

Some Guidelines for Design and Construction of a Library Classification System

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Library classification is a system which could classify both printed and non-printed sources in a library or information center with the prime intension of organizing these sources in a most helpful order to assist library users and library staff to find and to locate them efficiently and effectively. The intension of this paper is to study the different steps related to design and construction of a library classification system. A classificationist or an editorial committee of a library classification system has the responsibility and the ownership of design, construction and maintenance of a system. The objectives of this study are:

- to have a clear picture about a library classification
- to study different parts of a library classification
- to show a guideline for students, researchers and librarians how library classification is formulated and structured scientifically
- to explore the theoretical and practical aspect of design and construction of a library classification

Since a library classification is a scientific based system, one who prefers or the organization involving the construction and development, should neatly adhere to different concepts, principles, theories, techniques related to the process. This article discusses the classification policy, types of library classification, and three planes of work, notational system and models, characteristic of divisions, prescription, main parts and the steps for construction of different parts of a library classification system.

Keywords: Library classification; Classification theory; Classificationist; Notation; Facet analysis; Helpful sequence