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मानक

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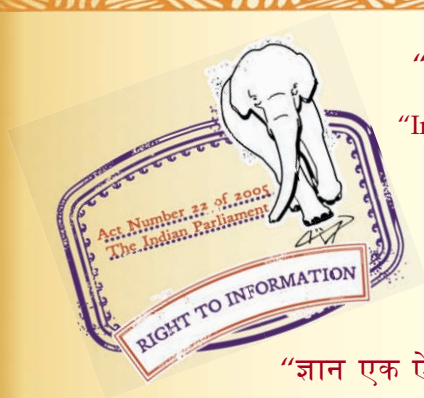
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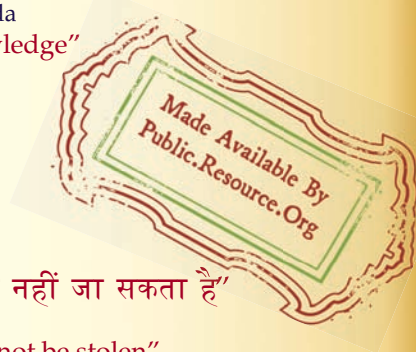
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“Invent a New India Using Knowledge”



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Bhartrhari—Nitiśatakam

“Knowledge is such a treasure which cannot be stolen”

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Indian Standard

GLOSSARY OF CLASSIFICATION TERMS

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Indian Standard

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Indian Standard

GLOSSARY OF CLASSIFICATION TERMS

0. FOREWORD

0.1 This Indian Standard was adopted by the Indian Standards Institution on 20 December 1963, after the draft finalized by the Documentation Sectional Committee had been approved by the Executive Committee.

0.2 During the last 100 years, a number of schemes of library classification has been designed in the world. In fact, a stage has now been reached when it is being increasingly felt necessary to examine the basic principles involved in the designing of such schemes. Once these basic principles are adequately thought out, properly standardized and tested in actual practice, it is expected that a stage would then be reached which would eventually lead to the adoption of one 'Single Universal System of Classification' at the international level, where this problem has been engaging the attention of the International Federation for Documentation (FID) for quite sometime. At the national level, the Documentation Sectional Committee has already widely circulated a draft standard on Principles for Designing a Scheme of Library Classification.

0.3 At its meeting held in Brussels on 16 September 1955, the General Assembly of FID adopted a resolution to the effect that necessary steps should be taken to prepare a glossary of classification terms. As a first step in this direction, it was recommended and agreed to in 1957 that each school of thought on the theory of classification should prepare the glossary of terms used by it, and finally these glossaries should be collated to arrive at a universal comprehensive glossary of all the classification terms.

0.4 Also with the large increase in literacy and the phenomenal expansion and increase in number of libraries in the country, there is a need, at the present time, to have an authoritative and comprehensive glossary for the guidance of technical staff engaged in such libraries in classification work. Further, there are now many schools of library science — more than a dozen at the university or professional level and an equal number at the semi-professional level. In minimizing aberrations in the process of teaching and communication, such a glossary will go a long way. All these considerations led the Documentation Sectional Committee to take up the preparation of this glossary of classification terms.

0.4.1 An Indian Standard on a similar subject, namely, Glossary of Cataloguing Terms (IS : 796-1959) has already been published.

0.5 This standard covering glossary of classification terms current in the Indian school of thought has been arrived at through three stages.

0.5.1 In the first stage not only the terms of the Indian school but also of all other schools of thought in English speaking countries were taken. Further, the definitions prevalent in the Indian school as well as those prevalent in the other schools of thought in English speaking countries were also included.

0.5.1.1 The definitions included in the first draft were taken from the ALA Glossary, and the works of: Henry Evelyn Bliss, Donker Duyvis, S. R. Ranganathan, W. C. Berwick Sayers, B. C. Vickery, and Frank S. Wanger, Jr.

0.5.1.2 The terms and definitions drawn from the sources mentioned in **0.5.1.1** were presented in parallel columns to facilitate a careful comparative study.

0.5.2 At the second stage, the draft included only those terms that were considered by the Sectional Committee as fit for retention. These included some alternate terms and some alternate definitions.

0.5.2.1 At the second stage, the result was presented with the recommended term and its definition followed by equivalent definitions, alternate definitions, and alternate terms with their definitions as given by the school of thought concerned.

0.5.3 At the third and final stage, the draft at second stage was carefully studied along with the suggestions received as a result of wide circulation.

0.5.3.1 It was decided that the final standard should give the terms and their meanings according to the Indian school of thought. Whenever warranted, however, alternate terms current in other schools of thought might also be given. In a few cases, an alternate term belonged to the earlier stages in the development of the Indian school of thought and by the time had become obsolete. In such cases, the word 'obsolete' has been entered against the term.

0.6 Taking into consideration the special nature of the subject and the convenience of readers, this glossary has been presented in a different style. There are 23 chapters numbered with Roman capitals and an alphabetical index is provided at the end. Each item in the glossary is given an entry number and this number, preceded by the capital letter denoting the chapter, is used as the index number in the alphabetical index. The numbering system followed in this glossary is different from the system recommended in IS : 12-1958 Guide for Drafting Indian Standards (*Revised*). The numbers of the sections have all been constructed in accordance with the principle of mnemonics (*see* K3 for definition) which pervades all through classification. This system automatically makes certain that relevant terms and their definitions will cohere together. It is hoped that the Glossary in this form would be more expressive to the members of the profession who would, therefore, be in a position to make a better use of the standard.

0.6.1 Against each entry number in the Glossary, the first paragraph gives the approved standard term and its definition. This is followed by terms alternate to the approved term, if any.

0.6.2 At the end of each paragraph, the source from which the term and the definition are taken is given within brackets. In the case of terms originated by the Sectional Committee itself, no source is indicated.

0.6.3 The abbreviations used for the sources cited are as given below:

ABBREVIATION	SOURCE
<i>Am doc</i>	WANGER (Frank S). Dictionary of documentation terms. (American Documentation 11, 1960, 102-119)
<i>Annals</i>	RANGANATHAN (S R). Library classification glossary (Annals of Library Science, 5; 1958, 76-112) RANGANATHAN (S R). Notational plane: Interpolation and extra-polation (Annals of Library Science, 10, 1963, 1-13)
<i>Bib</i>	BLISS (H E). Bibliographic classification 1-11, 1952
<i>CC</i>	RANGANATHAN (S R). Colon classification. <i>Ed</i> 6, 1959
<i>CCC</i>	RANGANATHAN (S R). Classified catalogue code. <i>Ed</i> 4, 1958
<i>COMM</i>	RANGANATHAN (S R). Classification and communication. 1951
<i>Ele</i>	RANGANATHAN (S R). Elements of library classification. <i>Ed</i> 3, 1961
<i>Faceted</i>	VICKERY (B C). Faceted classification. 1960
<i>Gloss</i>	ALA glossary of library terms. 1956
<i>Introd</i>	SAYERS (W C Berwick). Introduction to library classification. <i>Ed</i> 9, 1958
<i>Manual</i>	SAYERS (W C Berwick). Manual of classification. <i>Ed</i> 3, 1955
<i>Prol</i>	RANGANATHAN (S R). Prolegomena to library classification. <i>Ed</i> 2, 1957
<i>Rev</i>	RANGANATHAN (S R). The series on common isolates in the <i>Review of documentation</i> 23-25; 1956-57

1. SCOPE

1.1 This standard covers definitions of technical terms current in the field of library classification.

CHAPTER A

CLASSIFICATION IN GENERAL

NOTE — Most of the terms in this chapter were used for the first time in the first edition of *Prol* (1937). But the reference is given only to the sections in the second edition (1957).

0 UNIVERSE AND ENTITY

- 01 **Existent** — Undefined assumed term.
- 02 **Entity** — Any existent, concrete or conceptual — that is a thing or an idea. (*Prol*, s 120).
- 03 **Aggregate** — A collection of entities without any special arrangement of them. (*Prol*, s 120).
- 04 **Universe** — An aggregate under consideration in a context. (*Prol*, s 120).
- 041 **Finite Universe** — Universe with a finite number of entities. (*Ann*, 5, 1958, 76).
- 042 **Infinite Universe** — Universe with an infinite number of entities. (*Ann*, 5, 1958, 76)
- Example:* Universe of knowledge is an infinite universe. By its very nature all the entities of an infinite universe cannot be known at any time. New entities will continuously come to be known as and when they emerge.
- 05 **Attribute** — Any property or quality of an entity. (*Prol*, s 120).

Example: The following are some of the attributes of a book:

Subject-matter	Language
Form of expression, such as	Author
catechism, drama, prose,	Year of publication
narrative, pictures; etc	Binding

The following are some of the attributes of a system of philosophy:

- Number of ultimate principles assumed, such as monism, dualism and pluralism
- Attitude towards reality, such as idealism and realism
- Founder
- Country of origin

051 **Like Entities** — Entities sharing a given attribute equally in measure, intensity, extent, or on any other basis, the likeness being with reference to the said attribute. (*Prol*, s 1211).

052 **Unlike Entities** — Entities sharing a given attribute unequally in measure, intensity, extent, or on any other basis, the unlikeness being with reference to the said attribute. (*Prol*, s 1211).

Example: Basu's *Algebra* and Radhakrishna Ayyar's *Algebra* are alike with reference to subject-matter, but unlike with reference to author.

06 **Characteristic** — Attribute or complex of attribute with reference to which the likeness or unlikeness of entities can be determined and at least two of the entities of the universe are unlike. (*Prol*, s 1212).

Example: Height is a characteristic of the entities in a universe of men; but possession of a face is not.

07 **Natural Characteristic** — A quality or complex of qualities in the things classified, inherent and inseparable from the things and without which they could not be the things they are. [*Manual*, s 119(a)].

08 **Artificial Characteristic** — A quality which is possessed by a group of things in common, but is not a necessity of their being, for example, colour in man, or maleness, or height. [*Manual*, s 119(b)].

I DIVISION AND GROUP

11 **Division**

- 1) Process of sorting the entities of a universe into sub-aggregates on the basis of a preferred characteristic, putting like entities into the same sub-aggregate and the unlike entities into different sub-aggregates.
- 2) The result of division in the first sense, that is, a set of sub-aggregates formed by the division of the entities of universe. (*Prol*, s 1213).

Alternate Terms

Classification (First Sense, Permissive Use) — Division of universe into a multitude of groups. (*Comm*, s 113).

Specification — Definition by specific difference in characters. [*Bib*, p. 105, cat (7)].

12 **Division Characteristic** — Characteristic preferred as the
basis for the division of the entities of a universe. (*Prol*, s 1213).

13 **Group** — Any sub-aggregate of the entities formed by the
division of the entities of a universe. (*Prol*, s 1214).

14 **Unitary Group** — Group consisting of one and only one
entity. (*Prol*, s 1214).

15 **Multiple Group** — Group consisting of two or more entities.
(*Prol*, s 1214).

16 **Complete Division**

1) Process of continuing the division of the entities of a universe
on the basis of a sequence of characteristics, until no multiple
group is left. (*Prol*, s 1215).

2) Result in the complete division in the first sense.

2 ASSORTMENT AND CLASS

21 **Assortment**

1) Process of the division of the entities of a universe into
groups plus that of arranging the groups in a definite
sequence.

2) Results of the assortment of a universe in the first sense.
(*Prol*, s 122).

Alternate Term

Classification (Second Sense; Common Use) — Classifi-
cation in first sense and arrangement of the resulting groups
in a preferred sequence. (*Comm*, s 12).

22 **Assortment Characteristic** — Characteristic preferred as
the basis for the assortment of a universe. (*Prol*, s 12301).

221 **Ranking** — Arranging the groups formed by the division of
the entities of a universe, so as to arrive at an assortment of the
entities of the universe. (*Prol*, s 712).

Alternate Term

Arrangement — An enumeration of subjects according to
some specific purpose. (*Kaiser. Depth*, p. 28).

23 **Class** — Ranked group. (*Prol*, s 1221).

24 **Unitary Class** — Class containing one and only one entity.
(*Prol*, s 1221).

25 **Multiple Class** — Class containing two or more entities.
 (Prol, s 1221).

26 **Complete Assortment**

- 1) Process of continuing the assortment of the entities of a universe on the basis of a sequence of characteristics, until no multiple class is left.
- 2) Result of complete assortment in the first sense. (Prol, s 1223).

261 **Individualization** — Separation of an entity in a universe into a unitary class by the process of assortment. (Prol, s 12231).

27 **Scheme of Assortment**

- 1) The characteristics used as the basis of a complete assortment of the entities of a universe,
- 2) The sequence in which the characteristics should be used, and
- 3) The principles used for ranking the classes at each step in the progress towards the complete assortment. (Prol, s 1224).

3 ARRAY AND ORDER OF CLASS AND OF AN ARRAY

31 **Array** — A set of classes arranged in the proper sequence and derived from a universe on the basis of a single characteristic at any step in the progress towards a complete assortment of the entities of the universe. (Prol, s 1222).

311 **Open Array** — An array of classes, admitting of extrapolation.

312 **Closed Array** — An array of classes not admitting of extrapolation.

313 **Discontinuous Array** — An array of classes, admitting of interpolation.

314 **Continuous Array** — An array of classes, not admitting of interpolation.

32 **Order of a Class** — The number of successive characteristics on the basis of which it is derived from a universe. (Prol, s 123).

321 **Class of Order 1** — A class derived from a universe on the basis of the first characteristic.

322 **Class of Order 2** — A class derived from a universe on the basis of two successive characteristics.

NOTE — Similarly for class of order 3, 4, etc.

33 **Order of an Array** — The number of successive characteristics on the basis of which the classes in the array are derived from a universe. (*Prol*, s 123).

331 **Array of Order 1** — Array of classes derived from a universe on the basis of the first characteristic.

332 **Array of Order 2** — Array of classes derived from a universe on the basis of two successive characteristics.

NOTE — Similarly for array of order 3, 4, etc.

34 **Co-ordinate Classes** — Classes belonging to one and the same array. (*Prol*, s 123).

35 **Immediate Universe** — The class of order next higher to that of a class or an array, when viewed relative to that class or array. (*Prol*, s 123).

351 **Universe of First Remove** — Immediate universe.

352 **Universe of Second Remove** — Immediate universe of the universe of first remove.

353 **Universe of Third Remove** — Immediate universe of the universe of second remove.

NOTE — Similarly for universe of fourth remove, fifth remove, etc.

36 **Collateral Classes** — Classes of the same order but not belonging to one and the same array, derived from a common universe. (*Prol*, s 123).

37 **Collateral Arrays** — Arrays of the same order derived from a common universe. (*Prol*, s 123).

38 **Class of Order 0** — The original universe. (*Prol*, s 123).

4 CHAIN OF CLASSES AND ORDER OF CHAIN

41 **Chain** — The sequence of the classes of a universe consisting of a class and of its universes of successive removes, carried backwards to any point desired. (*Prol*, s 124).

42 **Link** — A class in a chain. (*Prol*, s 124).

420 **Order of a Link** — Order of the class which it represents.

421 **First Link** — The link of the lowest order contained in a chain. (*Prol*, s 124).

422 **Last Link** — The link of the highest order contained in a chain. (*Prol*, s 124).

NOTE — See also section X2.

- 43 **Order of a Chain** — The order of the first link of the chain. (*Prol*, s 124).
- 44 **Primary Chain** — The chain of order 0, that is a chain with the original universe as the first link. (*Prol*, s 124).
- 45 **Loose Chain** — Chain with a unitary class as its last link. (*Prol*, s 124).
- 46 **Complete Chain** — Loose primary chain—that is a chain with the original universe as its first link and a unitary class as its last link. (*Prol*, s 124).

5 FILIATORY SEQUENCE

- 51 **Pseudo Entity** — Any class arising in the course of the complete assortment of a universe, considered as an empty receptacle for the array of the entities, that is the unitary classes and the multiple classes derived from it as the immediate universe. (*Prol*, s 1251).
- 52 **Amplified Class** — Class enriched by the addition of its pseudo entity. (*Prol*, s 1252).
- 53 **Completely Amplified Universe** — Original universe amplified by the pseudo entity corresponding to itself and by the pseudo entities corresponding to all the multiple classes arising in the course of its complete assortment. (*Prol*, s 1252).
- 54 **Completely Amplified Class** — Any class amplified by the pseudo entities corresponding to all the multiple classes arising in the course of its complete assortment. (*Prol*, s 125).
- 55 **Filiatory Sequence** — Sequence of the entities and the pseudo entities of a completely amplified universe. (*Prol*, s 1256).

Alternate Term

- Collocation** — Placing closely related subjects in proximity. [*Bib*, p. 111, cat. (66)].
- 56 **Scheme of Classes** — Statement showing the filiator sequence of the classes—that is pseudo entities alone—arising in the course of the completely amplified assortment of a universe ignoring the entities themselves. (*Prol*, s 127).
- 57 **Scheme of Classification** — Scheme of classes fitted with terminology and notation. (*Prol*, s 1283).

Alternate Terms

- 1) **Library Classification**
- 2) **System of Classification**

6 TERM AND TERMINOLOGY

- 61 **Term** — Word or word group in a natural language or in the jargon of a profession or a trade denoting or naming a class in a scheme of classification. (*Prol*, s 12831).
- 62 **Terminology** — A system of terms. (*Prol*, s 12831).

7 NOTATIONAL SYSTEM

- 71 **Notation** — The system of ordinal numbers representing the classes in a scheme of classification. (*Prol*, s 12832).
- 72 **Class Number** — Ordinal number representing a class in a scheme of classification. (*Prol*, s 12832).

Equivalent Definition

Translation of the name of a class into the artificial language of ordinal numbers, specified and elaborated in a scheme of classification. (*CC*, s 02).

NOTE — See section T4 for definition as applied to knowledge classification.

- 73 **Ordinal Name** — Class number of a class in a scheme of classification. (*Prol*, s 12832).

- 74 **Classificatory Language** — Artificial language of the ordinal numbers used in a scheme of classification. (*Prol*, s 12832).

NOTE — See section T41 for definition as applied to knowledge classification.

- 75 **Schedule of Classification** — Dictionary helpful in finding the meaning of each class number or ordinal name, as expressed in a natural language or a jargon of profession or a trade. (*Prol*, s 1284).

NOTE — Obviously, this dictionary or schedule will be arranged in the sequence of class numbers.

- 76 **Index to Classification** — Dictionary giving the class number representing a term in a natural language or the jargon of a profession or a trade; in other words, helpful in finding the meaning of such a term, in terms of the ordinal names used in a classificatory language. (*Prol*, s 1285).

NOTE — Obviously, the dictionary or index will be arranged in an alphabetical sequence.

8 CLASSIFICATIONIST AND CLASSIFIER

- 81 **Classifying** — Assigning an entity of a universe to the appropriate class in the scheme of classification adopted, by ascertaining the way in which each of the characteristics implied by the scheme is shared by it, and assigning the appropriate class number to it. (*Prol*, s 1287).
- 82 **Classificationist** — Person who designs a scheme of classification. (*Prol*, s 1286. *Rev doc* 14, 1948, 156, s 102).
- 83 **Classifier** — Person who classifies the entities of a universe according to a scheme of classification. (*Prol*, s 1286. *Rev doc* 14, 1948, 156, s 102).
- 84 **Rules of Classification** — A set of rules to guide the classifier.
- Alternate Term*
- Classification Code** (*Gloss*, p. 30).

CHAPTER B

CANONS OF GENERAL CLASSIFICATION

NOTE 1 — Most of the canons were formulated for the first time in the first edition of *Prol* (1937). But the references are given in this chapter only to the second edition of *Prol* (1957).

NOTE 2 — This standard merely defines the canons likely to arise in discussion but it does not recommend or deny any of the canons.

