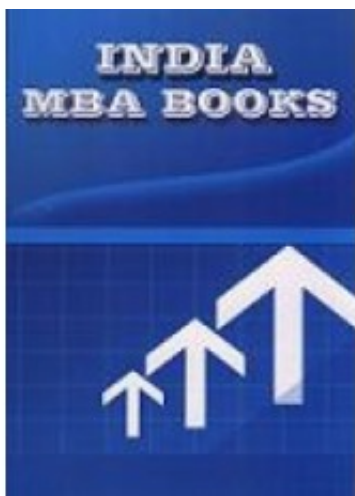


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Introduction, Definition, Need of Library Classification, Different Schemes of Classification

Chapter 2: Dewey decimal classification (DDC), 19th Edition

Introduction, Notation, Basic Plan of DDC

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Auxiliary Tables

Summaries

Vol-2 Schedules

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Sequence of numbers

Understand the schedules

Vol-3 Relative Index

Assignment of Class Numbers in the Book, Numbers in the Square-Brackets and Obsolete Entries

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Different Types of Notes

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Titles of document

Other sources of information for ascertaining specific subject of a document

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Steps in arriving at the class number

Classification by discipline

Defining Non-Subject Elements in the Class Number

Chapter 5: Synthesis of Class Numbers and Number Building Process

Introduction

Process of Number Building in DDC

Building numbers with the addition of standard subdivision

Number building with proper instructions

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Addition of a segment from the same division or section

Addition of Numbers from the Same Division with 0 (zero) as Facet Indicator

Collective Add-note Instruction

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Introduction, Need and Purpose, Relative nature of the Index, Scope of the Index

Organisation of the Index

Searching through key terms

Location of numbers in the Index

Abbreviations used in the Index for the classifiers

Entries from the Seven Tables, Cross-References used in the Index

Chapter 7: Common Isolates and Phase Relations

Introduction, Anteriorising Common Isolates (ACI), Posteriorising Common Isolates (PCI)

Chapter 8: Book Number & Collection Number

Introduction, Components of Book Number, Facet Formula for Book Number, Collection Number

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