

## Table 1. Standard Subdivisions

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The following notation is never used alone, but may be used as required with any regular schedule number, e.g., workbooks (—076 in this table) in arithmetic (513): 513.076.

When adding to a number from the schedules, always insert a decimal point between the third and fourth digits of the complete number. Unless other instructions are given, the terminal zeros in a main class or division number should be dropped before adding a standard subdivisions, e.g., journals (—05 in this table) in mathematics (510 minus the final zero): 510.5. (Full instructions on the use of standard subdivisions are found in the Introduction to the Dewey Decimal Classification)

Standard subdivisions should be added only when the work in hand covers the whole, or approximately the whole, subject of the number in the schedules

When standard subdivision notation from Table 1 is listed in Tables 2 through 4 and in the schedules, all of the notation's notes and subdivisions as given in this table are applicable unless other instructions are given. Other Table 1 notation that is not listed in the schedules may also be used. For example, the fact that 610.7 is listed, but not 610.8 or the subdivisions of 610.7, does not exclude the use of 610.8 or 610.71

Do not add one standard subdivision to another standard subdivision unless specifically instructed. Standard subdivisions may be added to special notation listed in the regular standard subdivision sequence, to subdivisions of —04 Special topics that are specifically listed in the schedules, and to displaced standard subdivisions wherever they appear. Numbers in the schedules that look as though they were built with notation from this table but are outside the regular sequence of standard subdivisions are not considered "standard" subdivisions. Hence notation from Table 1 may be added to such schedule numbers

Never use more than one zero in applying a standard subdivision unless instructed to do so. If more than one zero is needed, the number of zeros is always indicated in the schedules. If the 0 subdivisions of a number in a schedule are used for special purposes, use notation 001–009 for standard subdivisions; if the 00 subdivisions also are used for special purposes, use notation 000 for standard subdivisions

(continued)

# Table 1. Standard Subdivisions (continued)

Unless other instructions are given, observe the following table of preference, e.g., communication in education and research —07 (*not* —01):

Special topics	—04
Biography	—092
Auxiliary techniques and procedures; apparatus, equipment, materials	—028
Education, research, related topics ( <i>except</i> —074, —075)	—07
Management	—068
Philosophy and theory	—01
The subject as a profession, occupation, hobby	—023
The subject for people in specific occupations	—02
Directories of persons and organizations	—025
Patents and identification marks	—02
Commercial miscellany	—029
Organizations	—06
Groups of people	—08
Specific continents, countries, localities; extraterrestrial worlds	—093–099
Areas, regions, places in general	—091
Historical periods	—09
Museums, collections, exhibits	—074
Museum activities and services	—075
Illustrations, models, miniatures	—022
Tabulated and related materials, synopses and outlines, humorous treatment, audiovisual treatment	—02
Dictionaries, encyclopedias, concordances	—03
History and geographic treatment (not limited by area or time)	—09
Serial publications	—05

## SUMMARY

—01	<b>Philosophy and theory</b>
—02	<b>Miscellany</b>
—03	<b>Dictionaries, encyclopedias, concordances</b>
—04	<b>Special topics</b>
—05	<b>Serial publications</b>
—06	<b>Organizations and management</b>
—07	<b>Education, research, related topics</b>
—08	<b>Groups of people</b>
—09	<b>History, geographic treatment, biography</b>

**—01****Philosophy and theory**

Including value; systems; models (simulations), operations research; classification; communication; language, terminology; content analysis, semiotics; scientific principles; psychological principles

Class here methodology, schools of thought

Class scientific method, statistical methods in —072; class models (simulations) in study and teaching in —078; class classification of bibliographic material, classification of bibliographic material on a specific subject, subject headings and thesauri in information retrieval in 025.4; class social psychology in 302; class psychology of learning a specific subject at primary level in 372.3–372.8; class interdisciplinary works on classification in 001.01; class interdisciplinary works on philosophy in 100; class interdisciplinary works on psychology in 150; class interdisciplinary works on communication, semiotics, interdisciplinary works on symbols in 302.2; class interdisciplinary works on language in 400; class interdisciplinary works on terminology in 401; class interdisciplinary works on abbreviations and acronyms in 411; class interdisciplinary works on etymology in 412; class interdisciplinary dictionaries of abbreviations, acronyms, symbols in 413; class interdisciplinary works on natural sciences and mathematics in 500. Class aspects of linguistics not provided for here with the aspect in 400, e.g., translating 418