1 CANONS FOR CHARACTERISTICS

- 11 **Canon of Differentiation** — A characteristic used as the basis for the classification of a universe should differentiate some of its entities, that is it should give rise at least to two classes. (*Prol*, s 13).

Example: In the universe of men, height is a characteristic that differentiates; but the possession of a face is not a characteristic that differentiates.

- 12 **Canon of Concomitance** — No two characteristics used in succession as the basis for the classification of a universe should be concomitant, that is they should not give rise to the same array of classes. (*Prol*, s 132).

Example: In the universe of men the characteristics, age and year of birth, should not be used as successive basis for classification, as they will both give rise to the same array. But the characteristics, height and age, can be used in succession, as they will give rise to two different arrays.

- 13 **Canon of Relevance** — A characteristic used as the basis for the classification of a universe should be relevant to the purpose of the classification (*Prol*, s 133).

Example: In the universe of books, if the purpose of classification is to help readers, the subject-matter, the language of exposition, the year of publication, and the name of author may be relevant characteristics as the basis of classification. But the thread and the tape used for stitching, the mode of stitching, the board and the covering materials used for binding, and tooling on the back are not relevant characteristics. However, they may be relevant if the purpose of classification is to help the binding trade.

- 14 **Canon of Ascertainability** — A characteristic used as the basis for the classification of a universe should be definitely ascertainable. (*Prol*, s 134).

Example: In the universe of poets, the year of birth is ascertainable and is, therefore, eligible for use as the basis of its classification. But the year of death is not, as it cannot be ascertained with certainty in the case of living authors even with the aid of astrologers and palmists.

- 15 **Canon of Permanence** — A characteristic used as the basis for the classification of a universe should continue to be unchanged so long as there is no change in the purpose of classification. (*Prol*, s 151).

Example: Classification of the territory of a country on the basis of its physical features satisfies this canon. But its classification on the basis of its political and administrative division often violates this canon. And yet, the latter is a relevant one for most purposes.

- 16 **Canon of Relevant Sequence** — Characteristic used as the basis for the classification of a universe should be used successively in a sequence relevant to the purpose of the classification. (*Prol*, s 136).

Example: In classifying books on literature, the four characteristics, language, form, author, and work, may be used as the basis. Using them in the sequence mentioned above is more helpful to the majority of readers than any of the other 23 possible sequences.

- 17 **Canon of Consistency** — Characteristic used as the basis for classification of a universe should be used successively in the same sequence, so long as there is no change in the purpose of the classification. (*Prol*, s 137).

Example: We should not use the sequence language, form, author, and work in classifying some of the books on literature, and the sequence language, author, form and work, in the case of some other books on literature.

2 CANONS FOR ARRAY

- 21 **Canon of Exhaustiveness** — Classes in an array of classes should be totally exhaustive of their common immediate universe. (*Prol*, s 141).

- 22 **Canon of Exclusiveness** — Classes in an array of classes should be mutually exclusive. (*Prol*, s 142).

Example: The classification of professors into the single array: mathematicians, geologists, dull lecturers, and brilliant lecturers — violates this canon.

- 220 **Cross Classification** — Use of two or more characteristics to form one and the same array leading to the violation of the Canon of Consistency and the Canon of Exclusiveness. (*Prol*, s 3653).
- 23 **Canon of Helpful Sequence** — Classes in any array should be helpful to those to whom it is intended. (*Prol*, s 143).
- 23² **Canon of Favoured Sequence** — In arrangement precedence should be given to a class, whatever be its natural position in the normal sequence, so as to be of greater help to those for whom it is intended.
- 24 **Canon of Consistent Sequence** — If similar classes occur in different arrays, their sequences should be parallel in all the arrays, unless there is a positive difference in purpose and helpfulness. (*Prol*, s 143).

3 CANONS FOR CHAIN

- 31 **Canon of Decreasing Extension** — While moving down a chain of classes, from its first link to its last, the intension of the classes should increase and their extension should decrease at each step. (*Prol*, s 151).
- 32 **Resolving Power** — Power of recognizing the sub-classes appropriate to the array of the first order of an immediate universe.
- 321 **Canon of Modulation** — A chain of classes should be derived from the universe with the use of correct resolving power at each stage of division. (*Prol*, s 152).

4 CANONS FOR FILIATORY SEQUENCE

- 41 **Canon of Sub-Ordinate Classes** — All the sub-ordinate classes of a class, in whatever chain they may occur, should immediately follow it without being separated from it or among themselves by any other class. (*Prol* s 161).
- 42 **Canon of Co-Ordinate Classes** — Among the classes no class with less affinity should come between two classes or arrays with greater affinity. (*Prol*, s 162).

5 CANONS FOR TERMINOLOGY

- 51 **Canon of Currency** — The term used to denote a class in a scheme of classification should be one currently accepted by those specializing in the universe to which the scheme is applicable. (*Prol*, s 171).

- 52 **Canon of Reticence** — The term used to denote a class in a scheme of classification should not be critical, that is express any opinion of the classificationist. (*Prol*, s 172).

- 53 **Canon of Enumeration** — The denotation of term in a scheme of classification should be determined and should be left to be determined in the light of or through the sub-classes (lower links) enumerated in the various chains having the class denoted by the term in question as their common link. (*Prol*, s 173).

- 54 **Canon of Context** — The denotation of a term in a scheme of classification should be determined in the light of the different classes of lower order (upper links) belonging to the same primary chain as the class denoted by the term in question. (*Prol*, s 174).

6 CANONS FOR NOTATION

- 61 **Canon of Relativity** — The number of digits in a class number should be proportional to the order of the class it represents. (*Prol*, s 1881).

- 62 **Canon of Uniformity** — The number of digits in a class number should be constant whatever be the order of the class it represents.

NOTE — The 'Canon of Uniformity' is the negation of the 'Canon of Relativity'. It is possible to design the notational system on the basis of either of these two canons.

- 63 **Canon of Expressiveness** — There should be in a class number a digit to represent each of the characteristics used in constructing the class number. (*Prol*, s 1882).

- 64 **Hierarchical Notation** — A notation designed to show that two terms are in the same array, or the same chain. (*Faceted*, p. 48).

- 65 **Canon of Non-hierarchical Notation** — In a class number there should not be a digit to represent each of the characteristics used in constructing the class number.

NOTE — The 'Canon of Non-hierarchical Notation' is the negation of 'Canon of Expressiveness'. It is possible to design the notational system on the basis of either of these two canons.

- 66 **Canon of Mixed Notation** — The notation of a scheme of classification should be a mixed one. (*Prol*, s 1883).

NOTE — See section U221 for definition of 'Mixed Notation'.

- 67 **Canon of Pure Notation** — The notation of a scheme of classification should be a pure one. (*Prol*, s 1883).

NOTE — See section U211 for definition of 'Pure Notation'.

CHAPTER C

UNIVERSE OF KNOWLEDGE

1 **Universe of Knowledge** — Assumed term. (*Annals*, 5, 1958, 79).

2 **Subject** — Assumed term. (*Annals*, 5, 1958, 79).

Alternate Term

Knowledge Mass — Subject.

NOTE — Its exposition may extend in print to several volumes at one extreme or to only a single sentence or even a single word at the other extreme. For example, the knowledge masses, contained in and denoted by the following, stand arranged in the decreasing sequence of their extension :

- 1) Encyclopædia of general knowledge;
- 2) Encyclopædia of library science;
- 3) The knowledge content of this standard (IS: 2550-1963);
- 4) The knowledge content of Chapter C of this standard; and
- 5) The knowledge content of this very section—Section C2.

3 **Thought** — Knowledge mass, that is subject.

31 **Macro-Thought** — Subject of great extension, usually embodied in the form of a book. (*Prol*, s 61393).

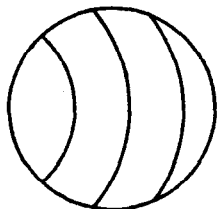
32 **Micro-Thought** — Subject of small extension, usually embodied in the form of an article in a periodical, or of a section or a paragraph in a book, or of a pamphlet. (*Prol*, s 61393).

NOTE — Macro thought and micro thought are relative terms without a sharp line of demarcation.

DEVELOPMENT OF UNIVERSE OF KNOWLEDGE

4 **Dissection** — Breakdown of a subject or an isolate into several subjects or isolates of smaller extension on the basis of a characteristic and thereby creating an array of new subjects of isolates. (*Rev doc*, 14, 1948, 157).

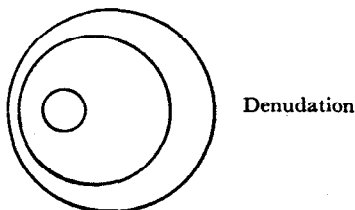
In dissection, the boundary lines of the new subjects or isolates formed thereby are exclusive of one another as schematically shown below:



Dissection

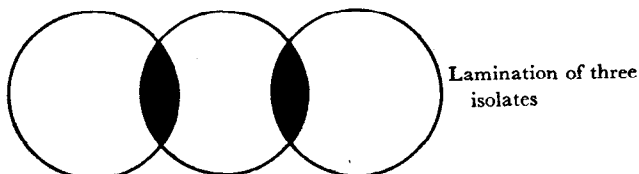
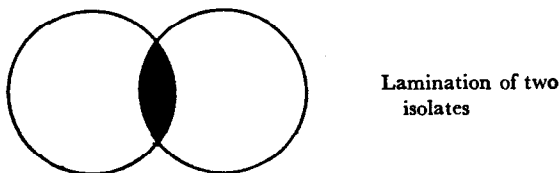
- 5 **Denudation** — Progressive decrease of the extension and the increase of the intension or the depth of a subject or an isolate and thereby producing a chain of new subjects or isolates. (*Rev doc*, 14, 1948, 157).

In denudation, the boundary lines of the successive new subjects or isolates lie within one another as schematically shown below:

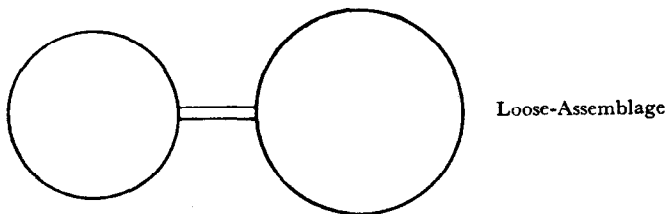


- 6 **Lamination** — Reducing the extension and increasing the intension or the depth of a subject by attaching to its isolates one or more isolates appropriate to it. (*Rev doc*, 14, 1948, 158).

The following is a schematic representation:



- 7 **Assemblage** — Formation of a new subject by bringing one subject into relation with another not capable of forming or sharpening the first subject by subject device. (*Rev doc*, 14, 1948, 159).



CHAPTER D

UNIVERSE OF WORKS

NOTE — Most of the terms in this Chapter were used for the first time in Ranganathan's *Heading and canons: Comparative study of five catalogue codes* (1955). But the reference is given here only to CCC, ed 5, 1964. These terms have also been included in IS : 796-1959 Glossary of Cataloguing Terms.

- 0 **Expressed Thought** — Thought expressed in language, pictures, or symbols, or in any other medium and thereby made communicable. (CCC, s FA3).

Example: The above definition itself is 'Expressed Thought'. It is expressed in the English language. A picture is also 'Expressed Thought'. A mathematical or a chemical formula is again 'Expressed Thought'. A gesture is equally an 'Expressed Thought'.

Alternate Term

Work — Expressed thought. (CCC, s FA4).

- 1 **Sacred Work** — Basic work of a religion, generally accepted as such among its followers. (CCC, s FA5).

Example:

Vedas	Talmud
Upanishads	Bible
Tantras	New Testament
Tripitakas	Koran

NOTE — A sacred work is often treated as if it were a class or a subject.

- 2 **Literary Work** — Work (other than a sacred work) in the form of a poem, drama, fiction, prose, champu or any other literary form with outstanding qualities, such as beauty of form, emotional or intuitional appeal, endless layers of suggestions in regard to meaning and intuitive or trans-intellectual origin. (CCC, s FA6).

Example:

Ramayana	Hamlet
Iliad	Hound of Heaven
Sakuntala	Post Office
Canterbury Tales	Apple Cart

NOTE 1 — This involves judgement particularly in the case of poem, drama, fiction, and champu; and judgement may not be unanimous.

NOTE 2 — A literary work is treated as if it were a class or a subject unless its purpose is an exposition of specialized knowledge.

- 3 **Classic** — Work usually appearing in several versions, and/or having several adaptations and translations, inspiring other works on itself and repeatedly coming in print even long after its origin. (CCC, s FA7).

Example :

Aristotle's *Poetics*

Marx's *Capital*

Newtons' *Principia*

NOTE — A classic is often treated as if it were a class or a subject.

- 4 **Pedestrian Work** — Work which is not a sacred work, a classic, or a literary work, and is not treated as if it were a class or a subject in usage. (CCC, s FA91).
- 41 **Pseudo-Classic** — A pedestrian work provoking other works, such as criticisms or parodies of itself and other dependent works.
- 51 **Integral Treatment** — Treatment of a subject in a work in such a way that the treatment of its subdivisions are not separable from one another or from the whole work. (AILA; 1; 1950; 73-83).
- 52 **Disjunctive Treatment** — Treatment of a subject in a work in such a way that the treatment of its subdivisions are separable and admit of each being made a work by itself independently of the other subdivisions and of the whole work. (AILA; 1; 1950; 73-83).
- 53 **Multi-focal Work** — Work treating several collateral subjects, not having a common universe of the first remove according to the preferred scheme of classes. (Annals; 5; 1958; 81).

Example : A work with chapters on Sound and Heat is not multi-focal as the two subjects have physics in their common universe of first remove, according to most schemes of classification. But a work with chapters on Differential Equations and Sound is multi-focal as the two subjects have different universes of first remove, viz, Mathematical Analysis and Physics, respectively.

- 6 **Title** — Name of a work. (CCC, s FB1).

7 **Author**

- 1) Person creating a work, that is the thought and the expression constituting it.
- 2) Corporate body owning responsibility for a work, that is for the thought and the expression constituting it. (CCC, s FC3).

- 71 **Personal Author** — Person as author, the responsibility for the thought and expression contained in the work resting solely on his private capacity and not the capacity of any office he may hold within a corporate body, nor on the corporate body. (CCC, s FC31).
- 72 **Corporate Author** — Corporate body as author, the responsibility for the thought and expression constituting the work resting solely on it or of any organ of it, and not on the private capacity of any person forming part of or holding office in or in any other way connected with that body. (CCC, s FC32).
- 80 **Dependent Work** — Work got by some modification of another work or by the augmentation of it. (CCC, s GA4).
- NOTE 1. — A list of the varieties of dependent work will be found in CC ed, ch 6 and in CCC, s GA 5 and GA 6.
- NOTE 2. — The modification or augmentation, as the case may be, need not necessarily be by the author of the original work. It may also be done by any other person or corporate body.
- 81 **Abridgment** — Reduced form of work, by condensing and/or omitting more or less of details, but retaining the general sense and the unity of the original work. (CCC, s FA41).
- Example:* Part 1 of the *Library manual* of S R Ranganathan gives an Abridgment of his work entitled *Five Laws of Library Science*.
- 82 **Adaptation** — A version of work, re-written for a particular purpose, but not so changed as to be deemed an independent work on the basis of the quality of its thought and expression. (CCC, s FA42).
- Example:* Part 7 of the *Library manual* is an adaptation for the use of small libraries of the work entitled *Colon classification*.
- Lamb's *Tales from Shakespeare* is an independent work, and not an adaptation of Shakespeare's dramas, on account of its own individualistic quality of thought and expression.
- 83 **Catechism** — Work in the form of questions and answers. (*Annals*; 5; 1958; 81).
- 84 **Parody** — Work in which another work is mimicked by imitation.
- 85 **Translation** — Work forming the expression of another work in a language different from that of the original but not deserving to be deemed an independent work on the basis of the quality of its thought and expression.
- 86 **Sequel** — Work continuing another work.

CHAPTER E

UNIVERSE OF DOCUMENTS

- 0 **Embodied Thought** — Record of work on paper or other material, fit for physical handling, transport across space, and preservation through time. (CCC, s FE1).

Alternate Term

Document — (CCC, s FE2).

NOTE — This term is introduced for brevity. It was brought into use a few decades ago to emphasize embodied micro thought. It is now extended in use to include any embodied thought, micro or macro and whether the physical embodiment is exclusive to one work or is shared by more than one work.

- 01 **Volume** — Physical entity formed of several leaves of paper or other material on which is recorded, either the whole or a part of a work and fastened together so as to be opened at any desired place. (CCC, s FE7).

- 1 **Thought Content** — The expressed thought embodied within a document or a volume of it. (CCC, s FE8).

- 21 **Macro Document** — Document embodying macro thought. (CCC, s FE3).

- 211 **Host Document** — Macro document when viewed from the angle of a document forming part of it. (CCC, s FE5).

Example: A periodical is a macro document. Each article in it is a micro document. The periodical is the host document for each of the articles contained in it. So also, a book is the host document for each of its chapters and sections, when they are looked upon as independent documents.

- 22 **Micro Document** — Document embodying micro thought. (CCC, s FE4).

KINDS OF DOCUMENTS

- 3 **Periodical Publication**

1) Document with attributes as stated below:

- a) *Periodicity* — A volume, or a small group of volumes of it, is published or intended to be published and completed normally once in a year or at other regular intervals though irregularity in interval is not ruled out;

- b) *Distinguishing Number* — Each successive volume or periodical group of volumes, is usually distinguished by the year of publication and/or by a number belonging to a system of simple or complex ordinal numbers. Such a number is usually called a **VOLUME NUMBER**; and
 - c) *Continuity* — The intention had been to continue the publication for ever, though not actually carried out.
- 2) Any single volume of a periodical publication in the first sense. (CCC, s FE11).

31

Periodical

- 1) Periodical publication of which each volume is made up of distinct and independent contributions, not forming a continuous exposition, normally by two or more personal authors and normally the specific subjects and the authors of the contributions in successive volumes also being, in general, different, but all the subjects falling within one and the same region of knowledge, contemplated to be brought within its purview. It is not usually released complete as a volume but as fascicules or numbers, as they are called. It essentially expounds knowledge and does not repeat the same kind of information usually in the same pattern in each of its volumes, just bringing the information up to date from volume to volume.
- 2) Any single volume of a periodical in the first sense. (CCC, s FF11).

Examples: 1) *Annals of library science.*

2) *Proceedings of the Royal Society of London.*

3) *Zeitschrift der deutschen morgenlandischen Gesellschaft.*

311

Supplement to a Periodical

- 1) Periodical associated with another periodical and which is desirable to be put in juxtaposition to it. This may be called a **PERIODICAL SUPPLEMENT TO A PERIODICAL**.
- 2) A book published in instalments in the issues of a periodical with independent pagination. This may be called **BOOK SUPPLEMENT TO A PERIODICAL**.
- 3) An issue usually extra of a periodical brought out for a specific purpose or on a specific occasion or at specified

intervals. This may or may not have independent pagination. This may be called a **SPECIAL SUPPLEMENT TO A PERIODICAL**.

32

Serial

- 1) Periodical publication of which each volume, or each periodical group of volumes, embodies more or less similar kind of information, casually in the same pattern, mainly relating to its year (or other period) of coverage. It is usually released complete as a volume. It is not made of diverse contributions, each forming a continuous exposition of knowledge.
- 2) Any single volume of serial in the first sense. (CCC, s FF112).

Examples: 1) *Annual report of the Director of Agriculture, Madras.*

2) *Madras Telephone Directory.*

3) *Statesman's year-book.*

4) *Who's who in America.*

5) *Year-book of the Carnegie Institution of Washington.*

4

Bibliographical Periodical

- 1) Periodical giving a catalogue of the articles bearing on a stated subject and appearing in the current fascicules of periodicals. This may also include entries of books currently published.
- 2) Periodical giving a catalogue of books currently published. (CCC, s FF2).

