EPC Exhibit 137-7.1b

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 THE LIBRARY OF CONGRESS

 Dewey Section

To: Jonathan Furner, Chair

 Decimal Classification Editorial Policy Committee

Cc: Members of the Decimal Classification Editorial Policy Committee

 Karl E. Debus-López, Chief, U.S. Programs, Law, and Literature Division

From: Michael Panzer, Editor in Chief

 Winton E. Matthews, Consulting Assistant Editor

###  Dewey Decimal Classification

###  OCLC Online Computer Library Center, Inc.

Re: Section 2 Procedures for development and corrections

2 **Procedures for development and corrections**

2.1 **General procedures for development**

2.1.1 Check the editorial note fields (697 fields) for suggested developments. **See 2.9.2 for editorial note fields containing suggestions for development.**

2.1.2 Study the subject content of the area to be developed in recent, recognized treatises, encyclopedias, and reference works. Use caution in developing a schedule according to outlines and tables of contents found in reference works, since there may not be literary warrant for numbers for many concepts found therein.

2.1.3 Study treatment of the subject content in other classifications and thesauri, e.g., UDC, LCC, Bliss, MeSH, and special classifications. Consult files for correspondence on the subject and for unpublished special classifications.

2.1.4 Make a careful study of the literature being published in the field. A survey should be made of the LC database and WorldCat (the OCLC Online Union Catalog). Browse collections of literature in the area (e.g., LC, other libraries, bookstores, electronic resources). Use the data to prepare an impact statement.

2.1.5 Draft an outline or outlines of the subject. Review them with the appropriate members of the editorial and classification staff.

2.1.5.1 For a major revision, prepare a think piece for review by the Decimal Classification Editorial Policy Committee and outside reviewers.

2.1.6 Draft a version of the subject under investigation in a project. Proposed DDC notation is used at this stage. This version should approach bibliographic fullness and should develop the topic by all appropriate characteristics, e.g., kinds, parts, materials, properties, language, place, period, form. Review the draft with the appropriate members of the editorial and classification staff.

2.1.6.1 Add the subfield $9 ess=685 to 685 fields to suppress their display in WebDewey.

2.1.6.2 Include information about new and changed entries in 685 fields. 685 fields are given in built entries that have index terms. **See 2.3-2.6 for specific types of 685 fields.**

2.1.6.3 Include editorial note fields giving information about the development, e.g., number of records found on WorldCat, different name changes. **See 2.9.2 for editorial note fields containing information about development.**

2.1.6.4 Include editorial note fields containing comments to the other editors about the development.

2.1.6.5 Label new and changed entries with “Int Review” (internal review).

2.1.7 Prepare a draft for review by EPC and other reviewers. Change the stage to “Ext Review” (external review).

2.1.8 Once the development is approved by EPC, take the necessary steps to prepare it for publication.

2.1.8.1 Change the stage to “Pub Review” (final publication review).

2.1.8.2 Delete the editorial note fields containing comments to the other editors about the development. **See 2.9.2 for editorial note fields containing comments.**

2.1.9 When ready for inclusion in WebDewey, make the following changes:

2.1.9.1 Update the 685 fields with the date (year, month, and day) of the publication.

2.1.9.2 Change the stage to “Ready for Pub” (ready to be published).

2.2 **Order of multiple 685 fields**

When there are multiple 685 fields in a record, arrange the fields in the following order. The presence or absence of “$9 ess=685” does not affect the arrangement. **See 2.3.8.2.3 for relocations to a specific location or range and scatter relocations, 2.3.12.3 for relocations from a specific location or range and gather relocations.**

2.2.1 Date in descending order

153 ## $a 305.8 $e 305 $j Ethnic and national groups

685 21 $t Race relations in mass media $i formerly located in $b 302.23089 $d 20110401 $2 23 ​

685 21 $t Indigenous ethnic and national groups $i formerly located in $b 306.08 $d 20030101 $2 22 $9 ess=685 ​

685 21 $t Racial, ethnic, national groups associated with a specific language $i formerly located in $b 305.7 $d 19960101 $2 21 $9 ess=685 ​

685 21 $t Ethnology, cultural ethnology, ethnography $i all formerly located in $b 306 $d 19890306 $2 20 $9 ess=685 ​

685 21 $t Ethnology, cultural ethnology, ethnography $i all formerly located in $b 572 $d 19890306 $2 20 $9 ess=685

153 ## $a 346.042 $e 346.04 $j Kinds of interest in property

685 21 $t Comprehensive works on marital, community, separate property $i all formerly located in $b 346.01664 $d 20070101 $2 22 $9 ess=685 ​

685 20 $t Community and separate property $i relocated to $a 346.01664 $d 20030101 $2 22 ​$9 ess=685

685 21 $t Joint tenancy $i formerly also located in $b 346.0432 $d 19960101 $2 21 $9 ess=685

 Note: The two 685 formerly fields (indicators 21) are not grouped together.

