

**NEW SYSTEM OF
CLASSIFICATION AND SCHEME
FOR NUMBERING BOOKS,
APPLIED TO THE MERCANTILE
LIBRARY OF PHILADELPHIA**

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New system of classification and scheme for numbering books, applied to the Mercantile library of Philadelphia by John Edmands

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JOHN EDMANDS

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NEW SYSTEM
OF
CLASSIFICATION
AND
SCHEME FOR NUMBERING BOOKS,
APPLIED TO THE
MERCANTILE LIBRARY OF PHILADELPHIA.

BY
JOHN EDMANDS.

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EXPLANATION OF CLASSIFICATION.

The general idea of this system is, *First*, the division and arrangement of the books, in such principal and subordinate classes, as will make it most easy to determine what works the Library contains, on any topic, and in what part of the collection books on any given subject are to be found; and, *Second*, the numbering and arranging them on the shelves in such a way that they can be most readily found without consulting a catalogue, or stopping to ascertain the shelf number.

In working out this idea it was found that all the books in any library of a general character, could be gathered into about twenty primary groups or classes, each of which would have a certain completeness, and would embrace a kind of book that was not included in any other class; and also, that the works in each of these several groups or classes, while having certain characteristics in common, yet had peculiarities which furnish ground for the formation of subordinate classes. Some of these primary classes could readily be divided into fifteen or more secondary classes, while others required only six or eight; and it seemed altogether best, to make such an arrangement of classes, and sub-classes, as would be at once recognized as natural and convenient in practical operation.

In making this distribution into classes, it was found that about one half of the old divisions in the Library, could be retained as primary classes in the new arrangement, with more or less of transferring of individual books; among these classes are those of History, Biography, Theology, Fine Arts and Medicine. In other cases, two or more of the old classes were found to embrace works that had close affinities with each other, and so they were consolidated to form new primary classes; thus, the old divisions of Poetry and Drama, have been united to form one primary class, under the compound name; and the three former classes, Natural Philosophy, Astronomy and Mathematics, have been united into one, under the name of Mathematics and Physics. The old classes of Commerce and Agriculture has been consolidated with that of Useful Arts; and that of Political Economy has been combined with Sociology and Law.

The primary classes as they now stand are these, viz.:

Theology.....	Designated as Class	A.
Sociology and Law.....	" "	B.
General History.....	" "	C.
History of Asia and Africa.....	" "	D.
History of Europe.....	" "	E.
History of America.....	" "	F.
Voyages and Travels (general).....	" "	G.
Travels in Asia and Africa.....	" "	H.
Travels in Europe.....	" "	I.
Travels in America.....	" "	K.
Biography.....	" "	L.
Philosophy and Education.....	" "	M.
Mathematics and Physics.....	" "	N.
Natural Science.....	" "	O.
Medical Science.....	" "	P.
Useful Arts.....	" "	R.
Fine Arts.....	" "	S.
Language and Literature.....	" "	T.
Poetry and Drama.....	" "	V.
Bibliography.....	" "	W.
General and Miscellaneous Works.....	" "	X.
Foreign Literature.....	" "	Y.
Prose Fiction.....		

The order of these classes is different from that formerly in use, but is a more natural one, and will be found more useful for the purposes of study, and as an aid in the finding of books.

As will be seen, the old method of designating the classes by numerals has been given up, and letters are used in place of figures; capitals being used for the *primary* classes, and small letters for the *subordinate* classes. The object of this is to make two characters serve to designate a large number of classes, and especially to show the relation of subordinate classes to each other. All the books in the library having the same *class* designation are at once seen to belong to our primary class.

Formerly, the books were placed on the shelves at random, and without any attempt at alphabetical arrangement. Under the new system, the books in each sub-class are placed on the shelves in strict *alphabetical order*, by the names of the *authors*, excepting in Biography; or if the author is unknown they are arranged according to the *titles*.