41

Indexing Periodical — Periodical giving a bare catalogue of articles bearing on a stated subject and appearing in the current fascicules of periodicals. It may also include bare entries of books currently published. (CCC, s FF21).

Examples: 1) *Agricultural index.*

2) *Technical index.*

3) *Index list.*

42

Abstracting Periodical — A periodical giving a catalogue of articles bearing on a stated subject and appearing in the current fascicules of periodicals, each entry being provided with an abstract of the article described by it. It may also include annotated entries of books currently published. (CCC, s FF22).

Examples: 1) *Biological abstracts.*

2) *Library science abstracts.*

3) *Science abstracts : Electrical engineering.*

43

Reviewing Periodical — A periodical giving, in a narrative form, an account of the contributions bearing on a stated subject and appearing in the fascicules of periodicals and the books published during its period of coverage. (CCC, s FF23).

Examples: 1) *Year's work in librarianship.*
 2) *Report on progress in physics.*
 3) *Annual review of biochemistry.*

5

Book — Physically independent document or documents, embodying a work, other than a periodical publication—that is the work has been completed or has been intended to be completed in one volume or a finite number of volumes. (CCC, s FF3).

NOTE 1 — Usually a book is in one volume.

NOTE 2 — The above definition really connotes what is commonly understood by the term 'Book'.

51

Supplement — Volume forming a continuation of a book or a volume of it, making good its deficiencies, correcting its error or adding more information.

6

Multi-volumed Book — Set of volumes deemed to be inseparable and to form a single book, on the ground that:

- 1) the thought content is so distributed among the volumes of the set that it is unhelpful to treat each volume as it were a separate book; (CCC, s FF31); or
- 2) the same sequence of pagination is continued in all the volumes of the set; or
- 3) the set possesses a common index.

7

Contribution

- 1) Thought embodied in a host document in the form of an article in a periodical or of a section or a paragraph in a book. (CCC, s FF5).
- 2) Micro document embodying a contribution.

CHAPTER F

KNOWLEDGE CLASSIFICATION

SCHEME OF KNOWLEDGE CLASSES

- 01 **Vedic Classification** — Scheme of classes implied in the Upanishads and later adopted in the Puranas, the Bhagavat Gita, and the Tantras. (*Annals*; 5; 1958; 92).

- 02 **Bacon Classification** — Scheme of classes implied in the *Advancement of learning* (1605) of Francis Bacon. (*Annals*; 5; 1958; 92).

NOTE — It has influenced many of the schemes of knowledge classification of the West.

- 03 **Kant Classification** — Scheme of classes implied in the *Critique of pure reason* (1781) of Immanuel Kant. (*Annals*; 5; 1958; 92).

NOTE — This is severely dichotomic.

- 04 **Hegel Classification** — Scheme of classes implied in the *Logic* (1812) of Hegel. (*Annals*; 5; 1958; 92).

NOTE — This is severely trichotomic.

- 05 **Compte Classification** — Scheme of classes implied in the *Course of positive philosophy* (1830) of Compté. (*Annals*; 5; 1958; 92).

- 06 **Ampere Classification** — Scheme of classes implied in the *Essay on philosophy of science* (1834) of Ampere. (*Annals*; 5; 1958; 92).

- 07 **Spenser Classification** — Scheme of classes given in the *Classification of science* (1864) of Herbert Spenser. (*Annals*; 5; 1958; 92).

SCHEME OF KNOWLEDGE CLASSIFICATION

- 1 **Brunet Classification** — Scheme of classification designed by Jacques Charles Brunet and published for the first time in 1809 in his *Manual du libraire et de l'amateur de livres*. (*Annals*; 5; 1958; 92).

NOTE — This is said to have influenced the classification of the Bibliotheque Nationale of France and of the British Museum Library.

- 2 **Decimal Classification** — Scheme of classification designed by Melvil Dewey and published for the first time in 1876. (*Annals*; 5; 1958; 92).

NOTE — This is essentially an enumerative scheme of classification.

- 3 **Expansive Classification** — Scheme of classification designed by Charles Ammi Cutter and published for the first time in 1893. (*Annals*; 5; 1958; 92).
NOTE — This is essentially an enumerative scheme of classification.
- 4 **Universal Decimal Classification** — Scheme of classification sponsored by the International Institute of Bibliography and its successor body, the International Federation for Documentation and published for the first time in 1896. (*Annals*; 5; 1958; 93).
NOTE — This uses the Decimal Classification as the core and superimposes on it Time, Space, Energy, Matter, and Personality Facets, and Phases without differentiation of these.
- 5 **Library of Congress Classification** — Scheme of classification designed at the Library of Congress of the United States of America and published for the first time in 1904. (*Annals*; 5; 1958; 93).
NOTE — This is essentially an enumerative scheme of classification with gap notation.
- 6 **Subject Classification** — Scheme of classification designed by James Duff Brown and published for the first time in 1906. (*Annals*; 5; 1958; 93).
NOTE — This is essentially an enumerative scheme of classification with some provision for facet analysis, and phase analysis.
- 61 **Adjustable Classification** — Scheme of classification designed by James Duff Brown for smaller English libraries, with a notation of letters and numbers allowing for later insertions. (*Gloss*, p. 3).
- 7 **Colon Classification** — Scheme of classification along with book classification scheme designed by Shiyali Ramamrita Ranganathan and published for the first time in 1933. (*Annals*; 5; 1958; 93).
NOTE — This is essentially a scheme of analytico-synthetic faceted classification with full provision for facet analysis, phase analysis, and anteriorizing common isolates.
- 8 **Bibliographic Classification** — Scheme of classification designed by Henry Evelyn Bliss and published for the first time in 1935. (*Annals*; 5; 1958; 93).
NOTE — This has a fair element of analytico-synthetic feature and has provision for anteriorizing common isolate.
- 91 **Rider's International Classification** — Scheme of classification designed by Fremont Rider and published for the first time in 1961.

OTHER TERMS

- 1) **Basic Classification** — Version of a scheme of classification for the needs of macro-thought and of libraries for general readers. (*Annals*; 5; 1958; 92).
- 2) **Depth Classification** — Version of a scheme of classification sufficiently worked out for the needs of micro-thought and of libraries for specialist readers and of documentation work and service. (*Annals*; 5; 1958; 92).

CHAPTER G

FACETS OF A CLASS

1 **Knowledge Class** — Subject ranked among other subjects of the universe of knowledge in a scheme of classification.

11 **Quasi Class** — Work, such as a sacred work, a classic, a literary work, or a periodical publication or a bibliography, treated in a scheme of classification as if it were a class in the universe of knowledge.

12 **Main Class** — Class enumerated in the array of order 1, in a scheme of classification for the universe of knowledge. [*Prol*, s 345(1)].

13 **Canonical Class** — Traditional sub-class of a main class, enumerated as such in a scheme of classification for the universe of knowledge, and not derived on the basis of definite characteristics. [*Prol*, s 345(3)].

14 **Basic Class** — Generic name for a main or a canonical class in a scheme of classification for the universe of knowledge. [*Prol*, s 345(4)].

2 **Isolate Idea** — Thought unit, which is usually a manifestation of one of the five fundamental categories or is enumerated as such and which is not a subject by itself, but yields, when added to a basic or compound class, a subject of smaller extension than the host class. [*Prol*, s 345(5)].

Example: Chemistry, technology, mining, smithy, and economics are basic classes. Gold, iron and coal are not subjects but isolates. Combined with a class they yield subjects such as 'Chemistry of Gold', 'Technology of Iron', 'Coal Mining', 'Economics of Gold', 'Smithy of Gold', 'Smithy of Iron'.

21 **Array-Isolate Idea** — Thought unit enumerated in a single array taken by itself.

22 **Quasi Isolate Idea** — A characteristic enumerated in an array as if it were an isolate idea.

3 **Special Isolate Idea** — Isolate idea special to a basic class or to an isolate idea or to an array-isolate idea — or to a small group of basic classes, isolate ideas, and array-isolate ideas, as the case may be — and usually denoted by special isolate terms and represented by special isolate numbers, or denoted by special array-isolate terms and represented by special array-isolate numbers as the case may be.

Example: Wave length in radiation; design in engineering; circulatory system in medicine.

- 4 **Common Isolate Idea** — Isolate idea that can be attached to several host classes, but is denoted by the same isolate term, and represented by the same isolate number, whatever be the host class.

NOTE — This concept is exploited in many schemes of classification.

Example: Bibliography, periodical, institution, application, evaluation, and any geographical isolate, and any time isolate are made common isolates in *CC* and *UDC*. But they are not so made in the Library of Congress Classification.

Equivalent Terms

1) **Form Division** — A division of a classification schedule or of a subject heading based on form or arrangement of subject matter in books, as for dictionaries or periodicals. (*Gloss*, p. 61).

2) **Form Division (or Common Sub-division)** — A division showing the aspect from which a subject is viewed or the authors' method of treatment. (*Intro*, §16).

- 41 **Anteriorizing Common Isolate Idea** — Common isolate idea whose attachment to a host class makes the resulting class have precedence, in arrangement, over the host class.

Example: 'Bibliography of Mathematics' has precedence over 'Mathematics'. This is desired by the idea plane to secure helpful sequence, as one would like to consult the bibliography as a subject before selecting the regular books on it for reading.

Alternate Term

Anterior Sub-division — Sub-division of a subject to be placed anterior or preliminary to a general treatment of subjects. [*Bib*, 111; *Cat*, (63)].

- 5 **Posteriorizing Common Isolate Idea** — Common isolate idea whose attachment to a host class makes the resulting class succeed the host class.

Example: Evaluation of a work in a class succeeds the work in the class. Institution pertaining to a class succeeds the class. Local treatment of a class succeeds the class.

- 6 **Systematic Isolate Idea** — Isolate idea whose isolate number is determined in conformity to a principle, such as Later-in-time principle; principle of spatial contiguity, etc.

- 7 **Seminal Isolate Idea** — Isolate idea that can be attached to several host classes and represented by the same isolate number, whatever be the host class but denoted by different isolate terms in the context of the host classes concerned.

NOTE — This concept has been developed and is being exploited in CC. The endeavour of the Indian School is to replace the several schedules of special isolates by a single or a few schedules of seminal isolates.

Example: The digit 3 representing 'Physiology' in biological science, 'Syntax' in linguistics, 'Teaching Technique' in education, 'Function' in political science.

This concept was originated in CC in 1925. It was denoted by the term *Unscheduled Nemonics*. But in 1950, the more appropriate term 'Seminal' in the place of 'Unscheduled' was suggested by BI Palmer and AJ Wells.

- 8 **Super-Imposed Isolate Idea** — A portion of an isolate falling within the range of another co-ordinate isolate, that is another isolate in the same array.

Example: Blood vessels of the right foot in the organ facet of medicine; rural children where the isolate 'Child' is restricted by the isolate 'Rural residence' in the facet of social groups in sociology.

Alternate Term

Auto-biased Isolate Idea. (*Prol*, s 237).

- 91 **Facet** — Generic name for a basic class or an isolate of a subject.

NOTE — See section T5 for definition as applied to the schedule of knowledge classification.

- 92 **Compound Class** — Class with a basic facet and one or more isolate facets. (*Prol*, s 345(6)).

Example: Coal mining in India in 1958 is a compound class. 'Mining' is its basic facet; 'Coal', the personality facet, 'India' the space facet; and '1958', the time facet.

- 921 **Order of a Compound Class** — Number of isolate facets in a class.

Example: The example in 92 is of order 3, as it has the three isolate facets — Coal, India and 1958.

- 93 **Dimension of a Class** — Number of facets including the basic facet in a compound class; and the total of the number of facets in all the constituents of a complex class.

94 Bond — Intensity of the relation between any two elements in a class.

NOTE — The following table presents the bonds between the diverse elements arranged in increasing sequence of intensity. The strength of the bond in each case is indicated by an ordinal number — the greater the ordinal number, the greater being the intensity of the bond.

STRENGTH OF BOND	CONNECTING SYMBOL	RELATION	
1	0	Interclass phase relation	} Phase relation
2	0	Intrafacet phase relation	
3	0	Intra array phase relation	
4	0 : ; ; ,	(BC)—[T] relation	} Facet relation
5		(BC)—[S] relation	
6		(BC)—[E] relation	
7		(BC)—[M] relation	
8		(BC)—[P] relation	
9	Appropriate connecting symbol	Level-level relation	
10		Superimposition relation	
11	No connecting symbol	Chain relation	

NOTE — The abbreviations used in the table are: BC=Basic Class, T=Time, S=Space, E=Energy, M=Matter, and P=Personality.

CHAPTER H

PHASES OF A CLASS

Complex Class — Class formed by the combination of two or more basic or compound classes and made to express the relation between them, but excluding the case when one of the classes forms an isolate of the other, formed by subject-device. [*Prol.*, s 345(8)].

Example: Numerical solution of differential equations for designers of machinery is a complex class. But the 'Chemistry of Apple' is not a complex class as 'Chemistry' is only an energy isolate formed by subject-device.

Order of a Complex Class — Number of basic or compound classes combined to form it. [*Prol.*, s 345(9)].

Example: The example under 1 is of order 2, as it has two compound classes, the relation between which is expressed.

Complex Isolate — Isolate formed by the combination of two or more isolates in one and the same facet (according to definition of 'Facet' in Sec T5), to express the relation between them, but excluding the case of their superimposition. (CC, s 841).

Example: Physiological anatomy has 'Medicine' as its implied basic class. It expounds the relation between the two energy isolates 'Physiology' and 'Anatomy'. Therefore, it is a complex isolate. It is, of course, an energy isolate.

Order of Complex Isolate — Number of isolates combined to form it.

Example: The example under 2 is of order 2, as it has two isolates, the relation between which is expressed.

Complex Array Isolate — Array isolate formed by the combination of two or more array isolates in one and the same array to express the relation between them but excluding the case of their superimposition.

Order of Complex Array Isolate — Number of array isolates combined to form it.

Phase — A component of a complex class or of a complex isolate or of a complex array-isolate as the case may be.

Example: 'Numerical solution of differential equations' is one

phase of the example under 1 'Design of machinery' is its other phase.

- 41 **Phase 1** — Phase of a complex class or of a complex isolate or of a complex array-isolate which is the primary one of exposition or otherwise deemed to be primary. (CC, s 6201).

Example: In the example under 1, 'Numerical solution of differential equations' is the subject of exposition. It is, therefore, its first phase.

- 42 **Phase 2** — Phase of a complex class or of a complex isolate or of a complex array-isolate which is not the one of direct exposition but merely affects the exposition of phase 1. (CC, s 6202).

Example: In the example under 1 'Design of machinery' is phase 2.

- 5 **Phase Relation** — Relation between the phases of a complex class or of a complex isolate or of a complex array-isolate. (Annals; 5; 1958; 95).

- 501 **Inter Class Phase Relation** — Relation between the component classes of a complex class.

- 502 **Intra-Facet Phase Relation** — Relation between the component isolates of a complex isolate.

- 503 **Intra Array Phase Relation** — Relation between the component array isolates of a complex array isolate.

- 51 **General Relation** — Phase relation of a more or less comprehensive or non-descriptive kind between the two phases. (CC, s 62a).

- 511 **General Relation Phase** — Second phase of a complex class or of a complex isolate or of a complex array-isolate as the case may be, in which the phase relation is a general phase relation. (CC, s 62a1).

- 52 **Bias Relation** — Phase relation indicating that the exposition of phase 1 is biased towards phase 2, that is the exposition specially attuned to the needs of a specialist in the subject or the isolate or the array-isolate forming phase 2, either by selection or the arrangement of the topics, or by emphasis, or by the standard of exposition, or by the examples selected, or by other means. (CC, s 62b).

Example: In the example under 1, the phase relation is a bias relation.

- 521 **Bias Phase** — Phase 2 of a complex class or of a complex isolate or of a complex array-isolate as the case may be, in which phase relation is bias relation.

Example: In the example under 1 'Design of machinery' is bias phase.

- 53 **Comparison Relation** — Phase relation in which phase 1 is compared with phase 2. (CC, s 62c).

Example: Comparison of 'Biochemistry' and 'Physiology'.

- 531 **Comparison Phase** — Phase 2 of a complex class or of a complex isolate or of a complex array-isolate as the case may be, in which the phase relation is a comparison relation. (CC, s 62c1).

- 54 **Difference Relation** — Phase relation in which the difference between phase 1 and phase 2 is expounded. (CC, s 62d).

Example: Difference between 'Plant life' and 'Animal life'.

- 541 **Difference Phase** — Phase 2 of a complex class or of a complex isolate or of a complex array-isolate as the case may be, in which the phase relation is 'difference relation'. (CC, s 62d 1).

- 55 **Influencing Relation** — Phase relation in which the influence of phase 2, on phase 1 is expounded or phase 1 is expounded as influenced by phase 2. (CC, s 62g).

Example: 'Geopolitics' is exposition of 'Political formation and development' as influenced by geographical factors. Here the phase relation is influencing relation.

- 551 **Influencing Phase** — Phase 2 of a complex class or of a complex isolate or of a complex array-isolate as the case may be, in which the phase relation is influencing relation. (CC, s 62 g1).

Example: In the example under 55 'Geographical factors' is the influencing phase.

CHAPTER J

PLANES OF WORK

0 **Plane of Work** — One or other of the three planes — Idea Plane, Verbal Plane and Notational Plane—in which the designing or application of a scheme of classification has to be done.

1 **Idea Plane** — The plane of concepts viewed by themselves, that is independently of the terms denoting them and the numbers representing them; in other words independently of their expression in a natural language or their representation in an artificial language of ordinal numbers.

2 **Verbal Plane** — The plane of expression of a concept in a natural language; in other words the plane of words, word groups, phrases, clauses, sentences and paragraphs in a natural language.

21 **Object-Language** — Language studied, described or developed. (*Prol*, s 87).

22 **Meta-Language** — Language used as a medium of exposition in the study, description, and development of an object-language. (*Prol*, s 87).

Example 1: In a book of Sanskrit, linguistics explained for English speaking people with the aid of the English language as the medium of exposition, Sanskrit is the object-language and English is the meta-language.

Example 2: In an English Jargon used by a particular profession or trade expounded with the aid of the normal English language, the jargon is the object-language and the normal English language is the meta-language.

23 **Symbolic Meta-Language** — A meta-language made of defined symbols. (*Prol*, s 876).

3 **Notational Plane** — The plane of numbers representing concepts.

4 EQUIVALENT TERMS

NOTE — The terms defined in Chapter G belong to the idea plane. Each of the terms 11 onwards can be given a corresponding term belonging to the verbal or notational plane respectively. As an example, we give the following sets of equivalent terms:

Class
Quasi Class
Isolate Idea

Subject
Quasi Subject
Isolate Term

Class Number
Quasi Class Number
Isolate Number

5 GENERIC TERMS

- 51 **Focus** — Generic term to denote an isolate idea or a basic class or a compound class or a complex class.
- 52 **Isolate** — Generic term to denote isolate idea or isolate term or isolate number.

6 CHART OF EQUIVALENT TERMS

NOTE — In any set of equivalent terms, the term in the idea plane has been defined. Some of the other terms have been defined when expediency demanded, but not all.

