shorten class number"

Eg:- Mother country and favoured country

The use of digit too far mother country and Three for favoured country.

Favoured Language

CC has provided hyper mark insolated has a class number Favoured philosophical system

Eg

6 favoured sys I

7 favoured sys II

Favoured host class

This is requested by the original class number by hypen '-'

Eg. Harvest in Rice

131 : 7

131 : 7

Composite Book

A composite Book includes with in the same to coverage pages to more documents usually. These documents are written by different authors. Class doesn't provide a solution to design a problem. According to CC composite books are assigned by the call number to appropriate to the work. The class number of other constituents in the cross reference in the catalogue.

Partial comprehension

They are books, which corresponds the subject and deals with subdivisions of sub branches. According to CC it has eight sub branches. A scheme for classification provides class no for and overall comprehensive subject in the earlier order and its eight sub divisions in the text in lower order. So it takes help of the catalogue cross reference entry will show a reader with.

of the other book discuss the subject of other entries. A partially comprehensive book is a multi focal book, which deals with more specific subject.

Knowledge classification

Introduction

The term knowledge refer to the universe of ideas. The term knowledge and information are often used as synonyms of the ideas are communication by others. Ideas are transmitted into knowledge when they are preserved in graphics and other materials. In this sense knowledge is nothing but the thought content.

Characteristics of universe of knowledge

The characteristics knowledge of universeis given below.

1. Infinite universe

Knowledge has an endless growth. The infinite nature of universe of knowledge can be illustrated by the following example.

Biology

- ❖ General Biology
- ❖ Cellular biology
- ❖ Histology
- ❖ Cancer logy
- ❖ Micro biology
- ❖ Bacteriology etc.

2. Dynamic universe

In the past when population pressure and social pressure were there, there was no increase for organized development of knowledge. But at present vigorous research work have to be undertaken to meet the challenge of the time. This shows the knowledge is dynamic and there is over growing continuum.

Knowledge is dynamic changeable one and so it is continuum. It organized research in producing a continual cascade of new micro thoughts. This cascade makes the universe of knowledge a dynamic continuum.

3. Turbulant universe

The universe of knowledge is in the state of turbulent is being distributed by various old theories, principles etc. There are examined in the light of experimentation if they do ot contradict event in a present time no change of universe in the place exchange.

4. Multidimensionals

Knowledge is not grown only in a single direction. Dimension is a degree of manifoldness of a system. Fixed by the number of parameters and sufficient to distinguished any one of its entities from authors.

5. Multidirectional

The growth of knowledge occurs in many directions. Because of the inter disciplinary approach of a subject which may have interaction with many other subject.

Structure and development

The various kinds of structure of subjects are illustrated below.

Dichotomy

It mean division into two. It also refers to binary classification.

Eg. Living things

Plants Animals

Decatomy

Division includes ten

Eg. In DC main class divided in ten sections.

Polychotamy

It divides into many

Eg. In CC it provides more than the 1000 at any states (6 ed)

Proliferation

In present date interdisciplinary subjects produces many offspring.

Eg:- The basic subject statistics going with another subject economics to study two or more subject gives worth to new findings.

Conclusion

In the last few decades research can be planned and conducted more consciously. It has effects on the formation of new subject. The continous cascade has made the universe subject growing the continuum.

LESSON - 8

Modes of formation of subjects

Introduction

When ideas got organized or systematized in a form of a body of ideas a subject is found. H.E. Bliss studied the universe and found out that a particular period desired the formation of subject. However it is Dr.S.R. Ranganathan who studied the universe subjects systematically and explained the different modes of formation of subjects. The study of the modes of subject and the structure of subjects in the universe as well as the isolate ideas will save as a preliminary to the theory of freely faceted classification.

A variety of relations is possible between subjects are components of subject. The study of these relations will give a clear picture or structural subjects.

Types of relation

The varieties of relations between any two components of subjects can be reduced or formalized into a set of relations which will help to recognize the type of relation among any two components of a compound are complex subject.

Various modes

Dr. S.R. Ranganathan identified seven modes of formation of subjects.

- a. Fission
- a. Fusion
- ? Lamination
- ? Loose Assemblage
- ? Agglomeration
- a Cluster
- a Distillation

Fission

Fission means division of the whole into multiple codes. In this mode a basic subject is split into its subdivisions. This is also known as fragmentation.

