

# Cataloguing Law Materials

A Practical Guide for Law Libraries

*O. E. L. Eguavoen*  
& *Joyce C. E. Oyadongha*

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## Preface

Law Library, be it institutional or private, are repository of information and information sources. It is the heart of the establishment with its academic health, intellectual vitality and effectiveness. It is not surprising therefore that professional Law Librarians and other library staff, endeavour to provide the best services to their users thereby achieving the objectives for establishing the library. One important way of measuring the effectiveness of library services to users is to find out if items sought by users are available in the library. To be able to retrieve needed information in the library therefore, there will be need to properly organize materials in such a way that retrieval of information is made possible.

The suitability of the catalogue and user satisfaction depend on the skill, knowledge and understanding of the librarian. This implies that the librarian must be properly and adequately trained to develop the needed skills in organizing library holdings so as to reduce incidence of backlog arising from lack of necessary tools in organizing law materials and availability of skilled personnel.

This book is therefore prepared to guide librarians on possible ways to organize law materials thereby, making access to the items possible and easy to users. I hereby express my gratitude to the

University Librarian, Niger Delta University – Rev. E. A. George-Otutru for providing the enabling environment for this work and to all those who offered useful suggestions in the publication of the book. My profound gratitude goes to the Law Librarian, Niger Delta University, Barr. FB Batubo (JP) for reading the manuscript and writing the foreword.

**O. E. L. Eguavoen**

**2009**

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## Foreword

This comprehensive cataloguing and classification manual is an eye-opener to the art of processing law materials in the Law Library of the Niger Delta University, Wilberforce Island, Bayelsa State, Nigeria. It serves as an in-depth practical guide to the Moys Classification scheme.

The book arranged in eight chapters is written by professionals with a wealth of experience and expertise. Chapters One – Four deal with the basic principles while Chapters Five – Eight are on the cataloguing and classification of Legal Journals, Students' Research Projects, Cutter Numbers and Use of Tables.

In a nutshell, the book deals with the processing of law collections in the traditional/manual system, which forms the basis for the preparation for online cataloguing and classification.

The authors have succeeded in providing an up-to-date working tool based on the Fourth Edition of the Moys Classification. It is an invaluable addition to the Library and Information profession's collection.

This book is recommended for library schools and practicing law librarians both locally and internationally.

**FB Batubo, Esq. (JP)**

Law Librarian

Niger Delta University Wilberforce Island,

Bayelsa State



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## **CHAPTER ONE**

### **Cataloguing**

#### **Introduction**

The library catalogue is an assemblage or list of names, titles, or articles arranged according to a system. Wynar (1985) stated that the catalogue is a list of books, maps, coins, stamps, sound recordings, or material in any other medium that constitutes a collection. In other words, it is an index, record or list of books and other materials of a library's total holdings. The catalogue contains very useful information which facilitates access to needed materials in a library collection. It provides information that directs users to the location of a book on the shelf if they know the author or the title. It also provides information on the titles of books in specific subject areas.

Libraries maintain different types of catalogues but the most common and popular ones are the main (Author/Title) and the Subject catalogues. They could also have cross references, shelf list, union, and other types of catalogues. For this text, we shall confine ourselves to the more popular ones.

## **Author Catalogue**

The author catalogue is a record of a library's holdings by author. In determining catalogue entries, principles laid down by Anglo-American Cataloguing Rules Two AACR 2 must be religiously followed. This will bring about uniformity in entries of various libraries. A book can have author access if the person or bodies are chiefly responsible for the intellectual publication of the book. Anglo-American Cataloguing Rules Two (AACR 2) provides conditions under which, names of persons could be used as an access point and these include:

- Personal and corporate authorship
- Works of shared responsibilities;
- Works of mixed responsibilities; among others.

Usually, personal and corporate authors are made main entries in a catalogue. In this instance, the name of the author is usually written with the last name (surname) written first. The name appears on the first line of the author card and sometimes, with the dates of birth and/or death. This is to ensure that each entry in the catalogue is unique.

An example of the author main entry therefore illustrated below.

KN	LAWSON, Robert G.	- Author
250	Business law: a complete guide for	- Title
.L3	students of business and	
1992	Marketing/R. G. Lawson [and] D. Smith.-	
	2 <sup>nd</sup> ed.- Oxford: Butterworths, 1992	
	190p.	
	ISBN: 075060755	
	1. Commercial law - Great Britain	} Tracings
	i Smith, Douglas W. ii. Title	

Figure 1: Author (main entry)

### **Title Catalogue**

The title catalogue also referred to as Title Access is as important as the author catalogue. This is particularly true because like the author access, it is regarded as main entry. The title entry helps the library user to locate a book by its title alone. Title entries are used as main entry when

- there is no identifiable author
- the publication is an edited work
- there are multiple authors (e.g more than three authors).
- the book has a series statement which could be used as optional title among others.

A library user can locate a title card in the proper alphabetical sequence in the catalogue if he/she knows the title of the book he/she wants. In the title entry, the title of the book is usually printed on the first line on the card as shown below:

Z	PRACTICAL approaches to cataloguing	Title
693	and classification of information	} Tracing
.C3	resource in libraries/edited by	
P7	C. O. Ola.- Ibadan: END-TIME	
2001	publishing House Ltd, 2001	
	115p. ISBN: 9782163856	
	1. Cataloguing	
	2. Classification-Books	
i. Ola, C. O	ii. S L	

Figure 2: Title (main entry)

### Subject entry

The subject entry like the author/title entries is an important means through which information resources could be retrieved from the library. According to Eguavoen, O. E. L (2004), the subject card is a card produced in the library with the subject treated in a book. Subject headings of items include topical issues and in some cases, names of persons derived from thesauri like library of Congress Subject Headings list, Sears List of Subject Headings as well as Thesaurus in Moys Classification Scheme. Like the author/title catalogues, the

subject cards are arranged alphabetically. Where in, there exist many titles with the same subject headings, the cards are then filed alphabetically using names of authors or the titles.

For example:

International law  
Anyawk, E  
International law  
Omoregbe, Y  
International law  
Yakubu A.

A library user may be interested in a particular subject which will satisfy his/her information needs without idea of what the title or the author of the text may be. In this instance, the subject card will facilitate the retrieval of the text. The subject card can be identified in a library catalogue with the subject printed on the first line of the card.



KN	COMMERCIAL LAW—Great Britain	←	Subject
250			
.L3	LAWSON, Robert G.	←	Author
1992	Business law: a complete guide for students of Business and marketing/ R. G. Lawson [and] D. Smith.- 2 <sup>nd</sup> ed.- Oxford: Butterworths, 1992 190p. ISBN: 075060755 1. Commercial law – Great Britain i. Smith, Douglas W. ii. Title		Tracings

Figure 3: Subject Catalogue (entry)

### Cross References

Cross references are directional cards which facilitates easy retrieval of items in the library. They are particularly used in the subject catalogue to direct users from one subject term to another. These cards include “See” card and “See Also” card.

The “see” reference card directs users from unused term to a used term. That is, it helps library users to understand the heading under which a subject is filed in the library thereby making retrieval of items easy. An example of a see reference card can be seen in the figure below.

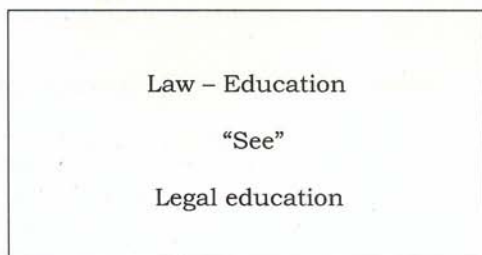


Figure 4: 'See' Reference card

The figure above implies that books which had 'Law - Education' as subject are now classified under the subject 'Legal education' therefore, retrieval will be made possible using the latter subject.

A "See Also" reference on the other hand directs users from one used term to other related and used terms as evident in the figure below.

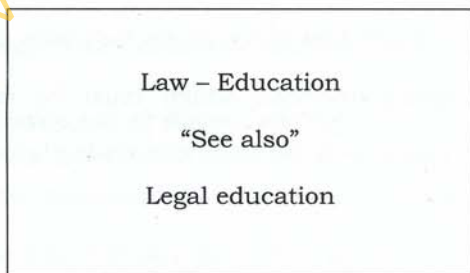


Figure 5: 'See Also' Reference card

## **Cataloguing**

Cataloguing is the act of describing the physical appearance of materials acquired in the library according to internationally acceptable standard as provided by Anglo-American Cataloguing Rules Two (AACR 2). In other words, it is the process of writing down all the bibliographic information of all library materials. Ola, (2001) states that cataloguing is done to ensure consistency and standardization in order to avert the possibility of obviating fundamental principles and tenets of librarianship. The rules include the kind of information or search terms to be sought by library users in an attempt to retrieve needed materials from the library's collections. Cataloguers may modify entries to suit their respective libraries and this is supported by the submission of Horner (1970) "no single code can stand on its own as the sole authority in the cataloguing of works for a library's stock. In the first place, no modern code includes rules for all cataloguing decisions which must be made. Local decisions will also have to be made concerning layouts of entries and reference".

In descriptive cataloguing according to standard rules, the under mentioned features are of great importance although; local modifications could be made to suit individual libraries

i. **Access Point**

The access point refers to the author or title of the book. They are called 'access' because they facilitate retrieval of items in the library. Library users will usually seek books from the collection using the author of the book or the title. In preparing catalogue entry therefore, the author or title should come first.

ii. **Title**

Information about the title of the book is found on the title page and in preparing an entry, it should be transcribed or written exactly as it appears on the title page. Where it is an author entry, the title of the book comes next on a catalogue card.

iii. **Statement of Responsibility**

The statement of responsibility in a book refers to the person, persons or body who is/are responsible for the intellectual publication of the book.

iv. **Edition Statement**

If a book has more than one edition, the number of a newer edition is here stated. For example, second, third, fourth edition and so on.

v. **Imprint**

This refers to publication information and it include 'place of publication, publisher and date of publication. For example, Ibadan: End-Time publishers Ltd, 2001.

vi. **Pagination**

This includes page numbers of the book and illustrations should they appear in the book.

vii. **Series Statement**

This refers to the series title and number should the publication be in series.

viii. **ISBN/ISSN**

The above are acronyms for International Standard Book Number (ISBN) and International Standard

Serial Number (ISSN) if the item is a periodical. All publications are assigned numbers, be it book or journals and these numbers make the publications unique and distinct from any other material. It also means the publications has legal deposit since at least two copies each will be deposited at the National Library of Nigeria.

The other aspect in cataloguing apart from the physical description is the Tracing.

This includes the following features:

- i. **Subject heading** – this is the subject matter or the topical issue discussed in the book.
- ii. **Added entries** – This include name(s) of other authors who may have contributed to the publication of the book.
- iii. **Title** – if the text is an author entry, the title of the book should also have a card in the catalogue.

Tracing in a card indicates that a title or book could have two or more catalogue cards produced for it in the library thereby facilitating access to materials using varying means.

The features in a catalogue card are further explained in the figure below.