A scheme for numbering the books has been adopted, which admits of an indefinite enlargement of each of the divisions by the insertion of other works in their alphabetical place, without disturbing the *numerical order*. This scheme consists in the assignment of ten thousand numbers (0 to 9999) to each of the subordinate classes, and the distribution of all the names of authors over this whole range of numbers. This is done by reference to a table constructed for the purpose which includes all possible combinations of letters, and is based on a comparison of the names occurring in several of the largest catalogues. A reference to this table determines the number that should be given to any new book that is added to any of the classes. It follows, of course, that works by any given author, have the same number in whatever part of the Library they may be found. This will be found to be an important guide to the ready finding of books.

It was found necessary to treat the department of Biography in a special manner, because, here no subjective arrangement was practicable, and some subdivision was necessary on account of the extent and importance of this class. It was therefore decided to put into one group, all Biographical Dictionaries and other *collections* of lives, and into another group, or series of groups, all individual biographies. In the first group the books are arranged in alphabetical order by the name of *author* or editor, or by titles if anonymous; and are designated by the single letter L. The books forming the collection of individual biographies are arranged in twenty-six groups, according to the names of the *subjects* of the biographies, or the persons whose lives are written. These are designated by the capital letter L and a small letter, which is the initial of the person whose life is written. Thus, the books in the first of these groups are marked La, in the second, Lb, in the third, Lc, and so on through the alphabet. In each of these groups the books are arranged on the shelves in alphabetical order, *not* by name of *author*, as in other parts of the Library, but by the *subject* of the biography; thus, bringing all the lives of any one person together on the same shelf. Each of the groups in this department is numbered independently, and on the scheme employed in other parts of the Library.

The department of Prose Fiction, in our Library, is a large one and some subdivision of it, as an aid to the ready finding of particular books, is quite essential. As no division by original language, or by subject, could be of much practical advantage a treatment of it was adopted, somewhat similar to that employed in the department of Biography. All the Novels have been arranged in twenty-six groups; those whose writers' names begin with A, forming one group, those beginning with B, another, and those with C, a third, and so on through the alphabet. These initial letters are placed on the books in connection with the numbers, and serve also to distinguish the several groups. The authors in each of these groups are arranged in close alphabetical order, and the individual books of each author, are placed in alphabetical order by their titles. In this department no letter or other character is used as a general designation of the *class*; the method of numbering, and the form of the label being sufficient to distinguish the books from those of any other class.

The plan adopted for numbering the books in this department differs from that employed in other parts of the Library, in using *two sets* of figures. The first, or upper number in connection with the initial letter, designates the *author*, or a group of authors whose names are very

nearly alike; and the second, or lower number designates the individual books of each author. It follows that all the Novels of any author,—and of some others standing in close proximity with these,—bear the same author-number in connection with the common initial, while the second or lower number is different for each work under this author-number. Thus, all the books written by Barker, Barkley, Barlee, and by other persons whose names may fall between these have B. 118, as the first or author-number; while the second or lower numbers of all the books written by these persons will range from 1 to 999. Each of these twenty-six groups of Novels is numbered independently, and the numbers in no case consist of more than three figures in each set. Wide spaces are left, as in the other classes, so as to allow the insertion of other books in their proper places, and the perpetuation indefinitely of the alphabetical and numerical order on the shelves.

The following synopsis of the New Classification will serve as an aid in the better understanding and use of the system.

SYNOPSIS OF THE NEW CLASSIFICATION.

EXHIBITING THE VARIOUS CLASSES AND SUB-CLASSES AND THEIR RELATION TO EACH OTHER.

THEOLOGY.—A.