2.2.2 Type of 685 field as given in the second indicator

153 ## $a 305.556 $e 305.55 $j White collar classes ​​

685 20 $t Office workers $i relocated to $a 305.96513 $d 20110401 $2 23 ​

685 20 $t Clerks $i relocated to $a 305.965137 $d 20110401 $2 23

685 22 $i Use of this number for $t white collar workers $i discontinued; class in $a 305.55 $d 20110401 $2 23

2.2.3 External table before schedule number for 685 fields with the same second indicator and with the same date

153 ## $z 1 $a 074 $z 1 $e 07 $j Museums, collections, exhibits ​

685 21 $t Festivals $i formerly located in $z 1 $b 079 $d 20090601 $2 22 $9 ess=685

685 21 $t Geographical treatment $i formerly located in $z 1 $b 07401 $c 07409 $d 19890306 $2 20 $9 ess=685

685 21 $t Museums, collections, exhibits $i formerly also located in $b 069.9 $d 19890306 $2 20 $9 ess=685 ​

2.2.4 Table or schedule order for 685 fields with the same second indicator and with the same date

153 ## $a 305.482 $e 305.48 $j Women by social and economic levels ​

685 01 $t Women by social and economic levels $i formerly located in $b 305.48962 $d 20110401 $2 23 ​

685 01 $t Women by level of cultural development $i formerly located in $b 305.48963 $d 20110401 $2 23

2.3 **Relocations**

 A relocation is the transfer of a topic from a number to one or more other numbers that differ from the original number in respects other than length. For example, the shifts from 297.124 to 297.125 and from 306.44 to 401.45 are relocations. The shift from 025.393 to 025.39 is a discontinuation, while a shift from 324.243602 to 324.2436027 is an expansion.

2.3.1 **When to relocate**

2.3.1.1 Relocate 1) to eliminate dual provision; 2) to get subjects out of the wrong discipline or class; 3) to insure proper subject relationships; 4) to insure uniformity of development. Relocate for reasons 3 or 4 only if the amount of material to be relocated is relatively insignificant.

2.3.1.2 Relocate with caution. Check other devices before deciding on relocation, e.g., rewording of the heading, using a cross reference to indicate that a topic has been irregularly assigned.

2.3.2 **Relocations from the Relative Index only**

 When a topic appearing only in the Relative Index is assigned to a different number in the new edition, it usually does not require a relocation note. However, if the previous entry has led to significant classification, it should be treated as a relocation and shown according to the provisions of 2.3 and its subdivisions.

2.3.3 **When a change is not a relocation**

 A new provision that changes current classification practice that is not explicitly or by clear implication based on published authority in the schedules, tables, Relative Index, introduction, or Manual is not considered a relocation. For example, prior to Edition 23, the topic “cloud computing” was often classed in either 004.36 or 006.78, but there was no explicit provision in the DDC for the topic. In Edition 23, a new number was introduced for cloud computing without relocation information:

 004.1.678 2 Cloud computing

*For a specific aspect of cloud computing, see the aspect, e.g., grid computing 004.36, web services 006.78*

 **2.3.4‑2.3.10 How to relocate**

2.3.4 **Relocation information**

2.3.4.1 Relocation information is usually shown at both the old and new locations. **See 2.3.8.2.1 for information not given at the new location, 2.3.12.2 for information not given at the old location, 6.6.2 for relocations from add provisions.**

2.3.4.2 The relocation information is given in a 685 field. The type of change is given in the second indicator:

0 — used at the old location, with the note indicating where the topic has been relocated to

1 — used at the new location, with the note indicating where the topic was formerly, that is, where the topic has been relocated from

2.3.4.3 Only the notes and references given in an entry that are related to the relocation information are given in the following examples.

2.3.4.4 As depicted below, database entries may have been modified from their current state to reflect these rules, e.g., removing relocation information for an including note, giving the year, month, and day in the date subfield.

 **2.3.5‑2.3.8 685 relocation field at old location (685 relocation note)**

2.3.5 **Complete relocations**

 **See also 2.3.7 for relocations to two or more specified locations, 2.3.8 for scatter relocations.**

2.3.5.1 **Things to be done to the record**

2.3.5.1.1 In the 008, make the following changes:

 Element Code

 8 e

 11 n

 13 h

2.3.5.1.2 If the wording of the topic that will appear at the new location is different from the wording at the old location, use the wording at the new location in the 153 and 685 fields.

2.3.5.1.3 Delete all fields below the 153 field, except for 765 and 685 fields.

2.3.5.1.3.1 Add the subfield $9 ess=685 to 685 fields to suppress their display in WebDewey.

2.3.5.1.4 De-link any index terms associated with the record. (The terms should be linked to the record at the new location.)

2.3.5.2 **685 fields at different kinds of location**

2.3.5.2.1 A table or schedule number is vacated.

008 100204baeaanah ​

153 ## $z 1 $a 0863 $z 1 $e 086 $j People by level of cultural development ​

685 10 $t People by level of cultural development $i relocated to $z 1 $a 0862 $d 20110401 $2 23

008 100204aaeaanah

153 ## $a 641.532 $e 641.53 $j Brunches

685 10 $t Brunches $i relocated to $a 641.52 $d 20110401 $2 23 ​

2.3.5.2.2 A notation in an add table is vacated.

008 100204bbeaanbh

153 ## $a 629.455 $y 1 $a 001 $c 009 $e 629.455 $j Standard subdivisions

685 10 $t Standard subdivisions $i relocated to $a 629.455 $y 1 $a 01 $c 09 $d 20110401 $2 23

2.3.5.3 **Heading for vacated entries with both relocation and discontinuation fields**

Use a heading that describes both the relocation and discontinuation.

 The 153 is followed by a 685 relocation field and then a 685 discontinued field. The 153, 765, and 685 fields are the only fields in the entry.

 153 ## $a 305.556 $e 305.55 $j White collar classes ​

 685 20 $t Office workers $i relocated to $a 305.96513 $d 20110401 $2 23 ​

 685 20 $t Clerks $i relocated to $a 305.965137 $d 20110401 $2 23

 685 22 $t White collar workers $i discontinued to $a 305.55 $d 20110401 $2 23

2.3.5.4 **Subdivisions of the relocated number**

2.3.5.4.1 Separate entries for subdivisions of a relocated number that are subdivisions at the new location are not given, even if the arrangement of the new development is different from that of the old development.