Example :

Biology - Botany + Zoology.

Fission is of two types. They are

1. Dissection
2. Denudation

Dissection

The term dissection is used to denote fission. When we considered the array of divisions of an isolate of the basic subject resulting from fission, resulting classes are coordinate in nature.

LESSON - 8

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Example

Political science and economic, Physical chemistry-Inter sub phase relation

Type II

It denotes the relationship with the single subject. This relation is known Intra facet phase.

Example : Influence of infectious disease on metabolism.

Type III

In this type two or more isolates taken from one and the same array of order higher than in one and the same schedule are brought into mutual relation. This is known as intra array phase relation.

Example : Relation between UDC & CC.

Agglomeration

This is the process of adding together into larger masses without cohesion among the components. It may be made up of consecutive constituents.

Type I

Agglomeration of consecutive base subjects.

Example : Physical Science

Clustering

In this mode several specialized studies on a particular phenomenon or a entire or entire together into a fold of study. This is due to inter disciplinary research being remoted on society.

Example

Area study - Culture of India Generation person - Gandiji's thought Entire type study - Hydro Science.

Distillation

In this mode the pure discipline is evolved as a primary basic subjects from its appearances its action in diverse compound subjects going with either different basic subjects on one and the same basic subjects. It gives rise to primary basic subjects.

Example : Research methodology.

LESSON - 9

Postulates of Classification

Introduction

S.R. Ranganathan has used the postulational approach very effectively in library classification. These postulates provides an algorithm to facet analysis. We can only apply the postulates for their usefulness. The term true or false are not applicable to postulates. A set of postulates are used in the process of facet analysis.

Definition

A postulate is an assumed statement, which is a fact or an occurrence or a thing or event.

Types

Generally there are two postulates

Postulate of basic subject

Postulate of fundamental category.

Postulate of basic subject

The postulate is that every subject has a basic facet scheme. Every classification scheme organizes its design on the basis of the subject accepted by a group (i.e) every compound subject as a basic subject.

The basic subject is assumed to emerge due to specialization of knowledge.

Eg:- chemistry, biology, physics - Traditional main subject

Artificial intelligent - micro Biology, organic chemistry

Newly emerged subject by Specialization

Basic subject concept collects the documents on the chosen subjects and displaced them in a helpful order. The basic subjects may be explicit or implicit in subjects.

Explicit :- for example in the document.

section to library science. It is explicit that this subject is library science. Implicit:- It is designed for depth classification.

The title is oblique to express the basic subject.

Eg :

structure of protein

It is implicit this subject in chemistry.

Postulate of fundamental category

This postulate says that there are only five fundamental categories PMEST. This is strengthened by postulate of concreteness. After identifying the basic subject the analysis of basic isolate ideas has to become systematical, i.e. Every subject has different category of ideas. This leads SRR to give postulate of fundamental category.

Personality [P\

Personality isolates are the center / focus of any subject. All other isolates ([M] [T] [S] [T]) are related to the central focus.

Eg:- crocks in a agriculture

Animals in zoology : p-animals

[M] is commonly understood a material substance or commodity. It ranges from chemical elements or raw materials to finish product. According to SRR [M] isolates are properties of things [P] etc. Isolate such as intensity quality are [M] isolated. There are two groups of [M]

1. Matter material - [MM]

2. Matter property - [MP]

Eg:- 1. Stainless steel vessels for cooking - [MM] Density of solid - [MP]

[E]:-

The [E} category generally covers action of entities.

Eg:- Xeroxing Migration Harvesting

[S]:-

This category covers the Land areas. Eg:- National library in India

Textile industry in China

[T]:-

This category covers the periodicity such as millennium, century, year month etc. and also seasonal conditions caused by climate or weather such as dry, wet, show etc.

