98年度資訊組織基礎班

杜威十進分類法
Introduction to Dewey
Decimal Classification

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大綱

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杜威十進分類法 (DDC) – 沿革

- 杜威十進分類法（Dewey Decimal Classification，DDC）是廣為全球各地圖書館使用的分類法，由杜威 (Melvil Dewey, 1851-1931)首創。
- 第一版於1876年正式發表，定名為《A Classification and Subject Index for Cataloging and Arranging the Books and Pamphlets of a Library》，全書只有42頁，其中緒論12頁，分類表佔12頁，索引資料18頁。
- 1885年出版第二版，更名為《Decimal Classification and Related Index》
- 2003年7月出版第二十二版，簡稱DDC 22，為紙本的最新版，其間各版本皆有修訂及擴充。

杜威十進分類法 (DDC) – 紙本

- 紙本完整版第22版 (22nd edition of DDC) 於2003年出版，共四大冊，簡稱 DDC 22 。
  - v.1, Introduction, glossary and Tables 1-6;
  - v.2, Schedules 000-599 ;
  - v.3, Schedules 600-999 ;
  - v.4, Relative Index and Manual.
- 紙本節縮版第14版 (Abridged Edition 14) 於2004年出版，適用於館藏2萬冊以內的圖書館。

杜威十進分類法 (DDC) – 更新

- DDC已被全球超過135個國家的圖書館使用，並且被翻譯逾30種語言，包括阿拉伯文、中文、法文、希臘文、希伯來文、義大利文、波斯文、俄文、西班牙文及土耳其文等。

- 在美國有95% 的公共圖書館及學校圖書館採用DDC。

- 目前DDC的修訂由「<u>The Dewey Decimal Classification (DDC) Editorial Policy Committee (EPC)</u>」負責，而網站資料的更新維護與出版工作則是美國國際圖書館電腦中心 (Online Computer Library Center ，簡稱 <u>OCLC</u>)擔任。

杜威十進分類法 (DDC) – 電子版

- 除紙本外，自1996年至2000年，開始出版光碟型式的Dewey for Windows 修訂彙編版，採**年更新**方式。
- 1996年首次同時以印刷及電子形式出版杜威分類法21版，此後每月將修訂內容公布於 Dewey Services 網站（http://www.oclc.org/dewey/）。
- 自2000年起，發行 WebDewey 線上電子版，採**每季更新**方式修訂內容，成為杜威分類法主要的修訂來源；至2003年，匯集所有修訂內容，以網路文獻方式出版，即為杜威分類法第22版（DDC 22）。
- OCLC Dewey Services 網站上也會隨時提供DDC新增及修訂的款目、與LCSH的對照表、相關研究等最新動態消息。

WebDewey系統

- 網址：http://connexion.oclc.org
- 線上版的杜威十進分類法
- 包括了完整的主表、複分表、與相關索引
- 更包含了LCSH的標題表的部份
- WebDewey在Connexion系統是屬於"site license"使用方式，可申請多組帳號密碼使用，系統timeout 時間為40分鐘

線上版杜威分類法
進入系統後選擇 Dewey Services

WebDewey 系統
-- 提供 8 個檢索欄位；4 個布林邏輯檢索

Search

WebDewey		
for [　　　　　]	in	All Fields
AND ▼ [　　　　]	in	All Fields
		Dewey Numbers
AND ▼ [　　　　]	in	Captions
		LCSH (Editorially Mapped)
AND ▼ [　　　　]	in	LCSH
		Relative Index
AND ▼ [　　　　]	in	Notes
		All Dewey

