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Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Title page -- Contents -- Preface -- 1 Introduction and background -- Purpose of classification -- Citation order -- Relative location -- History of the Dewey Decimal Classification -- The abridged edition -- How the scheme is revised -- Literary warrant -- Shortcomings of the scheme -- The future -- 2 Outline of the scheme -- Physical arrangement -- The general nature of the scheme -- Hierarchy -- Notation -- Discipline basis -- Description of the schedules -- Centred entries -- The tables -- 3 Simple subjects -- The relative index -- When can you not add standard subdivisions? -- "Approximating the whole" -- What if you want to add more than one standard subdivision? -- Standard subdivisions with special meanings -- Extra zeros -- Standard subdivisions printed in the schedules -- Standard subdivisions given special modifications -- 4 Number-building, 1: Standard subdivisions 5 Number-building, 2: Other methods -- Other tables -- Table 2 Geographical areas, historical periods, persons -- Adding directly from tables -- Table 5 Ethnic and national groups -- Table 6 Languages -- Adding from elsewhere in the schedules -- Adding from the whole scheme -- Special tables within the schedules -- 6 Preference order -- 7 Exceptions and options -- Displaced standard subdivisions -- Non-standard areas treatment -- More on standard subdivisions -- Irregular use of historical period numbers -- Options -- 8 Special subjects -- 100 Philosophy -- 200 Religion -- 300 Social sciences -- 310 Collections of general statistics -- 320 Political science -- 330 Economics -- 338.47 Services and specific products vs. 338.76 Business enterprises

by industry -- 340 Law -- 370 Education -- 380 Commerce, communications, transportation -- 390 Customs, etiquette, folklore -- 400 Language -- 500 Natural sciences -- 570-599 Life sciences -- 600 vs. 700 -- 610 Medicine and health -- 630 Agriculture and related technologies -- 700 The arts Fine and decorative arts -- 700.4 Special topics in the arts -- 704 Special topics in fine and decorative arts -- 709 Historical, geographic - treatment of fine and decorative arts -- 720 Architecture -- 750 Painting and paintings. -- 770 Photography, photographs, computer art -- 780 Music -- 800 Literature -- 810-890 Literatures of specific languages and language families -- 900, 930-990 History -- 940-990 History of modern world, of extraterrestrial worlds -- 910 Geography -- "Persons treatment" -- Optional treatment of biography -- 9 Compound subjects -- Effect of one subject on another -- Relationships between subjects -- Two subjects but one predominant -- Two subjects treated equally -- Three or more subjects -- When all else fails -- 10 WebDewey -- Answers to exercises -- Bibliography -- Index.

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### Sommario/riassunto

In this book, John Bowman provides an introduction to the Dewey Decimal Classification suitable either for beginners or for librarians who are out of practice using Dewey. He outlines the content and structure of the scheme and then, through worked examples using real titles, shows readers how to use it. Most chapters include practice exercises, to which answers are given at the end of the book. A particular feature of the book is the chapter dealing with problems of specific parts of the scheme. Later chapters offer advice on how to cope with compound subjects, and a brief introduction to the Web version of Dewey. Written in an engaging and direct style, this text is a companion volume both to the author's own bestselling *Essential Cataloguing* and to Vanda Broughton's *Essential Classification*. It is ideal for library students, and for public, school and solo librarians and classifiers who are just beginning to use Dewey and need some simple examples.

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