*For dictionaries, see —03*

*See Manual at T1—01; also at T1—01 vs. T1—02; also at 302–307 vs. 150, T1—01; also at 519.5, T1—01 vs. 001.4, T1—072*

**—(016)****Bibliographies, catalogs, indexes**

(Optional number; prefer 016)

**—02****Miscellany**

Including synopses and outlines; humorous treatment; audiovisual treatment; tabulated and related materials; the subject for people in specific occupations; patents and identification marks

Class directories of persons and organizations in —025; class lists and catalogs of products and services offered for sale, lease, or free distribution in —029; class catalogs of collections and exhibits in —074; class price trends for collectors in —075; class works called synopses and outlines that are regular treatises or introductions to a subject in 001–999 without use of notation 02 from Table 1; class bibliographic catalogs on specific subjects in 016; class directories of databases on specific subjects in 016.02506; class collections of technical standards in 602; class comprehensive works on trademarks generally found on products rather than identifying services in 602; class interdisciplinary collections of statistics in 310; class interdisciplinary works on patents in 346.04; class interdisciplinary works on standardization, standards in 389; class interdisciplinary collections of patents in 608; class interdisciplinary chronologies in 902; class interdisciplinary works on trademarks and service marks in 929.9

*See Manual at T1—02; also at T1—01 vs. T1—02; also at T1—02 vs. T3—7, T3—8*

- 022            Illustrations, models, miniatures
- Including graphs; pictures and related illustrations; cartoons, drawings, pictorial charts and designs, sketches; maps, plans, diagrams; models and miniatures
- Class simulation models in —01; class statistical graphs, humorous cartoons in —02; class model and miniature educational exhibits in —074; class comprehensive works on historical maps and atlases in 911; class interdisciplinary works on cartoons in 741.5; class interdisciplinary works on maps, plans, diagrams; on maps, plans, diagrams of geography, travel, and roads in general and in specific areas in 912
- 023            The subject as a profession, occupation, hobby
- Class here vocational guidance, choice of vocation, career opportunities, occupational specialties, professional relationships; the subject as a profession, occupation, hobby for specific groups of people
- Class interdisciplinary works on professional relationships in 331.7; class interdisciplinary works on vocational guidance, choice of vocation, career opportunities, occupational specialties in 331.702; class interdisciplinary works on hobbies in 790.1
- 025            Directories of persons and organizations
- Class here directories of public officials and employees; membership lists containing directory information, e.g., employment and education
- Class directories giving biographical information in —092
- See also —029 for directories of products and services; also 016.02506 for directories of databases on specific subjects*
- See Manual at T1—025 vs. T1—029; also at T1—025 vs. T1—06*
- (026)        Law
- (Optional number; prefer 341–347)

- 028      Auxiliary techniques and procedures; apparatus, equipment, materials
- Including instruments, instrumentation; green technology (environmental technology); environmental engineering (environmental health engineering, environmental protection engineering), sustainable engineering; testing and measurement; laboratory manuals for testing, mensuration; maintenance and repair; conservation, preservation, restoration; safety measures
- Class collectibles, memorabilia in —075; class use of apparatus and equipment in study and teaching in —078; class maintenance and repair in specific areas in —09; class products of a subject in 001–999 without adding notation 028 from Table 1; class aptitude tests in a specific field in 153.9; class technology of testing and measuring instruments in 681; class interdisciplinary works on safety in 363.1; class interdisciplinary works on measurement and mensuration in 530.8; class interdisciplinary works on personal safety in 613.6; class interdisciplinary works on maintenance and repair in 620; class interdisciplinary works on safety engineering in 620.8; class interdisciplinary works on environmental engineering, green technology, sustainable engineering in 628; class interdisciplinary works on waste technology in 628.4; class interdisciplinary works on pollution control technology in 628.5; class interdisciplinary works on artistic conservation, preservation, restoration in 702.8
- For educational testing, see —076*
- See Manual at 363.1*
- 028 5      Computer applications
- Class here computer applications in research; data processing
- Class computer modeling and simulation in —01; class laboratory manuals in —078; class interdisciplinary works on data processing in 004
- For research methods, see —072*
- See Manual at T1—0285*
- 029      Commercial miscellany
- Including estimates of labor, time, materials; price trends
- Class here listings of products and services offered for sale, lease, or free distribution
- Class house organs in —05; class noncurrent offers for sale used primarily to illustrate civilization and customs of an earlier period in 900; class interdisciplinary commercial miscellany in 381.029
- For price trends for collectors, see —075; for catalogs of bibliographic materials on specific subjects, see 016*
- See also —074 for listings of noncommercial collections and exhibits*
- See Manual at T1—025 vs. T1—029; also at T1—074 vs. T1—029*