Search   Reset

Go to: Main Classes or Tables

❖ all fields—全部欄位

❖ Dewey numbers—杜威分類號檢索

❖ Captions—標目檢索

❖ LCSH 編輯群智慧比對

❖ LCSH 國會標題表

❖ Relative Index—相關索引檢索

❖ Notes—主表註記, 使用者註記

❖ All Dewey—整套杜威分類法

DDC 分類體系

- 將所有的學科依起源順序分為十大類：
  0 總類是無所屬的，故用0代表
  1 哲學是一切的起源，故用1為代表
  2 宗教是哲學的一種定論，用2為代表
  3 原始時代先有宗教的信仰，然後社會才能團結，
    故用 3代表社會科學
  4 社會成立後，語言才逐漸統一，故用4代表語言學
  5 有了語言和文字，然後才能進一步研究自然科學，
    所以用5代表自然科學
  6 先有理論科學，才有應用的科學，故6為應用科學
  7-8 人生必要的科學有了基礎，然後以餘力從事於藝術
    與文學，故用7與8代表藝術與文學
  9 歷史為人類一切活動的總紀錄，故以9代表

DDC 標記

- 以符號代表類目，採用單純阿拉伯數字為標記符號。
- 每一類號基本上至少由三位數字組成。
  - 第一位數字代表大類
  - 第二位數字代表小類
  - 第三位數字代表目
- 每一類目至少 3 碼，類目細分若有不足再以小數點區分成小目，可依各類目的複分需要予以逐級細分。

DDC 類目架構

- 「杜威十進分類法」共分為十大類，類目採逐級細分，即所謂的層累原則。
  - 類目的複分由十大類複分為十小類，十小類複分為十大目，十大目複分為十小目，。
  - 惟不完全拘泥於十進制，各類之下也有不足十小類者。
  - 分類標記不一定都表現出類目層次的隸屬關係。

DDC 類目架構 (Cont.)

Summary of the 10 Main DDC Classes

000 Computers, Information & General reference

100 Philosophy and Psychology

200 Religion

300 Social Sciences

400 Language

500 Natural Sciences and Mathematics

600 Technology (Applied Sciences)

700 The Arts and Recreation

800 Literature and Rhetoric

900 History and Geography

DDC 類目架構 (Cont.)

Summary of the Divisions of a Typical DDC Class

600 Technology (Applied Sciences)

610 Medical Sciences, Medicine

620 Engineering and Allied Operations

630 Agriculture

640 Home Economics and Family Living

650 Management & Auxiliary Services

660 Chemical Engineering

670 Manufacturing

680 Manufacture for Specific Uses

690 Buildings
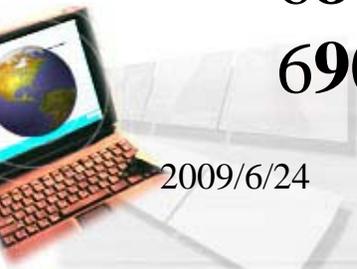
DDC 類目架構 (Cont.)

Summary of the Sections of a Typical DDC Class

61**0** Medical Sciences, Medicine

61**1** Human Anatomy, Cytology, Histology

61**2** Human Physiology

61**3** Promotion of Health

61**4** Incidence and Prevention of Disease

61**5** Pharmacology and Therapeutics

61**6** Diseases

61**7** Surgery and Related Medical Specialties

61**8** Gynecology and Other Medical Specialties

61**9** Experimental Medicine

DDC 類目架構 (Cont.)

Extended Decimal Subdivision of a DDC Topic

612	Human Physiology
612.1	Blood and Circulation
612.11	Blood
612.12	Blood Chemistry
612.13	Blood Vessels and Vascular Circulation
612.14	Blood Pressure
612.17	Heart
612.18	Vasomotors

DDC 類目架構 (Cont.)

A Typical DDC Hierarchical Sequence

600 Technology (Applied Sciences)
610   Medical Sciences, Medicine
612   Human Physiology
612.1   Blood and Circulation
612.11   Blood
612.112   White Corpuscles

DDC 類目註記

- 為協助使用者釐清類目的含義和類目間的關係，各類目之下常附有使用說明或補充註釋，包括：

➢範圍註 (Scope notes)

  - 說明某一類號中所包括之範圍，可於其說明瞭解這一類之定義和哪些類可以歸入此號碼。

  005.722   Character sets

  Including ASCII, Unicode

DDC 類目註記 (Cont.)

