

HV

SOCIAL SERVICES

For comprehensive works covering both health and social services use WA

- 1 Societies related to any aspect of social services
- 11 History of any aspect of social services
- 13 Dictionaries. Encyclopaedias. Bibliographies. Use for general works only.
Classify with specific aspect where possible
- 15 Classification. Nomenclature. Terminology used in all aspects of social services
- 16 Tables. Statistics relating to all aspects of social services
- 18 Education and training of social workers. Include educational materials for both teaching and study
- 18.5 Education and training of other professional and non-professional social care staff
e.g. Diploma/NVQ's
- 20 Research in all aspects of social services. Research design. Include research to support evidence-based practice
Classify research on specific subject with the subject
- 21 Work in aspects of social services. Careers in social services, social work and social care
- 22 Directories of organisations working with social care and support.
- 32 Laws. Legislation. Regulations relating to social services, social work and social care
- 33 Discussion of legislation
- 36 Ethics. Accountability in social services, social care and social work
- 50 Popular guides to social services

55 Consumer and public participation. Consumer views of services

90 Social welfare provision outside the UK
Include comparative studies

WELFARE PROVISION BY STATUTORY BODIES

Note the difference between SOCIAL SERVICES (statutory and non-statutory bodies who provide SOCIAL CARE services to clients); SOCIAL CARE which is the service “given to clients in institutions or in their own homes to help people overcome difficulties related to physical, mental, environmental or lifestyle problems at any stage in their lives. It includes staff in both professional and non-professional roles who support vulnerable people living in the community and in residential care.” (Definition from www.Prospects.ac.uk); and SOCIAL WORK which is a specific profession. “A social worker works with people who have been socially excluded or who are experiencing crisis. Their role is to provide support to enable service users to help themselves. They maintain professional relationships with service users, acting as guides, advocates or critical friends.” (Definition from www.Prospect.ac.uk).

100 Social policy and social welfare services in the UK. General and comprehensive works on the planning and provision of services. Include relationships with voluntary, charitable and private sector services.
See WA100 for comprehensive works covering both health and social services, including aspects of joint planning and contracting of services

104 Central government provision of social services. Include social service aspect of the Department for Work and Pensions
See WX110 for Department of Health

106 Local government. Social Services departments in local government

108 Economic studies. Cost-benefit analysis

110 Planning. Surveys and assessment of client need.
See HV111 for works on quality of services and of service provision

111 Quality of care and services. Evaluation and inspection. Risk assessment
Evidence based practice in welfare provision. Include work of Social Care Inspectorate, Social Care Institute of Excellence

112 Counselling as a general technique. Include works on counselling for particular professions here. Include general works on both health and social care counselling.
Classify counselling relating to a particular disorder with that disorder e.g. Counselling with breast cancer in WP940. Counselling as a psychotherapeutic technique should go in WM546

113 Supervision of counselling and counsellors.
Psychotherapeutic supervision should go in WM498, supervision of social workers at HV115 and in other aspects of social services and social care, at HV111

SOCIAL WORK

- 115 Social work. Operational policies. Methods. Practice. General works. Include supervision of social workers
- 118 Relationships with clients. Complaints. Advocacy. Violence to social workers by clients
- 119 Malpractice in social work. Include works on competence
- 120 Inter-professional relationships in social work. Liaison with other professional groups within social services
See WA103 for works covering partnerships with the health sector
- 121 Administrative and managerial aspects of social work
- 122 Field work in social work
- 124 Case work in social work
- 126 Group and community work in social work
- 128 Medical social work
Include GP social work
- 130 Hospital social work

WELFARE PROVISION BY NON-STATUTORY BODIES AND CHARITIES

- 160 Voluntary agencies and organisations and private companies related to social welfare. Include pressure groups, lobbies, charities.
Put directories of charities and other organisations at HV22. See WX590-596 for health-related voluntary organisations
- 165 Financial aspects of non-statutory, charitable and private providers of social care
- 170 Self-help groups in social welfare, e.g. Pensioners' Forum
See W650 for medical and health related self-help groups
- 180 Volunteers and their characteristics.
For health related volunteers use WX592

WELFARE SERVICES AND COMMUNITY CARE

Classify general works here and those for groups not specified elsewhere. Classify social welfare for particular client groups where applicable as follows:

For children and adolescents	WS300-380
For the chronically ill and physically disabled	WB635-698
children and adolescents	WS535-598
For the elderly	WT340-398
For the hearing impaired	WV635-698
For those with learning disabilities	WM850-896
children and adolescents	WS635-698
For the visually impaired	WW800-898

FINANCIAL ASSISTANCE

- 242 Social Security payments. General works on all forms of financial support from the state to disadvantaged individuals e.g. unemployed, elderly except pensions. Guides to benefits
See WB640 for disability pensions; WT345 for old age pensions; WX315 for superannuation; Z164 for library pensions. See HV110 for assessment of client need. See HM222 for sociological aspects of socially excluded and poverty; HM230 for sociological aspects of unemployment; HM265 for sociological aspects of age-group cultures
- 246 Supplementary benefits. Family benefits, tax credits etc
- 248 Other forms of financial aid, e.g. Friendly Societies.
For directories of charitable organisations use HV22

OTHER FORMS OF ASSISTANCE

- 250 Material help. Services. General works and aspects not covered below
- 252 Professional home care services. Include food provision e.g. meals on wheels, soup kitchens
- 258 Transport, social welfare aspects e.g. concessionary bus fares
- 265 Services to groups of people excluded from mainstream provision. e.g. failed asylum seekers, travellers, migrant workers, beggars
- 280 Residential accommodation. Include sheltered accommodation, warden schemes etc.
See HV900s for hostels and housing; WB680 for physically disabled; WM29 for hostels for the mentally ill; WM864 for learning disabled; WT380 for nursing/residential homes and sheltered housing for the elderly; WX875 for private nursing homes

- 290 Day care, Day Care Centres. Do not include health related day centres
- 291 Welfare aspects of disaster relief. e.g. for natural disasters, terrorist acts, large scale accidents, famine, the consequences of war etc.
For public health planning aspects see W410-15. For medical aspects see WD411-497

(NOTE: Numbers 292 to 899 are not used)

HOUSING

- 900 Housing. General works. Include legal aspect
- 910 Homelessness and the homeless
For health aspects see WA94. Include organisations working with the homeless e.g. Shelter
- 920 Problems arising from special types of housing e.g. high-rise, tied cottages
Include self-help groups relating to housing e.g. Tenants' Associations
- 922 Substandard housing
- 925 Hostels. Lodgings. Temporary accommodation
Prefer with the client group where possible – see WM29 for hostels for the mentally ill; WT380 for residential care for the elderly