 Edition 22

 155.63 Adults by sex

 155.632 Men

 155.633 Women

 Edition 23

 155.33 Psychology of people by gender or sex

 155.332 Men

 155.333 Women

In Edition 23, there is relocation information for “Adults by sex”, but not for either “Men” or “Women”.

2.3.5.4.2 If the entire contents of a subdivision of a relocated number are relocated elsewhere (i.e., the contents are not given in a subdivision of the new location), give a separate entry for the subdivision.

008 100204baeaanah ​

153 ## $a 627.92 $e 627.9 $j Navigation aids ​

685 10 $t Navigation aids $i relocated to $a 623.893 $d 20110401 $2 23

008 100204baeaanah​

153 ## $a 627.922 $e 627.92 $j Lighthouses ​

685 10 $t Lighthouses $i relocated to $a 623.8942 $d 20110401 $2 23

2.3.5.4.3 If only a portion of a subdivision of a relocated number is relocated elsewhere (i.e., a portion of the contents is not given in a subdivision of the new location), give a

 separate entry for that portion of the subdivision. The heading indicates only the portion moving elsewhere, not the entire contents of the number.

 153 ## $z 2 $a 4117 $z 2 $e 411 $j Former Inverness District, former Ross and Cromarty District, Inverness, Great Glen, Loch Ness

 685 10 $t Former Inverness District, former Ross and Cromarty District, Inverness, Great Glen, Loch Ness $i relocated to $z 2 $a 41156 $d 19990101 $2 21 $9 ess=685

 153 ## $z 2 $a 41172 $z 2 $e 4117 $j Ullapool ​

 685 10 $t Ullapool $i relocated to $z 2 $a 41152 $d 19990101 $2 21 $9 ess=685

Note: --41172 was Ross and Cromarty District. All but the area around

 Ullapool was relocated along with the rest of –4117 to –41156.

2.3.6 **Partial relocations**

**See also 2.3.7 for relocations to two or more specified locations, 2.3.8 for scatter relocations**

2.3.6.1 **Things to be done to the record**

2.3.6.1.1 Delete the topic from the heading or note.

2.3.6.1.2 If the wording of the topic that will appear at the new location is different from the wording at the old location, use the wording at the new location in the 153 and 685 fields.

2.3.6.1.3 Add the subfield $9 ess=685 to 685 fields to suppress their display in WebDewey.

2.3.6.1.4 De-link any index terms associated with the topic. (The terms should be linked to the record at the new location.)

2.3.6.2 **685 fields at different kinds of location**

2.3.6.2.1 A table or schedule number is partially changed

153 ## $z 2 $a 3921 $z 2 $e 392 $j Hellespontus Province ​

685 20 $t Pergamum $i relocated to $z 2 $a 3923 $d 20110401 $2 23

 Note: Pergamum was in the including note in Edition 22

 153 ## $a 398.27 $e 398.21 $f 398.28 $g \* $j Tales and lore of humanity and human existence ​

 685 20 $t Tales and lore of other topics $i relocated to $a 398.28 $d 20110401 $2 23

 Note: Tales and lore of other topics corresponds to “tales not provided for elsewhere” which was in the scope note in Edition 22

2.3.6.2.2 A notation in an add table is partially changed

 153 ## $a 324.24 $c 324.29 $y 1 $a 02 $e 324.24 $f 324.29 $y 1 $e 02 $f 08

 $j Parties existing only prior to 1945

 685 20 $a 324.24 $c 324.29 $y 1 $b 02 $t Parties existing prior to 1945 and ceasing existence after 1945 $i relocated to $a 324.24 $c 324.29 $y 1 $a 03 $c 08 $d 20110401 $2 23

2.3.6.3 **Comprehensive or interdisciplinary works**

 If the comprehensive or interdisciplinary works on a topic are relocated, state the fact in the field.

 153 ## $a 372.83 $e 372.8 $g \* $j Civics (Citizenship) ​

 685 20 $t Comprehensive works on social studies $i relocated to $a 372.89 $d 20110401 $2 23

 153 ## $a 006.42 $e 006.4 $g \* $j Optical pattern recognition

 685 20 $t Interdisciplinary works on bar coding $i relocated to $a 006.242 $d 20110401 $2 23

2.3.7 **Relocations to two or more specified locations**

Series of relocations to two or more locations are arranged in numerical order. If there are both relocations to a specific location and scatter relocations, relocations to a specific location are given first **(see 2.3.8 for examples)**.

 Each relocation has a separate 685 field.

153 ## $a 394.15 $e 394.1 $j Customs of tea

685 20 $t First meal of the day $i relocated to $a 394.1252 $d 20110401 $2 23

685 20 $t Light meals $i relocated to $a 394.1253 $d 20110401 $2 23

685 20 $t Main meal of the day $i relocated to $a 394.1254 $d 20110401 $2 23

2.3.8 **Scatter relocations**

A scatter relocation is one in which the topic is relocated to multiple locations in the Classification.

2.3.8.1 **Moving the comprehensive works location from the schedules to Tables 1-6**

 153 ## $a 419 $e 41 $j Sign languages

 685 20 $t Use of signs and fingerspelling for manual coding of specific standard spoken languages $i relocated to notation $z 4 $a 891 $i from Table 4 $d 20010101 $2 21 $9 ess=685 ​

 153 ## $z 4 $a 891 $z 4 $e 89 $j Manually coded language ​

 685 21 $t Use of signs and fingerspelling to represent standard spoken language $i formerly located in $b 419 $d 20010101 $2 21 $9 ess=685

2.3.8.2 **Moving within the schedules or a specific table**

2.3.8.2.1 If there is no precise new location, the $a code for new number is only used with the examples in the 685 field. A note at the new location is not feasible with this type of relocation.

