

SECTION 7.1

Dewey Call Numbers for Nonfiction Items

Overview

The Bibliographic (Bib.) Unit assigns Dewey call numbers for nonfiction materials using the most current revision of the unabridged Dewey Decimal Classification (DDC). The current version is DDC Edition 23 published in 2011 (previous edition was published in 2003). Classification is a system for organizing information to help people find materials. The Supervising Cataloger acts as a resource for cataloging questions, including classification questions about Dewey call numbers.

Cataloging staff put local Dewey call numbers in the 099 Local Free-Text Call Number field in bibliographic records in the catalog. The call number selected depends on *local* call number practices described later.

Example of a Dewey call number:

099 530.092 E357

In this example, there is a Dewey call number for a biography of Albert Einstein. The 530 is for physics, the 092 is the subdivision for persons, and the E357 is the “cutter” for Einstein. The cutter is made up of the first initial of the person’s last name plus the numbers for Einstein from the “Cutter-Sanborn Three-Figure Author Table.” To save time, we use the OCLC Dewey Cutter Program set for the “Cutter Sanborn Four-Figure Table” and cut off any numbers after the third digit.

Finding and Assigning Dewey Call Numbers

If the Bibliographic Unit has not assigned a Dewey call number in the 099 field, cataloging staff can do one of the following:

1. Send the item to the Supervising Cataloger to assign a call number.
2. Check for call numbers using the lists of cataloged items from the Bib. Unit, or cataloging staff can periodically check the catalog to see if the 099 field has been added.
3. Use the Dewey call number from the Library of Congress CIP (cataloging in publication) data usually found on the verso of the title page, assuming it is a DDC 23 call number.

Example of Dewey call number listed in CIP data:

299'.93—dc23

The –dc23 tells you the call number was assigned using Edition 23 of DDC. Before using a Dewey call number, make sure it’s a valid DDC 23 call number and that it conforms to local practices.

4. Use the Dewey call number found in the 082 Dewey Decimal Call Number field or the 092 Locally Assigned Dewey Call Number field. Before using a Dewey call number, make sure it’s a valid DDC 23 call number and that it conforms to local practices.

Examples of Dewey Call Number Fields:

082 00 530/.092|223

092 0 530/.092|223

Note: The first indicator of 0 indicates the full (unabridged) edition was used. The number in the |2 subfield tells you the edition of DDC, so |223 means the call number was assigned using Edition 23 of DDC.

Appendix B, continued

Finding and Assigning Dewey Call Numbers, continued

5. Search another library catalog (that uses Dewey call numbers) using the Z39.50 search or go directly to a library catalog through the Internet to see what Dewey number their staff assigned the same item. Before using a Dewey call number, make sure it's a valid DDC 23 call number and that it conforms to local practices.
6. Trained staff can assign Dewey call numbers using DDC 23 based on the primary subject of the material (usually listed as the first subject heading in a bibliographic record unless the local system sorts subjects in numerical tag order). For bibliographic records that lack any call number, the normal practice is to determine the main subject of the item, do a subject search for it in the local catalog, limiting the search to items published after 2010. Look through the records to see what call numbers were used, preferring call numbers found in Library of Congress records (identified by 040 field with DLC listed first). If more than one call number is used, do a call number search for each call number (prefer to limit by items published after 2010) and use the call number used more often in the Black Gold system. (Searching the Black Gold system to see which call number is used is called "checking the shelflist.") Again, DDC 23 call numbers and local practices take priority in choosing which call number to use.
7. Use a resource like OCLC's Classify found at <http://classify.oclc.org/classify2/> that allows you to search for a bibliographic record and shows the Dewey call number(s) used for it; the number of libraries that use each call number; the call number for the most recent version of *Dewey Decimal Classification*, etc.

There are several concepts, including number building, use of tables, etc. that need to be understood before assigning call numbers. DDC 23 provides a detailed introduction about assigning call numbers and/or other sources of training can be used.

Local Call Number Practices: General Guidelines

A. Assigning the Classification Number

Cataloging staff assign Dewey call numbers that are carried out to 5 digits past the decimal.

The Library of Congress divides Dewey class numbers into as many as three segments for those libraries who want shorter Dewey numbers. Segmentation can be shown with a prime mark (´) or a slash mark (/) to show the end of an abridged number or the beginning of a standard subdivision. The prime mark shows logical places to shorten a long class number. Dewey call numbers should never end in 0 and do not go beyond the 5th position to the right of the decimal per local policy.

Example 1 of Dewey Call Number with Segmentation:

082 04 362.1/96994/0092|223 is used for a biography about a person with cancer
362.1 is used for physical illness
96994 is used for patients with cancer
0092 is used for persons (biography)
Black Gold would use: 099 362.19699

Example 2 of Dewey Call Number with Segmentation:

092 0 658.3/822/025 |223 is used for a directory of substance abuse programs
658.3822 is used for substance abuse programs
025 stands for a directory of persons and organizations
Black Gold would use: 099 658.3822

Appendix B, continued

Local Call Number Practices: General Guidelines, continued

B. Cuttering

The following types of materials are cuttered:

- Biographies for individual people or one group
- Biographies for 2 individual people who share the same last name and both their full names produce the same cutter; e.g., “Obama, Barack” and “Obama, Michelle” both produce a cutter of O121
- Family histories; e.g., “Smith family” or “Windsor, House of”
- Musical groups with distinctive names; e.g., “Beatles”
- Shakespeare criticism, cuttered for the author/editor
- Works of criticism (authors, artists, photographers, etc.) cuttered for the subject

The following types of materials are not cuttered:

- Biographies about 2 or more people whose last names produce different cutters
- Biographies of animals (do cutter for animal/pet owner if work also about them)

Clues that a work is biographical:

- 008 fixed field Biography (position 34) is coded a, b, c, or d
- Contains 600 personal name or 610 corporate name subject fields for people or groups
- 6XX subject fields contain standard subdivisions like “|vBiography”, “|vAnecdotes”, or “Diaries”.
- Work itself or descriptions in bibliographic record title (e.g., “memoirs”), notes, or summary indicate biographical information.

