

Introduction to LC's Classification Web

1. Logging In

Connect your web browser to <http://classweb.loc.gov/Menu/> to see the main menu. Then click the [Auto Login Menu](#) link. As long as you do that first, you can subsequently select any menu item without being prompted for a password. Note: if you are still asked for a password, then your computer's IP address needs to be registered; contact Alastair Boyd (alastair.boyd@utoronto.ca) or Cheryl Cosentino (cheryl.cosentino@utoronto.ca) to arrange for this.

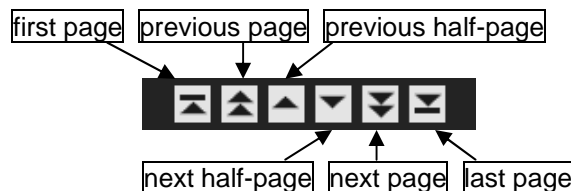
2. Checking a Given Number with the Classification Browser

For checking a known classification number, the Enhanced Classification Browser is the most useful. This is because it combines schedule and table numbers for you, generating a display of fully calculated classification numbers together with their corresponding captions.

- i. Click on [Enhanced Classification Browser](#).
- ii. In the Class # input field, type the number you want to check and click Go.
- iii. Where the schedule indicates a range of numbers with a table, click the hyperlink beside the table name. E.g.: KF566-570 [General](#) Table KF3 [H R B L S] The page is redisplayed, using the table in order to expand the numbers within the schedule.

If the number you search for is not in the schedule but would be a valid number built from a table, the Enhanced Browser automatically does the calculation and displays the resulting page.

Use the navigation buttons to see pages before or after the current display.



3. Outline Page / Hierarchy Browser

If you don't have a specific number to check, but want to investigate a broad class or subclass, use the Hierarchy Browser. This is roughly equivalent to the Contents view in Classification Plus. Either:

- Select [Outline](#) from the main menu, then choose the classification schedule you want from the list; the Hierarchy Browser opens at the beginning of your selected class. Or
- Select [Hierarchy Classification Browser](#) from the extended menu, and in the Class # input field, type the class letter (or letter plus number) that you want to see. Follow the letter or number with a hyphen if you want to see a range of numbers from that point forward.

With this browser, you can first get an overview of the layout of an entire classification schedule, and then display more and more specific breakdowns of the schedule. Click on the caption beside any range of numbers to expand the display to the next level of detail. For instance, if you start at the top of schedule H you will see:

H1-99	Social sciences (General) [H R B L S]
HA1-4737	Statistics [H R B L S]

If you click the [Statistics](#) link the display expands that range to the next level of detail:

HA1	Periodicals. Societies. Serials [H R B L S]
HA12	Congresses [H R B L S]
(HA13-15)	Collected works [H R B L S] see HA29-29.5
HA17	Dictionaries. Encyclopedias [H R B L S]
HA19	History [H R B L S]
HA22-23	Biography [H R B L S]
HA29-32	Theory and method of social science statistics [H R B L S]
HA33-34	Communication of information [H R B L S]
HA35-35.3	Study and teaching. Research [H R B L S]
HA36-37	Statistical services. Statistical bureaus [H R B L S]
HA38-39	Registration of vital events. Vital records [H R B L S] Including registration of births, marriages, deaths, etc. Cf. HB848-3697 Demography [H R]
HA154-4737	Statistical data [H R B L S]

Further underlined links allow you to expand the display to further levels in the hierarchy. (Like the enhanced browser, specific numbers from tables can be automatically calculated and displayed).

Notice the hierarchy frame at the top of the page. As you expand the display beneath, additional levels are added to the list in the top frame. For example, if you expanded the [Statistical data](#) link (above) a couple more levels, the hierarchy frame would show:

Statistics -- Statistical data -- Universal statistics
--

To move back *up* the hierarchy, click on the appropriate level in the hierarchy frame. In the example above, click on [Statistics](#) to collapse the display back to the first level.

4. Classification Search

Use the [Classification Search](#) link when you want to search the schedules for words or phrases, rather than numbers. You can open the search screen from the menu, or from within a Browser window by clicking on the Search button at the top of the screen. The search screen offers a number of input fields which you can use singly or in combination.