153 ## $a 913 $c 919 $y 1 $a 04 $e 913 $f 919 $j Travel ​

685 20 $t Guidebooks emphasizing a specific subject $i relocated to the subject, e.g., $t a guidebook to holy places in Spain $a 263.04246 $d 19890306 $2 20 $9 ess=685

2.3.8.2.2 If the range of the new locations is limited, give the range.

 153 ## $z 3C $a 353 $c 358 $z 3C $e 35 $j Specific human, social, technical, artistic, recreational, literary, historical, political, military themes

 685 20 $t Specific human, social, technical, artistic, recreational, literary,

 historical, political, military themes related to a specific kind of person, other than persons associated with a specific occupational or religious group $i , relocated to the kind of person in $z 3C $a 352 $i , e.g., $t persons with disabilities $z 3C $a 3527 $d 20050101 $2 22 $9 ess=685

2.3.8.2.3 If the 685 fields have the same date but one is arelocation to a specific location or range and the other is a scatter relocation, the relocation to a specific location or range is given first.

 Each relocation has a separate 685 field.

 153 ## $a 398.5 $e 398.5 $f 398.9 $j Chapbooks

 685 20 $t Interdisciplinary works on chapbooks $i relocated to $a 002 $d 20090601 $2 22 $9 ess=685

 685 20 $t Chapbooks with content limited to a specific subject $i relocated to the subject, e.g., $t murder $a 364.1523 $i , $t anonymous jokes from oral tradition $a 398.7 $i , $t 18th-century English fiction $a 823.5 $d 20090601 $2 22 $9 ess=685

 **2.3.9‑2.3.12 685 field at new location (685 formerly note)**

2.3.9 **Relocation information at new location**

Because the relocation information will only be given in the 685 field, not in the heading or in a note, all of the examples have been modified to reflect this change in the rules.

**See also 2.3.10 for more than one topic from same number, 2.3.11 for elimination of dual provision 2.3.12 for gather relocations**

2.3.9.1 **Things to be done to the record**

2.3.9.1.1 The relocated topic will appear in the heading or a note, but without any relocation information.

2.3.9.1.2 If the wording of the topic that will appear at the new location is different from the wording at the old location, use the wording at the new location in the 153 and 685 fields.

2.3.9.1.3 Add the subfield $9 ess=685 to 685 fields to suppress their display in WebDewey.

2.3.9.1.4 Link any index terms associated with the topic.

2.3.9.2 **A new number is created**

2.3.9.2.1 A table or schedule number

153 ## $z 2 $a 368 $z 2 $e 36 $j Scandinavia to 481 ​

685 01 $t Scandinavia to 481 $i formerly located in $z 2 $b 363 $d 20110401 $2 23

153 ## $a 305.482 $e 305.48 $j Women by social and economic levels ​

685 01 $t Women by social and economic levels $i formerly located in $b 305.48962 $d 201104 $2 23 ​

685 01 $t Women by level of cultural development $i formerly located in $b 305.48963 $d 201104 $2 23

153 ## $a 398.28 $e 398.21 $f 398.28 $g \* $j Tales and lore of other topics

685 01 $j Tales and lore of other topics $i formerly located in $b 398.27 $d 20110401

2.3.9.2.2 A notation in an add table

153 ## $a 629.455 $y 1 $a 01 $c 09 $e 629.455 $j Standard subdivisions​

685 01 $j Standard subdivisions $i formerly located in $b 629.455 $y 1 $b 001 $c 009 $d 20110401 $2 23

2.3.9.3 **A number is partially changed**

2.3.9.3.1 A table or schedule number

153 ## $z 1 $a 0862 $z 1 $e 086 $g \* $j People by social and economic levels

680 1# $i Class here $t people by level of cultural development, social classes

685 21 $t People by level of cultural development $i formerly located in $z 1 $b 0863 $d 20110401 $2 23

153 ## $a 641.52 $e 641.52 $f 641.54 $j First meal of the day

680 1# $i Class here $t breakfasts, brunches ​

685 21 $t Brunches $i formerly located in $b 641.532 $d 20110401 $2 23

2.3.9.3.2 A notation in an add table

153 ## $a 324.24 $c 324.29 $y 1 $a 03 $c 08 $e 324.24 $f 324.29 $y 1 $e 02

 $f 08 $j Parties founded or in existence after 1945

680 1# $i Class here $t parties existing prior to 1945 and ceasing existence after 1945

685 21 $a 324.24 $c 324.29 $y 1 $a 03 $c 08 $t Parties existing prior to 1945 and ceasing existence after 1945 $i formerly located in $a 324.24 $c 324.29 $y 1 $b 02 $d 20080801 $2 22

2.3.10 **More than one topic from same number**

 If two topics are relocated from the same number, “both formerly” is used. If three or more topics are relocated from the same number, “all formerly” is used. **See also 2.3.11 for elimination of dual provision.**

 153 ## $a 398.7 $e 398 $j Jokes and jests ​

 685 01 $t Jokes and jests $i both formerly located in $b 398.2 $d 20110401 $2 23

 153 ## $a 391.46 $e 391.4 $j Outerwear ​

 680 1# $i Class here $t outerwear for men, women, children; overcoats, topcoats, raincoats; comprehensive works on coats and jackets ​

 685 01 $t Outerwear for men, women, children $i all formerly located in $b 391.1 $c 391.3 $d 20110401 $2 23

2.3.10.1 The relocated topics in a 685 field can appear in the heading and in the notes. The order of the topics in the 685 field is same as the order the topics appear in the heading and in the notes.