- A.**—Periodicals; Collected and Miscellaneous Works.
- Aa.**—Antiquities, History, Geography, Chronology of the Bible; History of the Jews; Kabbala.
- Ab.**—Bibles, original texts and versions arranged in alphabetical order of the languages.
- Ac.**—Commentaries on the Bible, arranged by names of the Commentator; Harmonies; Life of Christ.
- Ad.**—Dictionaries; Concordances; Cyclopædias; Indexes.
- Ae.**—Evidences of revealed religion; Miracles.
- Af.**—Philosophical Theology; Natural Theology; Existence of God; Faith and Reason; Science and Revelation; Creation; Science of Religion; Theism; Atheism; Pantheism.
- Ag.**—Systematic Theology; Doctrinal Theology; Creeds; Catechisms; History of Doctrine.
- Ah.**—Homiletics; Pastoral Duties; Sacred Rhetoric; Composition and Delivery of Sermons.
- Aj.**—Introduction to the Scriptures; Authenticity and Genuineness of the Sacred Writings; Principles of Interpretation; Criticism; Inspiration; Works on the Canon.
- Al.**—Liturgies, Collections of prayers, and works on prayer; Treatises on Worship; Collections of Hymns and Psalms for Worship; Works on Hymnology; Rites and Ceremonies; Feasts and Fasts; Missals.
- Am.**—Missions, foreign, home and local; Sunday-schools; Ragged Schools; Revivals; Evangelistic Work.
- An.**—Non-Christian Religions; Buddhism; Brahmanism; Parseeism; Islamism; Mormonism; Mythology; Magic; Witchcraft; Modern Spiritualism.

Ao.—Church History; Works of the Fathers; Apocryphal Books.

Ap.—Practical and Devotional Theology; Prayer Meetings; Religious Fiction.

Ar.—Roman Catholicism; Protestantism and Catholicism; Papal Infallibility; Inquisition.

As.—Sermons; Charges; Pastoral letters; excepting such as have a definite subject.

At.—Church Polity; Peculiarities of Sects.

SOCIOLOGY AND LAW.—B.

- B.**—Theory of Society and Government; Sphere of Woman; Woman's Rights.
- Bb.**—Political Economy, general.
- Bo.**—Labor; Production; Capital; Co-operation; Strikes; Wages; Communism; Socialism.
- Bd.**—Protection; Free Trade; Tariff.
- Bf.**—Finance; Banking; Currency; Revenue; Taxation; National debt; Credit.
- Bg.**—General treatises; Periodicals.
- Bh.**—Law of Nature and of Nations; Civil and Canon law; Maritime law.
- Bj.**—Constitutional and Statute Law; Equity; Commercial Law; Law of Real Property; Patent and Copyright Law; Law of Insurance; Medical Jurisprudence; Rules of Order.
- Bl.**—Trials; Reports and Proceedings; Courts; Evidence; Oaths; Practice.
- Bm.**—Slavery and the Slave-trade; Colonization; Emigration.
- Bo.**—Crime; Punishment; Prisons and Prison Discipline.
- Bp.**—Pauperism and Poor Relief; Charity Organization.
- Bs.**—Associations; Free Masonry; Odd Fellowship; Friendly Societies.

GENERAL HISTORY.—C.

- C.**—Study and use of History; Philosophy of History; Method of writing History.
Cb.—Chronology and Chronologies; Dates; Numismatics; Medals; Inscriptions.
Cd.—Ethnography; Races of Men; Antiquity of Man; The Stone Age.
Cf.—History of Civilization; Customs and Manners; Folk-Lore; Dress and Dwellings; Funeral and Marriage Ceremonies.
Ch.—Ancient History.
Cj.—Modern History.
Cl.—Universal History.
Cn.—History of Oceanica.
Cp.—Statistics of general and miscellaneous character; Statistical Almanacs.

HISTORY OF ASIA & AFRICA.—D.

- D.**—Turkish Empire; Palestine; Arabia; Persia; Western Asia.
Db.—History of India and Indian Empire.
Dd.—History of China, Japan and Eastern Asia.
Dh.—History of Egypt and North-Eastern Africa.
Dj.—History of Africa, other and general.

HISTORY OF EUROPE.—E.

- E.**—History of Great Britain; Constitutional and Political History; State Papers; Parliamentary Debates and Papers; British Politics.
Ea.—Jualus; Junissans.
Eb.—History of England and Wales.
Ed.—Histories of Counties and Towns in England.
Ef.—History of Scotland.
Eh.—History of Ireland.
Ej.—History of France and Belgium.
El.—History of Spain and Portugal.
Em.—History of Italy, Switzerland, Naples, Sicily.
Eo.—History of Germany, Austria, Holland, Netherlands.
Ep.—History of Denmark, Norway, Sweden, Iceland, Lapland.
Er.—History of Russia, Poland, Roumania, Bulgaria, Crimea and Crimean War.
Ea.—History of Greece.
Ev.—History of Europe, other and general.
Ew.—Heraldry; Peerage.