GENERIC	IN THE IDEA PLANE	IN THE VERBAL PLANE	IN THE NOTATIONAL PLANE
Focus	{ Class Isolate Idea Array-Isolate Idea	Subject Isolate Term Array-Isolate Term	Class Number Isolate Number Array-Isolate Number
Basic Focus	Basic Class	Basic Subject	Basic Class Number
Main Focus	Main Class	Main Subject	Main Class Number
Canonical Focus	Canonical Class	Canonical Subject	Canonical Class Number
Isolate	Isolate Idea	Isolate Term	Isolate Number
Common Isolate	Common Isolate Idea	Common Isolate Term	Common Isolate Number
Anteriorizing Common Isolate	Anteriorizing Common Isolate Idea	Anteriorizing Common Isolate Term	Anteriorizing Common Isolate Number
Posteriorizing Common Isolate	Posteriorizing Common Isolate Idea	Posteriorizing Common Isolate Term	Posteriorizing Common Isolate Number
Array Isolate	Array-Isolate Idea	Array-Isolate Term	Array-Isolate Number
Facet	{ Basic Class Isolate Idea	Basic Subject Isolate Term	Basic Class Number Isolate Number
Basic Facet	Basic Class	Basic Subject	Basic Class Number
Isolate Facet	Isolate Idea	Isolate Term	Isolate Number
Compound Focus	Compound Class	Compound Subject	Compound Class Number

(Continued)

GENERIC	IN THE IDEA PLANE	IN THE VERBAL PLANE	IN THE NOTATIONAL PLANE
Complex Focus	Complex Class	Complex Subject	Complex Class Number
Complex Isolate	Complex Isolate Idea	Complex Isolate Term	Complex Isolate Number
Complex Array Isolate	Complex Array-Isolate Idea	Complex Array-Isolate Term	Complex Array-Isolate Number
Biasing Focus	Biasing Class	Biasing Subject	Biasing Class Number
Biasing Isolate	Biasing Isolate Idea	Biasing Isolate Term	Biasing Isolate Number
Biasing Array Isolate	Biasing Array-Isolate Idea	Biasing Array-Isolate Term	Biasing Array-Isolate Number
Comparison Focus	Comparison Class	Comparison Subject	Comparison Class Number
Comparison Isolate	Comparison Isolate Idea	Comparison Isolate Term	Comparison Isolate Number
Comparison Array Isolate	Comparison Array-Isolate Idea	Comparison Array-Isolate Term	Comparison Array-Isolate Number
Difference Focus	Difference Class	Difference Subject	Difference Class Number
Difference Isolate	Difference Isolate Idea	Difference Isolate Term	Difference Isolate Number
Difference Array Isolate	Difference Array-Isolate Idea	Difference Array-Isolate Term	Difference Array-Isolate Number
Influencing Focus	Influencing Class	Influencing Subject	Influencing Class Number
Influencing Isolate	Influencing Isolate Idea	Influencing Isolate Term	Influencing Isolate Number
General Relation Focus	General Relation Class	General Relation Subject	General Relation Class Number
General Relation Isolate	General Relation Isolate Idea	General Relation Isolate Term	General Relation Isolate Number
General Relation Array Isolate	General Relation Array-Isolate Idea	General Relation Array-Isolate Term	General Relation Array-Isolate Number

CHAPTER K

CANONS FOR KNOWLEDGE CLASSIFICATION

NOTE — The general canons for classification given in Chapter B are applicable not only to classes of knowledge but also to the isolates in each of the facets belonging to any Basic Class.

- 1 **Canon of Hospitality in Array** — The construction of a class number or an isolate number should admit of an infinite number of new co-ordinate classes or isolates being added to the array to which it belongs at appropriate filiatory places, without disturbing the existing class numbers or isolate numbers in any way. (*Prol*, s 221).
- 2 **Canon of Hospitality in Chain** — The construction of a class number or an isolate number should admit of an infinite number of new class numbers or isolate numbers being added at the end of the chain to which it belongs, without disturbing the existing class numbers or isolate numbers in any way. (*Prol*, s 231).
- 3 **General Canon of Mnemonics** — The digit used to represent a specified concept in a class number or isolate number should be the same in all class numbers or isolate numbers having that concept represented in them, provided that insistence on such consistent representation does not violate more important requirements. (*Prol*, s 241).
- 4 **Canon of Verbal Mnemonics** — The alphabetical device may be used to represent any isolate or array-isolate, when arrangement on the basis of any characteristic other than the name, is not more helpful. (*Prol*, s 251).
- 5 **Canon of Scheduled Mnemonics** — A scheme of classification should include a set of schedules of common isolates likely to occur in an array of some order or other of all or several classes, or that it should refer any recurrent set of isolates to the one schedule of them given in connection with an appropriate basic class. (*Prol*, s 261).
- 6 **Canon of Systematic Mnemonics** — A scheme of classification should use one and the same sequence of digits to represent the isolate in an array, arranged according to each one of the principles, such as Later-in-time; spatial contiguity, etc. (*Annals*; 9; 4; 1962; 190).
- 7 **Canon of Seminal Mnemonics** — A scheme of classification should use one and the same digit to represent seminally equivalent concepts in whatever array of whatever facet of whatever class they may appear, though the concept may be denoted by different terms in different contexts or arrays. (*Prol*, s 271).

91 **Coextensiveness** — The expression in a class number of the measure of incidence of each of the relevant characteristics of the subject embodied in the document concerned.

92 **Flexibility** — Classification permitting the insertion of any new class and its notation being capable of expansion to mark that insertion without dislocating the rest of the notation. (*Manual*, p 81).

93 **Close Classification**

- 1) Arrangement of subjects in a classification system in minute subdivisions under inclusive divisions. (*Gloss*, p 32).
- 2) A method of classifying books that places there in minute subdivisions rather than in inclusive divisions of a scheme of classification. (*Gloss*, p 32).

94 **Broad Classification**

- 1) Arrangement of subjects in a classification system in broad general divisions with a minimum of sub-divisions. (*Gloss*, p 20).
- 2) A method of classifying that places material in inclusive divisions rather than in minute sub-division of a scheme of classification. (*Gloss*, p 20).

95 **Apupa Arrangement** — Arrangement complying with the pattern Alien, Penumbral, Umbral, Penumbral, Alien, that is, starting with the class or the isolate or the array-isolate of primary interest to the reader at the moment on either side of it following successively the classes or the isolates, the array-isolates of progressively decreasing interest to him, until they fade out into classes, or isolates, or array-isolates not of interest to him. (*Prol*, s 444).

951 **Umbral Region** — Region in an arrangement consisting of the class or the isolate or the array-isolate of primary interest to the reader at the moment. (*Prol*, s 444).

952 **Penumbral Region** — Region in an arrangement on either side of the umbral region consisting successively of classes or isolate or array-isolates of progressively decreasing interest to the reader at the moment. (*Prol*, s 444).

953 **Alien Region** — Region in an arrangement consisting on either side of the umbral region, beyond the penumbral region concerned, consisting of classes or isolates or array-isolates not of interest to the reader at the moment. (*Prol*, s 444).

954 **Every where Apupa Arrangement** — Arrangement presenting an apupa arrangement, whichever class of isolate or array isolate is taken to be umbral region. (*Prol*, s 444).

CHAPTER L

CONCEPT OF FUNDAMENTAL CATEGORIES

- 0 **Fundamental Categories** — Generic term denoting time, space, energy, matter and personality. (*Prol*, s 3501. *Fund*, s 514).

NOTE 1 — These are only postulated categories without any metaphysical significance. Their connotation is indicated in the succeeding sections.

NOTE 2 — It is possible to postulate a greater number of fundamental categories but scientific method requires that we should prefer the minimum number of categories which prove necessary and sufficient in designing a scheme of classification.

1 TIME AS A FUNDAMENTAL CATEGORY

- 10 **Time** — Assumed term. (*Fund*, s 141).

11 **Conventional Time Isolate**

- 1) Conventional division of time, such as millennium, century, decade, year, month, week, day, etc.
- 2) Geological age measured from a conventional era. (*Prol*, s 463. *Abgila*; 1; 1950; 49, s 3).

- 12 **Featured Time Isolate** — Pocket of time repeating itself in the stream of time, as a result of astronomical factors like:

Rotation of the earth on its axis;

Periodical motion of the moon, the earth, and the other planets along their respective ecliptics;

Astrophysical factors like variation in sun spots and other solar phenomena; and

Cosmic factors, such as the periodical contraction and expansion of the universe as a whole.

With all of which are correlated meteorological occurrences and seasons, thermal, radiational, electrical, ionic, magnetic, cosmic ray and other phenomena. (*Prol*, s 463. *Annals*; 1; 1954; 68, 313).

- 13 **Time Isolate Level 1** — First manifestation of the fundamental category Time in any particular round — usually the last round — in a subject when it is analyzed into facets and the facets are arranged in accordance with the postulates and principles prescribed for the purpose. (*Prol*, s 463. *Abgila*; 1; 1950; 49, s 3).

- 131 **Time Isolate Level 2** — Second manifestation of the fundamental category time in any particular round — usually the last round — in a subject when it is analyzed into facets and the facets

are arranged in accordance with the postulates and principles prescribed for the purpose. (*Prol*, s 463. *Annals*; 1; 1954; 68, 313).

132 **Time Isolate Level 3** — Analogous to 131.

14 **Public Time** — Time conventionally reckoned from the assumed year of birth of Jesus Christ or any other epoch as origin. (*Prol*, s 4533. *Abgila*; 1; 1950; 57, s 33).

141 **Public Era** — Origin for reckoning public time. (*Rev doc*; 23; 1956; 71, s 21).

NOTE — A schedule of some public eras is given in the above reference.

142 **Favoured Era** — Era most helpful in classifying the majority of the documents in a collection, library or a bibliography. (*Rev doc*; 23; 1956; 72, s 23).

NOTE — The Christian era is now the favoured era in wide use.

15 **Private Time** — Time reckoned from an epoch intrinsic to a subject, as origin. (*Rev doc*; 23, 1956, 77, s 6. *Abgila*; 1, 1960, 57, s 33).

Example 1: In the study of the development of foetus and the ontogeny of any organism, the epoch of fertilization is a more relevant origin for the measurement of time than the year of birth of Jesus Christ.

Example 2: In the biography of a person or the history of an institution, the year of his birth or the year of its foundation is a more helpful origin for measurement of time.

Example 3: So also, in the study of the fundamental particles in nuclear physics, and in certain micro and macro phenomena in physics, chemistry, technology, biology, agriculture, medicine, education, and economics, the initial phenomenon concerned is more helpful in the measurement of time.

151 **Private Era** — Origin for reckoning private time. (*Rev doc*; 23; 1956; 77, s 61).

16 **Unit of Time** — Duration of time used in measuring time for forming time isolate. (*Rev doc*; 23, 1956; 72, s 2).

Examples: Millennium, century, decade, year, month, light years, geological age, etc.

NOTE — Units of different durations may be used for different epochs, according to the class context and according to the array in the time facet.

17 **Public Unit of Time** — Unit of time based on astronomical factors, such as millennium, century, decade, year, month, etc., in common use. (*Annals*; 5, 1958; 84).

171 **Effective Century** — Odd century or a century whose century digit is 1, 3, 5, 7, or 9 in AD millennium. (*Annals*; 5; 1958; 84).

172 **Effective Decade** — Odd decade or a decade whose decade digit is 1, 3, 5, 7 or 9 in an AD century. (*CC*, s 311).

173 **Method of Complements** — Method for determining the digit for a century, decade or year in the time isolate number in a BC millennium, such that the ordinal sequence of the years follows in the progression of time from the past into the future and similarly for other eras. (*CC*, s 330).

NOTE — The procedure is as follows:

Write the conventional number of the year in Indo-Arabic numerals. The excess of 9 over each corresponding digit is the century digit, decade digit, and year digit respectively in the isolate number.

Example: Taking C to represent the first millennium BC, 3 BC=C996; 10 BC=C989; and 500 BC=C499.

18 **Private Unit of Time** — Unit of time intrinsic and suited to a subject. (*Rev doc*; 23, 1952; 79, s 8).

Example: In the ontogeny of a living organism, such as the stage of prenatal, new born infant, child, adolescent, adult, and the old, different units of time may have to be used. So also, in the study of the fundamental particles in nuclear physics, minute fractions of a second may have to be used, depending on the nature of the particle.

2 SPACE AS A FUNDAMENTAL CATEGORY

20 **Space** — Assumed term. (*Fund*, s 5143).

21 **Space Isolate Level 1** — Conventional division of the surface of the earth, such as continent, country, constituent state, district, country, taluk, and other political or general administrative division and or region, ocean, sea, bay, gulf and other water formation; troposphere, stratosphere, ionosphere, and space inside or outside the earth. (*Prol*, s 3521).

Examples: Asia, India, Madras (State), Tanjore (District).

211 **Mother Country** — Country to which the library belongs. (*CC*, s 42).

212 **Favoured Country** — Country about which the library has a larger collection than about other countries barring mother country. (*CC*, s 43).

- 213 **Zone** — Division of the surface of the earth or of a geographical area, based on latitude as characteristic. (*Rev doc*; 24, 1957, 24, s 44. *Abgila*; 1, 1950, 80 s 433).
- 2131 **Non-conventional Zone** — Division of the surface of the earth or of a geographical area, based on any diameter other than the polar axis and any other diameter orthogonal or oblique to it. (*Abgila*; 1; 1950; 81, 544).
- Example*: Zones used for aviation maps.
- 214 **Orientation Division** — Division of the surface of the earth or of a geographical area based on orientation as characteristic. (*Rev doc*; 24, 1957, 23, s 43. *Abgila*; 1, 1950; 80, s 443).
- 215 **Empire** — The totality of the nations under the sovereignty of one among themselves as a ruling nation.
- 216 **Subject Region** — Geographical area whether contiguous or not, but taken together and having a specific subject feature. (*CC*, s 413. *Abgila*; 1, 1950, 98, s 452).
- Examples*: Geological circles of a country, the rice belt of the world or of a country, communistic countries, postal district, dollar area, and under-developed countries.
- 217 **Near-Sovereign Formation** — Area comprising countries, whose governments have agreed to form a group with willingness to surrender or with the intention of surrendering eventually some part of their sovereignty to the authority of the group. (*CC*, s 412. *Abgila*; 1, 1950, 83, s 448).
- Example*: League of Nations, United Nations, the Commonwealth.
- 22 **Featured Space Isolate** — Physiographical feature smaller than a continent or an ocean and man-made formations and population clusters. (*Prol*, s 3522. *Rev doc*; 24, 1957, 57, s 52).
- Examples*: Valley, plateau, mountain, desert, prairie, coastland, cape, delta, island, bay, gulf, lake, river, city, town, village, etc.
- 23 **Population-Cluster Isolate** — An area with a high density of population and with certain community centres, such as vihars, temples, mosques, churches, gurdwaras, market places, meeting places, and cultural centres.
- Example*: Super city, city, town, village and hamlet.
- 24 **Zonal Isolate** — Subdivision of a physiographical feature based on some characteristic intrinsic to it. (*Rev doc*; 24, 1957, 57, s 6).

- Examples:* 1) Treeless zone, snow zone, etc, of a mountain.
 2) Territorial water, high sea, continental shelf and bed of an ocean.
 3) Garden, ridge, street, notified area, shopping zone, etc, of a locality.

25 **Space Isolate Level 1** — First manifestation of fundamental category space in any particular round — normally the last round — in a subject when it is analyzed into facets and facets are arranged in accordance with the postulates and principles prescribed for the purpose. (*Prol*, s 3521).

251 **Space Isolate Level 2** — Second manifestation of fundamental category space in any particular round — normally the last round — in a subject when it is analyzed into facets and facets are arranged in accordance with the postulates and principles prescribed for the purpose. (*Prol*, s 3521).

252 **Space Isolate Level 3** — Analogous to 251.

3 ENERGY AS A FUNDAMENTAL CATEGORY

30 **Energy Isolate** — Categories, such as:

- 1) Action by human agent on another human being or material or concept;
- 2) Reciprocal action between physical, biological, or human entities;
- 3) Reciprocal action between natural groups in biology and social groups in social sciences;
- 4) Auto-action within an entity;
- 5) Action involved in reciprocal action and auto-action; and
- 6) Any other category deemed as energy in a scheme of classification, manifesting itself as an isolate in a subject. (*Prol*, s 3531. *Fund* s 5143).

Example: In CC, structure, normal functioning, reciprocal action with environment, evolution from one form to another, and development of one and the same form. These enumerated categories are without a common name but are applicable in new subject contexts.

31 **Energy Isolate Round 1** — First manifestation of the fundamental category Energy in a subject, when the latter is analyzed into its facets and the facets are arranged in accordance with the postulates and principles prescribed for the purpose. (*Prol*, s 35611. *Abgila*; 2, 1952, 185, s 5751).

NOTE — The sequence of the manifestations of energy arising in the analysis of a subject into its facets is generally determined by Wall-Picture-Principle. (*see* section N22).

- 32 **Energy Isolate Round 2** — Second manifestation of the fundamental category Energy in a subject, when it is analyzed into its facets and the facets are arranged in accordance with the postulates and principles prescribed for the purpose. (*Prol*, s 3561. *Abgila*; 2, 1952, 185, s 5751).

Example: If two energy isolates occur in a subject as 'disease' and 'cure' 'disease' belongs to the first round and 'cure' belongs to the second round, as determined by the Wall-Picture-Principle.

- 33 **Energy Isolate Round 3** — Analogous to 32.

4 MATTER AS A FUNDAMENTAL CATEGORY

400 Preliminaries

- 4001 **Concrete Entity** — Entity existing physically in space-time, mesh, outside the mind of the knower, as it is commonly understood. It is either recognizable with the aid of the primary senses or inferable from data obtained with the aid of primary senses. (*Annals*, 5, 1958, 86).

Examples: House, Door, Table, Electron, Virus, Galaxy.

- 4002 **Abstract Entity** — Entity existing only as a concept within the mind of the knower, without a concrete entity as a correlate in a space-time mesh and not recognizable with the aid of the primary senses. (*Annals*, 5, 1958, 86).

Examples: Goodness, Constitution, Law.

- 4003 **Natural Material** — Concrete entity found in and extracted from nature. (*Annals*, 5, 1958, 86).

Examples: Clay, Paddy, Milk.

- 4004 **Near-Natural Material** — Natural material processed within small limits and without the aid of technology and elaborate machinery in order to bring it to the stage of being consumable, or nearer to that stage. (*Annals*, 5, 1958, 86).

Examples: Brick, Rice, Boiled Rice, Pudding, Butter.

- 4005 **Ultimate Commodity** — Natural or near-natural material either directly consumable or processed beyond small limits and usually with the aid of technology and elaborate machinery and brought to the stage of being consumable as it is. (*Annals*, 5, 1958, 86).

Examples: Fruit, Rice-Pudding, Motor Car.

- 4006 **Intermediate Commodity** — If A B C X Y Z are the entities at definite successive stages in the progress of the natural

or near-natural material A towards the ultimate commodity Z, each of B C X Y is an intermediate commodity. (*Annals*, 5, 1958, 86).

40061 **By-product** — An intermediate or ultimate commodity produced concomitantly in the process of reaching some other intermediate or ultimate commodity from a given raw material.

4007 **Raw Material** — Let A, B P, Q Y, Z be the entities at definite successive stages in the progress of the natural or near-natural material A towards the ultimate commodity Z, then, A is the raw material for B; P is the raw material for Q; and Y is the raw material for Z. (*Annals*; 5; 1958; 86).

Examples: Paddy is raw material for rice.

Boiled rice is raw material for rice-pudding.

Milk is also raw material for butter and rice-pudding.

40071 **Catalytic Material** — Natural or near-natural material or an intermediate commodity, whose mere presence is essential in the process of arriving at the ultimate commodity if it is the next stage or into the intermediate commodity of the next stage in its progress towards the stage of ultimate commodity.

Examples: Manganese dioxide in the preparation of oxygen gas.

Active carbon in the production of hydrogen chloride.

NOTE — The details about the modification and the final restoration of the catalytic material are not yet fully known.

4008 **Immediate Commodity** — Let A, B P, Q Y, Z be the entity at definite consecutive stages in the progress of the natural or near-natural material A towards the ultimate commodity Z, then B is the immediate commodity for A, Q is the immediate commodity for P, and Z is the immediate commodity for Y. (*Annals*; 5; 1958; 86).