52

Eg:- Libraries in 1918

Day journey in Madras

Postulated for rounds for energy

[E] may manifest itself in one and the same subject more than once, (i.e) In more than one round, we shall represent than by the symbols (1E, 2E,)

Postulate of rounds for [P] of matter

Its possible for manifestation of personality and matter to occur after (i.e) again after (2E) and so on (i.e) in any round. The manifestation of personality before it will be called I round personality facet and will be denoted by the symbol I pause with 2P, 3P, so also with 151M, 2M

Postulate of level

Personality may manifest itself by one and the same round in a subject more than once it is known as levels. It will be denoted by the symbol p_1, p_2, \dots

Postulates for omission of connecting symbol

The connecting symbol need not insert the before if it is immediately follows base class. Just like that the connecting symbol need not inserted 2p, 3p, If these follows immediately after E, 2E,

Steps in classification (postulated in procedure)

Ranganathan has given successive steps in translating the subject from the natural language into classificatory language of ordinal numbers. They are

- Step - raw title.
- 0
- Step - Expressive title
- 1
- Step - Title in kernel terms
- 2
- Step - Analysed title
- 3
- Step - Transformed title
- 4
- Step - Title in standard terms
- 5
- Step - Title in focal numbers
- 6
- Step - Class number
- 7

Raw title

It is the title found on the title page.

Eg:- Management of Indian librarians.

Expressive title

The raw title is necessary for analyse and fill up all the category founds in it.

Eg:- Management in Indian library:

This title can be more clearly illustrated by taking the example raw title at first incurrence management is a composite term. It has been broken into various fundamental category. It will become under the energy.

Title in kernel term

In this step all the auxiliary terms are removed from the full. Analysed title It is the title derived from the kernel title by adding after each kernel term the symbol denoting the nature of the manifestation.

Transformed title

In this step the kernel terms of the analysed title rearranged in accordance with PMEST order.

Title in standard terms

It is the title derived from the transformed title by replacing each non-standard term by the standard terms used the schedule of classification.

Title in focal number

It is the most important steps in notational plane. It is derived from standard term by its focal number.

LESSON - 10

Fundamental Categories

Introduction

S.R. Ranganathan has introduced the concept of 'Fundamental Category'. It is a root concept to which a facet is related explicitly or implicitly. All characteristics which form the very basis of division of a subject, can be grouped under these root concepts or fundamental categories. Ranganathan postulates that there are only five such categories. They are Personality, Matter, Energy, Space and Time. In other words he has divided most of the subjects and main classes further, according to these five fundamental categories.

Five Categories

The category Personality is got by residue method. It is the core of the subject category energy represents any action or process or operation or property or problem. Eg. Act of running, teaching, walking etc. It also includes structure, function, malfunction diseases, environmental action etc.

next category is matter. This facet occurs in those few subjects where the material used can form the basis of further subdivision, Money for example is made of 'material' eg. Silver, gold, copper etc.

category space stands for a geographical area eg. India, USA, Tamil Nadu etc. It is easy to identify this facet in a subject.

The final category is Time. Anything that is happened in a particular time. Eg.

2001, 200B.C, winter, summer

Examples

"Value of gold currency in India in 1965"

Its main class is Economics 1965 is the Time

India represents geographical area and so it is the Space.

Another facet of the title is value which is a problem and hence a manifestation of the fundamental category energy yet another facet is Gold manifestation of the fundamental.

category matter. The remaining facet currency constitutes the fundamental category personality. To identify fundamental category the following symbols are used.

Fundamental category	Symbols used in schedules	Connecting symbols
Personality	(P)	, Comma
Matter	(M)	; Semicolon
Energy	(E)	: colon
Space	(S)	. Point
Time	(T)	' Inverted comma

Every fundamental category preceded by its connecting symbol. However when personality (P) comes immediately after a main class or [E] facet the connecting symbols (,) comma is used. It is not essential that a subject of a document may have all the five facets mentioned above. It may have one or more facets or even no facets.

Facet is a total sub-classes got by dividing a subject into subclasses on the basis of one aspect and characteristics. Each subdivision in a facet is called an Isolate Focus or IF or simply isolates of Focus.

Conclusion

The contribution of Ranganathan to the development of the general theory of classification is fundamental unique are unparallel. This concepts of facet analysis and fundamental categories have received wide acceptance.

LESSON - 11

Facet analysis

Introduction

The division of knowledge proceeds in successive steps. At the I state, the knowledge is divided into main class. The II stage, in each main classes different facets are found out. The III stage, involve recognition and relating each facts. The II and II stage, which involve the process of identifying the facets is called facet analysis.

Definition

Facet analysis is a general process by which the possible facets of characteristics, which can be form the basic classes of a subject and the exact measure in each facet of the subject is determined. "It is an analysis of subject into all of its facets in a most helpful sequence according to a postulates and principles formulated facet sequence.