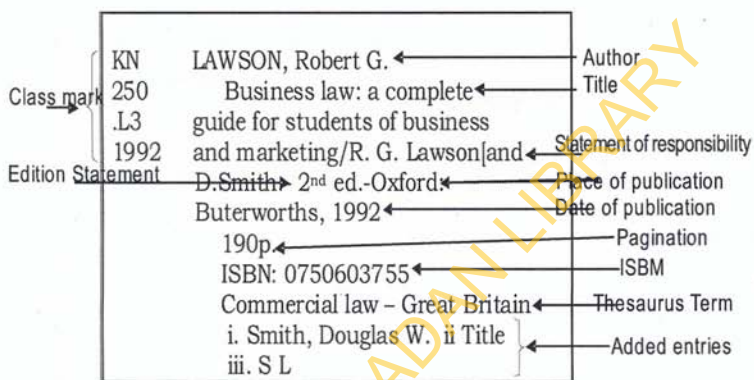


Figure 6: Card showing bibliographic description

## CHAPTER TWO

### Classification

#### Introduction

Eguavoen (2004) explained that in life, humans are constantly involved in the act of classification, even though we are not conscious of it. This is evident in the fact that in our homes, properties are arranged orderly: Books are arranged on the shelves, clothes in the wardrobes or hangers, cooking utensils in the kitchen and so on. Therefore, with books, Eguavoen and Ola (1999) defined classification as a process by which library materials are arranged according to the subjects they treat and divided into various sections.

Library classification forms part of the field of library and information science. It is a system of coding and organizing library materials (books, serials, audiovisual materials, computer files, maps, manuscripts, realia) according to their subject and allocating a call number to that information resource, Wikipedia (2008). Classification involves understanding and knowledge of subject of the book and the assigning of appropriate call number, (a book's address) based on the classification system in



use in the library. This will then be assigned to the book using the notation of the system.

Classification systems allow books and other library materials to be placed in a class. That is, each item in the library is unique and specific in the library's collection. Libraries adopt varying systems in processing their acquisitions. They include, Universal Decimal Classification (UDC); Colon Classification; Dewey Decimal Classification (DDC); Bliss Classification (BC), Library of Congress Classification (LC); Moys Classification Scheme; Cutter Expansive Classification; Brinkler Classification; and a host of others. This manual will however highlight the more popular schemes in use in academic libraries.

### **Dewey Decimal Classification (DDC)**

This scheme is one of the earliest well-developed, organized and most popular classification systems used in organizing library materials. It was developed in 1876 through the efforts of Melvin Dewey. It is a universal classification system used in the English-speaking world.

Dewey Decimal Classification scheme is a standard system of library classification which has universal coverage on all subjects. It groups the whole of human knowledge into ten classes with subdivisions from a general subject area to the

specific. That is, it is hierarchical in nature as it divides subjects hierarchically, from most general to most specific. The scheme makes use of pure notation. Subjects are represented with numbers or numerals and they have decimal notations as evident in the example below:

<b>Class</b>	<b>Subject</b>
500.1	Natural Sciences
500.2	Physical sciences
500.3	Space science

The Dewey Decimal Classification system is widely used in public libraries in Nigeria and other countries as well as in other libraries which do not have very large collections. The main features of the scheme include the following:

<b>Classification Mark</b>	<b>Subject</b>
000-009	- General works
100-199	- Philosophy and related disciplines
200-299	- Religion
300-399	- Social sciences
400-499	- Languages
500-599	- Pure sciences
600-699	- Technology
700-799	- The Art, Fine and Decorative

800-899 - Literature

900-999 - General Geography and  
History

### **Bliss Classification (BC)**

The Bliss bibliographic Classification was first published as a preliminary edition in 1929. It was developed by H. E. Bliss, an American, for the classification of books and other materials in libraries with large collections. The full edition in four volumes came out in the 1940s while the second edition in one volume was published in 1952. The scheme was adopted and has been in use in different libraries in the world. The main features of this scheme are stated below:

<b>Classification Mark</b>	<b>Subject</b>
A-A-K	- Philosophy, General science
AM-AZ	- Mathematics, Metrology, Statistics, Technology
B	- Physics (including Chemical Technology)
C	- Chemistry (including Chemical Tec Technology)
D	- Astronomy, Geology, Geography, Natural History
E	- Biology, Biochemistry
P-PV	- Botany

PW-PZ	-	Agriculture, Forestry, Animal Industries
G	-	Zoology
H-HL	-	Physical Anthropology, Hygiene, Physical Education
HM-HZ	-	Medical science
I	-	Psychology
J	-	Education
K-KM	-	Sociology
KO-KS	-	Ethnography
KT-KY	-	Anthropogeography
L	-	History, General and Ancient; Auxiliary Science of History (including Archaeology)
M	-	History: Europe
N	-	History: America
O-OR	-	History: Australia, Asia, Near East
OS-OW	-	History: Africa (excluding West Africa)
OK	-	History: West Africa
OY	-	History: Nigeria
P	-	Religion
Q	-	Social Welfare, Socialism, International Organizations
R	-	Law
S	-	Economics

T	-	The Useful and Industrial Arts
U	-	The Aesthetic Arts
V	-	Philology, Linguistics, African and other Non Indo-European Languages
W	-	Indo-European Languages and Literatures except English (including African Literature in French)
X	-	English Language: 16 <sup>th</sup> - 19 <sup>th</sup> Century
Y-YH	-	English Literature
YM-YN	-	Literature in English by authors of other nations (including African Literature in English)
YU-YY	-	English Literature collections Literature in general, Journalism, Drama

### **Library of Congress Classification Scheme (LC)**

This classification system is a very popular one. It is in fact the most popular of the existing schemes. It was developed by Library of Congress (LC) in the United States. The scheme is highly enumerative as it produces an alphabetical list of subject headings and assign numbers to each heading in alphabetical order. The classification scheme is used in libraries with large collections as it is easily expandable to accommodate all disciplines. It also makes use of alphabets and numbers in

arranging all subjects. This is known as mixed notation and can be seen from the example below:

TH	Alphabet
3351	Number
.S43	Cutter
2001	Year of publication

The alphabet above represents the subject group which in this case is "Building". The class number comes next and this represents the topical issue discussed in the text. The Cutter number follows and it represents the author of the book, and next to it is the year of publication. The implication of this is that no matter the size of a library's collections, each item is unique thereby facilitating easy retrieval of needed items. The scheme uses all alphabets except letters I, O, W, X and Y and this can be seen from the features or outline below:

<b>Classification Mark</b>		<b>Subject</b>
A	-	General works, Polygraphy
B-BJ	-	Philosophy, Psychology
BL-BX	-	Religion
C	-	Auxiliary Science of History
D	-	History, General, Europe, Asia, Africa, Oceania
E-F	-	History: North and South America

G	-	Geography, Anthropology, Folklore Manners and Customs, Recreation
H	-	Social Sciences
J	-	Political Science
K	-	Law
L	-	Education
M	-	Music, Books on Music
N	-	Fine Arts
P-PA	-	General Physiology and Linguistics, Languages and Literatures
PA Supplement	-	Byzantine and Modern Greek Literature
PG	-	Russian Literature
PH	-	Modern European Languages
PJ-PM	-	Languages and Literatures of Asia, Africa, Oceania, American, Indian Languages, Artificial Languages.
PM-PM Supplement	-	Index to Languages and Dialects
PN, PR, PS, PZ	-	General Literature, English and American Literature
PQ, Part I	-	African Literature in English, Juvenile Literature (including African Literature in French)
PQ, Part 2	-	Italian, Spanish, Portuguese Literatures
PT, Part I	-	German Literature
PT, Part 2	-	Dutch and Scandinavian Literature
Q	-	Science
R	-	Medicine
S	-	Agriculture

- T - Technology
- U - Military Science
- V - Naval Science
- Z - Bibliography, Library Science

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## CHAPTER THREE

### Moys Classification

#### Introduction

This scheme was developed by Elizabeth (Betty) Mary Moys for the classification of Law materials. The system which is constantly being reviewed, has been adopted by many libraries all over the world including academic libraries in Nigeria in organizing law materials. Moys was a Law Librarian who started her career in the 1950s and at the time, there was no adequate classification system for law libraries even though many schemes existed like Bliss, Dewey 340 division, the Los Angeles County Law Library Classification and many in-house schemes which tended to meet the needs of the originating institutions.

The classification of law materials is viewed to be problematic as subjects overlap. Many law libraries used no classification scheme at the time including Library of Congress Law Library. Materials in law were organized broadly by subject and arranged alphabetically by author. Moys believed that such system was inappropriate and that subject classification improves the accessibility of the collection through increased

ease of browsing. Subject classification according to Moys, allows a library user to find materials on a subject, even if the item they originally sought is unavailable; it also improves the ability of librarians to develop the collection.

### **Characteristics of Moys Classification Scheme**

Moys outlined why conventional arrangement in libraries is inadequate for organizing law materials in the introduction to the first edition of the scheme. Most schemes arrange materials by subject or discipline, and sub-arrange them by subordinate topics within the main subject. In contrast, she believes that law library users search for items by jurisdiction, and also, by subject. Only sometimes do they approach the subject from the point of view of comparative law as most books on subject of law are written from the point of view of a particular system, for example, English Common Law.

Moys classified countries that use common law mainly together and provided options for special treatment of a preferred country and this allows libraries to classify materials in a way that best suits their local conditions. She adopted the general practice of putting general materials like legal philosophy before specialized ones as well as national legal system.

In the classification scheme, the first division is legal system by regional arrangement sorted alphabetically. In doing this, Moys arranged primary legal materials like statutes, cases consolidations, debates, reports and others such as dictionaries, histories, bibliographies commentaries, monographs, case books and journals are arranged by subject. Two options were however provided for classifying periodicals like journals and they include the fact that libraries could either place them after primary materials by country of publication or by arranging them in one alphabetical sequence by title to facilitate ease of retrieval.

The Moys classification scheme is highly flexible and useful for organizing law materials as it is convenient and can accommodate local needs in different countries. This becomes possible because the scheme provides optional numbers for non-legal subjects, an optional class for the law of a preferred country, a method of simplification for small collections, and numbers left un-used throughout the scheme in anticipation of future development.

Moys is a more flexible option than the library of Congress (LC) classification since items can be arranged by jurisdiction and or by subject area. As stated earlier, the scheme was developed on the basis that legal materials can be divided into two broad areas namely; primary materials (statute and case

law) and secondary materials (treatise and periodicals). One important feature of the scheme is the bringing together as a unit, countries whose legal systems are based wholly on English Common Law. Moys scheme adopts an alpha-numeric system (similar to the Library of Congress Classification system), with class K representing legal materials as originally adopted from the LC scheme. It also incorporates the faceted theory adopted by Dewey (a subject approach to number building). This is the Dewey 340 division as evident in the example below.

