

Z

LIBRARY & INFORMATION SCIENCE

Bibliographies of specific subjects should be classified at the relevant number in the main schedules with the addition of Z at the end of the classmark, e.g. bibliography of psychiatric nursing at WM35Z, bibliography of sociology at HM100Z

15 Acronyms, abbreviations, dictionaries

BOOK INDUSTRY AND TRADE

20 Printing. General works on processes and techniques

24 Proof reading and correction

26 History of printing, books and bookmaking

40 Publishing

42 Directories

45 Microform publishing
Include microform applications in the library
See Z460 for the organisation of microforms in the library

50 Bookselling

60 Copyright legislation. Patent legislation
See Z495 for Patents as media type

65 Discussion of legislation
Include effects of copyright on libraries, photocopying, etc.

LIBRARY ORGANISATION AND ADMINISTRATION

100 Library legislation

102 Discussion of legislation

- 105 Public Lending Right
- 108 Statistics
- 110 Library administration and organisation. General works
- 112 Branch and mobile libraries
- 115 Management and management techniques applied to libraries. General works
- 120 Objectives. Standards. Quality. General works
 See Z235 for accreditation
- 130 Library design and planning
- 132 Allocation of space
- 134 Heating. Lighting. Ventilation
- 138 Library relocation. Library re-organisation
- 140 Finance. Budget control
- 144 Supplies
- 148 Equipment
- 155 Staffing
- 160 Personnel management
- 162 Conditions of service
- 164 Salaries. Pensions
- 168 Industrial relations
 Include trade unions

LIBRARY HOUSEKEEPING

- 180 Stock control
- 182 Circulation techniques
- 184 Issue and charging systems
- 188 Inter-library loans and document delivery
Include British Library Document Supply Centre
- 188.5 Electronic document supply
- 200 Security and security systems. Vandalism. Theft
- 210 Binding and repair
- 215 Regulations. Hours of opening
- 220 Public relations. Advertising. Publicity. Marketing
- 225 Display and exhibitions
- 227 Guiding. Sign systems
- 229 Libraries and audio-visual media
See Z555 for audio-visual libraries
- 235 Library evaluation and measurement
Include library accreditation
See Z120 for general works on standards and quality
- 240 Reader services
- 242 User education
See Z310 for user studies
- 250 Extension activities
Include general works on library services for the disadvantaged

SERVICES FOR PARTICULAR GROUPS OF USERS

- 255 Visually impaired
- 260 Housebound
- 265 Elderly
- 270 Hospital in-patients. General works
See Z600 for works that cover services to patients and staff
- 275 Psychiatric hospital patients
See WM660 for bibliotherapy
- 280 Library services for readers with learning disabilities
- 290 Prison libraries

LIBRARY SCIENCE. LIBRARIANSHIP. INFORMATION SCIENCE

- 300 Librarianship. Information science. General works
See Z600 for health care librarianship
- 305 Research. Research design
Include research to support evidence-based practice
Classify research on a specific subject with the subject
- 310 User studies
- 315 Education for librarianship
Include educational materials for both teaching and study
- 317 In-service training and continuing education
Include Chartership
- 320 Professional associations. Yearbooks. Directories
- 325 International library organisations, e.g. IFLA
Include co-ordination and co-operation
- 330 National library organisation and services
See Z188 for the British Library Document Supply Centre

- 334 Co-operative networks. General works
- 340 Computer applications in libraries. Library management systems. General works
Include aspects of security and access
See QA100-350 for IT and computing in general
- 342 Directories of computer applications in libraries
- 350 Information storage and retrieval. General works
- 352 Current awareness techniques. SDI
- 354 Abstracting and indexing services
Include guides to the services available
- 354.5 Online databases
Include information skills training
- 356 Other IT applications, e.g. use of internet and intranet. Subject-based portals and gateways etc
See Z552 for digital and virtual libraries in general
- 358 Reference and enquiry work
Include guides to reference materials
- 360 Collection development. Book selection
- 362 Book availability and duplication
Include gift and exchange
- 365 Ordering and acquisitions
- 375 Cataloguing. General works
- 379 Cataloguing rules and discussion of rules
- 381 Catalogue production. Forms of catalogue
- 385 Co-operative cataloguing
- 389 Bibliographic standards
Include ISBN, ISSN and ISBS

- 392 Indexing. Thesaurus compilation
Classify thesauri on specific subjects with the subject
- 394 Classification. Notation. General works
- 396 General schemes and discussions
- 398 Subject based schemes and discussions. Subject indexing
- 399 Filing rules and systems

SPECIAL CATEGORIES OF MATERIALS AND THEIR ORGANISATION

- 410 Electronic books
- 420 Government publications
- 440 Report literature. "Grey literature"
- 460 Microforms
- 470 Multimedia
- 480 Serials
- 480.5 Electronic journals
- 490 Conferences
- 495 Standards. Patents
See Z60 for patent legislation

SPECIALIST LIBRARY SERVICES

Classify only general works here. Classify works covering specific topics with the topic rather than with the library type listed below, e.g. book selection in the special library at Z360

- 500 Public libraries

- 520 Academic libraries
- 530 School libraries
- 550 Special libraries
For health and social care see Z600
- 552 Digital libraries. Virtual libraries
See Z356 for use of Internet and intranet in libraries
Include services for remote users, distance learners etc
- 555 Audio-visual and multimedia libraries
See also Z229 for libraries and audiovisual materials
- 557 Catalogues and guides to sources

HEALTH AND SOCIAL CARE LIBRARIANSHIP

- 600 Health and social care libraries and librarianship
Include postgraduate libraries and multidisciplinary libraries
See WA216 for postgraduate education centres and WX549 for multidisciplinary
education centres
See Z630 for clinical librarianship
- 605 History and development
- 610 Directories
- 615 Education for medical librarianship
- 625 College of Nursing libraries
Include library services related to Project 2000
- 630 Clinical librarianship
- 650 Guides to the use of health care libraries and literature