Facet

Facet is a totality of ideas of a main class each one of which can itself attached to a specific facet class and it has enumerated together in a schedule as possible manifestation.

Focus

Focus is a generic term to denote an isolate idea. For example, Language is a facet and English is a focus.

Steps in analysis

The study of facet analysis involves the following three steps.

1. No of facets
2. Sequencing the facets
3. Principle of inversion

1. Number of facets

Dr. S.R.R. has formulated only five basic facets called fundamental categories. They are category. These categories are arranging in the order of facet formula, which is given in the main class.

2. Sequencing the facets

After analysis of the subjects into their facets and their order of synthesis should be established to help document storage and retrieval. To select the partial sequence the following principles and sequences are used.

Postulates of rounds and levels.

Postulates of concreteness.

Cow-calf principle

Whole organ principle

Act-action actor and tool principle.

Postulate of concreteness

The five fundamental categories are arranged according to the decreasing concreteness as PMEST.

Postulates of rounds and levels

Refer postulational approach. It denoted the manifestation of each and every facet or FC of main class.

Cow-calf principle

There are two facets in a specific subject and if the nature of two facets should not be separated they do not put together in the same round. Even as a cow and calf are not mutually separated, so it is called cow-calf principle.

Wall picture principle

Two facets A and B of all subject are such that the concepts behind the operating. Unless the concept A is not found even a moral picture is not possible to draw among them.

Whole organ principle

If in a subject facet B is an organ of A, A should proceed B.

Act and Action-Actor tool

If in a subject facet C denote action on facet B, which in act and by facet D actor with facet E as the tool and facet and is the community of the action. The five facets should be arranged in the sequence of a B C D E.

Principle of inversion

The shelf arrangement rendered that the collection of classified document should be in the order of using confidence. That is general to specific.

Main class + time

Main class + space + time

Main class + energy + space + time

Main class + matter + energy + space + time

Main class + personality + matter + energy + space + time

Conclusion

Facet analysis is a method of analysis and synthesis term using this method. Ideas are collected and used and arranged in a prepared sequence.

LESSON - 12**Phase Analysis And Phase Relation****Introduction**

One of notable feature of universe of knowledge is inter disciplinary subject. SRR identified the formation these two subjects and called the complex subjects. In which two subjects are inter related. This concept is known as phase relation. A phase may be defined as a component in the assembly.

Definition

The interaction of two different subjects is called phase relation and the analysis of the specific subjects into various (stages) phases is called phase analysis.

Levels of phase relation

SRR recognized three levels or kinds of phase relation.

1. Inter subject phase Relation
2. Intra facet Phase relation

1. Intra array phase

Relation Inter subject phase relations

The relation is between two subjects. The two subjects may be basic or compound subjects.

Intra facet phase relation

The relation is between two isolates of the same facet producing complex isolates. Intra

array phase relation

The relation is between two isolates of one and the same array of a facet of a subject.

Types of phase relation

Under each levels of relation SRR recognized 5 types of phase relation.

1. General
2. Bias
3. Difference
4. Comparison
5. Influence

Level Type	Inter Subject	Intra facet	Intra array
General	a	I	t
Bias	b	l	u
Difference	c	m	V
Comparison	d	n	w
Influence	g	r	y

Eg:- History and Geography - general V oa

U History for Geograph - Bias U ob V

General relation

The relation is between two general main classes. The sequence of main classes is decided on the bases of their occurrence in the classification Scheme.

Eg. Geography and History - U or

Bias relation

Here the exposition of the I phase is biased towards the II phase. Eg. Geography for History - U ob V

Comparison

There comparison is made between the phase. The class which occurs first in the schedule of main classes is treated on the I phase and the V phase is called comparison.

Eg:- Comparison of History and Geography V oc U

Difference

The difference between two main classes, is shown in the relation. The subject occurs I in the schedule of main class of II is treated the phase and the II phase is called difference.

Eg:- Difference between history and Geography V od U

Influence

Here one subject is influenced by another subject. The subject which is influenced is treated at the I phase and the subject which is influenced as the ii phase.

Eg:- Influence of history on Geography V og U

The II phase

In addition to the 5 types there is one another relation is called subject device. It is proceeded by the colon symbol.

Conclusion

As the advancement of every field of study new subjects are emerged in phase analysis is one of the method which is used to analyse complex subjects.