AMERICAN HISTORY.—F.

- F.**—History of South America, and of Separate States.
Fb.—History of North America, and of Separate States except the United States.
Fc.—History of the Indians and of Indian Wars
Fd.—History of the Eastern States.
Ff.—History of the Middle States.
Fg.—History of the Southern and Southwestern States.

Fh.—History of the Western and Pacific States.**Fj.**—History of the War of the Revolution.**Fl.**—History of the War of the Rebellion; History of the Confederate States; History of Reconstruction; Adjutant General's Reports.**Fm.**—History of War of 1812; History of Mexican and other Wars.**Fo.**—General History of the United States.**Fp.**—Legislative and Constitutional History of the United States; State Papers; Debates and Journals of Congress; Reports of Departments; Blue Books; Congressional Directories; Army Lists; Navy Lists.**Ft.**—Industrial and Statistical History of the United States; Census Reports.**Fu.**—Congressional Documents—the series known as "Public Documents," arranged in chronological order.**VOYAGES AND TRAVELS.—G.****G.**—Travels in various parts of the World.**Gb.**—Voyages around and in various parts of the World.**Gd.**—Collections of Voyages.**Gf.**—Travels in and Description of Islands in various parts of the World.**Gh.**—Travels and Expeditions in the Arctic and Antarctic Regions.**Gj.**—Geography of the Earth; Gazetteers and Directories of a general character.**Gl.**—Atlases and Collections of Maps.**TRAVELS IN ASIA AND AFRICA.—H.****H.**—Travels in Palestine, Syria, Arabia.**Hb.**—Travels in Turkey and Western Asia.**Hd.**—Travels in Central and Northern Asia.**Hf.**—Travels in India.**Hh.**—Travels in China, Japan and Eastern Asia.**Hl.**—Travels in Egypt and Northeastern Africa.**Hm.**—Travels in Northwestern Africa.**Ho.**—Travels in Central and Southern Africa Madagascar.**TRAVELS IN EUROPE.—J.****J.**—Travels in England.**Jb.**—Travels in Ireland.**Jd.**—Travels in Scotland and Great Britain.**Jf.**—Travels in France and Belgium.**Jh.**—Travels in Spain and Portugal.**Jj.**—Travels in Italy, Switzerland, Sicily.**Jl.**—Travels in Germany, Austria, and Central Europe.**Jm.**—Travels in Russia, Norway, Sweden, Lapland, Iceland.**Jo.**—Travels in Greece, Turkey and Southeastern Europe.**Jp.**—Travels in various parts of Europe.

TRAVELS IN AMERICA.—K.

- K.**—Travels in North and South America, and the West Indies.
Kb.—Travels in South America.
Kd.—Travels in Mexico and Central America.
Kf.—Travels in North America and various parts of it.
Kh.—Travels in the United States.
Kj.—Travels in the Eastern States.
Kl.—Travels in the Middle States.
Km.—Travels in the Southern and Southwestern States.
Kp.—Travels in the Western States.
Kr.—Travels in the Pacific States.

BIOGRAPHY.—L.

- L.** Biographical Dictionaries; Collections of Biographies; Lives of classes of persons, as Artists, Lawyers, Sovereigns, and lives of several persons included in one volume or series of volumes. All these are marked with the single letter L.

- Lh.** Lives of single individuals are arranged in alphabetical order under the name of the person whose life is written, thus placing all the lives of each person side by side on the same shelf.

- Ll.** These individual lives are marked with the class designation L, and also with another letter which is the initial letter of the surname of the person whose life is written.

- Lm.** Thus all lives of Adams, Ames, Arthur, Austin, are marked **Lm**. Lives of Bacon, Ballard, Brown, Burke, are marked **Lb**.

