



PERDANA  
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PERDANA

# WORKSHOP ON DEWEY DECIMAL CLASSIFICATION EDITION 23 (DDC 23) SCHEME FOR LIBRARIES AND INFORMATION CENTRES

ORGANISED BY PERDANA LEADERSHIP FOUNDATION,  
PUTRAJAYA (200301002222 / Co. No. 604642-U)

**6th - 9th March 2023**

## WORKSHOP FEES

NORMAL	RM 1,200.00
MEMBERS OF PERDANA LIBRARY	RM 1,000.00
EARLY BIRD	RM 950.00
GROUP OF 3 OR MORE	RM 900.00
Early bird fees apply up to <b>31st January 2023</b>	

(The registration fee includes all course materials, refreshments, “*Standard Entri Pengkatalogan Malaysia: Nama Badan Selembara*” book and certificate. Accommodation and transportation are **excluded**.)

## OBJECTIVES & SCOPE

- A practical workshop & training on Dewey Decimal Classification (DDC) scheme for library staff, especially cataloguers.
- Practical training in cataloguing & classification of information packages in libraries & resource centres that will improve the knowledge and skills of new & experienced librarians.

## FACILITATOR

Puan Hamidah A.Rahman Freelance Consultant / Trainer / Facilitator (Formerly: Associate Professor, Faculty of Information Management, UiTM Puncak Perdana Campus, Shah Alam)

## AUDIENCE

Librarians, Cataloguers, Assistant Librarians and Library Managers.

## PERDANA LIBRARY MEMBERSHIP

Basic membership is free. Membership with borrowing rights of our open collection is only RM10 annually. Visit

<https://www.perdana.org.my/perdana-library/become-our-member/>

### This workshop is HRD Corp Claimable



For further enquiries please contact us:

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**Closing date: 26 February 2023**



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**6th - 9th March 2023**

**Perdana Leadership Foundation, Putrajaya**

**(Resource Person/Facilitator: Puan Hamidah binti A Rahman)**

## TENTATIVE PROGRAMME

### **Day 1 (Monday - 6 March 2023)**

- Introduction to Cataloguing and Classification
- Introduction to Classification and Library Classification Scheme
- Classifying Rules
- Introduction to Dewey Decimal Classification Scheme (Dewey Decimal Classification, edition 23 - DDC 23)
- Knowledge Classification in DDC 23
- Differences Between DDC 23 and LCC (Library of Congress Classification Scheme)
- DDC Call Numbers
- Classification method using DDC 23 Scheme / Use of DDC 23 Schedules
- Use of DDC Summaries
- Use of DDC Index
- Practical Exercises (Finding Basic and Simple Numbers Using DDC Summary List & DDC Index)

### **Day 2 (Tuesday - 7 March 2023)**

- Method of obtaining the Class Numbers from the Classification Schedules
- Practical Exercises
- Refreshment
- DDC Class number construction process
- Construction of DDC Class Numbers: Use of Tables of Subdivisions (Tables 1 to 6)
- Objectives of Tables of Subdivisions
- Use of Table 1: Standard Subdivisions
- Addition of Numbers from Table 1 to Basic

Numbers from the Schedules

- Practical Exercises (Numbers from Schedules + Table 1 + Index)

### **Day 3 (Wednesday - 8 March 2023)**

- Use of Table 2 - Geographical Areas, Historical Periods, Biography/Persons)
- Class numbers 900-999
- Practical Exercises (Schedules + Table 1 + Table 2 + Index)
- Use of Table 3 – Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms
- Schedule + Table 3A & 3B
- Practical Exercises

### **Day 4 (Thursday - 9 March 2023)**

- Use of Table 4 – Subdivisions of Individual Languages and Language Families
- Use of Table 6 – Languages
- Class numbers 400-499
- Practical Exercises
- Use of Table 5 – Ethnic and National Groups
- Construction of DDC Class Number: Combination/Addition of Numbers from Schedules with other Schedule Numbers
- Practical Exercises
- Utilisation of OPAC and WebOPAC
- Assignment of Class Number and 'Copy Cataloguing'
- Method of Arranging Library Materials on the Shelf Based on DDC Call Numbers
- Practical Exercises and Conclusion