LESSON - 13

Systems and Specials

Introduction

Colon classification is the first scheme to develop the concept of Systems and Specials. Further, it has evolved certain notational techniques to look after the concept of Systems and Special in a helpful way.

System

Definition

System may be defined as "exposition of a basic subject in accordance with a specific school of thought. In the Universe of subjects any subject may be exposed on the basis of theories, principles, tests, etc.

Concept

The basic concept of system is that with the gradual passage of time the subjects are studied or developed through different laws and principles leading or different schools of thought. It can be explained by taking an example from the main class L Medicine. The subject Medicine refers to the identification, care and treatment of disease. The different systems of Medicine like Ayurveda, Homeopathy and Allopathy have different methods of diagnosing the diseases. Their treatments are also different. But the basic objectives of all the systems of medicine is the same i.e., Cure of disease. Similarly, there are systems in other main classes like Education, Economics, Philosophy, Psychology etc.

Shifting of Systems

'Shifting' means analytical arrangement. Shifting of Systems would mean the analytical arrangement of various systems in any scheme of library classification. In order to avoid confusion in the placement of systems, the following rules are observed.

The system level should proceed all other levels of the personality facet:
special level should follow the system level but it should precede the rest of the levels of personality facet and the system, special and personality isolates appear in a class number, a comma each should be used to connect special and personality isolates. If only special and personality isolates appear, a comma should not be used before special isolate but it should be used before the personality isolates. If only personality isolate occurs, comma need not be used.

In the case of favoured system, the focus in the system facet should be omitted. To satisfy the law of parsimony, the complicating facet is omitted in the class number.

of the favoured system. For instance AOOLPATHY MEDICINE GETS THE CLASS NUMBER

1.

EXAMPLES

L medicine

L9F Female medicine

LqF:3 Obsterics

LB Ayurveda

LB :c:6 Treatment according to Ayurveda

LB, 27 219:415:6 Ayurvedic cure for appendicitis

LC, 9F:4 Gynaecology according to Siddha system

Favoured System

In Library classification any one of the systems taken as a basic class on the basis of literary warrant that is to say, a system in which the majority of books are expounded, forms the 'Favoured Systems'. For example Medicine, there are several systems like Allopathy, Homeopathy, Unani, Siddha, Ayurveda etc.

As a result, the books on Allopathy will get precedence over the books belonging to other systems of Medicine such as Ayurveda, Siddha, Unani, Homeopathy, Naturopathy etc.

Notation for Systems

Systems of a basic class are distinguished from one another by the chronological device. The chronological number is added to the basic class number. It is difficult in some cases, to get the exact year and even historical research into this problem may not be able to assert a particular year. But systems are not invented every year or even a decade and therefore, it is sufficient if the approximate century is represented in the class number.

SPECIAL

The word 'Special' has been defined as "Exposition of a basic subject restricted to some limited range of any of its facets, helpfulness to readers demanding all such expositions to be kept together".

For example, in Medicine, there are specialized medicine for different age groups like child medicine, female medicine, old age medicine etc.

Notation for Specials

In colon classification, the specials are represented by the empty digit 9 augmented by number got by the Enumeration Device formed the third zone. These are represented with the

help of the digits 9 A to 9Z. In other words specials form the penultimate sector of zone

3. The place value of specials in notation is after the systems but before PMEST.

In the subject 'Medicine'. Specials have been developed for various groups like child medicine, female medicine, old age medicine, industrial medicine, war medicine etc. Notation for these specials are enumerated some times with the help of alphabetical device if the terms denoting the specials full under international usage, or with the help of chronological device if the year or origin of the specials are ascertainable.

EXAMPLES

L9A	Specials
L9B	Embrgo
L9C	Child
L9D	Adolescent
L9E	Old age
L9F	Female
L9H	Tropical
L9T	Aviation
L9V	War
L9X	Industrial

Specials are also observed in the subject like Physics, Chemistry, Biology, Agriculture and Economics.

Rules for Specials

The following rules are to be adopted for constructing class numbers for the specials.

Special Facets should succeed System Facet bu precede all the other Facets (PMEST).

The focus in the special focus should be got by enumeration. Its number being with the digit 'g' followed by a Roman Capital.