Example: Rice and bran are immediate commodities processed from paddy.

40091 **Material** — Natural material, near-natural material, catalytic material, intermediate commodity, or ultimate commodity. (*Annals*, 5, 1958, 86).

40092 **Service** — Action to satisfy a want. (*Annals*, 5, 1958, 86).

Examples: Transport service, Laundry service, Teaching.

40093 **Ultimate Service** — Service at the stage of its being directly satisfying a want. (*Annals*, 5, 1958, 86).

40094 **Intermediate Service** — Service at any stage in its progress towards ultimate service. (*Annals*, 5, 1958, 86).

40 **Matter Isolate — Category, such as:**

- 1) Natural material,
- 2) Near-natural material,
- 3) Catalytic material,
- 4) Intermediate commodity when used as raw material,
- 5) Ultimate commodity,
- 6) Intermediate service,
- 7) Ultimate service,
- 8) Property — attribute of an entity, and
- 9) Value — attribute in respect of degree of excellence, principle, quality or the like which is intrinsically desirable;

manifesting itself as an isolate in a subject.

Examples: Tubular structure, red colour, oxidizing quality, ethical value, educational value, social value.

41 **Matter Isolate Round 1** — Manifestation of the fundamental category Matter before the manifestation of the fundamental category Energy in the round 1, in a subject when it is analyzed into facets and the facets are arranged in accordance with postulates and principles prescribed for the purpose. (*Prol*, s 3532. *Abgila*; 2, 1952, 186, s 5752).

42 **Matter Isolate Round 2** — Manifestation of the fundamental category Matter after the manifestation of the fundamental category Energy in its round 1 and before its manifestation in round 2. (*Prol*, s 3532. *Abgila*; 2, 1952, 186, 5752).

43 **Matter Isolate Round 3** — Analogous to round 2.

44 **Matter Isolate Level 1** — First manifestation of the fundamental category Matter in any particular round in a subject when it is analyzed into facets and the facets are arranged in accordance with postulates and principles prescribed for the purpose. (*Prol*, s 466. *Abgila*; 2, 1957, 186, s 5756).

45 **Matter Isolate Level 2** — Second manifestation of the fundamental category Matter in any particular round in a subject when it is analyzed into facets and the facets are arranged in accordance with postulates and principles prescribed for the purpose. (*Prol*, s 466. *Abgila*; 2, 1950, 186, s 5756).

46 **Matter Isolate Level 3** — Analogous to round 2.

5 PERSONALITY AS A FUNDAMENTAL CATEGORY

500 Preliminaries

5001 **Whole** — Assumed term.

5002 **Part** — Assumed term.

Example: It is taken as a generic term to denote portion, organ and constituent of a whole.

5003 **Portion of a Concrete Entity** — Part of a concrete entity, different from its whole only in quantity or size. (*Prol*, s 3503).

Example: 1) A glass of milk taken out of a jug of milk.
2) A short piece of wire cut out of a long piece of wire.
3) A lump of clay taken out of a big ball of clay.

5004 **Organ of a Concrete Entity** — Part of a concrete entity which is not a portion of it, which has its own individuality, with its own distinctive features and functions, which is specific to the whole entity, and which contributes to the make up of the whole. (*Prol*, s 3503).

Example: 1) Hand of a human body.
2) Wheel of a bicycle.
3) Top layer of a road surface.

5005 **Constituent of a Concrete Entity** — Material of which the entity or any of its organs is made. (*Prol*, s 3503).

Example: 1) Iron in a bicycle.
2) Cement in the wall of a building.
3) Water in the human body.

NOTE. The constituent of a concrete entity is a manifestation of the fundamental category Matter.

5006 **Organ of a Social Entity** — Part of a social entity which has its own individuality with its own distinctive features and functions, and which contributes to the make up of the whole. (*Annals*, 5, 1958; 87).

Example: 1) Cabinet of a Government.
2) Academic Council of a University.
3) Top Management of a business enterprise.

5007 **Universe of Wholes** — Universe of whole (as against an organ) entities of specified kind, concrete or social. (*Prol*, s 3503).

Example: 1) Universe of bicycles whatever be the brand or size.
2) Universe of Governments whatever be the kind of Government.
3) Universe of literature whatever be the language.

50081 **Universe of Organs of First Remove** — Universe of the organs of a typical whole entity of the universe of whole concerned, arrived at the first level of breakdown of the whole into its organs. (*Prol*, s 3503).

- Example:* 1) Wheel, gear, frame, handle, and seat are organs of first remove of a bicycle.
 2) Head, cabinet, legislature, are organs of first remove of a government.
 3) Foundation, floor, walls, pillars, are organs of first remove of a building.

50082 **Universe of Organs of Second Remove** — Universe of the organs of the first remove of a typical whole organ of the first remove of a typical whole entity of the universe of the whole concerned. (*Prol*, s 3503).

- Example:* 1) The tyre, the tube, the rim, the spokes and the hub of a wheel of a bicycle.
 2) Prime minister, education minister, finance minister, etc, of the cabinet of a government.
 3) The pedestal, the stanchion part and the capital of a pillar of a building.

50083 **Universe of Organ of Third Remove** — Analogous to 50082.

50 **Personality Isolate** — The residue arising in the analysis of a subject into the fundamental categories, after Time, Space, Energy, Matter, and Anteriorizing Isolates (*see* s G41) are separated out. (*Prol*, s 3550).

NOTE 1 — The residue may be universe of whole of concrete or social entities or the universe of their organs of any remove, or a universe of abstract entities forming isolates in subjects belonging to certain basic subjects, such as mathematics, literature, linguistics, religion, education, and law.

NOTE 2 — The Personality isolates in these subjects are usually indicated as such by a scheme of classification.

NOTE 3 — This will have to be so until an objective, general and more positive definition than the one given in the enumerative definition indicated above, could be formulated.

51 **Personality Isolate Level 1**

- 1) In the case of concrete and social entities, a universe of whole. (*Prol*, s 3551).
 2) In the case of abstract entities, an isolate prescribed in a scheme of classification as belonging to level 1.

Example: 1) Hind cycle, Humber cycle, Realeigh cycle, Gents' cycle, Ladies' cycle, Children's cycle.

- 2) Monarchy, Oligarchy, Democracy among types of Government.
- 3) English, Sanskrit, Tamil as media for Literature.

52

Personality Isolate Level 2

- 1) In the case of concrete or social entities, a universe of organs of first remove of the universe of books.
- 2) In the case of abstract entities, an isolate prescribed in a scheme of classification as belonging to level 2. (*Prol*, s 3552).

Examples: 1) Wheels of different brands of a bicycle.

- 2) Head, Cabinet, Parliament, etc, of a Government.
- 3) Forms of literature, such as Poetry, Drama, Fiction, Prose, etc.

53

Personality Isolate Level 3 — Analogous to 52.

NOTE 1 — The first definition in 51 and 52 are, as can be seen, objective and independent of any scheme of classification.

NOTE 2 — The second definition of 51 and 52, however, depends upon and may vary with a scheme of classification in use.

NOTE 3 — The question of arriving at an objective definition, independent of any scheme of classification, for levels of a universe of abstract entities requires further research.

NOTE 4 — Generally speaking, Wall-Picture-Principle (*see* section N22) will be of help in determining levels.

54

Personality Isolate Round 1 — Personality isolate manifesting itself in a subject before the first manifestation of the fundamental category Energy, when the subject is analyzed into facets and facets are arranged in accordance with postulates and principles stated for the purpose. (*Prol*, s 3534).

55

Personality Isolate Round 2 — Personality isolate manifesting itself in a subject after the first manifestation of the fundamental category Energy but before its second manifestation. (*Prol*, s 3534).

56

Personality Isolate Round 3 — Analogous to 55.

57

System — Exposition of a basic subject in accordance with a specific school of thought. (*Prol*, s 3671).

Examples: 1) Ayurveda, Siddha, Unani, Allopathy and Homoeopathic systems in medicine.

- 2) Classical, Psycho-analytical, Behaviouristic, Gestalt and Field systems in psychology.
- 3) Kindergarten, Dalton plan and Basic education system.

- 571 **Favoured System** — The system which is taken by a library to be the favoured system in a subject, usually on the basis of its having the greatest literary warrant in the library. (*Prol*, s 36711).

Example: The following are now being taken favoured systems:

- 1) Allopathy in medicine.
- 2) Classical psychology in psychology.
- 3) Capitalistic system in economics.

- 572 **Sub-System** — Exposition of a subject according to a system which is accepted to be a sub-system of another system.

Example: Adler's Individualism and Jung's system are among the sub-systems of Freud's psycho-analysis.

- 58 **Special** — 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. (*CC*, s 054).

Example: 1) Child medicine, female medicine, industrial medicine in medicine.
 2) Low pressure physics, high temperature physics, and nuclear physics in physics.
 3) Hydroponics in agriculture.

CHAPTER M

POSTULATES FOR CLASSIFICATION

- 11 **Postulate of Fundamental Categories** — There are five and only five fundamental categories, namely, Personality (P), Matter (M), Energy (E), Space (S) and Time (T). (*Ele*, s H1).
- 12 **Postulate of Basic Facet** — Each subject has a basic facet. (*Ele*, s H11).
- 13 **Postulate of Isolate Facet** — A subject may have one or more isolate facets each one of which can be deemed to be a manifestation of one and only one of the five fundamental categories. (*Ele*, s H12).
- NOTE — A subject consists either of a basic class alone or of a basic class and one or more manifestation of one or more of the five fundamental categories.
- 14 **Postulate of Concreteness** — The five fundamental categories fall into the following sequence, when arranged according to their decreasing concreteness, P, M, E, S, T. (*Ele*, s H2).
- 15 **Postulate of Sequence** — The basic facet of the subject should be put first, and the other facets should be arranged thereafter in the sequence of the decreasing concreteness of the fundamental categories of which they are respectively taken to be manifestation, in the case of their not being more than one manifestation of any fundamental category. (*Ele*, s H21).
- 16 **Postulate of Space and Time Facet** — Ordinarily, [S] and [T] should be put last in the sequence in which they are mentioned here. (*Ele*, s J41).
- 17 **Postulate of Rounds for Energy** — Energy may manifest itself in one and the same subject more than once in succession, that is in more than one round. (*Ele*, s J51).
- 18 **Postulate of Rounds for Personality and Matter** — It is possible for a manifestation of Personality and Matter to occur after [1E], again after [2E], again after [3E], and so on, that is, in any round. (*Ele*, s J52).
- 191 **Postulate of Sequence Within a Round** — The sequence of the isolate facets within a round should be the same as given by the postulate of sequence. (*Ele*, s J53).
- 192 **Postulate of Level** — Personality may manifest itself in one and the same round in a subject more than once, that is in two or more levels. So also in the case of Matter, Space, and Time. (*Ele*, s K4).

Postulate of Level Cluster — Facets of different levels of the same fundamental category within one and the same round should be kept together. (*Ele*, s K41).

2 VERBAL PLANE

NOTE — No postulate has yet been formulated.

3 NOTATIONAL PLANE

Postulates for Notational Plane

NOTE — While the postulates for the idea plane can form a suitable basis for many different schemes of classification, the postulates for the notational plane are likely to be different for different schemes of classification. Section 31 gives postulates applicable to *CC* and *UDC*. The postulates in the other sections are applicable to *CC* only.

Postulate of Connecting Digit — The connecting digits to be inserted before an isolate number are as shown below. (*Ele*, s H5).

NOTE — In *UDC*, there is not a clear distinction between [P], [M], and [E]. In case of some basic classes, these facets are provided for under the name Analytical Divisions; and the connecting digit for them is a hyphen as given in the following table. Where analytical divisions are not provided, combination of facets is secured by the device of a colon, linking numbers.

NATURE OF THE ISOLATE	CC	UDC
Personality	,	—
Matter	;	—
Energy	:	—
Space	:	(...)
Time	:	...
Anteriorizing	nil	.0 (-)

Postulate 1 for Omission of Connecting Digit — In *CC*, the connecting digit need not be inserted before [P], if it immediately follows basic class. (*Ele*, s H51).

Postulate 2 for Omission of Connecting Digit — In *CC*, the connecting digit need not be inserted before [2 P], [3 P], etc if these follow immediately after [E], [2E], etc. (*Ele*, s J71).

Postulate 3 for Omission of Connecting Digit — In *CC*, of two consecutive facets, if all the isolate numbers in the earlier facet are known to consist of same number of digits, the connecting digit between two facets may be omitted. (*Ele*, s K61).

Postulate of Anteriorizing Quality — In *CC*, any number followed by a Roman small or an arrow shall have precedence over the original number. (*Ele*, s 0251).

CHAPTER N

PRINCIPLES FOR ARRANGEMENT

1 GENERAL PRINCIPLES

- 11 **Principle of Increasing Concreteness** — If two classes X and Y are such that X can be said to be more abstract and less concrete than Y, X should precede Y. (*Prol*, s 3581).

Example: Methodology precedes application.
Theoretical account of a subject precedes local description of it.

- 12 **Principle of Inversion** — The facets in the facet formula of a basic class should be in the decreasing sequence of their concreteness in each of the rounds. (*Prol*; s 3582. *Abgila*; 2; 1952; B 219).

2 PRINCIPLES FOR FACET SEQUENCE (OTHER THAN BASIC FACET)

- 21 **Commodity-Raw Material-Transformation-Principle** — If facet A is a commodity got out of the raw material forming facet B by the process of transformation forming facet C — all of the same subject — then the three facets should be arranged within the class and the class number of the subject in the sequence A, B, C. (*Ele*, s H31).

Example: Consider the subject 'Weaving of yarn into cloth'. This belongs to the basic class 'Textiles'. Here 'cloth' is [P]. So also 'yarn' is [P], 'weaving' is [E]. The sequence of these facets within the basic class textiles should be, Textiles (BC), Cloth [P], Yarn [P2], Weaving [E].

- 22 **Wall-Picture-Principle** — If two facets A and B of a subject are such that the concept behind B will not be operative unless the concept behind A is conceded, even as a mural picture is not possible unless the wall exists to draw upon, then the facet A should precede facet B. (*Ele*, s H 32).

Example: Consider 'Disease' and 'Cure'. The concept of 'Cure' leans for its very existence on the concept of 'Disease'. So also let the manifestation be 'Disease' and 'Prevention'. Here also the concept of 'Prevention' leans for its very existence on the concept of 'Disease'. The sequence should be 'Disease' [E] 'Cure' [2E]; and 'Disease' [E], 'Prevention' [2E].

- 23 **Actand-Action-Actor-Tool-Principle** — If in a subject facet B denotes action on facet A by facet C with facet D as the tool —

then the four facets should be arranged in the sequence A, B, C, D. (*Ele*, s H33).

Example: In the subject 'Tubercular disease of lungs', 'Disease' is the action. 'Lungs' is acted upon; it is, therefore, the Actand. 'Tubercular' bacillus acts on lungs. It is, therefore, the Actor. Thus these facets should be arranged in the sequence Medicine (BC). Lungs [P]. Disease [E]. Tubercular bacillus [2P].

- 24 **Cow-Calf-Principle** — If facet A and another facet B belonging to the same subject are not to be separated though they are distinct from each other and separable, they should be kept together within one and the same round as a milching cow and its unweaned calf are not separately sold out though they are distinct entities and are thus separable, but are kept together with one and the same owner. (*Ele*, s H34).

Example: In the subject 'Functions of the President of India', 'Function' is [E]. President is [P]. 'India' which stands for the 'Indian State' is also [P]. 'President' is with 'India' in the inseparable relation of a calf and its cow. Therefore, the facets 'India' and 'President' should be tied together as it were. The resulting sequence will be History (BC). India [P]. President [P2], and Function [E].

- 25 **Whole-Organ-Principle** — If in a subject facet B is an organ, that is an organic part, then A should precede B. (*Ele*, s H35).

3 PRINCIPLES FOR ISOLATE SEQUENCE IN AN ARRAY

- 31 **Principle of Increasing Quantity** — If the characteristic used as the basis of classification admits of quantitative measurement, the sequence of the isolates should be in the ascending sequence of the measure in which the characteristic is shared by the isolate. (*Prol*, s 1431).

Example: The isolates in geometry based on the dimension of the space studied as the characteristic may be arranged as 'Line' or one-dimensional space, 'Plane' or two-dimensional space, 'Solid' or three-dimensional space, four-dimensional space, etc.

- 32 **Principle of Later-in-Time** — If the isolates in an array have originated at different times, they may be arranged in parallel time-sequence. (*Prol*, s 1432).

Example: A helpful sequence for the religions is Vedic religion, Post-Vedic Hinduism, Jainism, Buddhism, Judaism, Christianity, Islam.

- 33 **Principle of Later-in-Evolution** — If the isolates in an array belong to different stages of evolution, they should be arranged parallel to the course of evolution. (*Prol*, s 1453).

Example: A helpful sequence for the natural groups of animals in zoology is to begin with protozoa and to end with mammalia, as this is taken to be evolutionary sequence.

- 34 **Principle of Spatial Contiguity** — If the isolates in an array occur contiguously in space, they should be arranged in a parallel spatial sequence. (*Prol*, s 1434).

Example: According to this principle, a helpful sequence of the regional organs of the human body is, Lower Extremities, Abdomen, Thorax, Upper Extremities, Neck and Head.

- 341 **Principle of Bottom Upwards** — If the isolate in an array can be taken to be those occurring regularly along with a vertical line, then they should be arranged from bottom upwards. (*CC*, s 084).

Example: The organs of a plant should be arranged in the following sequence, Root, Stem, Leaf, Flower.

- 342 **Principle of Left to Right** — If the isolates in an array can be taken to be those occurring roughly along a horizontal line, they should be arranged from left to right. (*CC*, s 084).

- 343 **Principle of Away from Position** — If the isolates in an array can be taken to start from a certain point and diverge away from it, roughly along a line, they should be arranged from the starting point along the diverging line. (*CC*, s 084).

- 344 **Principle of Clockwise** — If the isolates in an array can be taken to be those occurring roughly in a circle, they should be arranged in the clockwise direction. (*CC*, s 084).

- 35 **Principle of Increasing Complexity** — If the isolates in an array show different degrees of complexity, it is helpful to arrange them in the sequence of the increasing measure of their complexity. (*Prol*, s 1435).

Example: A helpful sequence of plane curves is: Straight lines, Conics, Cubics, Quadrics, etc.

- 36 **Principle of Canonical Sequence** — If none of the 9 principles stated in sections 31 to 35 is applicable, but isolates in an array are traditionally mentioned in a specific sequence, it is helpful to conform to that sequence. (*Prol*, s 1436).

Example: Sound, Heat Radiation, Electricity, and Magnetism form a canonical sequence.

370 **Literary Warrant** — The quantity of documents published or reasonably anticipated to be published on an isolate.

371 **Principle of Literary Warrant** — If none of the 10 principles stated in sections 31 to 370 is applicable, the isolates in an array may be arranged in the decreasing sequence of literary warrant. (*Prol*, s 1437).

Example: Ancient Classics are usually arranged by this principle.

38 **Principle of Alphabetical Sequence** — If the arrangements of the isolates in an array on the basis of any of 11 principles stated in sections 31 to 371 give a more helpful sequence, and if the isolates have names internationally current, they may be arranged alphabetically by those names. (*Prol*, s 1438).

Alternate Term

Alphabetical Classed Filing System — A grouping of material into broad subject classes alphabetically arranged and subdivided by topics, arranged alphabetically within each class. (*Gloss*, p 4).

CHAPTER P

STEPS IN CLASSIFYING

- 0 **Raw Title** — Title as it is found on the title page or at the head of document. (*Ele*, s N80).