**—03 Dictionaries, encyclopedias, concordances**

Including thesauri (synonym dictionaries)

Class dictionaries of abbreviations, acronyms, symbols in —01; class biographical dictionaries in —092; class interdisciplinary encyclopedias in 030; class interdisciplinary dictionaries in 413

*See also 025.4 for thesauri (controlled vocabularies)*

**—04 Special topics**

Use this subdivision only when it is specifically set forth in the schedules. Add other standard subdivisions —01–09 to it and its subdivisions as required, e.g., technical drawing as a profession 604.2023

**—05 Serial publications**

Regardless of form (print or electronic) or frequency

Class here house organs, magazines, newspapers, yearbooks

Class monographic series in 001–999 without adding notation 05 from Table 1; class interdisciplinary serial publications in 050; class interdisciplinary newspapers in 071–079

*For a special kind of serial publication, see the kind, e.g., directories in serial form —025, administrative reports of organizations —06*

**—06 Organizations and management**

Class directories of organizations, membership lists with directory information in —025; class organizations engaged in education, research, related topics in —07; class nonadministrative proceedings and reports in 001–999 without adding notation 06 from Table 1; class business enterprises in 338.7; class government administrative and military organizations in 350; class interdisciplinary works on organizations in 060

*See Manual at T1—06; also at T1—025 vs. T1—06; also at T1—072 vs. T1—06*

**—068 Management**

Including fund raising for festivals [*formerly* —079]; organization and financial management; plant management; energy management; personnel management (human resource management); executive management; management of production; management of materials; management of distribution (marketing)

Class a routine activity called management associated with a profession, occupation, hobby in 001–999 without adding notation 068 from Table 1, e.g., management of patients 616 (*not* 616.0068); class results of market research in 381; class factory operations engineering in 670.42; class comprehensive works on in-service training and residency in —071; class interdisciplinary works on labor relations in 331; class interdisciplinary works in 658

*For advertising, see 659.1*

*See Manual at T1—068 vs. 353–354; also at 647 vs. 647.068, 658.2, T1—068*

(Option: Class management of specific enterprises in 658)

**—07 Education, research, related topics**

Including programmed texts

Class here subject-oriented study programs; comprehensive works on education and research, on resources for education and research

Class psychology of learning specific subjects in —01

*For a specific resource not provided for here, see the resource, e.g., directories —025, bibliographies 016, libraries 026*

*See Manual at 016 vs. 026, T1—07*

**—071 Education**

Including specific levels of education (e.g., higher education [tertiary education], secondary education, adult education and on-the-job training)

Class here curricula, study (education), teaching, vocational education

Class student organizations in —06; class management of on-the-job training by employers in —068; class textbooks, school activities in a subject in 001–999 without adding notation 071 from Table 1; class comprehensive works on education and research in —07; class interdisciplinary works on education in 370; class interdisciplinary works on teaching in 371.102

*For review and exercise, see —076; for use of apparatus and equipment in education, see —078; for competitions, awards, financial support in education, see —079; for special education in specific subjects, see 371.9; for education in specific subjects at primary level, see 372.3–372.8*