➤入此註 (Class here)

– 說明一些範圍較廣泛的資料分類之指示、或者該類目之意義沒有明顯的包括於該類號時，也用這『入此註』指示。

500 Pure sciences

Class here comprehensive works

on pure and applied sciences

DDC 類目註記 (Cont.)

➢集中標目註 (Centered entry)

– 以展開的數字於分類表的中央註明，用以說明這些特殊的號碼所包括之類目。

314-319 General statistics of specific continents, countries, localities in modern world

Add to **base number** 31 notation 4-9 from Table2, e.g., Statistics of France 314.4

314 General statistics of Europe

315 General statistics of Asia

DDC 類目註記 (Cont.)

➢ 基本號碼 (Base number)及其他號碼的建立說明
  – 指示基本號碼可以和複分表或其他類號組合，使得分類號碼分得更詳細。

005

.24　Programming for midrange computers

Add to **base number** 005.24 the numbers following 005.26 in 005.262-005.269, e.g., Programming for the IBM AS/400 005.245

005

.26　Programming for personal computers

.262　Programming in specific programming languages

.265　Programming for specific computers

.268　Programming for specific operating systems

.269　Programming for specific user interfaces

DDC 相關索引

- It is called the Relative index because it relates all the aspects of **a subject** which may belong in different classes.

- **Mothers**   306.8743
  - Family relationships   306.8743
  - Guides to Christian life   248.8431
  - Psychology   155.6463

DDC：Number building

- DDC began as an enumerative classification scheme.

- The scheme has provided for more numbers to be constructed by adding to a number in the schedules.

- Numbers can be built by adding to a base number
  - From a table
  - From another part of the schedule

DDC 複分表

- 複分表主要提供具相同特性的各學科資料，可以共同使用詳細的複分，且這些複分表所列的複分類目，具有記憶及助記等特性，故又稱為『助記表』(mnemonic table) 。

- 杜威十進分類法共有 6 個複分表 (Table 1 – Table 6)，複分表的號碼絕不可單獨使用，一定要加於各類號碼之後。

e.g.

★Table 1 標準複分表 -03 字典：
  ★數學字典 510.3；文學字典 803
★Table 2 地理複分表 -42 英國：
  ★英國語言 420； 英國史 942

DDC Table 1：Standard Subdivisions

- 標準複分表大綱
  - 01 Philosophy and theory
  - 02 Miscellany
  - 03 Dictionaries, encyclopedias, concordances
  - 04 Special topics of general applicability
  - 05 Serial publications
  - 06 Organizations and management
  - 07 Education, research, related topics
  - 08 History and description with respect to kinds of persons
  - 09 History, geographic, persons treatment

DDC Table 1：Standard Subdivisions

- 標準複分表是對於資料形式的複分，從 01至 09 共 9個號碼。

- 複分號碼不可單獨使用，必須配合主類號，附加於原來主類號之後。

- 分類號碼至少為 3碼，當分類號末位為 0 時，可省略其中的 0，惟複分號碼之組配仍須遵循類表上的特別指示或說明使用。

How to Add from Table 1

- 100 Philosophy
  - 10**1**-10**9** Standard subdivisions of philosophy
    - ❖**e.g.** "A Dictionary of philosophy"
      - ➔ 1<u>03</u> (哲學辭典)
- 300 Social sciences
  - 300.**1**-.**9** Standard subdivisions
    - ❖**e.g.** "A dictionary of the social sciences"
      - ➔ 30<u>0.3</u> (社會科學辭典)
- 616 Diseases
  - 616.**001**-.**009** Standard subdivisions
    - ❖**e.g.** "Human diseases and conditions"
      - ➔ 616.0<u>03</u> (疾病百科全書)

How to Add from Table 1

- "Encyclopedia of international law"
  - International law   341 +
  - Encyclopedia (check Table 1) -03

=>   341.03

- "The terminology of stars"
  - Stars   523.8 +
  - Terminology (check Table 1) -014