Example: Biological control of paddy-flower-virus in Tanjore delta.

- 1 **Full Title** — Title derived by an examination of the document, from raw title by filling up all the ellipsis found in it, breaking down each derived composite term into its fundamental constituent terms corresponding to the five fundamental categories and if necessary corresponding to the characteristics leading to the various isolates, so as to bring out all the relevant facets including the basic facet. (*Ele*, s N81).

Example: This step is illustrated as follows with the example in section 0. The terms introduced as a result of scanning the document and of breaking down composite terms are put within brackets.

Biology control, as a preventive step against the disease caused by virus (in the) flower (of) paddy in the delta (of) Tanjore (district) in the first week of flowering during the winter of 1958 (in agriculture).

- 2 **Kernel Title** — Title derived from full title by removing all the auxiliary terms and puffs and by replacing all the essential focal terms in their respective nominative forms. (*Ele*, s N32).

Example: The kernel title derived from the full title in the example in section 1 will yield the following kernel title:

Biology Control; Disease. Virus. Flower. Paddy. Preventive Step. Delta. Tanjore (District). First Week. Winter. 1958. Agriculture.

- 3 **Analyzed Title** — Title derived from kernel title by adding after each kernel term the symbol denoting the nature of its manifestation (as decided with the aid of the postulates and the principles stated for the purpose), as provided below. (*Ele*, s N83).

(BC)	Basic class
[P]	Personality facet of round 1, level 1
[P2]	Personality facet of round 1, level 2
[2P]	Personality facet of round 2, level 1

[2P2]	Personality facet of round 2, level 2
[M]	Matter facet of round 1, level 1
[M2]	Matter facet of round 1, level 2
[2M]	Matter facet of round 2, level 1
[2M2]	Matter facet of round 2, level 2
[E]	Energy facet of round 1
[2E]	Energy facet of round 2
[3E]	Energy facet of round 3
[S]	Space facet of level 1
[S2]	Space facet of level 2
[T]	Time facet of level 1
[T2]	Time facet of level 2
[T3]	Time facet of level 3
(AC1)	Anteriorizing common isolate of level 1
(AC2)	Anteriorizing common isolate of level 2

Example: The analyzed title derived from the kernel title in the example in section 2 will be as follows:

Biology Control [3P] Disease [E] Virus [2P] Flower [P2]
Paddy [P] Preventive Step [2E] Delta [S2] Tanjore (District)
[S] First Week [T] Winter [T3] 1958 [T2] Agriculture (BC).

4

Transformed Title — Title derived from analyzed title by rearranging the kernel terms in accordance with the postulates and the principles stated for the purpose and retaining with each, its own descriptive symbol. (*Ele*, s N84).

Example: The transformed title of the subject given in section 3 will be as follows:

Agriculture (BC) Paddy [P] Flower [P2] Disease [E] Virus
[2P] Preventive Step [2E] Biology Control [3P] Tanjore
(District) [S] Delta [S2] First Week [T] 1958 [T2] Winter [T3].

5

Title in Standard Terms — Title derived from transformed title by replacing each non-standard kernel term by the standard term used in the schedules of classification, but retaining with each term its own descriptive symbol.

Example: The title in standard term of the subject in section 4 will yield the following title in standard terms:

Agriculture (BC) Rice [P] Flower [P2] Disease [E] Virus
[2P] Preventive Step [2E] Control Measure Biology [2P]
Tanjore (District) [S] Delta [S2] First Week [T] 1958 [T2]
Winter [T3]

6

Title in Focal Numbers — Title derived from the title in standard terms by replacing each kernel term by its focal number but retaining with each focal number its own description symbols. (*Ele*, s N86).

Example: The title in the standard terms of the subject given in section 5 will yield the following title in focal numbers:

J (BC) 381 [P] 6 [P2] 4 [E] 23 [2P] 5 [2E] 4 [G] [3P] 44114
[S] 137 [S2] (0) 1 [T] N58 [T2] n7 [T3].

7

Synthesised Title in Focal Numbers, that is, Class Numbers — The ordinal number derived from the title in focal numbers by removing the descriptive symbols and inserting before each focal number its appropriate connecting symbols as prescribed by the postulates and principles stated for the purpose. (*Ele*, s N87).

Example: The title in focal term given in 5 will yield the following colon synthesised title in focal number, that is, class number:

J 381, 6:423:54 (G).44114.137'(0)1'N58'n7

If UDC is used the results in step 6 will be:

63 (BC) 18 [P] [E] [P2] 63 [S] 3? [2P] 632.93 [2E]? [3P]
54114 [S] [282.6.] [S2] OC2[T] 1958 [T2] 324 [T3].

The Universal Decimal Ordinal name, that is, *UDC* class number will be:

633:18:632.38:632.937 (54114:282.6) "OC2:1958:324"

NOTE — This implements the notation for the intrinsic era cum duration of time in *UDC*, suggested in *Rev doc*; 24: 1956; 77 and 78, S61 and 72.

2 The question mark '?' is put in the places where the necessary digits have not yet been prescribed in *UDC*.

3 The geographical number of Madras is what is recommended by India to FID.

8

Verification of Reverse Translation — The process of:

- 1) analyzing the class number into its facets;
- 2) naming each facet;
- 3) giving a progressive digit by digit interpretation, ignoring the stages of un-sought link; and
- 4) thus verifying if the meaning of the class number agrees in substance with the full title and the raw title of the book.

CHAPTER Q

DEVICES IN IDEA AND NOTATIONAL PLANE

- 1 **Facet Device (Idea Plane)** — Device for sharpening a host focus in the form of a class by the addition of new facet(s). (*Prol*, s 235).
- 10 **Facet Device (Notational Plane)** — Device of prefixing a connecting symbol to an isolate number within a class number in order to implement the facet device of the idea plane. (*Prol*, s 235).
- 2 **Phase Device (Idea Plane)** — Device for sharpening a host focus by the addition of a focus of the same species as a second phase (as an additional phase). (*Prol*, s 236).
- 20 **Phase Device (Notational Plane)** — Device of prefixing a connecting symbol to a digit representing a phase relation in the idea plane. (*Prol*, s 236).
- 21 **Inter-Class Phase Device (Idea Plane)** — Device for sharpening a host class by the addition of another class as an additional phase.
- 210 **Inter-Class Phase Device (Notational Plane)** — Device of prefixing a connecting symbol to a digit representing a phase relation in the idea plane.
- Example:* In CC, in the class number VOGW (=geopolitics= history influenced by geographical factors), V is first phase, O is the connecting symbol for phase, g is the phase relation known as 'influencing' and W is the second phase.
- 22 **Intra-Facet Phase Device (Idea Plane)** — Device for sharpening a host isolate by the addition of another isolate in the same facet as additional phase.
- 220 **Intra-Facet Phase Device (Notational Plane)** — Device of prefixing a connecting symbol to a digit representing intra-facet phase relation in the idea plane.
- Example:* In CC, in the class number X: 5·20j73 (=commercial relation between India and USA), in the space facet 2 is the first phase, 0 is connecting symbol, j is the phase relation known as 'general' and 73 is the second phase.
- 23 **Intra-Array Phase Device (Idea Plane)** — Device for sharpening an array-isolate by the addition of another array-isolate in the same array as additional phase.

- 230 **Intra-Array Phase Device (Notational Plane)** — Device of prefixing a connecting symbol to a digit representing intra-array phase relation in the idea plane.

Example: In CC, in the class number Y310t5 (=comparison of rural and urban people), Y is the first phase, 0 is the connecting symbol, *t* is the phase relation known as 'comparison' and 5 is the second phase.

- 3 **Chronological Device (Idea Plane)** — Device for forming an isolate or sharpening a host focus in the form of an isolate or an array-isolate with the help of chronological characteristic.

NOTE — Chronological characteristic with the time expressed in accordance with international current usage may be, such as, the epoch of birth or origin or first investigation or initiation, or commencement or occurrence or any other relevant event.

- 30 **Chronological Device (Notational Plane)** — Device of using a chronological number as an isolate number or adding to a host isolate number a chronological number to implement the chronological device of the idea plane. (*Prol*, s 2233).

- 4 **Geographical Device (Idea Plane)** — Device for forming an isolate or sharpening a host focus in the form of an isolate or an array-isolate with the help of geographical characteristic.

NOTE — Geographical characteristic may be, such as, place of origin or habitation or prevalence or any other relevant geographical association.

- 40 **Geographical Device (Notational Plane)** — Device of using geographical number or adding to a host isolate number a geographical number to implement the geographical device of the idea plane. (*CC*, s 684).

- 5 **Subject Device (Idea Plane)** — Device for forming an isolate or sharpening a host focus in the form of an isolate or an array-isolate with the help of subject characteristic.

- 50 **Subject Device (Notational Plane)** — Device of using class number as an isolate number or adding to a host isolate number, a class number to implement the subject device of the idea plane. The class number used in implementing subject device should be taken as fused and treated as if it were a single digit by enclosing it within brackets or using any equivalent device. (*Prol*, s 36141).

- 51 **Packet Device** — Notational mechanism used in subject device so that the subject number concerned can be taken as fused and treated as if it were a single digit. (*Prol*, s 36411).

NOTE — CC uses the circular brackets to form the packet. The FID/CA (the Committee on General Theory of Classification of the International Federation for Documentation) has recommended the use of square brackets to form the packet in UDC. (*Rev doc*, 22, 1956, 156, section 2 of the minutes of FID/CA).

- 6 **Alphabetical Device (Idea Plane)** — Device for forming an isolate or sharpening a host focus in the form of an isolate or array-isolate with the help of the name characteristic.

NOTE — The name used should be one in international usage.

- 60 **Alphabetical Device (Notational Plane)** — Device of using the first or the first two, or the first three, etc, initial letters of the international name of an isolate term or adding similarly to a host number, to implement the alphabetical device of the idea plane. Alphabetical part should be taken as fused and treated as if it were a single digit. (*Prol*, s 36141).

- 7 **Enumeration Device (Idea Plane)** — Device for forming the classes or the isolates in a facet or the array-isolates in an array by directly enumerating them.

- 70 **Enumeration Device (Notational Plane)** — Device of using successive digits for forming the classes or the isolates in a facet or the array-isolate in an array by directly enumerating them.

- 8 **Super-Imposition Device (Idea Plane)** — Device for sharpening a focus in the form of an isolate by restricting its extension to the portion of it falling within another isolate of the same facet. (*Prol*, s 237).

Alternate Term

Auto-Bias Device — (Obsolete.)

- 80 **Super-Imposition Device (Notational Plane)** — Device of prefixing a connecting symbol between the isolate numbers representing the isolates involved in the super-imposition device in the idea plane. In *CC* the connecting digit for super-imposition device is a hyphen(-). (*Prol*, s 237).

Example: L18-3 is the class number for 'Circulatory system of the head'.

- 91 **Gap Device** — Device of leaving a finite gap between the numbers representing two array-isolate ideas appearing to be consecutive at the time of the enumeration, in order to accommodate new isolates, as and when they arise, claiming their filiator places within that gap. (*Prol*, s 233).

NOTE — In *LC*, this device is extensively used.

Interpolation Device — Device of interpolating between two consecutive digits of one species a digit of another species and defining its ordinal value accordingly. (*Prol*, s 2231).

Example: *CC* uses this device sparingly for this purpose.

93

Sector Device — Device of using a sectorising digit, that is, to form another sector or stretch of co-ordinate digits by adding to it the successive digits of the species and deeming the resulting double-digit numbers as if fused into a single digit, and repeating this process to form successive sectors. (*Prol*, s 2232).

NOTE — CC had adopted this device from the beginning consciously. It has now been adopted by FID/or UDC.

94

Group Notation Device — Device of using ordinal decimal fraction numbers of two or more digits (but the same number of significant digits) to represent a number of co-ordinate isolates or array-isolates, when they are too many to be represented economically by sector device alone. (*Prol*, s 368).

NOTE — CC has begun to employ this device consciously since it was studied in 1954.

Example: 381 for 'Rice' and 382 for 'Wheat'.

941

Capacity — The capacity of a notation is the number of classes that can be individualized.

NOTE 1 — The capacity of a notation is determined by the length of its base, the upper limit arbitrarily fixed for the number of digits in a class number, or in an isolate number by providing a distinctive set of connecting symbols between isolate numbers, such as the punctuation marks used by CC such that the number of digits in an isolate number is within a single sweep of the eye and is capable of being retained in memory for a short while. The capacity of a notation can be increased considerably.

NOTE 2 — By sharpening on the basis of an additional characteristic, we get a sharpened isolate as well as sharpened class but we do not get a sharpened array-isolate because the result of sharpening is not an array-isolate according to our definition and because it involves the characteristics.

95

Decimal Fraction Device — Device of taking the place value of each digit in a number as in a pure decimal fraction, though the decimal point or its equivalent mark is not actually put in front of the number. (*Prol*, s 234).

CHAPTER R

ZONE ANALYSIS : IDEA PLANE

NOTE — The concept of zone and sector is inherent to the idea plane and is independent of the notational plane.

- 1 **Generalized Array of Kind 1** — Array in a schedule of classification in which, notwithstanding the definition of A31, it has been expedient to put isolates based on different characteristics or derived from different devices and quasi-isolates, with certain conventions as a safeguard against the incidence of violation of the Canon of Consistency and of the resulting cross-classification.

NOTE — In the rules for classification, safeguards are provided to prevent cross-classification in the use of a generalized array of time.

- 2 **Zone** — A portion of an array in which all the array-isolates are formed by one and the same device. (*Prol*, s 362-368).
- 3 **Enumerated Array-Isolate** — Array-isolate of an array got by enumeration device.
- 4 **Devised Array-Isolate** — Array-isolate of an array got by chronological or alphabetical or subject device.
- 5 **Enumerated Common Isolate** — Common isolate got by enumeration device.
- 6 **Devised Common Isolate** — Common isolate got by subject device.
- 7 **Enumerated Special Isolate** — Special isolate got by enumeration device.
- 8 **Devised Special Isolate** — Special isolate got by enumeration device.

- 91 **Zone 1** — The zone of the array made up of enumerated common isolates.

- 92 **Zone 2** — The zone of the array made up of enumerated special isolates.

- 93 **Zone 3** — The zone of the array made up of devised special isolates.

- 94 **Zone 4** — The zone of the array made up of devised common isolates.

- 95 **Sector** — The set of isolates in a zone got on the basis of a single characteristic.

CHAPTER S

ZONE ANALYSIS : NOTATIONAL PLANE

NOTE 1 — The concept of zone and sector of the notational plane depends only on the quality of the notational system and is independent of the idea plane.

NOTE 2 — The first charge on a zone or a sector of the notational plane is the implementation of the demands of the zones and sectors, arising in the idea plane.

NOTE 3 — If the number of sectors in the idea plane is smaller than that in the notational plane, more than one sector and even more than one zone of the notational plane can be used to meet the demand of one and the same zone or sector in the idea plane.

NOTE 4 — A table showing the zones and sectors in an array of the notational plane is given at the end of this chapter. The table is constructed subject to the condition that the number of digits in (AIN) should not exceed 3.

- 0 **Zone** — The portion of an array in which the first significant digits of all isolate numbers are of the same species or the first digits are starters.

Examples: 1) The array 1, 2.....7, 8, 91, 92....97, 98....

2) a, b,.....x, y, za.....zb.....

3) 99A, 99B.....99y,.....99z.....

4) (0), (a), (b)....(1), (12)....(9A), (9B).....

- 1 **Zone 1** — The zone of the array in which the first significant digits of all isolate numbers are of the species with the lowest group of ordinal value.

Example: In CC z is defined to be smaller in ordinal value than 1, a, b,z form the species of significant digits of the lowest ordinal values. Therefore, in zone 1 of an array in CC, the first significant digits are all Roman smalls.

- 2 **Zone 2** — The zone of an array in which the first significant digits of all isolate numbers are of the species with a group of ordinal value next higher than those of zone 1.

Example: In CC the species of digits whose ordinal values are next higher than those of lower Roman smalls is that of the Indo-Arabic numerals. Therefore, in zone 2 of an array in CC, the first significant digits are all Indo-arabic numerals.

- 3 **Zone 3** — The zone of an array in which the first significant digit of all isolate numbers are of the species with a group of ordinal values next higher than those of zone 2.

Example: In CC the species of digits whose ordinal values are next higher than those of Indo-arabic numerals is that of Roman capitals. Therefore, in zone 3 of an array in CC, the first significant digits are all Roman capitals.

- 4 **Zone 4** — The zone of an array in which the first digit of all isolate numbers are of the species with a group of ordinal values next higher than those of zone 3.

Example: In CC the starter bracket is given an ordinal value greater than that of capital Z. Therefore, in zone 4 of an array in CC, all the isolate numbers begin with a starter.

- 5 **Sector of a Zone** — A portion of a zone with either no octavis-ing digits, with only one octavis-ing digit or with only two octavis-ing digits, and so on respectively.

Examples: 1) 1, 2.....8
 2) 91, 92.....97, 98
 3) 991, 992.....997, 998

TABLE OF ZONE AND SECTOR IN CC NOTATION

NOTE 1 — Boundary Condition: (AIN) is not to have more than three digits.

NOTE 2 — Digits not put to use: (Sm)* i, 1, 0; (Cap) I, O.

ZONE	SECTOR	SECTORIZING DIGIT		FIRST SIGNIFICANT DIGIT	ACTUAL (AIN)	No. of (AIN)*
		First	Second			
1	1	a		(Sm)**	a, b, ..., x, y	22
	2	z		(Sm)	za, zb, ..., zx, zy	22
	3	z	z	(Sm)	zza, zzb, ..., zzx, zzy	22
	4	z	z	(IAN)†	zz1, zz2, ..., zz7, zz8	8
	5	z	z	(Cap)‡	zzA, zzB, ..., zzx, zzY	23
	6	z		(IAN)	z1, z2, ..., z7, z8	8
	7	z	9	(Sm)	z9a, z9b, ..., z9x, z9y	22
	8	z	9	(IAN)	z91, z92, ..., z97, z98	8
	9	z	9	(Cap)	z9A, z9B, ..., z9X, z9Y	23
	10	z		(Cap)	zA, zB, ..., zX, zY	23
	11	z	Z	(Sm)	zZa, zZb, ..., zZX, zZY	22
	12	z	Z	(IAN)	zZ1, zZ2, ..., zZ7, zZ8	8
	13	z	Z	(Cap)	zZA, zZB, ..., zZX, zZY	23
Total						234

(Continued)

ZONE	SECTOR	SECTORIZING DIGIT		FIRST SIGNIFICANT DIGIT	ACTUAL (AIN)	No. of (AIN)*
		First	Second			
2	1			(IAN)	1, 2, ..., 7, 8	8
	2	9		(Sm)	9a, 9b, ..., 9y	22
	3	9	z	(Sm)	9za, 9zb, ..., 9zy	22
	4	9	z	(IAN)	9z1, 9z2, ..., 9z8	8
	5	9	z	(Cap)	9zA, 9zB, ..., 9zY	23
	6	9		(IAN)	91, 92, ..., 98	8
	7	9	9	(Sm)	99a, 99b, ..., 99y	22
	8	9	9	(IAN)	991, 992, ..., 998	8
	9	9	9	(Cap)	99A, 99B, ..., 99Y	23
	10	9		(Cap)	9A, 9B, ..., 9Y	23
	11	9	Z	(Sm)	9Za, 9Zb, ..., 9Zy	22
	12	9	Z	(IAN)	9Z1, 9Z2, ..., 9Z8	8
	13	9	Z	(Cap)	9ZA, 9ZB, ..., 9ZY	23
Total						220
3	1			(Cap)	A, B, ..., Y	23
	2	Z		(Sm)	Za, Zb, ..., Zy	22
	3	Z	z	(Sm)	Zza, Zzb, ..., Zzy	22
	4	Z	z	(IAN)	Zz1, Zz2, ..., Zz8	8
	5	Z	z	(Cap)	ZzA, ZzB, ..., ZzY	23
	6	Z		(IAN)	Z1, Z2, ..., Z8	8
	7	Z	9	(Sm)	Z9a, Z9b, ..., Z9y	22
	8	Z	9	(IAN)	Z91, Z92, ..., Z98	8
	9	Z	9	(Cap)	Z9A, Z9B, ..., Z9Y	23
	10	Z		(Cap)	ZA, ZB, ..., ZY	23
	11	Z	Z	(Sm)	ZZa, ZZb, ..., ZZy	22
	12	Z	Z	(IAN)	ZZ1, ZZ2, ..., ZZ8	8
	13	Z	Z	(Cap)	ZZA, ZZB, ..., ZZY	23
Total						235
4	1			(Sm)	(a), (b), ..., (y)	22
	2			(IAN)	(1), (2), ..., (8)	8
	3			(Cap)	(A), (B), ..., (Y)	23
Total						53
Grand Total						742

*AIN = Array-Isolate Number.