153 ## $z 2 $a 3639 $z 2 $e 363 $j Pannonia ​

680 1# $i Class here $t Hungary to ca. 640 ​

685 01 $t Pannonia, Hungary to ca. 640 $i both formerly located in $z 2 $b 398 $d 201104 $2 23 $9 ess=685

2.3.11 **Elimination of dual provision**

If a topic is relocated to eliminate dual provision, “formerly also” is used at the new location. **See 2.3.9.7 for topic from more than one location.**

153 ## $a 362.839 $e 362.83 $g † $j Groups of people

685 21 $t Groups of people $i formerly also located in $b 362.8308 $d 20110401 $2 23

2.3.11.1 If two topics are relocated from the same number, “both formerly also” is used. If three or more topics are relocated from the same number, “all formerly” also is used.

153 ## $z 2 $a 4147 $z 2 $e 414 $j Dumfries and Galloway ​

 685 21 $t Former Annandale and Eskdale District, former Nithsdale District, Nith River $i all formerly located in $z 2 $b 4148 $d 19980101 $2 21 $9 ess=685 ​

 685 21 $t Former Stewartry District, former Wigtown District $i both formerly located in $z 2 $b 4149 $d 19980101 $2 21 $9 ess=685

2.3.12 **Gather relocations**

 A gather relocation is one in which parts of a formerly dispersed topic are brought together at one location.

2.3.12.1 Involving the use of Table 1

 153 ## $z 1 $a 016 $z 1 $e 01 $j Bibliographies, catalogs, indexes ​

 685 10 $t Preferred number for indexes $i relocated to $a 016 $d 19890101 $2 20 $9 ess=685

 153 ## $a 016 $e 012 $f 016 $j Bibliographies and catalogs of works on specific subjects or in specific disciplines

 685 21 $t Preferred number for indexes $i formerly also with the subject, plus use of notation $a 016 $y 1 $a 016 $i from Table 1 $d 19890101 $2 20 $9 ess=685

2.3.12.2 Not involving the use of Table 1

 A note at the old locations is not practical with this type of note.

 153 ## $a 363.1 $e 363 $j Public safety programs ​

 680 21 $t Safety measures $i formerly also with the specific topic, using $x 362 $c 363 $y 1 $x 75 $i from table under $e 362 $c 363 $d 19890101 $2 20 $9 ess=685

2.3.12.3 If the 685 fields have the same date but one is arelocation from a specific location or range and the other is a scatter relocation, the relocation from a specific location or range is given first.

 Each relocation has a separate 685 field.

 153 ## $a 331.55 $e 331.5 $j Apprentices ​

 685 21 $t Apprentices $i formerly also located in $b 607.33 $d 19890306 $2 20 $9 ess=685 ​

 685 21 $t Apprentices $i formerly also located with the specific subject with use of notation $a 016 $y 1 $b 073 $i from Table 1 $d 19890306 $2 20 $9 ess=685

2.4 **Discontinuations**

Use caution in cutting back provisions created in earlier editions, when there is literature on the subject, even if it is "dead" now. Also, the subject may spring to life again. Check all proposed reductions in the LC and OCLC databases to verify lack of literary warrant.

2.4.1 **When to discontinue**

2.4.1.1 Some or all of the contents of a schedule may be eliminated when the provisions are illogical, trivial, obsolete, or at variance with current treatment of the subject. Retain subdivisions for significant topics corresponding to current treatment of the subject.

2.4.1.1.1 Consider removing the name of a lesser administrative unit or geographic feature without literary warrant in the edition after the introduction of a new area development unless the location of the unit or feature is uncertain or not available in reference works.

2.4.1.2 Subdivisions should be considered for elimination when they are without meaning in the context of the heading. Use caution because in many cases cross references, class‑elsewhere notes, or past classification practices have established these subdivisions as irregular locations of topics in the wrong discipline. If there is even a slight warrant for misuse of the old number, relocate the topics rather than discontinue them as "without meaning" (**see 2.3**). **See 2.4.5 for topic dropped entirely.**

2.4.2 **Discontinuation information**

Discontinuation information is usually shown at both the old and new locations. **See 2.4.5 for information not given at the new location.**

2.4.2.1 The discontinuation information is given in a 685 field. The type of change is given in the second indicator — 2 means discontinued topic at the old location, 4 means discontinued topic at the new location.

2.4.2.2 Only the notes and references given in an entry that are related to the discontinuation information are given in the following examples.

2.4.2.3 As depicted below, database entries may have been modified from their current state to reflect these rules, e.g., giving the year, month, and day in the date subfield, changing “Use of this number for [topic] discontinued;” to “[Topic] discontinued;”.

2.4.3 **Topic moved to a broader number in the same hierarchy**

2.4.3.1 **Topic moved from a vacated number**

**See 2.3.5.3 for vacated numbers with both relocation and discontinuation fields, 2.4.3.3 for discontinuations to two or more specified locations.**

2.4.3.1.1 **Things to be done to the record**

2.4.3.1.1.1 In the 008, make the following changes:

 Element Code

 8 e

 11 n

 13 h

2.4.3.1.1.2 If the wording of the topic that will appear at the new location is different from the wording at the old location, use the wording at the new location in the 153 and 685 fields.