<b>Moys</b>		<b>Dewey</b>
KD	Religious Legal Systems	342
10-39	General	.1
60-890	Jewish law	.2
100-590	Christian churches	.3-6
600-680	Islamic law	.7
100-780	Hindu law	.8
800-980	Others	.9

Moys scheme provides a synopsis of the schedules which is evident in the outline below:

## SYNOPSIS SCHEDULE

### **K JOURNALS AND REFERENCE BOOKS 340**

1-28	Journals	.01
29-79	Bibliography	.02-04
80-90	Library and information science	.05
100-107	Legal writing, publishing	.06
110-114	Abbreviations, etc	.07
120-126	Dictionaries	.08
140	Encyclopedias (general)	.089
150-180	Dictionaries	.09
200	Maps, etc	.099

### **KA JURISPRUDENCE 340.1**

### **KB GENERAL AND COMPARATIVE LAW 340**

10-22	Biography, memoirs	.31-35
30-35	Legal miscellany	.37
40-66	Popular accounts	.4
100-250	Comparative law	.5-6

### **KC INTERNATIONAL LAW 341**

10-65	Primary materials	.11-16
71-76	Reference materials	.17
80-86	General works	.19
	Public international law	
100-136	General, history, theory etc	.2-23
140-199	The State	.24-31
200-209	Human rights	.33
210-219	International criminal law	.35-39

220-239	International economic law	.4-43
240-242	Social laws	.44-442
243	Environmental law	.444-444
245	Nuclear energy	.448
250-255	Transport	.45
256-259	Communications	.46
260-277	v maritime law	.47-48
280-284	Outer space	.49
300-317	International relations	.5-53
320-329	Diplomacy	.54-5
330-339	Treaties	.56-9
340-1199	International organizations	.6
1200-1319	International disputes, courts etc	.7
1350-1425	War	.8
2000-2150	Conflict of laws	.9

**KD                    RELIGIOUS LEGAL SYSTEMS                    342**

10-39	General	.1
60-890	Jewish law	.2
100-590	Christian churches	.3-6
600-680	Islamic law	.7
700-780	Hindu law	.8
800-980	Others	.9

**KE                    ANCIENT AND MEDIEVAL LAW                    343**

5-20	General	.1
21-29	Ancient Near East	.2
30-95	Hellenistic law	.3
100-250	Roman law	.4

251-300	Byzantine law	.5
310-340	Other ancient European systems	.6
350-380	Medieval and Pre-Napoleonic European law	.7
400-480	Roman- Dutch law	.8
500-540	Others	.9
<b>KF-KN</b>	<b>COMMON LAW</b>	<b>344-347</b>
	Primary materials	344
KF	British Isles	
KG	Canada, US, West Indies	
KH	Australia, New Zealand	
	Treaties	
KL	General	345
1-44	Legal system	.1
50-119	Legal profession	.06
130-149	Legal education	.07
155-179	Legal research, law reform	.08
200-319	Administration of justice	.2-7
400-480	Legal history	.8-9
KM	Public law	346
1-29	General	.01
	Constitutional and administrative law	
31-141	General	.1-2
171-207	Citizens	.3-35
208-229	Civil and human rights	.36
231-259	Government	.37-8
300-307	Administrative law	.4
331-359	Public finance, taxation	.5

361-391	Local government	.6
400-416	Military law	.7
	Criminal law and procedure	
500-565	General, crimes	.8
570-690	Criminal procedure, law enforcement	.9
KN	Private law	347
(1)-(4)	Conflict of laws (alternative)	<del>(.1-4)</del>
10-25	Contract, agency	.1
30-39	Tort	.2
	Property	.3
50-58	General	.301-305
60-98	Real property	.31-35
100-118	Personal property	.36-37
120-143	Inheritance and succession	.38-39
	Persons and social laws	.4
150-169	Persons	.41
170-176	Family law	.42
180-182	Social services, education	.43-445
185	Public health, medical law	.446-9
186 .45	Controls in the public interest	
190-198	Industrial law and relations	.46
200-235	Equity	.5
	Commercial law	.6-8
250-256 619	General, trade, etc.	.605-
260-279	Business associations	
	Industries	.62-64



280-287 .65-67	Sale of goods	
290-295 .68-69	Insurance	
300-315	Finance, investment	.7
320-329 .81-82	Transport	(non-maritime)
330-338 .83	Maritime law	
340-349	Communications, computer law	.84-89
350-399 Procedure (general and civil)		.9

#### OTHER MODERN LEGAL SYSTEMS

KP	Preferred jurisdiction	348
KR 349.6	Africa	
KS	Latin America	349.8
KT	Asia and Pacific	349.5
KV	Europe	349.4
KW	European Community Law (alternative)	
KZ	NON-LEGAL SUBJECTS	

The scheme also include comprehensive schedule to aid cataloguers in the subject building exercise. This ensures the ideal thesaurus is determined for a particular item in the library.

In the scheme, primary materials are treated first before the secondary materials which include subject of law. The primary materials include the under listed:

- Official gazettes
- Parliamentary publications e.g Journal, debates, bills, committees
- Legislation e.g constitutions, statutes, subordinate legislation
- Codes
- Legislation – codes, local legislation
- Administrative and executive publications
- Law reports e.g Early reports, Modern reports, State trials, Individual cases, Administrative decisions
- Digests etc
- Treaties (texts) (Alternative to KC 12)
- Journals (Alternative to K1).

Secondary materials which deals with subject of law could be found in the underlisted sources

- Books
- Bibliographies
- Directories
- Dictionaries
- Encyclopedias
- Maps
- Atlases
- Commentaries e.t.c

There is also application of tables in the scheme which is attached as appendices. The arrangement of the tables is outlined below:

Table I: Primary materials – sources of law

Table II: Secondary materials – subject of law

Table III: Dates

Table IV: Common law jurisdictions with cutter number for jurisdictions

Table V: Courts

Table VI: Special legal forms and topics

Table VII: Persons

Table VIII: Non-legal forms and treatment

In using the schedules, the scheme provides that individual statutes and regulations may be published separately as pamphlets. A library may acquire copies of all or some of these to be shelved on subject areas on the shelves. The pamphlets have to be differentiated from other pamphlets with the use of table VI as evident in the example below:

1. Subject document      Arbitration Act (text)

Arbitration              K N

Statute (Table VI)      .Z75

Full number              KN 398.Z75

2. Subject                  Copyright Act (text)

Copyright                KN 112

Statute (Table VI)      .Z14

Full number              KN 112.Z14

The scheme also include index of jurisdictions. These are geographical locations such as, countries, provinces, states e.t.c and allocating classification and cutter numbers to the regions. E.g

Jurisdiction number	K number	Cutter
Africa	KR	A26
Canada	KG 1-60	C16
Egypt	KR 501-80	E49

There is also index-thesaurus in the scheme as stated earlier to aid processing of law materials. The thesaurus is based on subject of law with classification numbers allocated to the subjects. In the index-thesaurus, there are terms which direct the classifier to the most appropriate subject heading or thesaurus of a book and these include the conventional thesaurus abbreviations below:

SN	Scope note (explains context, contents or limits of the term)
RT	Related term (terms which can also be consulted)
UF	Use for (used under the preferred term)

USE Subject or Thesaurus to be used. i.e directs users from a term not used to a preferred term.

In the scheme, terms recommended for use are printed in bold type. This is particularly evident in the index-thesaurus. The terms usually have a classification number allocated to it and sometimes cutter number for the specific subject, added e.g

Privacy KM 209.P7

UF: Confidentiality

## **CHAPTER FOUR**

### **Cataloguing of Law Materials**

#### **Introduction**

Books and other library materials are acquired based on the acquisitions policy of the library which is aimed at achieving the objectives of the institution. As the items arrive law library, initial processing is carried out and they include the following:

- i. The materials on arrival at the law library, are recorded in a record book to ascertain the library's holdings.

ii. The books are then stamped with the use of ownership stamp. This contains the name of the institution and that of the library. The stamp is put on the spine, cover and inside pages of the books to prevent them from being stolen.

iii. Accession stamps are also applied basically on the verso of the title pages. The stamps like the ownership stamp, usually have the name of the library and the parent institution.

There are spaces on the accession stamps to accommodate the accession number and the classification number. In some cases however, the classification numbers are written at the top of the back of the cover page. The accession numbers are written in order of preference i.e. as the materials arrive and are processed in the library.

### **Cataloguing Law Books**

Cataloguing of items in the law library should be carried out with the use of AACR2, Moys Scheme and in-house specialized scheme for students' projects. The cataloguing commences by physically describing the items in the library's collections according to standard rules to ensure consistency in the entries. The rules deal with the kind of information sought by the

cataloguer when cataloguing, where to get the information and how to record the information. This according to Ola (2001) includes the sort of information which a library user may use in the course of searching for an item in the collections like the author, title, editor, illustrators, translators, compilers and corporate bodies.

It is pertinent to state that items in the library should be described in a specific format with clearly delineable punctuations to make the entries meaningful and self-explanatory to library users. The standard format in catalogue entry is as provided by Anglo-American Cataloguing Rules Two (AACR2).

To prepare a catalogue format on a 3" x 5" catalogue card, the cataloguer writes the surname of the author in capital letters, then a coma(,) before other names or initials on the first line on a catalogue card e.g.

"EGUAVOEN, Edward O. L"

If it's a title entry, write the first word in capital letters. Following the above on the next line, is the title of the book which starts from the third alphabet of the author's name. e. g

"EGUAVOEN, Edward O. L"



## Use of Library: a handbook

The above is followed by a slash [/] and then statement of responsibility or names of contributing authors. Dot space [-] before imprint i.e. place of publication: publisher, and date of publication.

On another paragraph on the card, is the collation statement or page numbers of the book e.g Roman figure, number and illustration if any as evident below.

[vi, 32p, ill.]

There is also the notes area and series statement if any e.g.

[Includes bibliographic references and index] or [Library Catalogue Series].

The above is then followed by International Standard Book Number (ISBN) in the case of book or International Standard Serial Number (ISSN) if it's a periodical (journal).

The descriptive cataloguing explained above is followed by Tracings. This includes the following:

- i. Subject or topical issues treated in the book with the use of Moys Classification Scheme.
- ii. Added entries i.e. other authors who contributed to the intellectual publication of the book.

iii. Title of the book if it is an author entry and,

iv. Shelf List i.e cards produced and arranged according to classification numbers.

The subject of the book determines the class mark given the book as well as cutter numbers derived from Library of Congress cutter numbers for entries which is also adopted by Moys Classification Scheme, fourth edition.

### **Cataloguing in Publication (CIP)**

This is another important tool which facilitates cataloguing in libraries thereby reducing the incident of backlog. The CIP is likened to cataloguing in source which also has a term like pre-natal cataloguing (Ranganathan). A book could be said to be catalogued in source if it is catalogued before publication so that the basic entry including tracings, may be printed into the book. This, according to Eguavoen (2007) implies that a standard entry, including tracings for added entries, is printed in the book itself, usually on the book of the title page. The entry may be adapted and clerically copied when processing library materials or modified in such a way that will suit the policy of a particular library. An example of a CIP record is illustrated below.

Library of Congress Cataloguing-in-Publication Data  
Gredley, Ellen

Exchanging bibliographic data: MARC and other international  
formats/Ellen Gredley, Alan Hopkinson

P. cm

Includes bibliographic references

ISBN: 0-83389-2151-5

1. Exchange of bibliographic
  2. Machine-readable bibliographic data format
  3. Bibliography. International Data processing
  4. MARC System i. Hopkinson, A (Alan ii. Canadian Library Association iii. Library Association iv. American Library Association v. Title
- Z 699.35.E94G74 1990.

90-104

Figure 7: (L C. CIP. Data)

In the Cataloguing-in-Publication data above, modifications should be made to suit the practice in the library in such a way that the book page number is added, subject verified while the following are deleted.