**Sm = Roman Small letter.

†IAN = Indo-Arabic Numeral.

‡Cap = Roman Capital letter.

CHAPTER T

FACET ANALYSIS

1 **Facet Analysis** — Analysis of a subject into its facets according to the postulates and principles stated for the purpose.

2 **Facet Synthesis** — Synthesis of the focal numbers of a subject into class numbers according to the postulates and principles stated for the purpose.

3 **Analytico Synthetic Classification** — Scheme of classification involving analysis of subject into its facets in the idea plane, transformation in the verbal plane, translation from the focal terms in the verbal plane to the focal numbers in the notational plane, and synthesis of the focal numbers into class numbers in the notational plane.

NOTE — Such a scheme of classification does not usually give ready made class numbers for any but basic subjects. It gives schedules for basic subjects and for isolates in diverse facets. Its schedule is thus not a monolithic one. It is a polylythic one.

Alternate Term

Faceted Classification

4 **Class Number** — Ordinal number which fixes the position of a subject relatively to other subjects. (CC, s 02).

NOTE 1 — The class number of a subject may be looked upon as translation of its name into the artificial language of ordinal numbers, specified and elaborated in a scheme of classification.

NOTE 2 — See A72 for the general definition of class number.

41 **Classificatory Language** — Artificial language of ordinal numbers and system of class numbers used to represent subjects.

Examples: Colon language, Decimal language.

NOTE — See A74 for the general definition of classificatory language.

5 **Facet** — The totality of the isolates, each one of which can by itself be attached to a specified basic class or a class derived from it, and which are enumerated together in a schedule as possible manifestations of a particular fundamental category in a specified level of a specified round.

NOTE — See G3 for definition as applied to a class, that is subject.

6 TELESCOPING OF ARRAYS

62 **Generalized Array of Kind 2** — Array, in a schedule of classification, into which co-ordinate as well as subordinate isolates

are put for economy of notation, notwithstanding the definition in section A31.

- 63 **Telescoped Array** — Array of isolates in a schedule of classification, made of co-ordinate and subordinate isolates, as viewed from the idea plane, but whose isolate numbers appear to be co-ordinate, as viewed from the notational plane. (CCC, s 3191).

Example: Consider the following array of the isolates in the natural group of plants facet in Botany in CC and UDC:

CC No.	ISOLATE TERM	UDC No.
1	Cryptogamia	21
2	Thallophyta	22
3	Bryophyta	32
4	Pteridophyta	35
5	Phanerogamia	41
7	Monocotyledon	52
8	Dicotyledon	61

NOTE — Here Cryptogamia and Phanerogamia belong to array of order 1, and all the other isolates belong to array of order 2, as viewed from the idea plane. But as viewed from the notational plane it is easily seen that both the groups of isolates appear to belong to array of order 1 in CC and of order 2 in UDC, as the number of digits in the respective isolate numbers show. Therefore, the arrays are called telescoped arrays.

- 64 **Array Telescoping Point** — Isolate in a telescoped array, of which at least one succeeding isolate in the array is a sub-isolate. (CCC, s 3191).

Example: In the telescoped array given as example in section 63, the following are isolates-at-telescoping points:

- 1) Cryptogamia,
- 2) Phanerogamia.

7 TELESCOPING OF FACETS

- 73 **Generalized Array of Kind 3** — Array, in a schedule of classification, into which isolates belonging to different facets — facets which are manifestations of the same fundamental category in different levels in the same round — are put for convenience of presentation, notwithstanding the definition in section A31.

74

Telescoped Facet — Array of isolates, in a schedule of classification made of isolates belonging to different facets, forming consecutive levels in the same round of manifestation of one and the same fundamental category, as viewed from the idea plane, but whose isolate numbers appear to be all co-ordinate ones as viewed from the notational plane.

NOTE — Telescoping of facets is possible when the notation is a mixed one. It is widely used by CC for convenience of presentation.

75

Facet Telescoping Point — Stage in the enumeration of the isolates in a telescoped facet, where change of level of facet occurs.

Example: In the personality schedule coming after the energy isolate 'Personal management' in the basic class 'X Economics', the following isolates occur in one array:

3 = Wage
 ↓
 9C = Unskilled personnel (After telescoping point 1)
 ↓
 K5 = Alien personnel (After telescoping point 2).

Consider the following class numbers:

X : 9K5,9C,3 = Wages of alien unskilled personnel. Here it is obvious that K5=Alien personnel is an isolate in the first level personality facet in the second round;

9C = Unskilled personnel is an isolate in the second level personality facet; and

3 = Wages is an isolate in the third level personality facet. This is as viewed from the idea plane. But in the extract from the schedule given above, these three isolates appear to belong to one and the same facet as viewed from the notational plane.

- 32 **Anteriorizing Digit** — Digit, the addition of which at the end of a class number (hereinafter referred to as host class number) makes the resulting class number precede the host class number. (CG, s 215).

Example: In CG, the Roman smalls are anteriorizing digits.
Xa precedes X.

- 33 **Favoured Focus Number** — The digit representing a favoured isolate number or a favoured class number (that is the isolate or a class in which a library specializes and has, therefore, many documents).

Example: In CG ‘-’ (hyphen) is used as the favoured focus number. For example, it is used to denote the isolate ‘English language’ in the main class ‘literature’, in the case of a library which specializes in English literature.

- 4 **Connecting Digit** — A digit used as a connector in a class number — that is as a conjunction in a classificatory language. (Prol, s 3615).

Alternate Term

Sign-post Digit

NOTE — A connecting digit has ordinal value. It also functions as signpost to denote the fundamental category of which the succeeding isolate number is a manifestation.

- 51 **Empty Digit** — A digit with ordinal value but without representing any specific focal idea.

Alternate Terms

- 1) **Sectorizing Digit**
- 2) **Octavizing Digit** — (Obsolete).
- 3) **Extra-polating Digit**

- 52 **Emptying Digit** — A digit with ordinal value and also depriving the preceding digit of its focal idea.

Alternate Term

Inter-polating Digit

- 521 **Inter-polated Number** — A number consisting of an emptying digit preceded by another digit.

- 522 **Inter-polation** — The device of interpolating between any two consecutive numbers in an array a new co-ordinate number.

- 53 **Empty and Emptying Digit** — A digit with ordinal value, without representing any specific focal idea, and depriving the preceding digit of focal idea.

- 61 **Substantive Digit** — A digit with ordinal value and representing a specific focal idea.

Alternate Term

Rich Digit

- 62 **Systematic Rich Digit** — A digit with ordinal value and representing a focal idea in conformity to the Canon of Systematic Mnemonics.

Alternate Term

Extra Rich Digit

- 63 **Semantic Rich Digit** — A digit with ordinal value and representing a focal idea in conformity to the Canon of Seminal Mnemonics.

Alternate Term

Super Rich Digit

- 64 **Emptying Substantive Digit** — A digit with ordinal value representing a focal idea, and depriving the preceding digit of its focal idea.

Example: In CC, there are digits belonging to each of the above-mentioned eight semantic levels. The following table is illustrative:

LEVEL OF SEMANTIC RICHNESS	KIND OF SEMANTIC VALUE	DIGIT (NORMALLY USED)	DESCRIPTIVE NAME OF DIGIT
1	Binding and ordinal value but not representing any special focal idea	()	Packeting
2	Ordinal value but not representing any specific isolate idea	z 9 Z	Empty
3	Ordinal and sign-post value but not representing any specific focal value idea	' . : ; , -	Connecting
4	Ordinal value and depriving the preceding digit of focal idea	T U V W X Y Z	Emptying
5	Ordinal value, and also depriving the preceding digit of its focal idea but not representing any specific focal idea	U W Y Z	Empty and Emptying
6	Ordinal value and representing specific focal idea	a y 1 8 A Y	Rich
7	Ordinal value and representing a specific systematic focal idea	1 8 A Y	Extra-Rich Systematic Rich
8	Ordinal value and representing a specific seminal focal idea	1 8	Super-Rich Seminal Rich
9	Ordinal value and depriving the preceding digit of focal idea and representing a specific focal idea	T V X	Rich and Emptying

CHAPTER V

DOCUMENT CLASSIFICATION

NOTE 1 — Most of the terms in this chapter were brought into use in edition 1 of *CC* in 1933. But the references are given here only to the edition 6 of *CC* (1960).

NOTE 2 — The following rules are stated in terms of position of documents on the shelves or other receptacles but they are all equally applicable to the position of the main entries of documents in the classified part of a catalogue or a bibliography.

NOTE 3 — Book classification is a conventional equivalent of document classification.

- 0 **Ultimate Class of a Document** — Class of the smallest extension admitted by a scheme of classification, into which the document can be placed. (*CC*, s 027).

BOOK NUMBER AND ITS FACETS

- 1 **Book Number** — Ordinal number which fixes the position of a document in a library relative to the other documents having the same ultimate class. (*CC*, s 03).

NOTE — Book number individualizes the document among the documents having the same class number. It is used for mechanizing the position of a document among the documents having the same ultimate class.

Alternate Term

Internal Notation — Notation which indicates the order or location of individual books, or other bibliographic items, within the class severally. [*Bib*, p 109, cat (49)].

- 2 **Cutter Table** — Either one of two alphabetical order schemes devised by CA Cutter, consisting of decimal numbers so constructed that they may be combined with initial letter or letters or surnames or words, one table using two figures, the other, three figures. (*Gloss*, p 42).

- 3 **Cutter-Sanborn Table** — A three figure alphabetical order scheme, an alteration of the two figure cutter table, made by Kate E Sanborn. (*Gloss*, p 42).

- 4 **Cutter-Number** — An author number from one of the Cutter Tables or from Cutter-Sanborn 3-figure Alphabetic Table. (*Gloss*, p 42).

- 5 **Merrill Book Number** — A book number from a scheme devised by W S Merrill for arranging material in alphabetical order by means of numbers, or in chronological order by means of date abbreviations. (*Gloss*, p 87).

- 6 **Biscoe Time Number** — A book number expressing a date in abbreviated form, from a scheme devised by WS Biscoe for arranging books on shelves chronologically rather than alphabetically. (*Gloss*, p 13).

7 COLON BOOK NUMBER AND ITS FACETS

- 70 **Colon Book Number** — Colon book number may consist of one or more of the following successive facets:
- Language number; Form number; Year number; Acquisition number; Volume number; Supplement number; Copy number; Evaluation number; and Evaluation Acquisition number. (*CC*, s 0302).
- 71 **Language Number** — Ordinal number into which the name of the language, in which the document is expounded, is translated. (*CC*, s 031).
- 710 **Language Facet** — Part of the book number of a document, which is its language number. (*Annals*, 5, 1958, 101).
- 711 **Favoured Language** — Language of the majority of the books actually or intended to be included in the library. (*CC*, s 0311).
- 712 **Scale of Popularity of Languages** — Descending scale of popularity of the languages, maintained by a library on the basis of their respective uses as the medium in the exposition of its documents. (*CC*, s 0312).
- 713 **Most Popular Language** — Language, among a given set of languages in which a document has been written and which occurs earliest in the scale of popularity of languages, maintained by a library. (*CC*, s 0312).
- Example:* 2 N51 RANGANATHAN (SR). Library manual [in English which is taken as the favoured language].
- 2 152N51 RANGANATHAN (SR) AND NAGAR (ML). Granthalaya-Prakriya [Hindi translation of the book in the first example].
- Here 152 is Language Number.
- N51 is year Number.
- 72 **Form Number** — Ordinal number which is the translation of the name of the form of arrangement or of exposition or again the physical form of the document. (*CC*, s 032).
- 720 **Form Facet** — Part of the book number of a document, which is its form number.

Example: W p7N33 ADAMS (Mary), *Ed. Modern state* [which is a symposium of contributions by several authors].

Here p7 is the form number.

73 **Year Number** — Ordinal number which is the translation of the year of publication of the document. (CC, s 033).

730 **Year Facet** — Part of the book number of a document, which is its year number. (*Annals*, 5, 1958, 101).

Example: In the example under V713, N51 is the year number.

74 **Acquisition Number** — Integral number which denotes the sequence of accessioning of a document, which shares the same ultimate class and the same form number, language number, and year number with some other documents. (CC, s 033).

740 **Acquisition Facet** — Part of the book number of a document which is its acquisition number. (*Annals*, 5, 1958, 101).

Example: 2 N513 GOEL (R S) and V1j (V P). *Library economy* [This is the fourth, of the books, published in 1951 on library economy and acquired by the library].

Here 3 is the acquisition number.

75 **Volume Number** — Number within the book number of a volume of a multi-volumed book, individualizing the said volume in the set. (CC, s 03511).

750 **Volume Facet** — Part of the book number of a document which is its volume number. (*Annals*, 5, 1958, 101).

Example: X N20.1-N20.2 TAUSSIG (F W). *Principle of economics*. ed 2. 2V

Here 1 and 2 are volume numbers.

76 **Supplement Number** — Number within the book number of a book, which individualizes the said supplement from the host volume and the other supplements. (CC, s 0362).

760 **Supplement Facet** — Part of the book number of a document, which is its supplement number. (*Annals*, 5, 1958, 101).

Example: Assuming that there are two supplements of a book with call number E N63, the book number for the first supplement will be N63-1 and that for the second supplement N63-2.

77 **Copy Number** — Number within the book number of a copy of a document of which there are two or more copies, individualizing the said copy. (CC, s 037).

- 770 **Copy Facet** — Part of the book number of a document which is its copy number.

Example: Assuming that there are in the library two copies of the book with call number E N63, the book number of the second copy will be E N63; 1.

- 78 **Evaluation Number** — Part of the book number of a document, which is an appreciation, criticism, evaluation, or review of or a reply to, a pseudo classic, attached after its part taken from the book number of the host pseudo classic. (CC, s 038).

- 780 **Evaluation Facet** — Part of the book number of a document, which is the evaluation number. (Annals, 5, 1958, 102).

Example: Assuming that there is an evaluation of the book with class number X N63, the class number of the document embodying evaluation will be X N63: g. Here : g is the evaluation number.

- 781 **Evaluation Acquisition Number** — Integral number which denotes the sequence of the accessioning of an evaluating document among the several evaluating documents on the same pseudo classic.

- 7810 **Evaluation Acquisition Facet** — Part of the book number of a document, which is the evaluation acquisition number.

Example: Assuming that there is a second evaluating document on the book with a call number X N63, its call number will be X N63: g1. Here 1 is evaluating acquisition number.

791 COLLECTION AND COLLECTION NUMBER

- 7910 **Collection** — One of the several groups other than the main group in which some of the books of a library have to be kept for administrative, safety, facility-for-use or other reasons. (CC, s 04 & 041).

Example: Pamphlet or under-sized collection, Over-sized collection, Rare book collection, Reading room collection, Mathematics department collection, Browsing collection, etc. A collection may be permanent or temporary.

- 7911 **Collection Number** — Symbol to denote collection, other than the main one. (CC, s 041).

Example :

COLLECTION	COLLECTION NUMBER
Under-sized	Underline Book Number
Over-sized	Overline Book Number
Abnormal	Underline and Overline Book Number
Worn Out	Encircle Book Number

Here are some other examples :

Reading Room	RR
Secondary	SC
Tertiary	TC
Periodicals	PC
Physics Department	CD
Law Department	ZD

792 CALL NUMBER AND LOCATION

- 7920 **Call Number**** — Ordinal number which fixes the position of a document in a library. (*CC*, s 01).

Alternate Term

Call Mark. (*Gloss*, p 22).

- 7921 **Relative Location**** — Arrangement of documents in relation to one another.

NOTE — In relative location, call number is a combination of the class number of the subject expounded in the document plus the book number of the document plus if necessary the collection number of the document.

Equivalent Definition

The arrangement of books in a library according to their relations to each other, allowing in its proper location to material, the introduction of new material on the shelves. Contrasted with fixed location. Also known as movable location. (*Gloss*, p 114).

- 7922 **Fixed Location**** — Arrangement of documents in terms of their fixed position on the shelves or other receptacles.

- 7923 **Shelf Number**** — The number assigned to a shelf in a fixed location system. (*Gloss*, p 126).

Alternate Terms

Press Mark — A symbol indicating the room, case, and sometime shelf, where a book is kept. (*Gloss*, p 108).

Shelf Mark — In fixed location, a letter or number indicating the location of a special shelf. (*Gloss*, p 126).

CHAPTER W

CANONS FOR DOCUMENT CLASSIFICATION

- 1 **Canon of Classics** — A scheme of classification should have a device to bring together all the editions, translations, and adaptations of a classic, and next to them all the editions, etc., of the different commentaries of it, those of a particular commentary coming together, and next to each commentary all the editions, etc., of the commentaries on itself (commentaries of the second remove on the original classic) in a similar manner, and so on with the commentaries of further removes. (*Prol*, s 621).

Example:

R66,5x1,B	Sankara: Brahmasutra - bhasya (a well known classic in Monistic philosophy).
R66,5x1,B,P	Padma-pāda: Pañca-pādikā (a commentary on the above classic).
R66,5x1,B,P,P	Prakāsātman: Pañca-pādikā-vivarana (a commentary on the above commentary, that is, a commentary of the second order on the host classic given as the first).
R66,5x1,B,P,P,T	Akhandānanda-muni: Tattva dipana (a commentary on the above commentary, that is, commentary of the third order on the host classic).
R66,5x1,B,P,P,V	Cit-Sukha: Vivarana-tātparya-dīpikā (another commentary of the third order on the host classic).
R66,5x1,B,P,PA	Amalānanda: Pañca-pādikā-darpana (a second commentary of the second order on the host classic).
R66,5x1,B,B	Vācas-Pati-misra: Bhāmati (a second commentary of the first order on the host classic).
R66,5x1,B,B,K	Amalānanda: Kalpa-taru, that is a commentary on the above commentary (that is a commentary of the second order on the host classic).

R66,5x1,B,B,K,P	Appaya Dikṣita: <i>Pari-mala</i> (a commentary on the above commentary—commentary of the second order on the host classic).
R66,5xB,B,H	Cit-sukha: <i>Bhāṣya-bhāvā-prakāśa</i> (a commentary of the second order on the host classic).
R66,5x2,V	Vijñāna Bhikṣu: <i>Vijñānamarta</i> (a second classic on Monistic philosophy).
R66,5xJ50,N	Appaya Dikṣita: <i>Nyāya-raksāmani</i> (a classic on Monistic philosophy by an author taken to have been born in 1550).
R66,5xM50,S	Raghu-nātha Sūri: <i>Sankara-pāda-bhūṣana</i> (a classic on Monistic philosophy by an author taken to have been born in 1850).

- 2 **Canon of Local Variation** — A scheme of classification should have provision for alternative sequences of classes to meet special local interests. (*Prol*, s 631).