PHILOSOPHY AND EDUCATION.—M.

- M.**—General and collected works on Philosophy; History of Philosophy; Philosophical Dictionaries.
Mb.—Logic.
Md.—Mental Philosophy; Psychology; Intellect; Understanding.
Mf.—Moral Philosophy; Ethics; Passions.
Mh.—Morals; Manners; Character; Etiquette; Amusements; Temperance.
Mj.—Anthropology; Phrenology; Mental Hygiene; Physiognomy; Dreams; Body and Mind.

- Ml.**—Education; Theory, Principles and Methods of Teaching; Kindergarten.

- Mn.**—Universities, Colleges and Schools; Histories of Schools; Reports and Statistics of Schools; Catalogues.

MATHEMATICS & PHYSICS.—N.

- N.**—General and collected works on Physical Science; Transactions of Scientific Societies; Scientific Journals; Treatises on several of the undermentioned topics.

- Na.**—Mathematics; general works.

- Nb.**—Arithmetic; Decimal system.

- Nc.**—Algebra.

- Nd.**—Geometry; Trigonometry; Surveying; Navigation; Conic Sections; Mensuration; Logarithms.

- Ne.**—Analytical Geometry; Calculus; Quaternions; Probabilities; Annuities.

- Nf.**—Natural Philosophy; general works.

- Ng.**—Mechanics; Hydrostatics; Hydraulics; Pneumatics; Ballooning.

- Nh.**—Acoustics; Optics; Vision; Stereoscope; Kaleidoscope.

- Ni.**—Heat; Magnetism; Electricity; Galvanism.

- Nk.**—Astronomy, general and theoretical; Theory of Tides; Plurality of worlds.

- Nm.**—Practical and descriptive works on Astronomy; Observations; Almanacs; Ephemerides; Calendars; Astrology.

NATURAL SCIENCE.—O.

- Oa.**—General and Collected Works; Periodicals; Dictionaries.

- Ob.**—Botany.

- Oc.**—Ornithology.

- Od.**—Entomology.

- Oe.**—Conchology.

- Of.**—General Zoology; Taxidermy.

- Ok.**—Ethnology; Comparative Anatomy; Biology; Evolution; Origin of Species; Embryology; History of Creation.

- Ol.**—General and Theoretical Geology; Glaciers; Volcanoes; Earthquakes.

- Olm.**—Local Geology; Surveys; Mineral Springs.

- On.**—Mineralogy; Palaeontology; Fossils.

- Op.**—Physical Geography; Meteorology; Winds; Storms; Thunder and Lightning.

- Or.**—Chemistry; Chemical Technology; Spectrum Analysis; Alchemy.

MEDICAL SCIENCE.—P.

- P.**—General and Collected Works; Dictionaries; Periodicals.

- Pb.**—Anatomy and Physiology.

- Pd.**—Theory and Practice of Medicine; Pathology.

- Pe.**—Special Systems of Practice; Homoeopathy; Hydropathy; Electropathy.

- Pf.**—Diseases of the Digestive System.
Pg.—Diseases of the Respiratory System.
Ph.—Diseases of the Nervous System; Insanity.
Pj.—Febrile Diseases.
Pl.—Diseases of the Eye and Ear.
Pl.—Diseases of Women and Children; Obstetrics; Gynecology.
Pn.—Diseases of the Skin.
Po.—Treatises on Various Diseases.
Pp.—Materia Medica; Pharmacy; Poisons.
Pr.—Surgery; Dentistry.
Pt.—Hygiene; Public Health; Regimen; Physical Training; Diet; Bathing.

USEFUL ARTS.—R.