- i. Library of Congress Cataloging in Publication Data
- ii. Cm

## **Guidelines for Original Cataloguing and Classification in Law Libraries**

Cataloguing law materials originally, will require the cataloguer to have a good understanding of their special features as Moys believes they are different from all other subject literature both in form and in their subject matter. Since legal materials are categorized into 'Primary materials (sources of law)' and 'Secondary materials (subject of law)', the cataloguer must first ascertain the type of material or category of materials being processed. When this is done, the under listed guidelines will then facilitate the cataloguing process.

**A.** Prepare catalogue cards for the accessioned books with the aid of Anglo-American Cataloguing Rules Two (AACR2) by religiously abiding by the rules there-in as follows:

Access Points: author, title/subtitle, editor, compiler,  
translator, corporate bodies, etc.

Edition Statement:

Imprint: Place of publication, publisher and date of  
publication.

Collation Statement: page number, illustration and size of  
material (cm)

Series Statement: If the material is in series

Notes Area: if the material has special features that needs to be noted

ISBN/ISSN: books/periodical (journals)

Tracings: subject heading and added entries

Class Mark: classification number

Accession Number: numbers assigned to books on receipt in the library.

**B.** Develop the subject heading/thesaurus term with the use of Moys thesaurus for legal materials. A book could however have more than one thesaurus term. In using Moys Classification Scheme, the thesaurus terms are simple, direct and easy to use especially, materials on subject of law. To determine the subject headings or thesaurus terms, the following should be carried out.

- i. Critically examine the title to be catalogued so as to adequately understand it.
- ii. Study the content page to have an idea of what the book is all about.
- iii. Read the abstract, preface and introductory pages to determine the thesaurus terms.
- iv. Where the thesaurus terms are not very clear, flick through the chapters in the book.

**C.** Establish the class mark using the most vivid and suitable thesaurus term in Moys thesaurus for legal materials.

**D.** The Library of Congress (LC) author Cutter names should be used to cutter the author, title, corporate bodies etc depending on the kind of entry made.

**E.** Find out from the shelf list records if the item or similar title already exists in the library. This will facilitate uniformity in catalogue records.

The same procedure for cataloguing books applies to reference materials. The only exception is with primary materials, journals and students projects which are however modified to suit the needs of Law Library, Niger Delta University as could be seen from the following examples.

**Example 1:** A book titled 'The law of real property and evidence' published by Oluwole Aluko is catalogued as seen in the figure below.

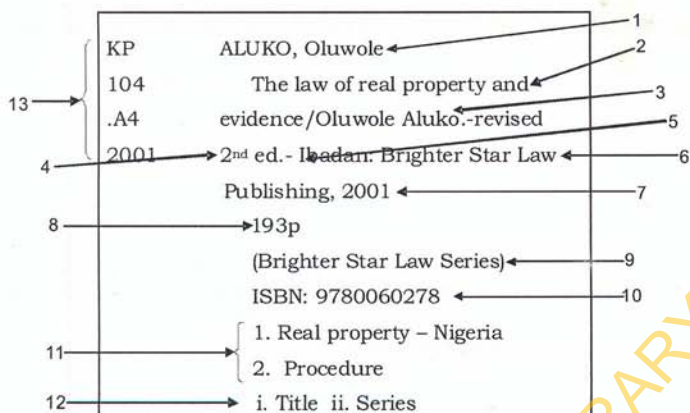


Figure 8 (Book card)

1. Author: ALUKO, Oluwole
2. Title: The law of real property and evidence
3. Statement of responsibility: Oluwole Aluko
4. Edition Statement: Revised 2<sup>nd</sup> ed.
5. Place of publication: Ibadan
6. Publisher: Brighter Star Law Publishing
7. Date of publication:
8. Pagination: 193p
9. Series Statement: (Brighter Star Law Series)
10. ISBN: 9780060278
11. Thesaurus Terms: 1. Real property - Nigeria.  
2. Procedure
12. Added Entries: i. Title ii. Series
13. Class Mark: KP 104.A4 2001

**Example 2:** Reference text titled 'Osborn's concise law dictionary edited by Mick Woodley.

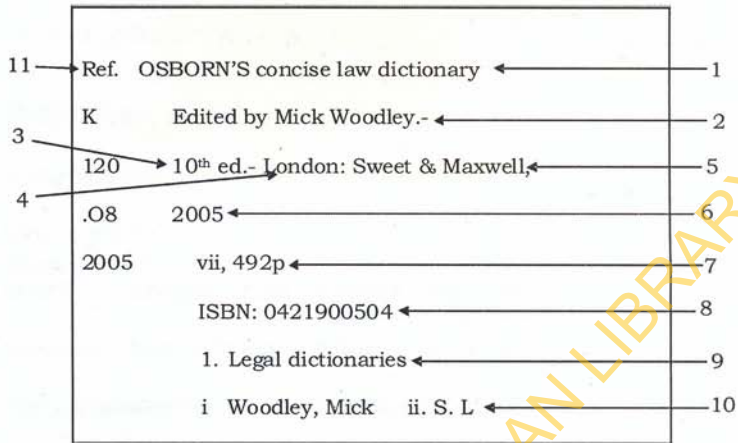


Figure 9 (Reference card)

1. Title: OSBORN'S concise law dictionary
2. Editor: Mick Woodley
3. Edition Statement: 10<sup>th</sup> ed.
4. Place of Publication: London
5. Publisher: Sweet & Maxwell
6. Date of Publication: 2005
7. Pagination: vii, 492p
8. ISBN: 0421900504



9. Thesaurus: Legal dictionaries
10. Added Entries: i. Woodley, Mick ii. Shelf list (S L)
11. Class Mark: ref. K 120.O8 2005

The next examples are from materials on primary sources which have been identified as official gazettes, parliamentary publications, legislations, indexes, codes, administrative and executive publications, law reports and digests. These publications emanate from government agencies and corporate bodies. AACR2 acknowledges this class of publications and therefore provides special rules to organize them. The rules for example, provide that laws and most legislative materials be catalogued under jurisdiction and uniform title as evident below.

**Example 3:** LAWS of Bayelsa State, Federal Republic of Nigeria.

**Card format:**

Bayelsa State ..... Name of jurisdiction

[Laws etc] ..... Uniform title

Laws of Bayelsa State, Federal Republic of Nigeria.....Title proper.

The above will be followed by the under listed:

Statement of responsibility: The Law Revision Committee

Place of publication: Bayelsa State

Publisher: Lexis Nexis Butterworths

Date of publication: 2006

Pagination: v

ISBN:

Thesaurus terms: Statutes –Texts – Bayelsa State  
Laws – Bayelsa State

Added entries: Fekumo, G. O  
The Law Revision Committee

Classification number: ref. KP 15.N618L3 2006

Accession number:

This catalogue is however modified to suit the local conditions in law library, Niger Delta University. In doing this, the publication is catalogued as title entry as seen in the figure below.

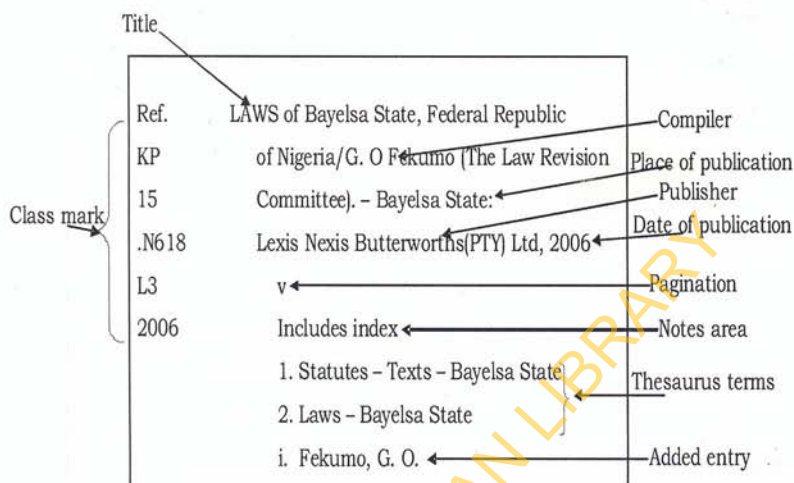


Figure 10, (Card for Laws of Bayelsa State)

Law reports are also primary sources which are catalogued like the laws. However, where reports are not collated by a reporter, the card is entered under the name of the court as evident in the example below:

**Example 4:** Federal Revenue Court Law Reports

Federal Revenue Court ..... Name of Court

Federal Revenue Court Law Reports...Title proper.

Where a law report has a reporter, it will be entered under the name of the reporter as in the title below.

**Example 5:** Supreme Court of Nigeria law reports/Gani Fawehinmi.

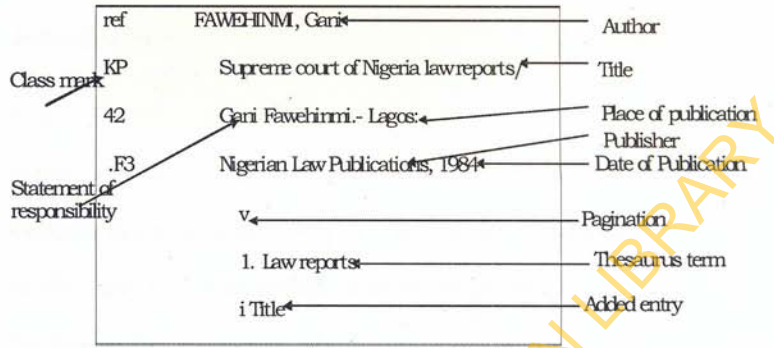


Figure 11 (Card showing Law Reports)

1. Author: Fawehinmi, Gani
2. Title: supreme court of Nigeria law report
3. Statement of responsibility: Gani Fawehinmi
4. Place of publication: Lagos
5. Publisher: Nigerian Law Publications
6. Date of publication: 1984
7. Pagination: v
8. Thesaurus terms: Law reports
9. Added entries: Title

10. Class mark: ref. KP 42.F3

UNIVERSITY OF IBADAN LIBRARY

## CHAPTER FIVE

### Cataloguing Legal Journals

#### Introduction

Legal journals are special materials in law libraries and like other serials, their life span is indeterminate. As a result, certain basic elements are applied in describing them. Adeyemi (2001) posited that serials will be described using the following bibliographic elements which include the 'main entry' statement of responsibility, edition, imprints, series or sub-series statement, collation, notes and International Standard Serial Number (ISSN) and these are further explained below.

- i. **Main entry:** journals or periodicals are entered under the title because of their changing nature e.g.  
'Arbitration: the international journal of arbitration, mediation and dispute management'.
- ii. **Statement of responsibility:** this include persons or bodies chiefly responsible for the publication of the work e.g.  
'Arbitration:/(Prof. Derek Roebuck (ed))'

- iii. **Edition Statement:** This title belongs to special group of editions e.g.

'The Chartered Institute of Arbitrators'

- iv. **Imprint:**

- Place: London
- Publisher: Sweet & Maxwell Ltd
- Date: 2007

- v. **Collation:** This includes the page numbers of the title e.g. 'iv, 146p'.

However, where the title is in volumes, the date and number of volumes are left 'open' with the use of hyphen [ - ] after the date for completion of the periodical as evident below.