3. It is a subject calls for the system and special together, then the special number should follow system number.

Examplex

L9E:4	Disease of the aged
L9E:4:6	Treatment of diseases of the aged
L9,9D:4:6	Ayurvedic treatment of diseases of the aged

L9, 9D, 76:411:6 Ayurvedic treatment of paralysis of the aged

Conclusion

Systems and Specials are separately named as Amplified Basic Classes. In CC6, they are provided either of one alone or together under some main classes like Physics, Chemistry, Biology, Agriculture.

LESSON - 14

Notations

Introduction

A notation is an ordered symbol and series represent terms. In a library classification scheme the terms are ordered into classes and their subdivision. The symbols comprising a notation therefore stand in the place of classes and this subdivision to mechanises the process of string replace it. Notation in library classification is an artificial language in which the subjects of the document is translated.

Definition

According to Richardson it may be defined as "a shorthand sign or symbol used in almost all discipline to represents terms of phases".

According to Harrods librarian "it may be defined as the ordered series of symbols that stands for the order series of terms in the classified schedule.

Need for Notation

It is used the mechanical arrangement.

It can be achieved by a standard classification system

It is used to arrange the universe of subjects in a helpful sequence.

Reasons for handling notations

The adoption of national language in libraries is not at all decides for the following reasons :-

- a. It leads to unhelpful sequence.
- b. The names of subjects are unstable.

- c. The names of subjects are not unique due to synonyms and homonymous.
- d. The names of subjects are different in different languages.

Functions

It is used to mechanically maintain the sequence of subject by giving each term a symbol processing and agreed ordinal value.

It makes possible the alphabetical subjects arrangement.

It allows mechanical reference.

Notations to the mnemonic quality assist the librarian to remember the sequence of documents.

It makes possible economic status.

It greatly increase the range of specifically possible.

It should assist the guiding of library.

It may be used for arranging issue cards.

It should reflect the subordination and co-ordination of the subject symbolized.

Qualification**Simplicity**

Notation should be as symbol of possibility pronounce ability. Is an important thing.

For Eg. DDC notation is easy to read.

Another important quality as it aids the library staff in recording the number at various places and the used to remember it.

Flexibility - Hospitality

It is an most important quality of not this is necessitated by an ever expected knowledge. Both DC and UDC use decimal notation, which can admit any idea. The CC provides notation to increase hospitality.

Expressiveness

It helps the users to find his way up in a systematic order in the structure of scheme. It is expressed by an addition digit.

Synthesis

It has been suggested that a notation should possess a synthesis, which is meant a notation by taking components of the notation from different parts of the scheme. It is most pronounced facet scheme.

Types of notation

There are 2 types of notation. They are pure and mixed notations.

Pure notation

A notational system in which two classes do not contain more than one species as digits. Eg. 341.15 (DC)

Mixed notation

A notational system in which a class number has two or more species of digits is called a mixed notational system.

Eg : - CC

LESSON - 15

Zone Analysis And Sector Analysis

Zone Analysis Introduction

S.S.R. firstly did not approach the problem from the idea plane. While he has designing the CC first he was giving provision for all different types of classes in an array in the notation. In CC there are two kinds of isolates known as common isolate and special isolate.

Definition

Zone analysis is an important concept of Dr. S.R.R. to give a greater notational hospitality in different orders of arrays. It deals with the identification of all possible number of ideas in the structure of knowledge and the relevant notational zones, which could help to denote the item.

Zone analysis in various work

When S.R.R. dealing with the notational hospitality he recognize four destructs zones in notation that could be made an idea existing to the structure of knowledge.

Idea plane

The concept of zone analysis is based on the idea. There are four types of ideas. In every order of array these four types are found to present in the universe of knowledge. They are common isolate and special isolates.

Each major group of ideas is further divided on the bases of whether those ideas are enumerated or divided.

Notational plane

Now we have four types of ideas.

1. Enumerated in Common Isolate (ECI)

Eg : *Generalia*

2. Enumerated Special Isolate (ESI)

Eg : *Library science*

3. Devised Common Isolates (DCI)

Eg. *M*

4. Devised Special Isolates (DSI)

Eg : *Astronomy, algebra*

Zone analysis in the notational plane

In the notational plane it would be convenient to refer or denote each zone of the idea in an array by means or one distinct species of digits.

EG :- A - Natural / science

A - C.I

Dr SRR make use of the following favouring digits.