=>   523.8014

How to Add from Table 1

- "Programmed texts in algebra and number theory"
  - Algebra and number theory   512 +
  - Programmed texts (check Table 1) -07

=>   512.007

  - ➢ 512 (Algebra and number theory) has the instruction：
    - Use 512.001-512.009 for standard subdivisions

Table 2：Geographic areas, historical periods, persons

- **-1**：deals with places not limited by continent, etc. (e.g., forest, oceans)
- **-2**：deals with persons (Collected persons treatment of members of **specific ethnic** and **national groups**)
- **-3**：deals with the ancient world (overemphasis on **European countries**)
- **-4 to -9**：cover the modern world, continent by continent. Within each continent, the notion divides into countries, then regions, and so on.
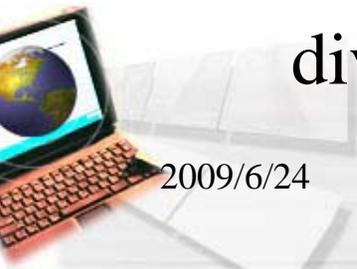
DDC **9**00 History and Geography

- 900 History
- 910 Geography & travel
- 920 Biography & genealogy
- 930-990 History of ancient world; of specific continents, countries, localities; of extraterrestrial worlds
  - 940 History of Europe
  - 950 History of Asia
  - 960 History of Africa
  - 970 History of North America
  - 980 History of South America
  - 990 History of other areas

DDC Table 2：Geography

- The Centered heading
  - ➢**913 -919 Geography** of and **travel** in ancient world and specific continents, countries, localities in modern world; extraterrestrial worlds

- ✓Carries the instruction：

  Add to base number 91 notation 3-9 from Table 2, …

  - Write down the base number 91
  - Check Table 2 for the particular place

DDC Table 2：History

- The Centered heading
  - ➢**930 -990 History** of ancient world; of specific continents, countries, localities; of extraterrestrial worlds
- ✓Carries the instruction

  Add to base number 9 notation 3-9 from Table 2, …

  - Write down the base number 9
  - Then Check Table 2 for the particular place

Geography：How to Add from Table 2

- "Geography of Stone County (Mississippi)"
  - Geography 91 +
  - Stone County (Mississippi)

    (check Table 2) -762 162

=> 917.62162

- "Geography of the Great Barrier Reef (Australia)"
  - Geography 91 +
  - Great Barrier Reef (check Table 2) -943 (**Queensland**)

=> 919.43

Geography：How to Add from Table 2

- "China diplomacy, 1914-1918"
  - ➢ 327 International relations
    - .3-.9 Foreign policies and foreign relations between specific nations

      Add "Areas" notation 3-9 from Table 2 to base number 327

    – China (check Table 2) -51

  =>   327.**51**

Geography：How to Add from Table 2

- "Retreat from China : British policy in the Far East, 1937-1941"

  ➢327 International relations

    - .3-.9 Foreign policies and foreign relations between specific nations

      Add "Areas" notation 3-9 from Table 2 to base number 327

  – British Isles (check Table 2) -**41**

  – China (check Table 2) -**51**

  =>   327.**41051**

327   International relations

- Add to base number 327 notation T2--3-T2--9 from Table 2 , e.g., foreign relations of Brazil 327.81 , of eastern European countries 327.47 , in Middle East 327.56 ;

- then, for relations between that nation or region and another nation or region, add 0* and to the result add notation T2--1-T2--9 from Table 2, e.g., relations between Brazil and France 327.81044 , between Brazil and Arab world 327.810174927

History：How to Add from Table 2

- "History of Indonesia"
  - History   **9** +
  - Indonesia (check Table 2) -598

  =>   959.8

Periods of History

- Each country has its own period table, which must be used rather than the one in Table 1.

- These period tables apply to the country as a whole and to its subdivisions, such as states, provinces, cities, etc.