'2007 - '

- vi. **Notes area:** This has to do with the volume of information as well as frequency of journal, language, variation in titles etc. e.g.

'Vol. 73, No. 1 (Annual).

- vii. **ISSN:** This refers to International Standard Serial Number given to the title e.g

Cataloguing of the title, 'Arbitration: the international journal of arbitration, mediation and dispute management' can be further explained with the figure below.

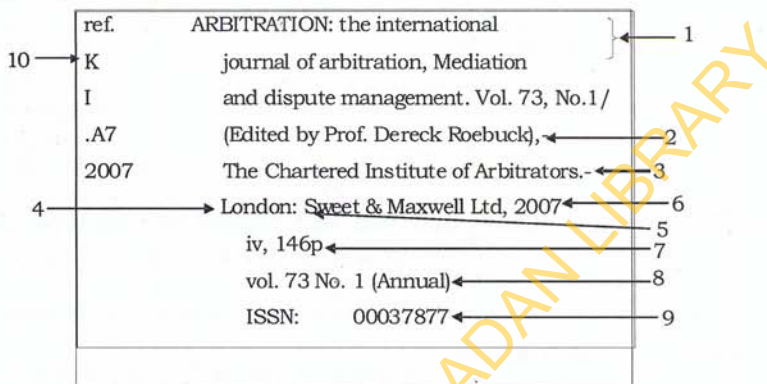


Figure 12 (Card for Legal Journal)

1. Title: ARBITRATION: the international journal of arbitration, mediation and dispute management.
2. Statement of responsibility: Roebuck, Dereck (ed)
3. Edition Statement: The Chartered Institute of Arbitration
4. Place of Publication: London
5. Publisher: Sweet & Maxwell Ltd
6. Date of publication: 2007
7. Pagination: iv, 146p.



8. Notes area: Vol. 73, No. 1 (Annual)

9. ISSN: 00037877

10. Class Mark: ref. K I .A7 2007

From the foregoing, it is evident that the description of journals are not very detailed as this entry does not contain the thesaurus terms and added entries associated with monograph entries. However, libraries could vary on the kind of details supplied for their entries and this will depend on the type of library and its cataloguing policy.

### **Classifying Legal Journals**

Legal journals are unique materials acquired and shelved in law libraries hence they are specially classified in such a way that accessibility is made easy and possible for library users.

Due to the unique features of legal journals, Moys Scheme provides that they be classified by the title e.g. A - Z while articles like 'A, AN, and THE' should be ignored if the titles start with any of the articles.

In addition, Moys provides a range of classification numbers in its schedule for organizing legal journals. This includes:

K I - K 28

K A I

## Nos. in Tables

In the schedule, Moys states that 'K I' could be used to place all journals regardless of the country of origin, legal logic etc., while K2 should be used to arrange journals by language or other criterion. Indexes to individual journals are to be placed together with the journals although this arrangement could be altered by individual law libraries to suit their local conditions, while journals containing law reports are to be treated as law reports if it deals more with law reports or, as journals if the focus is more of periodical publication.

A law library may adopt the 'K I' as a means of classifying all journal titles acquired or added to their collections. The 'K I' may then be followed with first three letters of the title, in capital letters before filing them alphabetically by title as evident in the examples below:

**Example 1**

Title: 'Arbitration: the International Journal of Arbitration, Mediation and Dispute Management'.

Classification number for the above title is evident below:

- K - Notation for journals and reference books
- I - Journals
- ARB - Arbitration: the international journal of arbitration,  
mediation and dispute management.

### Example 2

Title: 'Law and History Review'

Classification:

- K - Notation for journals and reference books
- I - Journals
- LAW - for Law and history review.

The need to easily and promptly locate or find the journal citation without the use of library catalogue makes it imperative for law libraries to place legal journals unclassified. The titles of many legal journals do not give any indication of the country of origin. Besides, classification by subject and jurisdiction will hinder access to the titles as, ease of finding journals is more

important to law students, teachers and practicing lawyers than subject classification.

In Law Library, Niger-Delta University also, the titles of legal journals form the basis for the classification of the journals. In this case, all alphabets are important in the classification process. All alphabets from A- Z have numbers allocated to it ranging from numbers 1 – 26. This is adequately accommodated in the Class K I – 28 in Moys schedule fourth edition. The classification numbers are arranged in the figure below:

Alphabets	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>
Nos.	1	2	3	4	5	6	7	8	9	10	11	12	13
Alphabets	<b>N</b>	<b>O</b>	<b>P</b>	<b>Q</b>	<b>R</b>	<b>S</b>	<b>T</b>	<b>U</b>	<b>V</b>	<b>W</b>	<b>X</b>	<b>Y</b>	<b>Z</b>
Nos.	14	15	16	17	18	19	20	21	22	23	24	25	26

Figure 13 (Class mark for legal journals)

All titles in legal journals start with any of the alphabets in the figure above, and each alphabet is given a number which represents the classification number for the title. According to Anglo-American Cataloguing Rules Two (AACR2), articles like ‘A, An and The’ should be ignored while considering the first alphabet in the title. To classify legal journals therefore, the cataloguer has to examine the title properly to ensure that the

right classification number is given to the journal as evident in the examples below.

**Example 3:**

Title: 'African criminal Law review'.

K – notation for journals and reference books.

I – substituted number for alphabet 'A'

.A33 – cutter number for the title after the first letter 'A'.

The classification number for the above title therefore, will be:

K I .A33

The classification mark will only be followed with the date of publication e.g (2008) that will be pasted on title. The date of publication will not be on the card since the library will continue to update the records in the library. Other examples of journal classification include the following:

**Example 4:**

Title: 'Journal of Law and Economics'

K – notation for journals and reference books

10 – substituted number for alphabet 'J'.

.J6 – cutter number for the second letter in the title.

2006 – Date of publication if necessary.

Class mark:      K10.J6 2006.

**Example 5:**

Title: 'Law and Philosophy'

K – notation for journals and reference books

12 – substituted number for alphabet 'L'.

.L3 – cutter number for the second letter in the title.

Date - if necessary.

Class mark:      K12 .L3

**Example 6:**

Title: 'Nigerian Contemporary Law Review '

K – notation for journals and reference books

14 – substituted number for alphabet 'N'.

.N5 – cutter number for the second letter in the title.

Date - if necessary.

Class mark: K14 .N5

**Example 7:**

Title: 'Yale Law Journal '

K – notation for journals and reference books

25 – substituted number for alphabet 'Y'.

.Y3 – cutter number for the second letter in the title.

Date - if necessary.

Class mark: K25 .Y3

## CHAPTER SIX

### Students Research Projects

#### Introduction

Students' projects are the outcome of students original research work after undergoing required course of study. The research work is conducted when the students are in their final year in school. As the research work are completed and submitted to the departments, a copy of each of the projects are sent to the library for use by readers as well as to serve as guides to other students conducting their researches.

As the projects arrive law library, they are organized and shelved so that users can have access to them. This is done by recording or keeping a file of all the project titles received in the library, putting ownership and accession stamps on them before cataloguing and classification of the titles are carried out.

#### Cataloguing Students' Research Projects

Research projects are special collections in law libraries. They have unique features which include the under listed:

1. They are primary sources which however does not emanate from government agencies or corporate bodies



2. They are unpublished
3. Collations are in leaves and not in pages because typing is done only on the side of a sheet.
4. Note area should include description of the degrees, issuing body and date of issue.

To catalogue students' research projects, standard bibliographic description is carried out. The description is based on detailed information derived from the projects itself. The description of students' projects include the following:

- i. **Access Points:** In this case, the name of the researcher is the access and this is written using the surname of the author in capital letters, followed by other names or initials. The author's surname is written in capital letters e.g.

'OSOMUKIE, Sorgwe

- ii. **Title:** The title of the work is written or starts on the third line under the name of the author e.g.

'OSOMUKIE, Sorgwe

Environmental claims: a critique...'

iii. **Statement of responsibility:** This comes next after the title of the work as it is described in monograph entries.

iv. **Imprint:** Research projects do not contain publication information as they are primary sources. The only information in this area is date of award which comes after statement of responsibility. e.g.

'OSOMUKIE, Sorgwe

Environmental claims: a critique.../

Sorgwe Osomukie, 2006.'

v. **Collation Statement:** This has to do with the description of page numbers. Students' research projects have prints only on one side of a sheet which makes it imperative for 'leaves' to be used instead of page numbers. The 'leaves' are represented with small letter (l) followed by other information as evident below:

viii, 70l:ill, (col.) fro coloured illustration'

vi. **Notes area:** This has to do with the kind of material, statement of the degree, issuing institution and year of award of the degree as indicated below:

'project (LLB). – Niger Delta University, 2006.

The foregoing completes the physical or bibliographic description of students' research work which is further illustrated in the figure below.

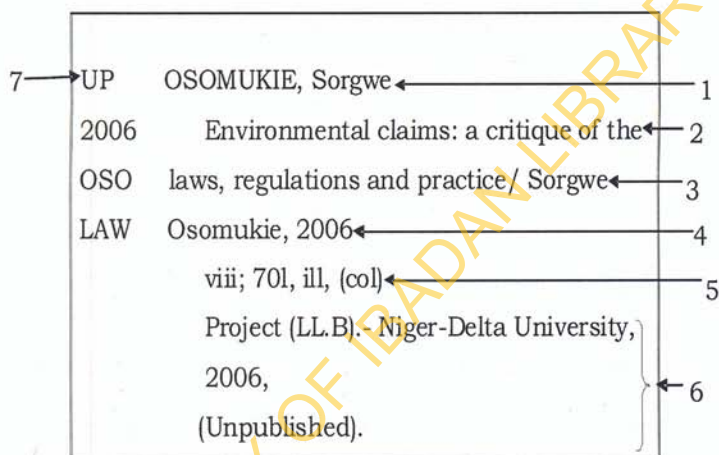


Figure 14: (card for Research Project)

1. Author: OSOMUKIE, Sorgwe
2. Title: Environmental claims: a critique of the laws, regulations and practice.
3. Statement of responsibility: Sorgwe Osomukie
4. Date of award: 2006

5. Pagination: viii; 70l., ill. (col).
6. Notes area: Project (LL.B).- Niger Delta University, 2006.  
(Unpublished)
7. Class mark: UP 2006 OSO LAW

Another example of catalogue entry for students' research project in Law Library, Niger Delta University is evident below.

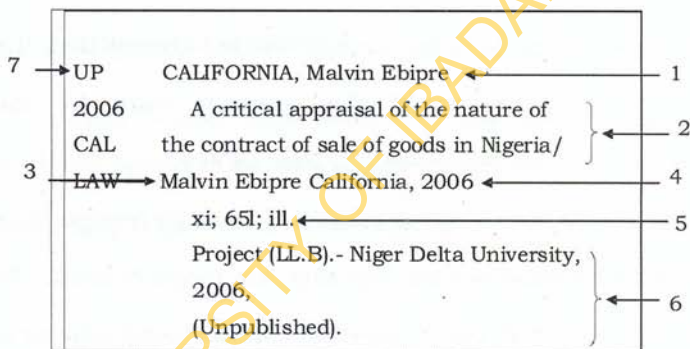


Figure 15: (Card for Research Project)

1. Author: CALIFORNIA, Malvin Ebipre
2. Title: A critical appraisal of the nature of the contract  
of sale of goods in Nigeria
3. Statement of responsibility: Malvin Ebipre California

4. Date of award: 2006
5. Pagination: xi; 65l., ill.
6. Notes area: Project (LL.B).- Niger Delta University, 2006.  
(Unpublished)
7. Class mark: UP 2006 CAL LAW

### **Classifying Students' Research Project**

Students' research projects are brought to Law Library from the Departments on approval of the research work by the Supervisors. They are processed and shelved in special locations in the Library and access to the projects is through request from library staff who must ensure that they are properly used. To classify this category of library materials, an in-house scheme is applied.