Roman smalls - a - z

Indo. Arabic numerals - 1 - 9

Roman capitals - A - Z

All the three species in packet notations.

i.e. In circular bracket

Eg. Either A, B, C

These symbols are ordinal found taken be co-ordinate and referenced as decimal symbols. These are four zones of notational symbols.

Zone I of the idea plane-notational plane

It deals with the recognize of general class. It is denoted by the Roman small z. The rule is the digit z is the anteriorising.

Thus a general encyclopedia is denoted by EG:- K -
encyclopedia K - General Zone 2:- of the idea plane - notational

These man class as which are recently recognized and cannot be visited along the side of traditional main classes are covered in the zone. They are enumerated special isolates. They are denoted by into Arabic numerals.

Eg:- Universe of knowledge - 1

Library science - 2

Zone 3 of the idea plane - notational plane

The traditional main classes which are denoted by Roman capitals are covered in 3rd zone.

Eg:- Natural science - A

Chemistry - E

Zone 4 of the idea plane - notational plane

All the newly methods are evolved either from common isolate ideas or from traditional. The ordinal value of the digits of the 4.5 zone has to be posterior position to the Roman capital letter us shown belows.

Eg:- X - Economic

*(:g) - criticism

Y - Sociology

(P) - conference techniques

Z - Law

Zones/ Planes	Zone 1	Zone 2	Zone 3	Zone 4
Iead Plane	ECI	ESI	DCI	DSI
Notational	Roman Small	Indo -Arabic Capital	Roman small in circular bracket	All species of digits

So the matching of the four zone of the idea plane to the notational plane is explained by the above set table. The universe of knowledge may bring the infinite no of classes in every zone of the idea plane can be matched with help of one digit species. The concept of zone analysis stress the need for a mixed notation in a scheme of notation.

Sector analysis

Introduction

At any time as no of coordinate classes based on one characteristic in an array may be longer than a number of digits.

In such cases we can assign the notation based on factor device.

Meaning or definition

It is a device used for increasing the capacity in an array with the end of empty digit. (It is digit with no systematic value but have ordinal value) Eg: Z - and z

Sector analysis

In sector analysis a last digit is a species. For Eg. Z in small and Roman; 9 in Indo-arabic numerals (LI 1 2); Z in Roman letter z is systematically empty but it is allow written value. In the notational plane, this device brings infinite hospitality in array.

Through the sector device gives infinite hospitality in an array to denote any but we have to add 9 after every eight classes.

Eg 1, 2, 3, 8

Thus the notational plane has heavy in sector device.

Conclusion

Today so many new classes are emerged continuously.

The idea plane should able to identify such new classes and notational plane should be in position to denote such newly identify new classes. In order to increase hospitality in an array chain zone analysis and sector are used.

LESSON - 16

Common isolates in and standard subdivisions in CC and DDC

Introduction

Classification aims at division of the universe of knowledge into isolate ideas. Among these isolates some are specially related to one or more name subjects and some are common to all main classes. Ranganathan define common isolate as "an isolate idea denoted by the same isolate term and represented by the same number" For example encyclopedia is a common isolate applicable to all main classes by the symbol K in CC and 03 in DC.

Example

Encyclopedia of Physics
Encyclopedia of Science.

Common Isolate in DC

- 01 Philosophy of theory
- 02 Miscellanies
- 03 Dictionaries, Encyclopedia, Concordances
- 04 Special topics of general applicability
- 05 Serial publications
- 06 Organization and management
- 07 Study and teaching
- 08 History and description of the subject among groups of persons.
- 09 Historical and geographical treatment

Table 1 - standard subdivisions

The common isolates are undergoing many changes in DC. They were called by different names in different editions like form divisions, common isolates and standard subdivisions. At present they were called as standard subdivisions. They are listed in table I on DC in 19th edition.

It may be noted that the standard subdivision numbers should not be used alone. And it will always attached with some core numbers of some subjects. When attached to the core number, the dash should be omitted.

Example : Encyclopedia of mineralogy is denoted by 549.03 543-
Mineralogy 03 - Encyclopedia

When the SS no '-03' is attached to the core number: 549 the '-' is omitted.

Space and time isolates in DC

Space isolate form an important of many document while classifying such document by appropriate notation.