Period tables

- 959.8 *Indonesia and East Timor
- 959.801-959.804 **Historical periods for Indonesia and East Timor together, for Indonesia alone**
  - 959.801 Early history to 1602
  - 959.802 Dutch period, 1602-1945
  - 959.803 Period of Republic, 1945-
  - 959.804 2000-

History：How to Add from Table 2

- "History of Indonesia under the Dutch"
  - History   9 +
  - Indonesia (check Table 2) -598

=>   959.8

  - Now check the schedules at 959.8
  - Dutch period, 1602-1945   ->02

=>   959.8**02**

Adding from Table 2 with instructions

- Table 2 is used according to instructions which occur throughout the schedules.

- Table 2 (unlike Table 1) can not be used without and instruction.
  - Numbers can be added either directly via an **instruction**

Adding from Table 2 without instructions

- There are many subjects in the schedules which may **need geographical treatment**, but which have no special instructions to add from Table 2.

    - ✓ However, special instructions are not needed to add from Table 1. So first **add -09 from Table 1**, then the **area notation from Table 2**.

    - Add from table 1

    - **09** (Historical, geographic, persons treatment)

Geography：How to Add from Table 2 without instructions

- Boxing in Mexico
- Boxing   796.83 +
  - Add -09 from Table 1   -09
  - Mexico (check Table 2)   -72

=>   796.830972

Geography：How to Add from Table 2 without instructions

- Things Chinese and their stories
- Customs and folklore   390 +
  - Add -09 from Table 1   -09
  - Chin a and adjacent areas (check Table 2) -51

=>   390.0951

DDC Table 3： Subdivisions for the Arts, for Individual Literature, for Specific Literary Forms

- Table 3A: Individual Authors
- Table 3B: More than one author
- Table 3C: Additional notation for arts and literature
- 文學複分表限用於文學類 **810-890**，說明其基本號碼後，再將文學體裁複分類目加於基本號碼之後。
  - 例如，[820 英語文學]，類表上說明基本號碼為 82，故英國詩文集分入 821，英國戲劇則分入 822。
- 藝術、文學複分表Table 3C 使用於類號 700.4 (Special topics in the arts); 791.4 (Motion pictures, radio, television)及 808-809 (More than two literatures)，必須依分類表指示使用。

DDC Table 3： Subdivisions for the Arts, for Individual Literature, for Specific Literary Forms

- 文學複分表大綱 Table 3A（適用於文學類 810-890，個人作品）
  - 1 Poetry 詩
  - 2 Drama 戲劇
  - 3 Fiction 小說
  - 4 Essays 論文集
  - 5 Speeches 演說詞
  - 6 Letters 書信
  - 8 Miscellaneous writing 其他寫作

DDC Table 3： Subdivisions for the Arts, for Individual Literature, for Specific Literary Forms

- 文學複分表大綱 Table 3B（限用於文學類 810-890，非個人作品）
  - 1 Poetry 詩
  - 2 Drama 戲劇
  - 3 Fiction 小說
  - 4 Essays 論文
  - 5 Speeches 演說詞
  - 6 Letters 書信
  - 7 Satire and humor 諷刺與幽默
  - 8 Miscellaneous writing 其他寫作

How to Add from Table 3

1. First decide whether the work is by one author or more than one author.

2. Choice the sub-table from Table 3

   – Table 3A -- works by or about individual authors

   – Table 3B -- works by or about more than one author

   – Table 3C – only used when an extra aspect of the work needs to be added

How to Add from Table 3 (Cont.)

3. Determine the original **language**

    –   Look in the schedule <u>810-890</u> to find the base number for the language

4. Consider the literary **form**

    –   In Table 3A (or Table 3B) find the subdivision for the literary form

5. Find the **period** table

    –   Turn back to the appropriate number in the schedule <u>810-890</u> to see whether there is an applicable period table

6. Check other **aspects**

800　Literature

- 810-890　**Literatures of specific languages and language families**
- 810　American literature in English
- 820　English & Old English literatures
- 830　German & related literatures
- 840　French & related literatures
- 850　Italian, Romanian & related literatures
- 860　Spanish & Portuguese literatures
- 870　Latin & Italic literatures
- 880　Classical & modern Greek literatures
- 890　Other literatures

Table 3A: Works by or about one author

1. Determine the original language. (This includes translations, which are classed with the original language)

    –   Use the schedules (810-890) to find the base number for the language

        •   e.g., English 82

Table 3A: Works by or about one author
(Cont.)