The scheme does not make provisions for subjects treated the work rather; it organizes students' research projects in a unique manner. That is, it recognizes the identity of the work i.e. 'Undergraduate Project (UP), year of award, first three letters of surname of the writer which should be in capital letters and, the location of the projects as evident in the examples below.

### **Example 1**

Title: Environmental claims: a critique of the laws, regulations and practice/Sorgwe osomukie

The above title will be classified below as:

UP – notation for undergraduate project

2006 – year of award

OSO – first three letters of the writer's surname e.g  
OSOmukie, Sorgwe

LAW – location of copy of the title.

### **Example 2:**

Title: A critical appraisal of the nature of the contract of sale of goods in Nigeria/Makvin Ebipre California.

This title will be classified below as:

UP – notation for undergraduate project

2006 – year of award

CAL: - first three letters of the writer's surname e.g

CALifornia, Malvin Ebipre

LAW - location of copy of the project.

Postgraduate research projects are processed using the same catalogue entry and in-house classification system as with undergraduate research projects. The difference is in the identity, as post-graduate research project is represented with letters 'PP' (Post-Graduate Project).

This is further explained in the example below.

### **Example 3**

Title: Legal aspects of oil and gas exploration and exploitation in Nigeria/Ogei Omoro.

The above title is classified below as:

PP – notation for post-graduate project

2006 – year of award

OMO – first three letters of the writer's surname e.g

OMOro, Ogei

LAW - location of copy of the project.

Post-graduate and undergraduate research projects are then shelved separately in the library to facilitate easy access to the project titles whenever they are needed by library users.

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## CHAPTER SEVEN

### Cutter Number

#### Introduction

The term cutter is taken from the names Charles Ammi Cutter (1837-1903), Two-figure author Table was devised by Charles in the closing years of the 19<sup>th</sup> century as an easy-to-use method of arranging books by author within a given class. The cutter two-figure table was later expanded, the cutter Three-figure Author Table, have been adopted and used by libraries throughout the world. In 1969, the Swanson-Swift revision of the edited and revised table issued under the title Cutter-Sanborn Three-figure. Author Table

#### What Cuttering is all about

The Cutter number or cutter, is a combination of letters and numbers that follows the class number and is preceded by a decimal point. This is not to be confused with the decimal number that may form part of the class number such as, (Tk 488.4). The cutter number is most frequently based on the first word of the main entry, usually the author's surname.

Examples include.

Where double cuttering is used, the second cutter is known as the book or author number cutter, while the first is alternately the subject or class cutter or, in the case of literature, the author cutter. Classification numbers may include a sub-arrangement consisting of a topical cutter. The topical cutter, or its initial letter, is supplied by the cataloguer.

In the shelf list and on the shelf, the cutter is the means by which an alphabetical arrangement of books is achieved. This alphabetical arrangement is based on the Library of Congress (LC) filing rules.

### Cuttering for Words

After determining the filing position of the work, use the following table to create the cutter. for example.

After initial vowels									
For the second letter:	b	D	l-	n	p	R	s-t	u-y	
Use number:	2	3	4	5	6	7	8	9	

**After initial letter S**

For the second letter	a	Ch	E	h-i	m-p	T	u	w-z
-----------------------	---	----	---	-----	-----	---	---	-----

Use number	2	3	4	5	6	7	8	9
------------	---	---	---	---	---	---	---	---

**After initial letter QU**

For the second letter	a	E	i	o	r	T	y
-----------------------	---	---	---	---	---	---	---

Use number	3	4	5	6	7	8	9
------------	---	---	---	---	---	---	---

**For initial letters QU-Qt**

Use numbers 2-29								
------------------	--	--	--	--	--	--	--	--

**After other initial consonants**

For the second letter	a	E	i	o	r	T	y
-----------------------	---	---	---	---	---	---	---

Use number	3	4	5	6	7	8	9
------------	---	---	---	---	---	---	---

**For expansion**

For the letters	a-d	e- h	i-l	m-o	p-s	t-v	w-z	
Use numbers	3	4	5	6	7	8	9	

Letters not included in the foregoing tables are assigned the next higher or lower number as required by previous assignments in the particular class.

The following examples illustrate the application of these tables

1. Names beginning with the letter S

Sabine .S15 Seaton .S4 steel .S7

Saint .S52 Shank .S45 Storch .575

Schaefer .S3 shipley .S5 Sturges .S8

Scheenel .S37 Smith .S6 Sullivan .59

2. Names beginning with the letters QU

Quabbe .Q3 Quick .Q5 Qureshi .Q7

Queener .Q4 Quoist .Q6 Quynn .Q9

3. Names beginning with other Consonants:

Carter .C3 Cinelli .C5 Crocket .C7 Cyprus .C9

Cecil .C4 Corbetter .C6 Croft .C73

Childs .C45 Cox .C65 Cullen .C8

4. Names beginning with Vowels:

Abernathy .A2 Ames .A5 Arundel .A78

Adams .A3 Appleby .A6 Atwater .A87

Aldrich .A Archer .A7 Austin .A9

Since the table provides only a general framework for the assignment of author numbers, it should be noted that the symbol for a particular name is constant only within a single class.

The LC classification removes the worry about how to specify book numbers. The rules are laid out in the system because it specifies almost complete call numbers. For book numbers they use simplified cutter numbers and a variety of indicators that show when books are collected works, commentaries, being ordered chronologically. etc. Their numberings are chosen to fit their shelving needs. The library of congress classification is a very close classification and if

numbers from either the Cutter-Sanborn or the Cutter three-figure table were used, many call numbers would be unnecessarily long. Therefore, the Library of Congress developed its own author number table to be used with its classification schedules.

### **Numerals**

Entries beginning with numerals are assigned an "A" cutter (A12-19) and numbered to precede all entries beginning with the letter A. If entries already in the file have been assigned documents numbers (e.g. A5 for the corporate heading United States) Cutter the numerals to file directly after those entries.

United States Local history – Mississippi

-Regions, Counties etc, A-Z e.g

L2 – Lafayette Country

F347 L2 D 33 1999

The pattern may vary when dates are involved. When types of date is not specified, use publication date.

A catalog of a Jackson Pollock exhibition published in 1999.

Painting – History – Special regions or countries

America – North America – United States

Special artists, A-Z P73 = Pollock Jackson A4 =  
Reproductions

Collections. By date including exhibition catalogs

ND 237 .P73 A4 1999

### **Successive Cutter Numbers**

Successive cutter numbers are a series of cutter numbers (C2, C3, C4) or decimal extensions of a cutter number (C24 .C25 .C26) in an established succession of order. They are generally used for the logical sub-arrangement of materials classed in the same number. You must supply the appropriate value for the variable X.

Example:

RA 988 Public aspects of medicine –Medical centers.  
Hospitals. Dispensaries, clinics – By region or country – Europe  
– Great Britain England – City A-Z.

London = L8 = X. In other words L8 is the value for the x  
variable

A book on London hospitals by Waddington

X General Works

L8 London

Cutter for book number

W33 Waddington

Call number R988 .L8 W33

A book on St. Bartholomew's Hospital in London by Waddington.

Special institutions by name A-Z

.X 2A - X 2Z (read as - X2 A-Z

.L82 London (expanded)

S323 saint Bartholomew's Hospital

Expand second cutter for book number S3237 Waddington

Call number RA 988 .L82 S3237

When adjusting/assigning cutters beyond the third character, or in any case where adjustment is needed, add digit(s) toward the center of the variable span-usually by adding 5-in order to leave room for future call numbers e.g.

.E3 .E35 .E355 .E4

Go slightly lower or higher as needed according to what you see in the catalogue and what you think might be added in the future. Avoid cutters over 8 characters the spine label



maximum, although 9 characters can be accommodated in a pinch – but if needed marking can put the rest of a long cutter on a second lines indented. Never end a cutter with a '1' or a 'o'.

### **Cutter numbers for Nigeria, regions and states**

Nigerian federation	.N6
Eastern Nigeria	.N61
Abia	.N612
Akwa Ibom	.N614
Anambra	.N616
Bayelsa	.N618
Cross River	.N6110
Delta	.N6112
East Central State	.N6114
Ebonyin	N6116
Enugu	N6118
Imo	N6120
Rivers	N6122

South Eastern State	.N6124
Mid-Western Nigeria	.N62
Bendel/Edo	.N622
Mid-Western State	.N624
Western Nigeria	.N63
Ekiti	.N632
Ogun	.N634
Ondo	.N636
Osun	.N638
Oyo	.N6310
Western State	.N6312
Northern Nigeria	.N64
Abuja (FCT)	.N642
Adamawa	.N644
Bauchi	.N646
Benue	.N648

Borno	.N6410
Gombe	.N6412
Jigaw	.N6414
Kaduna	.N6416
Kano	.N6418
Katsina	.N6420
Kebbi	.N6422
Kogi	.N6424
Kwara	.N6426
Nassarawa	.N6428
Niger	.N6430
North Central	.N6432
North Eastern	.N6434
North Western	.N6436
Plateau	.N6438
Sokoto	.N6440

Taraba	.N6442
Yobe	.N6444
Zamfara	.N6446
Lagos State/Lagos	.N65

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## CHAPTER EIGHT

### Use of Tables

#### Introduction

One major feature of the Moys classification scheme highlighted in the early chapter of this manual is the provision of tables which helps in the subject building process in order to arrive at the most specific and suitable classification for law materials. In other words, class notations are easily constructed for preferred and other jurisdictions with the use of tables. The eight tables in Moys classification scheme 4<sup>th</sup> edition provides for varying subjects which include the following:

Tables	Subject coverage
I	Primary materials (sources of law)
II	Secondary materials (subject of law)
III	Dates (provides a system of cutter numbers for arranging materials by date)
IV	Common law jurisdictions
V	Courts

VI	Special legal forms and topics
VII	Persons (natural or corporate)
VIII	Non – legal forms and treatments

From the foregoing, it is evident that the tables are explicit and therefore easy to use whenever necessary except for Tables I and II which like the index/thesaurus, are used for the determination of subjects of a document or text.

Tables I and II are mainly applied to class KP (own country) and to other jurisdictions where and when specified in the scheme.

### **Application of tables**

Moys scheme listed common law jurisdiction in classes KR-KW with numbers and letters against their names in the schedules e.g.

Egypt KR 501 -580 (B)

Mali KR 1751 -1800 (C)

Mauritius KR 3301 – 3320 (D) etc.

The letters allocated to the countries indicates the section of tables I and II to be used in classifying items. Therefore to apply the tables in classifying items in the above jurisdictions, Moys states that the numbers in the tables are not added to the numbers in blocks but rather substituted for the appropriate number in the block as evident in the examples below.

