

# THEORY AND PRACTICE OF CLASSIFICATION

## SESSION 6 – THE THEORY OF BIBLIOGRAPHIC CLASSIFICATION PART 1

**Lecturer: Ms. Patience Emefa Dzandza**

Contact Information: [pedzandza@ug.edu.gh](mailto:pedzandza@ug.edu.gh)



# UNIVERSITY OF GHANA

College of Education

**School of Continuing and Distance Education**

2014/2015 – 2016/2017



# Session Overview

- This session provides background to the theory of bibliography classification
- Part one deals with classification schemes and the schedules



# Session Outline

The key topics to be covered in the session are as follows:

- Topic One : Classification scheme
- Topic Two : Schedule



# Reading List

- Read Chapter 23 of Recommended Text – Kumar, Krishan (2008) *Theory of classification* New Delhi : Vikas Publishing.



- **Topic one:**
- Classification scheme



# Introduction

- This provides us with a framework with which we can assess or evaluate classification schemes.
- The theory of bibliography classification identifies the major ideas concerning classification theory that have emerged before and during the 20<sup>th</sup> century and their applications.





# Classification Scheme

- A classification scheme is defined as an orderly arrangement of terms, classes or subject and a system of these classes.
- A classification scheme should help the classifier to group information resources on the same subject together and so arrange the classes of documents into a very helpful order.
- Examples of classification schemes are DDC, LCC, and Universal Decimal Classification.





# Classification Scheme

- A classification scheme has three parts
  - 1. Schedules
  - 2. Notation
  - 3. Index
- Classification scheme may be enumerative or faceted.





# Enumerative classification schemes

- They aim to list all subjects present in the literature which the scheme is intended to classify.
- All simple, compound and complex subjects are to be listed.
- In an enumerative classification scheme all knowledge is divided if it is a general classification scheme and in a special classification scheme it lists an aspect of knowledge.





# Enumerative classification schemes

- The division that goes on in an enumerative classification scheme is in the form of successive narrower classes arranged in an orderly way displaying hierarchy.
- Its major advantage is that it has been generally accepted and widely used.





# Enumerative classification schemes

- **Disadvantages**
- It is impossible for any enumerative scheme to list every subject
- There can be a lack of accommodation for even simple subjects
- Schedules may be very long
- They can be difficult to revise.





# Faceted classification schemes

- Faceted classification does not assign fixed and preconceived slots to all simple and compound subjects as in an enumerative classification scheme.
- Instead notations are constructed, using notations for simple subjects.
- This type of scheme is also called analytico – synthetic which means analysis of subject and synthesis of notational elements to fully express subjects.





# Disadvantages

- Notation can become long and complex and may be unsuitable for the arrangement of documents on shelves.
- The problem of citation order can cause difficulty.





# Criteria for a successful classification scheme

- It must be inclusive as well as comprehensive. It should include all subjects, that are, have been, or may be recognized allowing for possible additions to knowledge in the future. It must make provision not only for the records themselves, but for every actual and potential use of the records.





# Criteria for a successful classification scheme

- It must be systematic: It must bring together related topics in logical, comprehensible fashion, allowing users to easily locate what they want.
- It must be so arranged that each aspect of a subject can be considered a separate, yet related part of the scheme and it must be so arranged that new topics and aspects of topics can be added in a systematic manner.





# Criteria for a successful classification scheme

- It must be flexible and expansive: It must be constructed so that any new subject may be inserted without dislocating the general sequence of classification. It must allow for recognized knowledge in all its ramifications, and it must be capable of admitting new subjects.





# Criteria for a successful classification scheme

- It must employ terminology that is clear and descriptive. The arrangement of terms in the scheme should help reveal the significance of the arrangement. The terms themselves should be unambiguous.





- Topic two:
  - Schedule



# Schedule

- It is the list of subjects and their associated notations. It is the heart of a scheme because it determines subjects that are to be covered by the scheme and what relationships are to be reflected by the scheme.





# Features of a Schedule

- Coverage should be comprehensive: whether a scheme has been designed for special or general use, it is essential that all relevant topics should be included. Provision for comprehensive subjects or topics means anticipating future topics.
- There should be provision for change; thus it should be hospitable in order to accommodate new subjects. It is also important that changing relationships between existing subjects can be expressed.





# Features of a Schedule

- A helpful order of subjects should be established: the schedule should bring related subjects close together to establish a helpful order of materials on shelves.
- Shelf order should promote browsing with the user being able to identify and scan both broad and narrow aspects of a topic.
- Helpful order is not only important within subjects but also across subjects. Subjects that have relationship to each other should be adjacent to each other in the schedule.