*See Manual at 407.1, T1—071 vs. 401, T4—01, 410.71, 418.0071, T4—80071*

—072

## Research

Including research methods; laboratory manuals used in research; qualitative research, quantitative research, scientific method; research and scientific techniques not provided for elsewhere in Table 1; historical research; historiography; descriptive research; data collection; experimental research; statistical methods; presentation of statistical data; graphic presentation

Class here action research, evaluation research

Class operations research, models (simulations), statistical methods used in systems analysis in —01; class the statistics themselves (no matter how presented) in —02; class management of information collection in —068; class financial support of research in —079; class results of research, collection of operational data in 001–999 without adding notation 072 from Table 1; class interdisciplinary works on research, interdisciplinary works on data collection in research, interdisciplinary works on statistical methods in 001.4; class interdisciplinary works on historical research, on historiography in 907.2

*For scientific method used in systems analysis, see —01. For a specific research or scientific technique provided for elsewhere in Table 1, see the technique, e.g., mathematical techniques —01, data processing —0285, testing —028*

*See Manual at T1—072 vs. T1—06; also at 519.5, T1—01 vs. 001.4, T1—072*

—074

## Museums, collections, exhibits

Class here festivals [*formerly* —079], exhibitions, fairs; catalogs, lists regardless of whether or not articles are offered for sale; guidebooks, history and description

Class comprehensive works on museology of a subject in —075; class interdisciplinary works on museums, collections, exhibits in 069; class interdisciplinary works on festivals in 394.26; class interdisciplinary works on exhibitions, fairs in 907.4

*For collections of books and related informational materials in specific subjects, see 016*

*See Manual at T1—074 vs. T1—029*

—075

## Museum activities and services

Class here museology, collecting, collectibles, memorabilia, price trends for collectors

Class interdisciplinary works on museum activities and services, interdisciplinary works on museum collecting in 069; class interdisciplinary works on recreational collecting in 790.1

*For activities and services of or relating to specific museums, collections, exhibits, see —074. For a specific museological technique not provided for here, see the technique in —028, e.g., maintenance and repair of collected objects —028*



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- 076      **Review and exercise**
- Including workbooks with problems, questions, answers; civil service examinations; testing, test construction and evaluation
- Class programmed texts with problems, questions, answers in —07; class interdisciplinary works on civil service examinations in 351.076; class interdisciplinary works on examinations and tests in 371.26
- For review and exercise using apparatus and equipment, see —078*
- See also 153.9 for aptitude tests in a specific field*
- (Option: Class civil service examinations in specific subjects in 351.076)
- 078      **Use of apparatus and equipment in study and teaching**
- Including computer-assisted instruction
- Class here laboratory manuals, student projects and experiments
- Class interdisciplinary works on teaching aids, interdisciplinary works on computer-assisted instruction in 371.33
- For laboratory manuals used in testing, see —028; for laboratory manuals used in research, see —072*
- 079      **Competitions, awards, financial support**
- Including fund raising to support such activities; judging competitions
- Class here bursaries, certificates, contests, fellowships and scholarships, grants, honors, medals, prizes
- Class description of works that are entered into competitions, that receive awards, or that are the results of financial support in 001–999 without adding notation 079 from Table 1; class interdisciplinary works on orders and decorations in 929.8
- See also —068 for financial management aspects of fund raising*
- Fund raising for festivals relocated to —068; festivals relocated to —074
- 08      **Groups of people**
- Class here discrimination, group identity, minorities
- Class ethnic and national minorities in —089; class biography in —092
- See Manual at T1—08 and 306.2–306.6*
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- >      —081–088   **Groups of people by specific attributes**
- Unless other instructions are given, class a subject with aspects in two or more subdivisions of —081–088 in the number coming last, e.g., children with disabilities —087 (*not* —083)
- Class comprehensive works on ethnic and national groups in —089. Class members of an ethnic or national group with a specific attribute, other than people with status defined by change in residence, with the attribute in —081–088, e.g., Chinese women —082