**Example 1**

Title: Administrative law in Egypt

Egypt – KR 501 – 580

Administrative Law (Table II B) – 32

Class mark – KR 532

You then cutter for the title before date of publication e.g. decimal, alphabet for the first letter of the title, and number representing the second letter of the title from the cutter table i.e. .A3.

The full classification number for the title include:

KR 532 . A3 2008.

**Example 2**

Title: Mali Constitution

Mali – KR 1751 -1800

Constitution (Table I C) 2.9

Class mark – KR 1752.9

This will be followed by cutter number for Mali i.e. (.M3) and date of publication as required by the rule.

The full classification number for the title include.

KR 1752.9.M3 2007.

**Example 3**

Title: Mauritius family law

Mauritius – KR 3301 -3320

Family law – (Table II D) 17.4

Class mark –KR 3317.4

When the cutter number for the title and date of publication is added, the full classification number will include.

KR 3317.4 .M3 2006.

In the index of jurisdictions Moys provided cutter numbers for geographical regions. However, the regions and states created after 1976 in Nigeria are not catered for in the scheme. Due to the shortcomings in Moys scheme and the universal acceptability and adoption of LC cutter number by all other



systems the world over, the geographical cutter table developed by library of congress is also adopted and applied in organizing law materials relating to Nigeria and its regions and states.

### **Use of Tables I and II to preferred jurisdiction (KP)**

Preferred jurisdiction refers to cataloguer's own country. This is represented with class KP and in this circumstance; it is used in classifying law materials which has to do with the Nigerian federation, regions and states in Nigerian. The KP class is very popular and most law libraries in Nigeria have adopted it in organizing their acquisitions to bring about uniformity in cataloguing and classification of law materials among various law libraries.

Moys scheme under preferred jurisdiction (own country), provides a range of numbers in Tables I and II to facilitate the arrangement or classification of law materials.

Under Table I (primary materials), sixty (60) units of numbers are provided in section 'A', section 'B' has twenty (20) numbers while section 'C' has ten (10) numbers.

Under Table II (secondary materials), section 'A' has one hundred and fifty (150) units of numbers, section 'B' has eighty (80) numbers, while section 'C' has fifty (50) numbers.

Classifying law materials using tables I and II under KP, the rule states that section 'A' of the two tables be applied to Nigerian Federation, section 'B' for regions in Nigeria while section 'C' is for various states in the country as indicated in the outline below showing the numbers assigned to jurisdictions, and sections of the tables applicable to them.

<b>Numbers</b>	<b>Jurisdictions</b>	<b>Sections of table I and II</b>
1-150	Nigerian Federation	A
151-230	Eastern Nigeria	B
231-280	Abia	C
281-330	Akwa Ibom	C
331-380	Anambra	C
381-430	Bayelsa	C
431-480	Cross River	C
481-530	Delta	C

531-580	East Central State	B
581-630	Ebonyin	C
631-680	Enugu	C
681-730	Imo	C
731-780	Rivers	C
781-830	South Eastern State	C
831-910	Mid-Western Nigeria	B
911-960	Bendel/Edo	C
961-1010	Mid-Western State	C
1011-1090	Northern Nigeria	B
1091-1140	Abuja (FCT)	C
1141-1190	Adamawa	C
1191-1240	Bauchi	C
1241-1290	Benue	C
1291-1340	Borno	C
1341-1390	Gombe	C
1391-1440	Jigawa	C

1441-1490	Kaduna	C
1491-1540	Kano	C
1541-1590	Katsina	C
1591-1640	Kebbi	C
1641-1690	Kogi	C
1691-1740	Kwara	C
1741-1790	Nassrawa	C
1791-1840	Niger	C
1841-1890	North central	C
1891-1940	North Eastern	C
1941-1990	North Western	C
1991-2040	Plateau	C
2041-2090	Sokoto	C
2091-2140	Taraba	C
2141-2190	Yobe	C
2191-2240	Zamfara	C
2241-2320	Southern Nigeria	B

2321-2400	Western Nigeria	B
2401-2450	Ekiti	C
2451—2500	Lagos State/Lagos	C
2501-2550	Ogun	C
2551-2600	Ondo	C
2601-2650	Osun	C
2651-2700	Oyo	C
2701-2750	Western State	C

In addition to the aforementioned, certain procedures are applied in classifying law acquisitions and this may vary from one law library to another. The procedures are explained with the aid of titles of primary and secondary materials as evident in the following examples.

## Primary Materials

### Example I

Title: Laws of the federation of Nigeria (LFN)

This title is simply classified as:

- KP - Own country
- 17 - Subject number Section A Table I.
- .N6 - Cutter number for Nigeria
- L3 - Cutter number for the title
- 2004 - Date of publication

Full classification number is KP 17.N6L32004.

### Example 2

Title: Laws of Mid-Western Nigeria

- KP - Own country
- 831-910 - Number range for the region
- 5.3 - Section B table 1
- .N62 - Cutter number for the region
- L3 - Cutter number for the title
- 1971 - Date of publication

To determine the actual subject number for the above title, the '1' in 831 is substituted with 5.3 in Table 1 (B) to arrive at 835.3.

The full classification number will then be: KP 835.3.N62L3 1971.

### Example 3

Title: Laws of Bayelsa State

KP	-	Own country
381 - 430	-	Number range for Bayelsa State
3.1	-	Section C Table I.
.N618	-	Cutter number for Bayelsa
L3	-	Cutter number for title
2007	-	Date of publication

To determine the number for the subject of the book, the '1' in 381 is substituted with 3.1 in Table I C. to arrive at 383.1.

The full classification number for the above title will include: KP 383.1.N618L3 2007.

An alternative method of classifying such title as provided in the index/thesaurus of Moys scheme 4<sup>th</sup> ed, is to classify laws or statutes of any state under 'KP' (own jurisdiction) using Table 1, Section A which is '15'. Then the geographical cutter number is added before cutter number for title and date of publication as indicated below:

**Example 4**

Title: Laws of Bayelsa State

- KP      - Own country
- 15      - Statutes (Table I A)
- .N618   - Cutter for Bayelsa
- L3      - Cutter for title
- 2007    - Date of publication

The choice of methods to classify law materials is dependent on the policy of any law library. At the Niger-Delta University law library for instance, the alternative method is adopted in the classification process. This method uses the subject number provided in 'Table I A' of Moys scheme in arranging library materials.



## Secondary Materials

Secondary materials are publications or items in law libraries which deals with subjects of law. To classify items in this category using KP (own country), the same procedure is adopted with that of primary materials (sources of law). The only difference is in the application of tables. A title on Nigerian law of torts by G. Kodilinye will be classified under KP using 'Table II A' as evident in the example below:

### Example 5

Title: Nigerian law of torts by G. Kodilinye

- KP - Own country
- 100 - Subject number in Table II A
- .K6 - Cutter for author
- 1996 - Date of publication

Full classification number is KP 100 .K6 1996.

Classifying the same title under a region in the country, Table II B will be applied. The number given in the table for the subject or thesauri is 41.

Number for Eastern Nigeria is 151 - 230

Number for tort in Table II B is 41.

This number is added to the number for the region above.

The number '1' in 41 is substituted

for the '1' in 151 to add up to 191

The subject number will be followed by geographical cutter number for the region. Next to the above, is cutter number for the author/title before date of publication i.e.

KP - Own Country

191 - Number for region plus subject in Table II B

.N61 - Geographical cutter number for Eastern Nigeria

K6 - Cutter for author

1996 - Date of publication

Full classification number is KP 191 .N61 K6 1996 while possible class mark is KP 191 .K6 1996.

When this same title is applied to state in Nigeria, the number in Table II C which is '27' will be used. For example

Number for River State is 731-780

Number for tort in Table IIC is 27 which is added to the number for the state. The '7' in 27 substitutes the 1 in 731 to add up to 757.

Geographical cutter number for the state is written next to the subject number.

The above is followed by cutter number for the author/title before writing date of publication i.e.

- |        |   |  |
|--------|---|--|
| KP     | - | Own Country                                |
| 191    | - | Number for region plus subject in Table II |
| C      |   |  |
| .N6124 | - | Geographical cutter number for the State   |
| K6     | - | Cutter for author                          |
| 1996   | - | Date of publication                        |

Full classification number is Kp 757 .N6124 K6 1996.

Possible class mark to the above title will involve the removal of geographical cutter number since the subject class includes the number for the state plus the number for subject in Table II C as indicated below.

KP 757 K6 1996.

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Accessed on 21st January, 2009

**APPENDIX**

**TABLE I: PRIMARY MATERIALS**

	A	B	C	D	E	F
	60 Nos	20 nos	10 nos	8 nos	Class 344	Class 349
Official gazettes	1	1	1	1	01	01
Parliamentary publications	2	2	2	.1	015	011
Upper house	3	.1	.1	.2	016	0111
Journal	4	.2	.15	.22	0162	0112
Debates	5	.3	.2	.223	0163	0113
Bills	6	.4	.3	.24	0164	0114
Lower house	9	3	.5	.3	017	0116
Journal	10	.1	.55	.32	0172	01165
Debates	11	.2	.6	.33	0173	0117
Bills	12	.3	.7	.34	0174	0118
Committees, A-Z	13	.4	.8	.35	0175	0119

				.35		
Legislation						
Constitutions	14	.9	.9	.9	02	012
Statutes						
Collections, by date	15	4	3.1	2.1	021	0121
Annual, sessional	16	5	.2	.2	022	0122
Private, local, personal	17	.3	.3	.3	0223	01223
Emergency legislation	4	.4	.4	.4	0224	01224
Indexes, tables	18	6	.6	.6	023	0123
Subordinate legislation						
Collections, by date	20	7	4.1	3.1	03	013
Annual, sessional	21	8	.2	.2	032	0132
Indexes, tables	22	9	.3	.3	033	0133
Codes (annotated codes may be placed with the subject, using table II)						
Collections	24	10	5	4	04	014
Civil	25	.1	.1	.1	041	0141
Civil procedure	26	.2	.2	.2	042	0142
Commercial	27	.3	.3	.3	043	0143
Criminal, penal	28	.4	.4	.4	044	0144

Administrative	29	.5	.5	.5	045	0145
Legislation						
Codes						
Social, labour etc	30	.6	.6	.6	046	0146
Financial, taxation etc	31	.7	.7	.7	047	0147
Others, by subject, A-Z	32	.8	.8	.8	048	0148
Local legislation						
Counties, department etc, A-Z	34	12	6	.9	05	015
Cities, towns, etc, A-Z	35	.5	.5	.95	055	0155
Administrative and executive publications					060	016
Attorney-genera, etc	36	13.1	7.1	5.1	060	0161
Other government department A-Z	37	.2	.2	.2	062	0162
Ad hoc commissions, committees etc.	38	.3	.3	.3	063	0163
Law reports					07	02
Early reports (dates vary with jurisdiction)	40	14	8.1	6.1	071	0201
Modern report All, or several courts, by title A-Z	41	15	.2	.2	072	0202



Single courts, or special subjects, by title, A-Z	42	.2	.25	.25	073	0203
State trials	43	.3	.3	.3	074	0204