2.4.3.1.1.3 Delete all fields below the 153 field, except for 765 and 685 fields.

2.4.3.1.1.3.1 Add the subfield $9 ess=685 to 685 fields to suppress their display in WebDewey.

2.4.3.1.1.4 De-link any index terms associated with the record. (The terms should be linked to the broader number.)

2.4.3.1.2 **685 fields at the old location**

2.4.3.1.2.1 A schedule or table number is vacated.

008 091203baeaaaaa

153 ## $z 2 $a 469425 $z 2 $e 46942 $j Lisbon (Lisboa) district

685 12 $t Lisbon (Lisboa) district $i discontinued; class in $z 2 $a 46942 $d 20060501 $2 22 $9 ess=685

008 100204aaeaaaaa

153 ## $a 306.762 $e 306.76 $j Asexuality

685 12 $t Asexuality $i discontinued; class in $a 306.76 $d 20110401 $2 23

2.4.3.1.2.2 A notation in an add table is vacated.

 153 ## $a 341.2 $c 341.7 $y 1 $a 0917678 $e 341.2 $f 341.7 $y 1 $e 091767 $j Regions where specific Islamic sects and reform movements predominate

 685 12 $t Regions where specific Islamic sects and reform movements predominate $i discontinued to $a 341.2 $c 341.7 $y 1 $a 091767 $d 20130301 $2 23

2.4.3.2 **Topic moved from a partially changed number**

**See 2.4.3.3 for discontinuations to two or more specified locations.**

2.4.3.2.1 **Things to be done to the record**

2.4.3.2.1.1 If the wording of the topic that will appear at the new location is different from the wording at the old location, use the wording at the new location in the 153 and 685 fields.

2.4.3.2.1.2 Add the subfield $9 ess=685 to 685 fields to suppress their display in WebDewey.

2.4.3.2.1.3 De-link any index terms associated with the discontinued topic. (The terms should be linked to another record.)

2.4.3.2.2 **685 fields**

2.4.3.2.2.1 A schedule or table number is partially changed.

153 ## $z 4 $a 0141 $z 4 $e 014 $j Discourse analysis ​

685 22 $t Content analysis, semiotics $i discontinued; class in $z 4 $a 014 $d 20110401 $2 23

153 ## $a 331.11422 $e 331.1142 $j Skilled workers ​

685 22 $t Qualifications by level of skills $i discontinued; class in $a 331.1142 $d 201104 $2 23

2.4.3.2.2.2 A notation in an add table is partially changed.

 153 ## $a 634.97 $y 1 $a 83 $e 634.97 $y 1 $e 8 $j Pulpwood ​

 685 22 $t Logs $i discontinued; class in $a 634.97 $y 1 $a 8 $d 19890306 $2 20 $9 ess=685

2.4.3.3 **Discontinuations to two or more specified locations**

 Each discontinuation note will have a separate 685 field.

153 ## $a 332.67314 $e 332.6731 $j International investment by institutional investors

 685 22 $t International investment by private investors $i discontinued; class in $a 332.673 $d 20030101 $2 22 $9 ess=685

685 22 $t International investment by individual investors $i discontinued; class in $a 332.6731 $d 20030101 $2 22 $9 ess=685

2.4.3.4 **Number at new location**

2.4.3.4.1 **Things to be done to the record**

2.4.3.4.1.1 The discontinued topic can appear in the heading or a note, but without any discontinuation information.

2.4.3.4.1.2 If the wording of the topic that will appear at the new location is different from the wording at the old location, use the wording at the new location in the 153 and 685 fields.

2.4.3.4.1.3 Add the subfield $9 ess=685 to 685 fields to suppress their display in WebDewey.

2.4.3.4.1.4 Link any index terms that were at the old number.

2.4.3.4.2 685 fields

153 ## $z 2 $a 46942 $z 2 $e 4694 $j Lisbon (Lisboa) district

680 1# $i Class here $t Lisbon, former modern province of \*Estremadura

685 24 $t Lisbon (Lisboa) district $i discontinued from $z 2 $a 46942 $d 20060501 $2 22 $9 ess=685

153 ## $a 306.76 $e 306.7 $j Sexual orientation, transgenderism, intersexuality ​

761 #0 $i Standard subdivisions are added for $t sexual orientation, transgenderism, intersexuality $i together; for $t sexual orientation and transgenderism $i together; for $t sexual orientation $i alone ​

680 0# $i Including $t asexuality, asexuals ​

680 1# $i Class here $t people by sexual orientation ​

253 2# $i Class $t practices associated with specific orientations $i in $a 306.77 $9 ess=nce

685 24 $t Asexuality $i discontinued from 306.762 $d 20110401 $2 23

153 ## $a 341.2 $c 341.7 $y 1 $a 091767 $e 341.2 $f 341.7 $y 1 $e 09 $j Regions where Islam predominates $9 ess=ren $9 ess=reh

685 24 $t Regions where specific Islamic sects and reform movements predominate $i discontinued from $a 341.2 $c 341.7 $y 1 $b 0917678 $d 20130301 $2 23

2.4.4 **Topic discontinued from tables**

2.4.4.1 **Topic discontinued from an external table**

A 685 field at the new location is not feasible with this type of discontinuation.

153 ## $z 2 $a 26 $z 2 $e 2 $j Case histories

 685 12 $t Case histories $i discontinued; class in $a 001 $c 999 $i without adding notation from Table 2 $d 19890101 $2 20 $9 ess=685

2.4.4.2 **Topic discontinued from an internal table**

The topic is to be classed in the schedule numbers to which the table had been applied.

2.4.4.2.1 Old location

 153 ## $a 362 $c 363 $y 1 $a 3 $e 362 $f 363 $y 1 $e 1 $f 4 $j Effects on people close to those with a problem ​

 685 22 $t Comprehensive works on social effects $i discontinued; class in $a 362 $c 363 $i , without adding from this table $d 19890306 $2 20 $9 ess=685

2.4.4.2.2 New location

 153 ## $a 362 $c 363 $e 36 $j Specific social problems and services ​

 685 24 $t Comprehensive works on social effects $i discontinued from $a 362 $c 363 $y 1 $b 3 $i from this table $d 19890306 $2 20

2.4.5 **Topic dropped entirely**

 The topic is dropped entirely, usually because it is obsolete or without meaning in context.

 A 685 field at the new location is not feasible with this type of discontinuation.