2. If there is a specific literary form:

- Use Table 3A to find the number for the form

  - e.g., poetry   -1

- Add it to the base number

  - e.g., English poetry   82 + 1 = 821

Table 3A: Works by or about one author
<div align="right">(Cont.)</div>

3. If there is a specific Period:

    – Use the schedules (810-890) to find the period table

    - Period table for English:

    - e.g., 8   -- Victorian period, 1837-1899

    – Add it to the base number

    - e.g., English poetry $82 + 1 = 821$

    - e.g., English poetry of the Victorian period

      $821 + 8 = 821.8$

Table 3B: Works by or about more than one author

1. ## Determine the original language
   - Use the schedules (810-890) to find the base number for the language
     - e.g., Chinese   895.1

2. ## If there is a specific literary form:
   - Use Table 3B to find the number for the form
     - e.g., drama   -2
   - Add it to the base number
     - e.g., Chinese drama   895.1 + 2 = 895.12

Table 3B: Works by or about more than one author (Cont.)

3. If the literary form can be specified further (e.g., tragedy):
   – Use Table 3B to find the more specific form
     - e.g., tragedy   -20512
   – Add it to the base number
     - e.g., Chinese tragedy   895.1 + 20512 = 895.120512

4. If there is a specific period:
   – Use the schedules to find the period table
     - e.g., Chinese drama of the Ming dynasty
       - 895.1 – Chinese literature period table
       - 46 – Period of Ming dynasty, 1368-1644.
       - 895.12 + 46 = 895.1246

DDC Table 4： Subdivisions of Individual Languages and Language Families

- 語言複分表大綱(限用於語言類 420-490)
  - 1　Writing systems, phonology, phonetics of the standard form of the language
  - 2　Etymology of the standard form of the language
  - 3　Dictionaries of the standard form of the language
  - 5　Grammar of the standard form of the language　Syntax of the standard form of the language
  - 7　Historical and geographic variations, modern nongeographic variations
  - 8　Standard usage of the language (Prescriptive linguistics)　Applied linguistics

How to Add from Table 4

1. Determine the language.

- Use the schedules (420-490) to find the *base number* for the language.

  – English   42 (schedules – base number)

How to Add from Table 4

2. If there is a specific aspect of the language. Use Table 4 to find the number.

   – Grammar -5, Add it to the base number

- "English grammar"
  – English **42** (Schedules – base number)
  – Grammar   -5 (check Table 4)

=>   425

How to Add from Table 4

- "A Hungarian dictionary"
  - 494.511   Hungarian language (Schedules – base number)
  - Dictionaries -3 (check Table 4)
  - 494.511 + 3 = 494.5113

  =>   **494.5113**

How to Add from Table 4

- "A Chinese reader"
  - 495.1　　　Chinese language (schedules – base number)
  - Readers -86 (check Table 4)
  - 495.1 + 86 = 495186

  =>　　　　　**495.186**

DDC Table 5： Ethnic and National Groups

- 種族複分表大綱
  - 05-9 Specific ethnic and national groups
  - 1 North Americans
  - 2 British, English, Anglo-Saxons
  - 3 Germanic people
  - 4 Modern Latin peoples
  - 5 Italians, Romanians, related groups
  - 6 Spanish and Portuguese
  - 7 Other Italic peoples
  - 8 Greeks and related groups
  - 9 Other ethnic and national groups

How to Add from Table 5

- Table 5 is used according to instructions which occur throughout the schedules and the other tables.
  - Numbers can be added either directly via an **instruction**,
  - or indirectly by first adding -**089** from **Table 1** (which does not need a specific instruction).