Caption Searches

This is a "left match" search: that is, it retrieves all LCC numbers whose captions *begin with* your search term. E.g., if you type `waste disposal` into the Caption field and click Search, you get a list of items showing classification numbers and captions.

TD195.W295	Waste disposal sites [H R B L S C]	
RA969.45	Waste disposal [H R B L S C]	
QD64	Waste disposal [H R B L S C]	(etc.)

(If you click the [Browse](#) button instead of [Search](#), you get a browseable list beginning with the closest match to your search term). Clicking any classification number in the results list will open a new Classification Browser window showing that number in context.

Keyword

This search looks for words or phrases anywhere in LCC, not just the first word(s) of a caption. Because it is such a broad search, you will usually want to avoid the [Browse](#) button. Truncation is the default, so for more precise results you may also choose to check the **Exact match** check-box in the **Search Options**, lower on the page, and/or limit the search by *classification number* (see below).

Index term

This search uses the cross-references from the actual classification MARC records underlying Classification Web. It can sometimes lead you to numbers even if your terminology is not used in the captions.

Caption or index term

This searches both the classification captions and the cross-referencing index terms. It saves you from having to search both places separately for a term.

Classification number

Use this field to limit a caption or keyword search to a particular class or table. E.g., to find all the Biography numbers in the Q schedule, type `biography` in the Caption field, and `q` in the Classification number field, then click Search (you cannot browse combined searches). You will get a list beginning like this:

[QB454-454.2]	Biography [H R B L S C]
[QA28-29]	Biography [H R B L S C]
[QA76.2.A2-QL76.2.Z]	Biography [H R B L S C]
[QA276.156-.157]	Biography [H R B L S C]
[QH26-31]	Biography [H R B L S C]

These captions would be more meaningful if you could see the hierarchy in which they occur. And you can: in the **Display Options** lower on the page, click the radio button beside “entire hierarchy”, then the button labeled Redisplay. A new display now shows the full hierarchy for each caption. E.g.:

[QA76.2.A2-QL76.2.Z]	Mathematics--Instruments and machines--Calculating machines-- Electronic computers. Computer science--Biography [H R B L S C]
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The **Display Options** are also where you specify whether to search schedules, tables, or both.

Note: you can restrict all searches to a particular class or classes, using either the [Subsets](#) button or the Main Menu [Subsets](#) link. Check off the class(es) you want from the complete list—subsequent searches in your current session should go only where you have indicated.

5. Subject Headings

The main menu [LC Subject Headings](#) link takes you to a search form that lets you browse LCSH in a number of ways, much as the query templates allowed you to do in Class Plus. The choices are:

Structured subject heading

The structured approach produces results with the same sort order as the print version of LCSH—but you have to know how a subject was subdivided in order to find it easily. You must input double dashes (--) between subject headings and their subdivisions. The search is “left-match” (i.e. on the initial words) with automatic truncation. For example, if you type `railroads--branch lines` and click Browse, the list of results will show all the “heading—subdivision” combinations first, followed by phrase headings:

Railroads--Branch lines
Railroads--Brazil
Railroads--Bridges USE Railroad bridges
Railroads--Buildings and structures
[... Sall the way down to]
Railroads--Zaire
Railroads--Zambia [R S]
Railroads--Zimbabwe [R S]
[followed by]
Railroads, Aerial
Railroads and earthquakes
Railroads and state (May Subd Geog)

Unstructured subject heading

The unstructured approach allows you to enter terms without regard to the structure of the heading: no dashes are required. The resulting browse list is sorted alphabetically, word by word, so that phrase headings are interfiled with subdivided ones:

Railroads, Aerial
Railroads--Africa, East
Railroads--Africa, Northeast
Railroads--Air-brakes
Railroads--Airspace utilization
Railroads and earthquakes
Railroads and state

In other words, the "unstructured" index sorts in straight dictionary order, whereas the "structured" index is hierarchical. The "unstructured" index is easier to search because you don't have to input dashes in all of the right places. However, the search results will not appear in the order that has been traditionally used in the printed LCSH.

Structured free-floating subdivision

and

Unstructured free-floating subdivision

These fields allow you to search an index for the authority records that LC has created for free-floating subdivisions. The complete list of all subdivisions, with rules, explanations and examples, continues to be available through Cataloger's Desktop, in the LC Subject Cataloging Manual.