008 100518aaaaaaaa ​

153 ## $a 297.09021 $e 297.0902 $j 610–1204 ​

685 22 $t 500-609 $i discontinued because without meaning in context $d 20110401 $2 23

008 091203aaeaaaaa

153 ## $a 372.455 $e 372.45 $j Speed reading​

685 12 $t Speed reading $i discontinued because without meaning in context $d 20110401 $2 23

2.5 **Expansions**

2.5.1 **Identification of areas needing expansion**

2.5.1.1 **Subjects**

Confer with classifiers knowledgeable in the subject area for identification of provisions that may be needed. Review correspondence that has been received by the editorial team. Check bibliographic databases arranged by DDC for large accumulations of titles under individual numbers.

2.5.1.2 **Areas**

 Consider requests from countries for geographic developments or revisions, with preference given to countries where the English-language edition enjoys wide use.

 Developments also may be undertaken to reflect changes in usage of regional concepts or for the removal of U.S. bias. Developments will depend upon the existence of authoritative maps and the cooperation of the national library and/or national library associations.

2.5.2 **Degree of expansion**

2.5.2.1 **Subjects**

 Twenty or more works in a number on a topic for which provision has not been made will generally justify an expansion. The twenty-title requirement may be reduced if there is reason to believe that the bibliographic files are not representative of the literature or if the topic is unusually distinctive.

2.5.2.2 **Areas**

 Develop countries down to the administrative or regional level represented by the literary warrant in the LC database and WorldCat (for all countries). Consider the literary warrant in the requesting country (for countries where the English-language edition enjoys wide use).

2.5.2.2.1 Irrespective of literary warrant, include lesser administrative units and geographic features in notes if:

 1) The unit or feature approximates the whole of the higher administrative unit or geographic feature and should be listed in a class-here note to allow additions of standard subdivisions;

 2) The country recently has been reorganized administratively and lesser administrative units or geographical features need to be named in including notes to guide the classifier as to their proper location; or

 3) The geographic feature crosses administrative boundaries and its comprehensive number is unclear.

2.5.3 **How to expand**

 Follow the procedures outlined in 2.1 and the limits suggested in 2.6.

2.5.3.1 **Preference order**

In new developments, order topics to fit a consistent citation pattern of "class with the last." Avoid tables of preference.

2.5.4 **Expansion information**

Expansion information is usually shown at both the old and new locations.

2.5.4.1 The expansion information is given in a 685 field. The type of change is given in the second indicator — 3 means expanded topic at the new location, 5 means expanded topic at the old location.

2.5.4.2 Only the notes and references given in an entry that are related to the expansion information are given in the following examples.

2.5.4.3 As depicted below, database entries may have been modified from their current state to reflect these rules, e.g., giving the year, month, and day in the date subfield, adding “[Topic] expanded to [number]”.

2.5.5 **Number at new location**

2.5.5.1 **Things to be done to the record**

2.5.5.1.1 The topics can appear in the heading or a note, but without any discontinuation information.

2.5.5.1.2 If the wording of the topic that will appear at the new location is different from the wording at the old location, use the wording at the new location in the 153 and 685 fields.

2.5.5.1.3 Link any index terms that were at the old number.

2.5.5.2 **685 field**

 153 ## $a 070.579734 [$e 070.57973](https://deweyess.oclc.org/DeweyEss/EssApp.html#&db%7E0&pr%7E23eng&terms%7E:dx=%22070.57973%22&query%7Esrw.dx=%22070.57973%22%20%20AND%20%28srw.kr=a%20OR%20srw.kr=b%29%20AND%20%28srw.en=23%20OR%20srw.pr=23%20AND%20srw.el=eng%29%20&start%7E1&fetch%7E200&lang%7E1)  $j Blogs $9 ess=en $9 ess=eh

 685 03 $t Blogs $i expanded from [$b 070.57973](https://deweyess.oclc.org/DeweyEss/EssApp.html#&db%7E0&pr%7E23eng&terms%7E:dx=%22070.57973%22&query%7Esrw.dx=%22070.57973%22%20%20AND%20%28srw.kr=a%20OR%20srw.kr=b%29%20AND%20%28srw.en=23%20OR%20srw.pr=23%20AND%20srw.el=eng%29%20&start%7E1&fetch%7E200&lang%7E1)  $d 20140107 $2 23

2.5.5.3 **More than one topic from same number**

 The order of the topics in the 685 field is same as the order the topics appear in the heading and in the notes. If two topics are relocated from the same number, “both expanded from” is used. If three or more topics are relocated from the same number, “all expanded from” is used.

153 ## $a 155.2644 $e 155.264 $j Typology of Jung ​

680 1# $i Class here $t Myers-Briggs typology​

685 03 $t Typology of Jung, Myers-Briggs typology $i both expanded from $b 155.264 $d 201104 $2 23

2.5.6 **Topic moved from a partially changed number**

2.5.6.1 **Things to be done to the record**

2.5.6.1.1 If the wording of the topic that will appear at the new location is different from the wording at the old location, use the wording at the new location in the 153 and 685 fields.

2.5.6.1.2 Add the subfield $9 ess=685 to 685 fields to suppress their display in WebDewey.

2.5.6.1.3 De-link any index terms associated with the expanded topic. (The terms should be linked to the new record.)

2.5.6.2 **685 field**

153 ## $a 070.57973 $e 070.5797 $j Web publications $9 ess=en $9 ess=eh ​

685 05 $t Blogs $i expanded to $a 070.579734 $d 20140107 $2 23

2.5.6.3 **Expansions to two or more specified locations**

 Each expansion will have a separate 685 field.

