

# Principles of Dewey Decimal Classification



Photo: Carol Highsmith

Learn about the formation of class numbers using the 22nd edition of Dewey Decimal Classification (DDC). Designed for library staff responsible for copy or original cataloging, this workshop will clarify and illustrate the principles of DDC and number building with examples and exercises. The workshop will cover:

- the structure of the DDC system to classify materials more efficiently.
- the pros and cons of the print schedules versus the electronic edition and the abridged edition versus the complete edition to determine what's best for individual libraries.
- how DDC is updated and how that affects your work.
- the use of the manual, index and schedules to assign and build classification numbers.

<b>Date</b> Thursday, October 28, 2004	<b>Registration</b> \$125—Visit the FLICC Educational Programs Web site at <a href="http://www.loc.gov/flicc/feveform.html">http://www.loc.gov/flicc/feveform.html</a> to register online, or complete and fax this form to (202) 707-4825.
<b>Time</b> 9:00 a.m. - 4:00 p.m. (Registration begins at 8:30 a.m. There is no entry to the Library of Congress prior to 8:30 a.m.)	<b>Request ADA Accommodations</b> five business days in advance at (202) 707-6362 TTY or <a href="mailto:ADA@loc.gov">ADA@loc.gov</a> .
<b>Place</b> FLICC Conference Room, 2 <sup>nd</sup> floor, Adams Building Room LA218, The Library of Congress, 101 Independence Avenue S.E., Washington, D.C. 20540	<b>Bring your copy of a recent edition of DDC</b> (either 21st or 22nd edition) to the workshop. To purchase the text, visit the OCLC Dewey Services Web site <a href="http://www.oclc.org/dewey/">http://www.oclc.org/dewey/</a> .
<b>Metro</b> Capitol South (Orange and Blue Lines)	<b>Cancellations</b> Cancellations must be called into the FLICC office (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.
<b>Sponsor</b> FLICC Education Working Group	
<b>Information</b> Call FLICC (202) 707-4800; TTY (202) 707-4995	

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9/24/04

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone and Fax (include area code) Phone: \_\_\_\_\_ Fax \_\_\_\_\_

FEDLINK Members: FEDLINK ID \_\_\_\_\_ FY2004 IAG#2004 \_\_\_\_\_ Email \_\_\_\_\_

- Registration Fee:**
- Bill the registration fee to my existing FEDLINK Education/Training (FT) account.
  - Establish an FT account or increase the funding in my existing FT account and bill the account for the workshop/program fee. Attached is an FY2004 IAG Amendment Request Transfer Pay Account Adjustment form to move funds from another of my agency's FY2004 FEDLINK accounts.
- Other Federal Agencies (Non-FEDLINK Members)**
- Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document from my agency for the amount of the workshop/program. This amount covers **the registration fee plus the FEDLINK administrative service fee of 7.75%**. The Library of Congress will invoice my agency based on this document.

Register online at <http://www.loc.gov/flicc/feveform.html> or fax this form to

**FLICC Attn: FPE Registration  
Library of Congress  
(202) 707-4825**

Your registration is not complete until all appropriate documentation is received by FEDLINK and/or your account has been verified. If you will use a training form or purchase order, the originals must be submitted on site at registration.