- R.**—General and Collected Works; Dictionaries; Periodicals; Patents; Inventions.
Rb.—General Treatises on Agriculture; Agricultural Periodicals; Agricultural Associations; Agricultural Chemistry.
Rc.—Treatises on Cattle, Horses and other Domestic Animals; Dairy Products; Care of Bees and Silk-worms; Poultry; Pigeons; Diseases of Cattle and other Animals.
Rd.—Treatises on Productions of the Soil: Trees; Grasses; Forestry.
Re.—Treatises on Fruits and Fruit Trees, and on the Vegetable Garden and its Products; Cultivation of Flowers; Window Gardening.
Rg.—Treatises on Building: Building Materials and Furniture; House Painting; Cabinet Making.
Rh.—Engineering: Rail Roads; Bridges; Canals; Harbors; Water Works; Tunnels; Roads.
Rj.—Machinery and Mill Work.
Rk.—Steam and the Steam Engine.
Rl.—Treatises on Various Manufactures and Trades: Carriage Building; Shoe and Harness Making; Stone Cutting.
Rm.—Reports of Industrial Exhibitions.
Rn.—Manufactures in Iron, Steel and other Metals.
Ro.—Treatises on Textile Fabrics and Materials; Dyeing; Bleaching.
Rp.—Mining and Metallurgy of Iron, Silver, Gold, Copper; Coal.
Rr.—Military and Naval Arts; Seamanship.
Rs.—Domestic Arts; Cookery; Confectionery; Food and Dining; Clothing and Toilet; Brewing; Sugar; Vinegar; Fuel and Lights; Electric Lighting.
Rt.—Treatises on Commerce and Trade; Weights and Measures.
Ru.—Treatises and Reports on Railroads, Canals and Telegraphs; Mails.
Rw.—Book-keeping; Business Manuals; Interest Tables; Letter Writing; Short-hand.
Rx.—Indoor Games and Amusements; Chess; Draughts; Cards; Billiards; Backgammon.
Ry.—Field Sports and Games; Cricket; Base Ball; Angling; Hunting; Boating; Boxing.

FINE ARTS.—S.

- S.**—General and collected works on the Fine Arts; Aesthetics; Beauty.
Sb.—Drawing; Design; Perspective.
Sd.—Landscape and Ornamental Gardening; Arbors; Parks; Walks and Drives; Lakes; Rural Cemeteries.
Sf.—Painting; Harmony of Color.
Sh.—Sculpture; Carving; Pottery and the Plastic Arts; Monuments; Tablets.
Sj.—Engraving; Etching; Lithography; Photography.
Sl.—Architecture.
Sm.—Treatises on Music; Musical Composition; Harmony; Thorough-Bass.
So.—Treatises on Construction and use of Musical Instruments; Instruction Books.
Sp.—Oratorios and Collections of Sacred Music.
Sr.—Operas and Collections of Operatic Music; Works on the Opera.
Ss.—General and Secular Music.

LANGUAGE AND LITERATURE.—T.

- T.**—Treatises on general and comparative Philology; Phonology; Alphabets; Names and Surnames.
Tb.—English Language; Grammar; Orthography; Orthocopy; Punctuation; Dictionaries.
Td.—Dictionaries, Grammars and other works on the French and German Languages.
Tf.—Dictionaries, Grammars and other works on the Greek and Latin Languages.
Th.—Dictionaries and other works on the other Languages of Europe.
Tj.—Dictionaries and other works on the Languages of other Nations.
Tl.—Works on the History of English Literature.
Tn.—History of the Literature of other Nations.
Tp.—Treatises on Rhetoric and Criticism; Critical, Literary and Miscellaneous Essays; Art of Conversation; Errors of Speech.
Tr.—Treatises on Elocution and Oratory, Gesture, and Reading; Readers and Speakers; Orations and Speeches.
Tt.—Literary Selections; Anecdotes; Anas; Table Talk; Quotations; Proverbs; Maxims; Anagrams; Beauties.

POETRY AND DRAMA.—V.

- V.**—Treatises on Poetry and on the Stage; History of the Stage; Versification; Rhythm and Metre.
Vb.—Works of Shakespeare and Works upon Shakespeare.
Vd.—Dramatic Works by English Authors.
Vf.—Amateur and Parlor Dramas; Private Theatricals.
Vh.—Poetry by English Authors.
Vj.—Poetical and Dramatic Works by American Authors.