Local Call Number Practices: Specific Categories of Material

The choice of call numbers used in item records is a local decision. Cataloging and other staff can request call number reclassifications to correct a wrong call number or to place the material in a Dewey number where patrons can more easily find the material.

A. **Automobile Repair**

All automobile repair materials are classed in 629.287.

B. **Children’s Materials: Fiction vs. Nonfiction**

Some children’s materials like picture books cover nonfiction subjects, but reference librarians may prefer it be classed as Fiction.

C. **Fairy Tales and Folklore**

Cataloging staff often assign Dewey call numbers for folklore rather than classing it as Fiction. Comprehensive works on fairy tales and interdisciplinary works on mythology are now classed in 398.2. Call numbers for folktales from specific countries are carried out to show the country/language when appropriate. 398.2 is used for Hans Christian Andersen materials at the request of the Children’s Committee.

D. **Job-Hunting/Resume Materials**

Materials about job-hunting are normally classed in 650.14 (the number for success in obtaining jobs and promotions). Resume books are classed in 650.14 as well although some have been classed in 808.06665 (the number for professional/technical writing for management).

Appendix B, continued

Local Call Number Practices, continued:

E. Literature

Literature includes drama, poetry, fiction, essays, speeches, letters, and miscellaneous writings and may all be given a Dewey call number. Separate works of fiction like novels are generally classed as Fiction in the Black Gold system. Beginning in October, 2010, collections of fiction without criticism (short stories, novels) by more than one author are generally classed as Fiction with title main entry. Works about writing literature or works of literature that include literary criticism and/or commentary are usually assigned a Dewey call number. William Shakespeare works are always classed in 822.33; works of literary criticism about Shakespeare are also cuttered for author/editor.

F. Signed English

Juvenile literature in signed English is classed in 419.

G. Test Books

Materials that help people prepare for college-level exams like the SAT are classed in 378.1662. Materials that help people prepare for exams for secondary education like the GED are classed in 373.1262. Materials that help people prepare for exams for a specific subject are classed in the subject-specific call number with a 076 subdivision added.

H. Travel

Travel books usually have subject heading subdivisions that include “|xDescription and travel” or “|vGuidebooks”. Call numbers for travel books are usually built with 91 plus the Table 2 subdivision for the specific geographic area and then end with a 04 subdivision (if it does not violate the limit to 5 digits past the decimal point). A call number for a travel book never extends beyond the 04 subdivision in the Black Gold System.

Example of Travel Book Call Number:

092 0 914.4/361048|223 is the call number for a Paris guide book.

Black Gold would use: 099 914.4361

Local Dewey Call Number Practices by Jurisdiction

Lompoc: As of March 2013, Lompoc will no longer use Dewey call numbers and cutters for biographies. Lompoc will shelve biographies alphabetically by surname instead for all the libraries in the Lompoc jurisdiction.

San Luis Obispo:

San Luis Obispo does not use cutters for videorecordings.

Blanchard/Santa Paula:

Blanchard/Santa Paula does not assign Dewey call numbers for any audiovisual materials.

Some Resources on Dewey Classification

Contact the Supervising Cataloger for assistance or try these sources for more information on Dewey classification:

- Chan, Lois Mai, and Joan S. Mitchell. 2004. 3rd ed. *DDC :Principles and Application*. Albany, NY : Forest Press. p. ISBN 0910608725.
- Cutter, C.A. *Cutter-Sanborn Three-Figure Author Table*. 1969. Swanson-Swift revision. Chicopee, Mass. : H.R. Hunting Co.
- Dewey, Melvil. 2003. *Dewey Decimal Classification and Relative Index*. Ed. 22. Dublin, OH : OCLC. ISBN 0910608709 (4-v. unabridged set).
- Mortimer, Mary. 2000. *Learn Dewey Decimal Classification (Edition 21)*. Lanham, Md. : Scarecrow Press. 145 p. ISBN 0810836947.

- OCLC. *Dewey Decimal Classification*. 2002. <http://www.oclc.org/dewey/>
- OCLC. *Dewey Training Courses*. [free online training materials]
<http://www.oclc.org/dewey/resources/teachingsite/courses/default.htm>

Appendix B, continued

Some Resources on Dewey Classification : continued

- OCLC. *Dewey Decimal Classification System*. 2004.
http://www.oclc.org/dewey/about/about_the_ddc.htm
- OCLC. *Make Your Research on Dewey Easier with Bibliographies of Recent Works*.
<http://www.oclc.org/dewey/resources/bibliography/default.htm>
- *People, Places & Things: a List of Popular Library of Congress Subject Headings with Dewey Numbers*. 2001. Albany, NY : Forest Press/OCLC. 422 p. ISBN 0910608695. \$80.00. See www.oclc.org/fp/
- Scott, Mona L. 2005. *Dewey Decimal classification, 22nd edition : a study manual and number building guide*. Westport, Conn. : Libraries Unlimited.