Adding from Table 5 <u>With</u> Specific instructions

- 305 Social groups
- **305.8** Ethnic and national groups
  - ➤ .8<u>05</u> - .8<u>9</u> Specific ethnic and national groups

    Add to base number 305.8 notation **05**-**9** from Table5, e.g., comprehensive works on **Jews** 305.8<u>924</u>；Chinese 305.8<u>951</u>；Chinese Australians 305.8<u>951</u>0<u>94</u>

    - check Table5 : -924 Hebrews, Israelis, Jews ; -951 Chinese ;
    - check Table 2: -94 Australia

Adding from Table 5 Without Specific Instructions
DDC Table 1 Standard Subdivisions

-08	History and description with respect to kinds of persons
-089	**Ethnic and national groups**
-089**001** ~ -089**009**	Forecasting, statistics, illustrations, dictionaries, … , serials, museology, historical and geographic treatment
-089**05** ~ -089**9**	Specific ethnic and national groups
** Add to base number T1--089 notation T5--05-T5--9 from Table 5 , e.g., the subject with respect to Chinese T1--089**951** , with respect to Chinese in United States T1--089**951**0**73**	

check Table 2,
-73 United States

DDC Table 6： Languages

- 語言複分表大綱
  - 1 Indo-European languages
  - 2 English and Old English (Anglo-Saxon)
  - 3 Germanic languages
  - 4 Romance languages
  - 5 Italian, Sardinian, Dalmatian, Romanian, Rhaeto-Romanic
  - 6 Spanish and Portuguese
  - 7 Italic languages
  - 8 Hellenic languages
  - 9 Other languages

DDC Table 6： Languages

- 語言複分表適用於全表各類號，凡註明依語言複分時則直接加於各類基本號碼之後。

    - 220　Bible 聖經

    - 220.5　Modern versions and translations

    - 220.5**3**-5**9**　Versions in other languages

        - Add to base number 220.5 notation T6--3-T6--9 from Table 6 , e.g., the Bible in German 220.5**31**

    - German　　(check Table 6)　-31

    - Korean language (check Table 6) -957

⇒德文的聖經譯本，分入220.5**31**

⇒韓文的聖經譯本，分入220.5**957**

How to Add from Table 6

- Table 6 provides numbers to add whenever instructed in the schedules or other tables.

- This enables language to be added as an aspect of many subject, and a second language to be added to many numbers in the 400s
  – e.g. a bilingual dictionary

Bilingual dictionaries

Table 4

-3　　Dictionaries of the standard form of the language

-32-39　　**Bilingual dictionaries**

- – Add to T4-3 notation T6--2-T6--9 from Table 6

- – e.g., Dictionaries of the language and English T4--321 ,

Bilingual dictionaries (Cont.)

- A bilingual dictionary with entry words in only one language is classed with that language
  - "an English-French dictionary"
  - 42   English language (Schedules – base number)
  - Dictionaries -3 (check Table 4)
  - French -41 (check Table 6)
- => 42**3**.41

Bilingual dictionaries (Cont.)

- A bilingual dictionary with entry words in both languages is classed with the language in which it will be more useful.

- for example, most libraries in English-speaking regions will find **English-French, French-English dictionaries** most useful classed with French in **443.21**

  - 44   French language (schedules base number)
  - -3   Dictionary (check Table 4)
  - -21 English (check Table 6)

  ⇒   443.21

Bilingual dictionaries (Cont.)

- **Chinese-French, French-Chinese dictionaries** with Chinese in 495.1341

  - 495.1   Chinese language (schedules base number)

  - 3   Dictionary (check Table 4)

  - 41 French (check Table 6)

  =>   495.1341

How to Add from Table 6 (Cont.)