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- 081           People by gender or sex
- Class here gender identity, gender role, sex role
- Subdivisions are added for either or both topics in heading
- For women, see —082; for transgender and intersex people, see —086*
- See Manual at T1—081 and T1—082*
- 081 1       Men
- Class here males
- See Manual at T1—081 and T1—08351, T1—08352, T1—08421, T1—08422*
- 082       Women
- Class here females; feminist views of a subject, e.g., feminist Christian theology 230.082
- See Manual at T1—081 and T1—082*
- 083       Young people
- Including infants; children three to five; preschool children; children six to eleven
- Class here children
- Class school children over eleven in —0835
- 083 5       Young people twelve to twenty
- Variant names: adolescents, teenagers, young adults, youth
- Including males twelve to twenty; females twelve to twenty
- Class youth twenty-one and over, comprehensive works on young adults in —084
- 084       People in specific stages of adulthood
- Including people in early adulthood; comprehensive works on young adults; people in middle adulthood; people in late adulthood
- Class comprehensive works on adults in 001–999 without adding notation 084 from Table 1
- For young adults under twenty-one, see —0835*
- 085       Relatives
- Including fathers; mothers; grandparents; progeny; children considered in relation to parents; siblings
- Class here parents, adoptive and foster parents, stepparents
- For unmarried mothers, see —086*

- 086 People by miscellaneous social attributes
- Not provided for elsewhere
- Including people by social and economic levels; social classes; people by marital status (e.g., single people, separated and divorced people, widowed people, married people, people in partnerships and unions, polygamists); people by sexual orientation; transgender and intersex people; transgenderists; people by miscellaneous social statuses
- Class peasants, sharecroppers in —088; class people of a specific ethnic or national group in —089. Class people with a specific social disadvantage not provided for here with the disadvantage, e.g., addicts in recovery —087
- For reigning monarchs and their regents, see —088*
- 087 People with disabilities and illnesses, gifted people
- Including people with learning disabilities; people with blindness and visual impairments; people who are blind-deaf; people with hearing impairments; people who are deaf; people with mobility impairments; people with mental illness and disabilities; people with developmental disabilities; people with physical illnesses
- Class here people with physical disabilities
- 088 Occupational and religious groups
- Class works on the subject for people in specific occupations in —02
- 089 Ethnic and national groups
- Class here ethnic and national minorities; racial groups, racism
- Class biography of members of a specific ethnic or national group in —092; class treatment with respect to specific ethnic and national groups in places where they predominate in —091–099. Class members of an ethnic or national group with a specific attribute, other than people with status defined by change in residence, with the attribute in —081–088, e.g., Chinese women —082
- See Manual at T1—09 vs. T1—089*
- 09 **History, geographic treatment, biography**
- Class long term forecasts (more than ten years) in —01; class historiography in —072; class history and geographic treatment of museums, collections, exhibits representing the whole subject in —074; class history and geographic treatment of museum activities and services representing the whole subject in —075; class historical periods in specific areas, regions, places in general in —091; class historical periods in specific continents, countries, localities in —093–099
- See Manual at T1—09; also at T1—09 vs. T1—089*
- 091 Areas, regions, places in general
- History and description
- Add to base number —091 the numbers following —1 in notation 11–19 from Table 2, e.g., Torrid Zone —0913

—092

## Biography

Autobiography, description and critical appraisal of work, diaries, reminiscences, correspondence of people regardless of area, region, or place who are part of the subject or who study the subject, e.g., biographers, collectors, leaders and followers, practitioners and clients, scholars

Including collected biography; biography of animals and plants

Class here treatment of individuals

Class collectibles and memorabilia related to more than one person in —075; class nonbiographical treatment of groups of people in —08; class belletristic diaries, reminiscences, correspondence in 800; class biography not clearly related to any specific subject, collected biography of specific continents, countries, localities when not limited to a specific subject in 920

*See Manual at T1—092; also at 913–919: Add table: 04: Biography; also at 930–990: Wars: Personal narratives; also at 930–990: Biography*

(Option A: Class biography in 920.1–928

(Option B: Class individual biography in 92, or B

(Option C: Class all individual biography of men in 920.71, of women in 920.72)

—093–099

## Specific continents, countries, localities; extraterrestrial worlds

History and description by place, by specific instance of the subject

Add to base number —09 notation 3–9 from Table 2, e.g., the subject in North America —097, United States —0973, Brazil —0981