

LC CLASSIFICATION : CLASS WEB SEARCH TIPS AND EXERCISES

EXPLANATION OF “BROWSE CLASSIFICATION SCHEDULES” SCREEN

1. Browse class no. prompt
2. Hierarchy box:
 - a. Levels of indentation are separated by “—“
 - b. Move to any level of the hierarchy by clicking on the desired level
3. Class number and captions:
 - a. The number searched for or the next number will appear at the top of the area
 - b. The hierarchy reflects the line with the highlighting
 - c. Move through the data with these keys:
 1. PageUp
 2. PageDown
 3. Or use scroll bar and the slider bar
 4. Or use the up and down arrows
 - d. The hierarchy does not change as you scroll through the results. You must click on the dot at the left of a caption to change the hierarchy
 - e. Put the cursor on a letter following the caption. The explanation is shown at the bottom of the screen
 1. H = Hierarchy associated with a caption
 2. R = Full MARC record
 3. B = Search and Display bibliographic records
 4. L = Search that number in the LCSH 053 field
 5. S = Search subject correlation
4. To follow a link (highlighted in blue), click on it
 - a. Cf.
 - b. References
 - c. Table designations
5. To expand a caption highlighted in blue, click on it

LC CLASSIFICATION : CLASS WEB SEARCH TIPS AND EXERCISES

6. To return to the original search after following a link, click on **Back**
7. Frequently check the taskbar below to see how many windows are open, and close unneeded ones

TIPS ON SEARCHING BY CLASS NUMBER (USING ENHANCED BROWSER)

Input less, rather than more. You may achieve satisfactory results if you omit a decimal or a Cutter. It is easier to scroll or page forward than backward

After keying in a class number, it is normally possible to press **Enter** instead of clicking on **Go**.

If a caption is blue, it can be expanded to include a table.

If levels of hierarchy in the hierarchy box are blue, you can move to the beginning of a topic by clicking on the selected level.

Usually you cannot determine if you are in a table. If you see yellow highlighting, that shows that the highlighted numbers are printed in the paper schedules and that the other numbers come from the expansion of a table.

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TIPS ON SEARCHING LCC BY WORDS

Results look better with **Browse** than with **Search**

Browse: you are placed in an alphabetical list

Search: records are organized by record number

To do another search, click on **Reset**, not **Search**, because at the bottom of the screen, the search is preserved, and clicking on **Search** will repeat the last search

If you jump to a class number from a search, close the resulting window when you finish

Caption searches:

- Left-match browse; can truncate
- Quirky, variable at times

Keyword searches:

- Can truncate
- Too many hits because it includes any word in the authority record
- Good with “unusual” words
- No stop list
- No phrase search
- If two words are input, click on **Search**, not on **Browse**

Index terms:

- Left-match browse; can truncate
- Prepared by humans to logically organize a single printed volume
- Indexer selects what is indexed:
 - few forms
 - some place names
 - some personal names
- Some indexers are not familiar with LCSH!

Combination searches:

If you know the class letters, you can combine a keyword and a class letter(s). You must click on **Search**, not on **Browse**; otherwise only one element will be searched

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The full use of Classification Web involves three separate databases:

LC Classification schedules

LCSH

Bibliographic records

Potential confusion:

As long as you do not click on the letters **B L S** (in LCC), **S** (in LCSH), or **B L S** (following a class number in LCSH), you should remain in the database you intended to be in

Warning with correlations:

Correlations are simply based on what is in the catalog. Correlations may show obsolete subject headings and class numbers if the headings have not been updated in the database or if the items have not been reclassified

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GENERAL SEARCHING TIPS

- Input the **singular**, in order to pick up phrases

DOG not **DOGS** (Dog attacks, Dog breeders, Dog collars, etc. will be displayed)
- **Truncate** to allow “scrolling down” over “page up”
 - If inputting one word, stop with the word stem
 - **FAMIL** not **FAMILY** (the truncation will then display **FAMILIES** as well)
 - If inputting two words, perhaps only the first letter or two of the second word is needed
 - **ECONOMIC ST** instead of **ECONOMIC STABILIZATION**
 - If inputting a subdivision, only the last word can be truncated
 - **UNITED STATES—POL** not **UNITED S—POL**
 - You can always reinput the search with more letters, if you end up too far from your desired term
- Use the “Browse” selection in order to retrieve records in alphabetical order
- “Search” will retrieve a fixed set and will organize the results in record number order
- Use “Search” if you have filled in two boxes, such as keyword and class letters
- Use “Reset” for a new search; “Search” will redo your last search

LC CLASSIFICATION : CLASS WEB SEARCH TIPS AND EXERCISES

- Keyword searches
 - One word: may click either “Browse” or “Search” (“Browse” is preferable)
 - Two words: must click on “Search”

- Filing rules:
 - Subdivisions are filed together first under a heading, followed by headings with more words, regardless of punctuation
 - Dates are not filed in chronological order (but they are in the printed LCSH version)

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CLASS WEB EXERCISE

USING CLASS WEB, FIND SUBJECT HEADINGS AND LC CLASSIFICATION NUMBERS THAT COULD BE USED FOR THE FOLLOWING TITLES

1. **False alarms from automatic fire detection systems**
2. **Marble and stone slab veneer**
3. **Shelving and storage** (part of the series: Build-it-better yourself woodworking projects)
4. **Collector's encyclopedia of Kewpie dolls**
5. **Hospital closure and the resettlement of residents: Darenth Park Mental Handicap Hospital** (Darenth Park Mental Handicap Hospital was in London, England)
6. **1984 Oldsmobile chassis service manual**
7. **Light style, the new American cuisine**
8. **U.S. submarine losses, World War II**
9. **Economic policies of the Indian political parties**
10. **Expectations of life: a study in the demography, statistics, and history of world mortality**