153 ## $a 006 $e 004 $f 006 $g \* $j Special computer methods

685 05 $t Special-purpose systems $i expanded to $a 006.2 $d 20110401 $2 23

685 05 $t Microcontrollers $i expanded to $a 006.22 $d 20110401 $2 23

685 05 $t Automatic identification and data capture, magnetic stripe encoding $i expanded to $a 006.24 $d 20110401 $2 23

685 05 $t Radio frequency identification $i expanded to $a 006.245 $d 20110401 $2 23

685 05 $t Smart cards $i expanded to $a 006.246 $d 20110401 $2 23

2.6 **Reuse of numbers**

2.6.1 A number is reused if it is assigned a completely different meaning from that assigned to it in the previous edition.

2.6.1.1 A number is not reused when the previously assigned topics are either relocated or discontinued and the new topics are expanded from a number higher in hierarchy.

2.6.2 Reused numbers are listed in a separate table (**see Reused Numbers Table**).

2.6.3 **Reuse information**

2.6.3.1 The use information is given in a 685 field. The first indicator 4 means the number is immediately reused. The second indicator 8 means that information about the reused is given in subfield $i.

2.6.3.2 The first indicator of the relocation, formerly, and discontinuation 685 fields is 4 to indicate that both changes occurred at the same time.

2.6.4 **685 fields**

 153 ## $a 796.3250202 $e 796.32502 $j Handbooks and guides

 685 41 $t Handbooks and guides $i formerly located in $b 796.325 $d 20081201 $2 22 $9 ess=685

 685 42 $i Use of this number for $t synopses and outlines $i discontinued;

 class in $a 796.32502 $d 20081201 $2 22 $9 ess=685

 685 48 $i Number immediately reused with new topics $d 20081201 $2 22 $9 ess=685

2.7 **Vacant numbers**

 Vacant numbers should be provided in new developments.

2.7.1 Unless the digit 1 is being used for general principles or generalities, as in 511, or for a facet indicator, as in 780, it should usually be left vacant. Sometimes, however, as under 346.0, subtopics are so numerous and important that even the 1 will have to be used.

2.7.2 Other vacancies should be left for the introduction of future developments, especially in new disciplines that are undergoing rapid development.

2.7.3 If a schedule is needed as a pattern span (**see 6.2.3**), vacant numbers should be left for developments needed in the schedules to which the span is applied.

 For example, notation 81‑87 in the add table under 633‑635 is drawn from 631.581‑631.587, while notation 89 has its own development. Therefore 631.589 must be left vacant.

2.7.­4 In the database, convert vacated schedule or table records to history records.

 In Edition 22:

 153 ## $z 1 $a 013 $z 1 $e 01 $j Value

 685 12 $t Value $i discontinued; class in $z 1 $a 01 $d 20030101 $2 22

 153 ## $a 011.77 $e 011.7 $j Computer programs and software

 685 10 $t Computer programs and software $i relocated to $a 016.0053 $d 20030101 $2 22

 In Edition 23:

The “h” in 008/13 means that the number has historical information and is not intended for display. The coding “$9 ess=685” is part of the 685 field.

 008 091203aaenanah

 153 ## $z 1 $a 013 $z 1 $e 01 $e 172

 685 12 $t Value $i discontinued; class in $z 1 $a 01 $d 20030101 $2 22 $9 ess=685

 008 091203aaenanah

 153 ## $a 011.77 $e 011.7

 685 10 $j Computer programs and software $i relocated to $a 016.0053 $d 20030101 $2 22 $9 ess=685

2.8 **Procedures for making corrections**

2.8.1 Check the editorial note fields for suggested corrections. **See 2.9 for editorial note fields containing suggestions.**

2.8.2 Review the schedule or table to make sure that a correction is needed.

2.8.3 Draft the proposed correction in a project. Change the stage of the record to “Int Review” (internal review). Review the proposed correction with the appropriate members of the editorial and classification staff.

2.8.4 Prepare the final draft for review by reviewers. Change the stage to “Ext Review” (external review).

2.8.5 Once approved update the 699 field with the date (both year, month, and day) and change the stage to “Pub Review” (final publication review).

2.8.6 When ready for inclusion in the database, change the stage to “Ready for Pub” (ready to be published).

2.9 **Editorial note fields containing recommendations and reasons for change**

2.9.1 **Internal order**

 1) The code that indicates the category

 2) The year plus the month of the database extract, e.g., 201208

 3) The recommendation or reason

 4) For suggestions and temporary projects, the initials of the editor.

2.9.2 **Live suggestions or open questions**

The code is d23 or d15 for suggestions that were made before the publication of Edition 23 and Abridged Edition 15. The new codes are d24 and d16.

 This field should not be sent to the translators.

 153 ## $a 306.8747 $e 306.874 $j Stepparent-stepchild relationship

 680 1# $i Class here $t blended families; stepchildren, stepfamiles,

 Stepparents

 697 ## $i d23 2005 Should this include foster parents and foster children?

 Giles 2/15/2005

2.9.4 **Historical information about or justification for the development or change**

The code is h21, h22, h23, or h24 or h13, h14, h15, or h16 depending upon edition.

This field should not be sent to the translators.

 153 ## $z 2 $a 43724 $z 2 $e 4372 $j Jihomoravský Region (Jihomoravský Kraj)

 680 1# $i Former name: $t Brněnský Region (Brněnský Kraj)

 697 ## $i h22 2001 Jihomoravský is both the name of the old and new region,

this is smaller than the old region. Brněnský is the earlier name of the new region and is the current LC 151 form of name. WEM 10/31/01

 153 ## $a 331.21647 $e 331.2164 $j Profit sharing

 697 ## $i h22 1999 Topics accounted for about 30 of 233 titles in WC under

 331.2164. gn 12/3/99