Example :- Indian Politics

Economical condition in India

In the above examples India is space isolate. For space isolate in almost classification scheme they provide a schedule. In DDC table 2 of vol-I isolated for space isolate.

Table-2 - Areas:-

- 01 - Area, regions, places in general
- 02 - Persons regardless of area, region and place
- 03 - Ancient world
- 04 - Europe
- 05 - Asia

- 06 - Africa
- 7 - North America
- 08 - South America
- 09 - Other parts of the world.

Time isolate

In DC Time isolate is limited which compared to CC. The Time isolates are in the form of historical periods given as part of table - 1. The broad divisions of historical documents are

- 0901 (499 AD)
- 0902 (500-1499)
- 0903 modern period 1500
- 0904 20th century 1900-1999
- 0905 21st century 2000-2099

Common isolates in CC

In CC common isolate falls under the following three categories.

Common Isolates deals with the physical form of the of the document. For example : The ideas smaller are common feature. These are shown in the collection number. Language of exposition is the other category. These are common feature external to the content of the document. Common Isolates deals with structural pattern of the knowledge. Such as bibliographic. Biographies, criticism etc.

The first two categories form the subject matter in the study of the collection number and the book number. The third one brings hospitality in the array of classificaiton.

Types of Common isolate

In CC there are two types of common isolate. They are

- Anteriorising Common Isolate
- Posteriorising Common Isolate

Anteriorising Common Isolate is again divided into three types and poztteriorising common isolate into two types.

Applicable Before [S]

Applicable after [S]

Applicable Energy after [T] Isolate

Personality

Isolate**Anteriorising Common Isoalte**

The word Anteriorising is taken to mean before host class, (i.e) In the field of knowledge there are certain knowledge which are associated in the class will be sought for preliminary per usual before the documents on the class are consulted. Documents in the category such as bibliography and Biography are considered as approach materials to the subject code. Secondly with an ACI the subject doesn't decrease in extension.

Anteriorising Common Isolate has three types.

1. Applicable before space

Example

History of Physics

(History - Common isolate)

(Physics - Basic class or main class)

History of Economics

(History - Common Isolate)

(economics - Main class)

Anteriorising common isolates after space

Example

Statistics of Indian University education T4.44S

T4-University education

44-India

S - Statistics

Anteriorising common Isolates after time facet - Example

Indian University commission report - 1974

(T4.44NOO) T4.44N74r

T4

University commission

44 * India

N74 - 1974

R - Report

There are two peculiarities in the use of symbols in ACI. First they require a connecting symbol. Some of the ACI have their own of Journal (m) have their own of individual sing facet.

Example :

Indian Journal of mathematics started in 1922.

Posteriorising Common Isolate

These common isolates are link to the main class by means of connecting symbol as to sequence posterior placed. There are two types.

1. Personality Posteriorising Common Isolate

Example :j! Library profession

2. Energy Posteriorising Common Isolate

Example V Shakespeare criticism V;(01111J64:g), 0111J64:g

0 - literature

10 - English literature

eg. criticism J64

year of Shakespeare born

Conclusion

Common isolates are present in all schemes of library classification. In CC it is listed under separate common isolates heading and in the case of DC two tables are allotted, they are standard subdivision and areas. In UDC it is represent by an auxiliaries. But all are doing the same function.

Register No: -----

Code No: 4346

Sub. Code : DBDIC

**B.L.I.S.C. DEGREE EXAMINATION
APRIL 2010
LIBRARY AND INFORMATION SCIENCE**

**Paper - III
INFORMATION PROCESSING - I
(Classification Theory)**

(For those who joined in July 1999 onwards)

Time : 3 Hours

Max Marks : 75

**Answer any FIVE questions
All questions carry EQUAL marks
(5*15 = 75 Marks)**

1. Discuss the various functions of Library Classification
2. Explain the salient features of CC.
3. Enumerate the various types of principles of helpful sequences with examples.
4. Explain the different modes of formation of subjects with suitable examples.
5. Explain the Five Fundamental Categories colon classification.
6. Define Notation : Evaluate the qualities and functions of a good Notation.
7. Explain in detail the features of zone analysis.
8. What are Common Isolates? Discuss their types and applications in Library Classification.

9. Write short notes on any THREE of the following:

UDC

Systems and Specials

Canons for Terminology

Standard Subdivisions

Basic subjects