- A Hungarian-English dictionary
  - 494.511   Hungarian language (schedules - base number)
  - 3 dictionary (check Table 4 -32-39)
  - 21 English (check Table 6)

  =>   494.511321

DDC 優點

- 最合邏輯系統的分類法
- 複分表有助記的特性
- 標記符號簡單
- 分類號具有彈性
- 有完整的相關索引
- 分類表持續修訂

DDC 缺點

- 學科分類僅10大類，不足於分配人類全部知識。
- 類號以美國及西方國家為導向，其它國家適用不無困難。
- 類目分配不均，不盡合理。宗教類佔百位，商業佔十位；美國文學佔十位，亞洲各國文學只佔一位等。
- 類碼有時過長，有些分類號碼太長，造成使用不便。
- 語言(400)與文學(800)主題相近，類號相隔太遠，阻礙資料有效利用。

索書號

R
813.2
H652
V.1 C.2

索書號 —— 特藏號
—— 分類號
—— 著者號
—— 部冊號

索書號的組成

- 圖書按學科性質分類之後，同一類的圖書必然很多，故必須在分類號下增加一著者號碼，以識別同類書的排列位置，必要時再增入部冊號、版本號、作品號、或特藏號等，使每一書各自有一獨特之號碼，排架才不致發生重複的現象。

- 索書號由特藏號、分類號、著者號、作品號等組成。

著者號

- 著者號之目的，在於將同類的書籍，按著者姓名的順序排列，所以著者之號碼，是根據字母之次序而定，西文圖書大多採用克特著者號碼表。

- 美國國會圖書館的著者號是採用自編的克特號碼表，最初是由 C. A. Cutter 所編，後來於1969年再由 K. Sanborn 及 Mrs. E. M. Swift 改編，成為現在普遍採用之 "Cutter-Sanborn Table" 簡稱為克特表（Cutter Table）

美國國會圖書館 -- 克特著者號碼表

1.第一個字母為母音
　　第二個字母為：b　d　l/m　n　p　r　s/t　u-y
　　取號：　　　　　2　3　4　　5　6　7　8　　9

2.第一個字母為 S
　　第二個字母為：a　ch　e　h/i　m-p　t　u
　　取號：　　　　　2　3　4　5　　6　7-8　9

3.首字母開頭為Qu
　　第三個字母為：a　e　i　o　r　y
　　取號：　　　　　3　4　5　6　7　9

　　首字母開頭為Qa-Qt，則取號：Q2-Q29

美國國會圖書館 --克特著者號碼表
<div align="right">(Cont.)</div>

4.第一個字母為其他子音
第二個字母為：a　e　i　o　r　u　y
取號：　　　　　3　4　5　6　7　8　9

5.如需更細分，須以第三個字母取碼區別
第三個字母為：a-d　e-h　i-l　m　n-q　r-t　u-w x-z
取號：　　　　2　　3　　4　5　　6　　7　　8
9

美國國會圖書館 -- 克特表著者號擷取法

- 克特著者號組成：
  - 克特號 = 拉丁字母(1位) + 阿拉伯數字(若干位)
- 取碼規則：
  - 取著者姓氏或名稱第一個字母，再依其後的第二個字母，對照克特表的阿拉伯數字取號。
  - 克特表上的阿拉伯數字可視實際藏書之數量作彈性的增減。
  - 通常每個著者取一字母和一個代號數字即可，必要時可取二個或三個以上數字，至能區分同類名稱為止。

美國國會圖書館：克特著者號擷取法
(Cont.)

- 著者號之目的，在於可將同類的書籍，按著者姓名的順序排列，故依克特表取號時，可依著者姓名字順次序而作彈性之調整。

  http://catweb.ncl.edu.tw/2-2-1.htm

例：

1. Theory of education / **John** Smith ➔370.1 S6
2. An introduction to education / **Mary** Smith ➔ 370.1 S64
3. The evolution of educational theory / **Margret** Smith ➔ 370.1 S62

Cutter-Sanborn Table 著者號擷取法

- 參閱 Cutter-Sanborn Table 線上版
  http://www.davignon.qc.ca/cutter1.html

  例:

  1. Theory of education / **John** Smith ➜370.1 S652

  2. An introduction to education / **Mary** Smith ➜ 370.1 S655

  3. The evolution of educational theory / **Margret** Smith ➜ 370.1 S654

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- 梁津南。<u>杜威分類法的應用</u>。台北市：著者，民76年。