Keyword

This field lets you search for terms anywhere within subject heading strings, not just the initial word or words.

Classification number

Many LC Subject authority records have an 053 field containing LC classification numbers. This box lets you search an index of those numbers. For instance, entering E860 in this field retrieves the subject heading Watergate Affair, 1972-1974 because the authority record for that heading contains that class number. This is one way to check for appropriate subject headings when starting with a known number. (See section 6 below for a more flexible method).

You can also find subject headings directly while browsing a classification schedule. If you search the number E860 in the Classification Browser, you are shown a page beginning:

...

Click on the blue letter [L](#) in brackets following the caption. On top of your Classification Browser window, an [LC Subject Headings](#) window opens, showing you the same results as the *Classification number* browse described in the last paragraph. If you click on the [L](#) beside a classification number that is not present in an authority record 053 field, you get a browse list beginning with the closest match.

6. Subject Heading & Classification Number Correlations

This feature lets you check for subject headings associated in the Library of Congress catalogue with any classification number, and vice versa. There are several methods of access. To open the search window yourself, go to the main menu and click on the [Subject Heading & Classification Number Correlations](#) link. The search form is self-explanatory:

[Reset](#) [Logout](#) [Close](#) [Menu](#) [Help](#)

LC Class/Subject Correlations Search

LC classification number [Find](#)

[Subject heading](#) [Find](#)

- To find the subject headings most frequently used with a specific LC classification number, enter the number in the LC classification number field.
- To find the LC classification numbers most frequently used with a specific subject heading or subject heading string, enter the heading in the Subject heading field.

Finding numbers associated with Subject Headings

If you have a bib record with a valid subject heading, e.g. Halloween, but no LC number, you can find out what classification numbers have been associated with this heading in LC's catalogue. Type `Halloween` in the Subject heading box and click [Find](#). Class Web returns a browse list of headings:

[Halloween](#).[\[L\]](#)
[GT4965](#) (16)[\[B L S\]](#)
[GV1205](#) (1)[\[B L S\]](#)
[PS1449.C6](#) (1)[\[B L S\]](#)

[Halloween--California--San Francisco--Pictorial works](#).[\[L\]](#)
[GT4965](#) (1)[\[B L S\]](#)
[\[... etc.\]](#)

Under each heading is a list of LC numbers, showing (in parentheses) how many of the LC bib records classed at that number have been assigned the given subject heading as the first heading. Click the link to a number to see it displayed in its context in the Classification Browser. Use the arrow buttons to browse forward or backwards.

You can also find these correlations directly via the hitlists from Subject searches as described in section 5 above. E.g.:

<u>Railroads--Zimbabwe</u> [R S] <u>Rails (Birds) (May Subd Geog)</u> [R S] [QL696.G876][B L S] BT Rallidae NT Coots[R] [etc...]

Clicking the S in brackets after “Zimbabwe” will show classification number correlations for this subject. Note that the following heading for Rails (Birds) already has a number listed in the display. This is the number from the 053 field in the subject authority record. To see correlations with bib records in LC’s catalogue instead, click the S following the subject heading.

Finding Subject Headings associated with numbers

To do the search the other way round, type a number into the first box and click Find. E.g. PN4778. Back comes a list of numbers followed by subject headings:

PN4778[B L C] Journalism--Editing. (48)[L S] Editorials. (15)[L S] Journalism--Editing--Handbooks, manuals, etc. (7)[L S] Editorials--Authorship. (2)[L S] PN4781[B L C] Reporters and reporting. (171)[L S] Journalism--Authorship. (24)[L S] Investigative reporting. (17)[L S] [etc...]

You can get the same list of subject correlations directly from a number search in the Classification Browser—just click on the S in brackets that follows the caption:

PN4778 The editor. Editing [H R B L S] [etc...]

7. Logging Out

Because of the limit on simultaneous connections, cataloguers should log out when they are not searching. There are Logout buttons on most search screens, with a link back to the Main Menu. Once you have logged out, you can leave this Menu window open for as long as you like; there is no need to leave the website or close your browser. Next time you make a Menu selection, the log-in page will appear, so you can start another session.

Use the Close button to close the secondary windows that result from following the correlations links (e.g. [H R B L S]) if you want to shut these windows without logging out.

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