Example: 1) In *BC* 'Descriptive geometry' may be given the class number AV or ATN according to local needs.

- 2) In *CC* 'Indian history' may be given the class number V2 in Indian libraries and V44 in the libraries of other countries.

- 3 **Canon of Book Number** — A scheme of document classification should be provided with a scheme of book numbers to individualize the documents having the same class of knowledge as their ultimate class. (*Prol*, s 662).

- 4 **Canon of Collection Number** — A scheme of document classification should have provision for a schedule of collection numbers to individualize the various collections of special documents to be formed on the basis of the peculiarities of their gross bodies, or their rarity, or service exigency, or for other reasons. (*Prol*, s 678).

- 5 **Canon of Distinctiveness** — In a scheme of library classification, the class number, the book number, and the collection number (together forming the Call Number), should be written quite distinct or apart from one another. (*Prol*, s 6852).

CHAPTER X

CONTACT WITH CATALOGUE

- 0 **Quasi Digit** — Group of digits to be treated as if they together formed a single digit.

Alternate Term

Fused Number

- 1 **Chain Formation** — Representation of a class number in the form of a chain, according to a procedure, such as the following:

Step 1

Mark out the following:

- 11 The First Link — that is, the first digit;
- 12 The Second Link — that is, the first two digits;
- 13 The Third Link — that is, the first three digits; and so on up to the last link which is to be made of all the digits.

Step 2

Write out the Links one below the other in succession;

- 21 Write against each link its translation into natural language, that is, the name of the class of which the link is the class number;
- 22 Connect each link with its translation by (“=”) sign.

Step 3

Join the (“=”) sign of each link with that of the next succeeding link by a downward arrow. (CCC, s 320).

Example:

O111,2J64,P	=	Othello
	↓	
O	=	Literature (Sought Link)
	↓	
O1	=	Indo-European Literature (Unsought Link)
	↓	
O11	=	Teutonic Literature (Unsought Link)
	↓	
O111	=	English Literature (Sought Link)

O111,	↓ =	(False Link)
O111,2	↓ =	English Drama (Sought Link)
O111,2J	↓ =	(Part of Fused Link)
O111,2J6	↓ =	(Part of Fused Link)
O111,2J64	↓ =	Shakespeare (Sought Link)
O111,2J64,	↓ =	(False Link)
O111,2J64,5	↓ =	Fifth Octave of the Shakespeare's plays (Unsought Link)
O111,2J64,P	↓ =	Othello (Sought Link)

2 **Last Link** — Link occurring last in the chain got from a class number. (CCC, s KB1).

Example: In the chain given under Section 1 "O111,2J64,P=Othello" is the last link.

21 **False Link** — Link:

1) Which is not a class number, that is it is not a concatenation of digits, intelligible according to the rules of classification, that is it has no meaning; or

2) Which is the last link of a compound class number and does not have a name in the verbal plane, in common usage, in a natural language or in the jargon of a profession or trade. (CCC, s KB2).

Example: In the chain given under Section 1, the following are false links:

O111,	=	(False Link) because no meaning
	↓	
O111,2J64,	=	(False Link) because no meaning
	↓	
O111,2J64,5	=	(False Link) because no meaning

Consider the following chain of the class number V4'N5

V	=	History (Sought Link)
	↓	
V4	=	History of Asia (Sought Link)
	↓	
V4'	=	(False Link) because no meaning

V4'N ↓
 = (False Link) because no name in common usage

 ↓
 V4'N5 = (False Link) because no name in common usage

22

Fused Link — Link whose end isolate number is a fused number because of its being got by: (CCC, s KA31).

- 1) Chronological device;
- 2) Geographical device;
- 3) Subject device;
- 4) Alphabetical device;
- 5) Phase device; or
- 6) Packet device.

Example: In the chain given under Section 1 "O111,2J64" is a fused link.

221

Part of a Fused Chronological Link — Link ending within a fused link got by chronological device. (CCC, s KA41).

Example: In the chain given under Section 1, the following are parts of a fused chronological link:

O111,2J = (Part of a Fused Chronological Link)

 ↓
 O111,2J6 = (Part of a Fused Chronological Link)

222

Part of a Fused Geographical Link — Link ending within a fused link got by geographical device. (CCC, s KA51).

Example: In the class number Z56=British Law,

Where Z = Law

 ↓
 Z56 = British Law

Z5 is a part of the fused geographical link Z56 because the municipal law of Great Britain is in no sense a sub-division of European Law.

223

Part of a Fused Subject Link — Link ending within a fused link got by subject device. (CCC, s KA51).

Example:

1) In the CC class number T9(Y31)=Rural education

Where T = Education

 ↓
 T9(Y31) = Rural education,

T9(Y and T9(Y3 are parts of the fused subject link T9(Y31).

2) In the *DC* class number 331·2822=Wages in mining,

Where 33	=	Economics
	↓	
331	=	Labour
	↓	
331·2	=	Wages
	↓	
331·2822	=	Wages in mining

331·282 is a part of the fused subject link 331·2822.

224

Part of a Fused Alphabetical Link — Link ending within a fused link got by alphabetical device. (CCC, s KA61).

Example:

1) In the *CC* class number J311CO=Coimbatore strain of sugarcane,

Where J	=	Agriculture
	↓	
J3	=	Food crop
	↓	
J3111	=	Sugarcane
	↓	
J3111CO	=	Coimbatore strain of sugarcane

J311C is a part of the fused alphabetical link J3111CO.

2) In the *UDC* class number 820 SHAK=Shakespeare,

Where 8	=	Literature
	↓	
82	=	English Literature
	↓	
820 SHAK	=	Shakespeare

820S, 820SH, 820SHA are parts of the fused alphabetical link 820 SHAK.

225

Part of a Fused Phase Link — Link ending within a fused link got by phase device. (CCC, SKA713 and KA723).

Example:

1) In the *CC* class number B0bM8=Mathematics for drapers,

Where B	=	Mathematics
	↓	
B0bM8	=	Mathematics for drapers

B0bM is a part of the fused phase link of B0bM8.

- 2) In the *UDC* class number 51:687.1=Mathematics for drapers,

Where 51 = Mathematics

↓
51:687.1 = Mathematics for drapers

51:6, 51:68, 51:687 are parts of the fused phase link 51:687.1.

226 **Part of a Packeted Link** — Link ending within a fused link got by packet device.

Example: In the *CC* class number X8(F182)=Steel industry,

Where X = Economics

↓
X8(F182) = Steel industry

X8(F, X8(F1, (F182 are part of packet link of X8 (F182).

24 **Unsought Link** — Link which,

1) ends with a part of the isolate focus in a facet of a class number; and

2) represents a subject on which reading material is not likely to be produced or sought or which is not likely to be looked up by any reader seeking materials on the specific subject forming the last link of the full class number. (CCC, s KB3).

Example: In the *CC* class number Y31=Rural sociology,

Where Y = Sociology

↓
Y3 = Sociology of groups based on residence

↓
Y31 = Rural sociology

Y3 is not likely to be sought in a general library and so that library may treat it as an unsought link. However, in a library specializing in sociology to serve research workers in sociology Y3 will have to be deemed to be a sought link.

NOTE — This rule admits of local variation in its application. In the light of the reading materials organized, the interest of the readers served, and the nature of the service attempted, each library may define in an exact way suited to itself the links which should be deemed to be unsought links. This more precise local definition should be consistently followed. A similar local definition may also be made by an organization engaged in the production of international or national bibliographies or union catalogue of books and/or of periodical publications.

3 **Sought Link** — Link which is neither false, nor part of a fused link nor an un-sought link. (CCC, s KB4).

Alternate Term**Effective Link** — Sought Link. (*Theory*; 117).

NOTE — This term was replaced by 'Sought link' in 1954.

- 31
- Upper Link**
- Link other than the last link. (CCC, s KB5).

Example: In the chain given as example in Section 1 all the links other than O111,2J64,P=Othello, are upper links.

NOTE — See also section A423

- 32
- Lower Link**
- As between two links in a chain engaging attention the link occurring lower than the other one. (CCC, s KB6).

4 IRREGULAR CHAIN

- 41
- Chain-with-gap**
- A chain of isolates in a schedule of classification, in which an intermediate isolate is not to be given, as a result of failure to conform to the Canon of Modulation. (CCC, s KB92).

Example: 1) In DC we have the following array, 2 Religion, 22 Sacred Books, 225 New Testament. Let us throw it into a chain, then we have:

2 =Religion
 ↓
 22 =Sacred Books
 ↓
 225=New Testament

This is a chain-with-gap, as the isolate "Christianity" is missing in the schedule between 2 Religion and 22 Sacred Books.

2) In CC we have the following array:

I =Botany
 ↓
 I1 =Cryptogamia
 ↓
 I2 =Thallophyta

Let us throw I2 into a chain, then we have

I =Botany
 ↓
 I2 =Thallophyta

This is a chain-with-gap as the isolate I1 'Cryptogamia' is missing between I 'Botany' and I2 'Thallophyta'. This is

caused not by omission of the missing isolate in the schedule as it is in the example from *DC*, on the other hand, this is a result of the array being telescoped one.

NOTE — In any telescoped array a gap of this kind will occur.

- 42 **Missing Isolate** — The isolate missing in a chain-with-gap. (*CCC*, s KB921).

Example: 1) In the *DC*, chain-with-gap given as example under section 41 'Christianity' is a missing isolate. Its isolate number may be written as 22/28.

2) In the *CC*, chain-with-gap given as example under section 41 'Cryptogamia' is a missing isolate, but in the schedule it has the isolate number I1. It appears to be co-ordinate to I2 as a result of telescoping of array.

- 43 **Missing Link** — A link in a chain-with-gap, corresponding to the missing isolate in the chain. (*CCC*, s KB92).

5 CHAIN PROCEDURE

- 51 **Chain Procedure** — Procedure for determining the class index entries, the specific subject entries, and the *see also* subject entries of a document from its class number and the class number of the cross reference entries provided for it. (*CCC*, K).

CHAPTER Y

MACHINE SEARCH

1 MACHINE

- 10 **Machine for Search** — Mechanical aid for searching entries of sought documents, in a list of documents. (*Annals*; 5; 1958; 104).
- Examples:* 1) Machine involving holes punched in cards;
 2) Magnetic tape and wire; and
 3) Pattern of transparent spots on film.
- 11 **Punched Card** — Cards with holes punched in particular positions, each punched hole representing a particular idea, basic subject, isolate, or term, and admitting of mechanical sorting. (*Annals*; 5; 1958; 105).
- 12 **Field** — In punched cards, a set of columns in a card fixed as to number and position. The total area of a punched card available for information storage. (*Am doc*; 11; 1960; 109).
- 13 **Instruction** — Information which, when coded and fed as a unit into a digital computer, causes it to perform a sequence of manipulation. (*Annals*; 5; 1958; 105).
- 131 **Program** — Sequence of instructions given to a computer to solve a problem. (*Am doc*; 11; 1960; 114).
- 14 **Memory** — Device into which information could be stored for extraction at a later time, and which usually forms an integral part of a computer. (*Annals*; 5; 1958; 105).
- 141 **Memory Capacity** — Maximum number of distinguishable stable states in which a memory device can exist, the measure of the capacity being given as the logarithm to base 2 of that maximum number. (*Annals*; 5; 1958; 105).
- 15 **Channel** — A device, either manual, mechanical or electrical, for transducing, informative signals from one place to another. (*Am doc*; 11; 1960; 105).
- 151 **Channel Capacity** — The maximum number of binary digits or elementary digits to other bases which can be handled in a particular channel for unit time. (*Am doc*; 11; 1960; 105).

2 PREPARATION PHASE

- 20 **Preparation** — Sequence of steps in which,
- 1) documents are analyzed into their relevant facets, that is basic class, and isolates;
 - 2) the facets are coded; and
 - 3) the code is fed into an appropriate scanning medium to be scanned by a machine whenever required. (*Annals*; 5; 1958; 105).
- 21 **Indexing** — The first step in the preparation phase involving the technique of,
- 1) perusing documents and spotting out the relevant facets in them;
 - 2) choosing the standard term to denote each of the facets;
 - 3) giving a location or identification symbol of the document concerned, as an index number to the several terms arising in 2; and
 - 4) alphabetizing the terms, pertaining to all the documents of the collection along with their respective index numbers. (*Annals*; 5; 1958; 105).
- 211 **Auto-abstract** — To select an assemblage of key words from a document, commonly by an automatic or machine method. (*Am doc*, 11, 1960, 104).
- 22 **Editing** — The second step in the preparation phase involving the technique of expressing, either by indicators or by the formation of sequences, the relation between the appropriate facets figuring in the index. (*Annals*; 5; 1958; 105).
- 23 **Coding** — Rendering the index entries into non-graphic physical symbols suited to the machine. (*Annals*; 5; 1958; 105).
- Example*: Punching the holes in a card; making magnetic spots.
- 231 **Encipher** — To construct a sequence of binary digits made up of the code for the first letter of a message followed by the code for the second letter of a message, and extending the length of the message. (*Am doc*; 11; 1960; 109).

Alternate Term

Encoding — To associate a specific code with each letter of an alphabet. (*Am doc*, 11, 1960, 109).

Orthographic Coding

- 1) A device for increasing the efficiency of single-field superimposed coding systems through a statistical analysis of the spelling of the descriptive headings used. (*Am doc*; 11; 1960; 113).
- 2) A superimposed coding system using pairs of letters in a single field. (*Am doc*; 11; 1960; 113).

Machine Language — Code language in non-graphic physical symbols suited to the machine handling them in accordance with prescribed programme. (*Annals*; 5; 1958; 105).

Machine Word — Unit of information involving the standard number of distinct or primary code digits, which a computer regularly handles in each operation. (*Annals*; 5; 1958; 105).

Alternate Term

Bit — A single unit of word in machine language. (*Am doc*; 11; 1960; 104).

Cell — Storage for a single element of information, usually one character or one machine word. (*Am doc*; 11; 1960; 105).

Binary Code — Code with only two primary code digits — equivalent to 'yes' and 'no', respectively, for example. (*Annals*; 5; 1958; 105).

Alphabetical Code — System of coding used in preparing information for input or storing into a machine, so that information may be extracted in letters and words. (*Annals*; 5; 1958; 105).

Lexeme — A word, particle or stem with a meaning. (*Am doc*; 11; 1960; 111).

Grapheme — A written or machine code representing a single semanteme. Pictographs, ideographs, and hieroglyphs, are special forms of graphemes. (*Am doc*; 11; 1960; 109).

Ideograph — A specific grapheme or type of grapheme depicting a notion. (*Am doc*; 11; 1960; 110).

Alphabetic Coding — Coding of lexemes for machine input. (*Am doc*; 11; 1960; 103).

Code Dictionary — Dictionary giving code symbols for the technical terms usually occurring in learned papers and their abstracts. (*Annals*; 5; 1958; 105).

25 **Input** — Information stored into the internal memory of the computer. (*Annals*; 5; 1958; 105).

26 **Computer** — Machine which translates in one kind of language suitable to a machine into another kind of language also suitable to a machine. (*Annals*; 5; 1958; 105).

Alternate Definition

Machine designed to receive and store pieces of information, manipulate them in assigned ways, and supply the result of the manipulation.

Example: Machine which translates information expressed in punched cards into the same expressed in magnetic tape.

3 EXPLOITING PHASE

30 **Exploitation** — Sequence of steps in which,

- 1) the information sought is stated in a standard form;
- 2) the statement of information is analyzed from the angle of the machine;
- 3) the programme of instruction is stored into the machine;
- 4) the entries of the relevant documents are searched by the machine;
- 5) the findings in the search are delivered by the machine. (*Annals*; 5; 1958; 106).

Alternate Term

Retrieval

31 **Statement** — Enunciation, in a standard form, of the information for which the entries should be located and brought out by the machine. (*Annals*; 5; 1958; 106).

32 **Interrelation** — Analysis of the information sought into facets along with their relation, and expression of it in the machine language. (*Annals*; 5; 1958; 106).

33 **Automatic Programming** — Technique whereby the computer itself is used for transforming the programme from a form suited to the human mind to the form suited to the efficient functioning of the computer. (*Annals*; 5; 1958; 106).

Alternate Term

Datamation — Automatic data processing (from data and automaton). (*Am doc*; 11; 1960; 107).

331 **Data Processing** — The manipulation of information by machines, resulting in a column reduction and simplification, to make it more understandable, rational, or meaningful. Commonly applied to a logical sequence for rapid access. (*Am doc*; 11; 1960; 107).

34 **Search** — Passing through the machine the medium in which entries are coded, in order to locate the relevant entries. (*Annals*; 5; 1958; 106).

Alternate Term

1) **Scan** — To examine every reference or every entry in a file, routinely as a part of a retrieval scheme. (*Am doc*; 11; 1960; 114).

2) **Sort**

35 **Output** — Information transferred from the internal memory of the computer to the outside in a form suited to the human mind. (*Annals*; 5; 1958; 106).

4 EFFICIENCY MEASURE

41 **Resolution Factor** — Ratio of the number of selected documents to the total number of documents searched. (*Annals*; 5; 1958; 106).

42 **Elimination Factor** — Ratio of the number of rejected documents to total number of documents searched. (*Annals*; 5; 1958; 106).

43 **Pertinence Factor** — Ratio of the number of relevant documents among the selected documents to the total number of documents selected. (*Annals*; 5; 1958; 106).

431 **Pertinency** — A quality of being related to a subject sought. (*Am doc*; 11; 1960; 113).

44 **Noise Factor** — Ratio of the number of irrelevant documents among the selected documents to the total number of documents selected. (*Annals*; 5; 1958; 106).

Alternate Term

False-drop — A reference citation that does not pertain to the subject sought. (*Am doc*; 11; 1960; 109).

441 **Noise** — An undesirable signal which disturbs the desired signal in a communication net work. (*Am doc*; 11; 1960; 112).

45 **Recall Factor** — Ratio of the number of relevant documents selected to the total number of relevant documents for which the machine had been fed with entries. (*Annals*; 5; 1958; 106).

46 **Omission Factor** — Ratio of the number of relevant documents not selected to the total number of relevant documents for which the machine had been fed with entries. (*Annals*; 5; 1958; 106).

461 **Entropy** — The unavailable information in a group of documents. The degree of disorganization in an informational assemblage. (*Am doc*; 11; 109).

5 SERVICE PHASE

50 **Service** — Supplying copies of the documents sought by the reader with the aid of automatic equipment, in which the machine:

- 1) gets activated by the location or the identification symbol of the document sought;
- 2) inspects the film roll containing a photographic record of the document along with their respective location or identification symbol; and
- 3) provides a photographic reproduction of the record of the document selected. (*Annals*; 5; 1958; 106).

51 **Rapid Selector** — Machine designed to scan film reel at a great speed. (*Annals*; 5; 1958; 106).

52 **Cybernetics**

- 1) Study of the communication system made of the brain and nervous system. (*Annals*; 5; 1958; 106).
- 2) Study of the communication system made of a mechano-electrical system, such as a computing machine. (*Annals*; 5; 1958; 106).

Telecommunication Service — Service in which the copy of the document selected is read out and made available or is made visible to the reader at a distant place or is typed out at the consumer's end.

Alternate Term

Tele-reference — A method for consulting catalogues from a remote location, consisting of a closed circuit television system or viewing the mechanical handling equipment for moving the catalogue cards or page about. (*Am doc*; 11; 1960; 116).

INDEX

The index number in each entry is the number of the chapter or the section in which the item occurs in this standard. The first letter in the index number denotes the chapter. The Indo-Arabic numerals following the first letter denote the section:

Example:

A34 = Section 34 in Chapter A

Abbreviation used:

alter = alternate term to approved term*eq term* = equivalent term to approved term*irt* = in relation to

A

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 Abstract entity L4002
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