Individual cases (for arrangement see note at KF72)	45	16	.5	.5	075	021
Administrative decisions					08	022
Collections	47	17.1	9.1	7.1	081	0221
By department, A-Z	48	.2	.2	.2	082	0222
Digest etc.						
(place material relating to a particular series of reports with the reports)						
Historical digests	50	18	10	8	09	025
Modern digests	51	19	.5	.5	0.95	26

Treaties (texts) (alternative to KC12)	(59)	(.8)	(.8)	(.8)	(098)	(028)
Journals (alternative to K1)	(60)	(20)	(10.9)	(8.9)	(099)	(029)

**TABLE II: SUBJECTS OF LAW**

	A	B	C	D	F
	90 nos	60 nos	40 nos	12 nos	Class 349
Primary materials see table 1	1-60	1-20	1-10	1-8	01-02
Legal system	61	21	11	9	03
Bibliography (alternative to K30-76)	(61.1)	(21.1)	(11.6)	(9.01)	(0301)
Customary law	62	22	12	.1	0302
By tribe etc, A-Z	.5	.5	.5	.2	0303
Special subjects, A-Z	.9	.9	.9	.29	0305
Legal dictionaries	63	23	13	.3	0307
Legal profession	64	24	14	.4	031
Law offices, business organization	.5	.5	.3	.45	0315

associations	.8	.8	.4	.48	0317
Legal education	65	25	.5	.5	0318
Legal research, law reform	66	26	.9	.9	0319
Administration of justice	68	27	15	10	032
courts	69	.2	.2	.2	0322
Court management	.2	.22	.22	.22	03222
Judiciary	.5	.25	.25	.25	03225
Legal offices	.7	.27	.27	.27	03227
Juries	70	.4	.4	.4	0324
Legal aid	71	.6	.6	.6	033
Statistics	72	28	16	.8	034
Legal history	74	29	17	11	035
<i>Special subjects, A-Z</i>	75	30	18	.5	038
Constitutional law	77	31	19	12	04
<i>Special aspects, A-Z</i>	.5	.1	.1	.05	0405
Executive	78	.2	.2	.1	041
Legislature	79	.4	.4	.2	042
Nationality	80	.6	.6	.3	043
Civil rights	81	.8	.8	.4	044
Equal opportunities	.5	.85	.85	.45	0445
Administrative law	82	32	20	.5	045

Government	83	.2	.2	.6	046
Government departments,	.2	.22	.22	.62	0462
Public administration					
Civil service	.3	.23	.23	.63	0463
Public finance	84	4	44	.7	047
Taxation	.5	.5	.5	.72	0472
<i>Other government regulations</i>	85	.6	.6	.75	0475
Local government	86	.8	.8	.8	048
Military law	87	.9	.9	.9	049
Criminal law and procedure	90	33	21.	13	05
<i>Classification of crimes</i>	.2	.2	.2	.02	0502
Criminal liability	.3	.3	.3	.03	0503
Crimes, A-Z	91	34	22	.2	052
Law enforcement	92	35	.5	.5	055
Police	.2	.2	.52	.52	0552
Criminal records	.4	.4	.54	.54	0554
Criminal procedure	93	36	23	.9	059
Sentences	.2	.2	.2	.92	0592
Evidence	.4	.4	.4	.94	0594
Witnesses	.5	.5	.5	.95	059
Prison law	(94)	(.9)	(.9)	(.99)	(0599)

(Alternative to Appendix)					
Private (i.e. civil) law	95	37	34	14	06
Conflict of laws (alternative to KC2010-45/341.9)	(95.5)	(37.5)	(24.5)	(14.5)	(061)
Obligations	96	38	25	15	062
Contract	97	39	26	.2	063
Special aspects	98	.2	.2	.22	
Agency	99	40	.4	.4	064
Tort, delict	100	41	.27	.6	065
Negligence	5	.1	.1	.7	066
Special aspects	101	.2	.2	.9	069
Property	103	42	28	16	07
Real propert	104	43	29	.2	071
Land tenure,	105	.2	.2	.3	0711
Conveyancing					
Natural resources, <i>Energy</i>	106	.6	.4	.31	0712
Landlord and tenant	107	44	.6	.32	0713
Environmental law	.2	.2	.7	.34	0714
Planning	.25	.25	.71	.35	0715
Environmental health,	.4	.4	.8	.36	0716

<i>Pollution</i>					
Agricultural law	.6	.6	.9	.38	0718
Personal property	108	45	30	.4	072
Intellectual property	109	46	.2	.5	0725
Inheritance and succession	110	47	31	.6	073
Persons names	113	49	.2	.1	0751
Corporate personality	114	50	33	.2	0752
Family law	116	52	35	.4	076
Marriage	117	53	.2	.42	0762
Reproduction, fertility	.2	.2	.22	.43	0763
Special aspects A-Z	.3	.3	.23	.44	0764
Divorce etc	.4	.4	.24	.45	0765
Cohabitation etc	.6	.6	.26	.46	0766
Domestic violence	.7	.7	.27	.47	0767
Children, young persons	118	54	.4	.48	0768
Child welfare	.5	.5	.45	.49	0769
Social laws	120	56	36	.5	077
Social services, social Security	121	.2	.2	.52	0772
Community care, homelessness	.5	.5	.3	.53	0773

Education	122	57	.4	.54	0774
Libraries, public records etc	.5	.5	.5	.55	0775
Public health, medical law	123	58	.6	.56	0776
Food	.3	.3	.63	.563	07763
Industrial law	124	59	37	.6	078
Equity, trusts	126	60	38	.18	079
Commercial law	127	61	39	.19	08
Company law	128	62	40	.1	081
Partnership	129	.2	.2	.15	0815
Monopolies, competition	130	63	.6	.2	082
Industries A-Z	131	64	.8	.3	083
Sale of goods, consumer protection	132	65	41	.4	084
Insurance (except marine)	133	66	42	.5	085
Finance, banking	134	67	43	.6	086
Financial services	.5	.5	.5	.65	0865
Bankruptcy, insolvency	135	68	.9	.69	0869
Transport					
Roads, railways	136	69	44	.7	087
Air law	137	70	.5	.75	0875
Maritime law	138	71	45	.8	088

Salvage, marine insurance	139	72	.2	.82	0882
Fisheries	140	73	.4	.84	0884
Communications	141	74	46	.9	089
Media law, censorship	142	75	.5	.92	0892
Computer law	143	.5	.7	.95	0895
Procedure (general and civil)	144	76	47	20	09
<i>Special aspects, A-Z</i>	145	.2	.2	.1	091
Pleadings	146	.4	.4	.2	092
Evidence	147	77	48	.3	093
Witnesses	.3	.3	.3	.33	0933
<i>Special aspects, A-Z</i>	.9	.9	.9	.39	0939
Arbitration	148	78	49	.4	094
Judgments	.9	.9	.9	.49	0949
Remedies	149	79	50	.5	095
Execution	.5	.5	.5	.55	0955
Costs	150	80	.9	.6	096



**TABLE III: DATES**

1800	shown as	.E00
1909	shown as	.F09

.A00-.A99 represents AD 1400-1499 Notes: 1.

This table provides a system of 'Cutter' numbers for arranging material by date. It should be used where specified, and may be used elsewhere if desired. It can be used for any materials produced after 1400 AD. If it is necessary to arrange earlier works by date, the full date should be used instead of a 'Cutter' number.

2. Each date symbol consists of a letter representing the century, and the last two digits of the actual year e.g.

1642 is shown as .C42

.B00-B99 " AD 1500-1599

.C00-C99 " AD 1600-1699

.D00-D99 " AD 1700-1799

.E00-E99 " AD 1800-1899

.F00-F99

“

AD 1900-1999

.G00-G99

“

AD 2000-2100

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**TABLE IV: COMMON LAW JURISDICTIONS**

19	I no. or	
Number	Cutter no.	
1	.A1	England
1.5	.A15	Wales
2	.B2	Scotland
3	.C3	Ireland (as a whole)
4	.C4	Northern Ireland
5	C5	Republic of Ireland
6	.D1	Isle of Man
7	.E1	Channel Islands
8	.E2	Jersey
9	.E3	Guernsey
10	.F1	Canada
11	.F2	Provinces, A-Z
12	.G1	United State
13	.G2	States, A-Z
14	.H1	West Indies, A-Z
16	.K1	Australia
17	.K2	States, A-Z
18	.L1	New Zealand

19

.M1

Commonwealth generally

Optional number for use in common law jurisdictions:

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19.5

.N1

European communities

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## TABLE V: COURTS

Example, both historic and current, are given for the British Isles, Other jurisdictions will need to insert their own courts as required.

10	1	
Nos.	No.	
1	.X1	Supreme courts, appeal courts Superior courts Courts of Appeal Civil Division Court of Criminal Appeal Court of Sessions (Scotland) High Court of justiciary (Scotland) House of Lords Judicial Committee of the Privy Council Supreme Court
2	.X2	Constitutional courts
.5	.X25	Administrative courts Crown office
3	.X3	Courts with both criminal and civil jurisdiction Queen's Bench division Sheriff Court (Scotland)

- 4 .X4 Criminal courts
- .1 .X41 Higher  
Queen's Bench Divisional Court
- .2 .X42 Lower  
Crown courts  
Circuit Court (Ireland)
- .3 .X43 Summary jurisdiction  
Magistrates' Courts  
District Courts (Scotland, Ireland)  
(class here general works on Magistrates' Courts)
- .4 .X44 Traffic courts
- .9 .X49 Other special, A-Z
- 5 .X5 Civil courts
- .1 .X51 Higher  
Higher Court  
District Registries  
Queen's Bench Division
- .2 .X52 Lower  
County Courts  
Circuit court (Ireland)
- .3 .X53 Magistrates' Courts etc

.9	.X59	Others, A-Z e.g. .C6 Common Pleas
.6	.X6	Equity courts, chancery courts Chancery Division
7	.X7	Family courts Family Division Divorce division
.1	.X71	Juvenile courts
.6	.X76	Probate courts
8	.X8	Commercial courts Official referees
.1	.X81	Admiralty courts, prize courts High court of Admiralty
.3	.X83	Bankruptcy courts
.6	.X86	Industrial courts National industrial Relations Court
9	.X9	Others, by key word, A-Z, e.g. .P2 Patents Country Court .S5 Small claims courts

**TABLE VI: SPECIAL LEGAL FORMS AND TOPICS**

.Z1	Sources, texts
.Z11	Legislative bills
.Z2	Legislative proceedings
.Z14	Statutes
.Z16	Codes
.Z18	Subordinate legislation
.Z2	Casebooks
.Z3	Forms, precedents
.Z4	Jurisdiction
.Z43	Capacity
.Z45	Liability
.Z5	Formation (of agreements etc)
.Z53	Amendments, alteration, revision, reform
.Z55	Termination
.Z6	Parties
.Z61	Prosecutors, plaintiffs
.Z62	Defendants, defence lawyers
.Z63	Personal representatives
.Z64	Joint parties
.Z65	Third parties



.Z66	Government etc
.Z7	Actions
.Z71	Procedure, trial practice, litigation
.Z72	Court rules
.Z75	Arbitration
.Z8	Remedies, damages etc.
.Z9	Sentences, decisions, compensation
.Z92	Enforcement, compliance

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## TABLE VII: PERSONS

Note: This table may be used for legal capacity, liability etc. of natural or corporate persons at any place in the schedules, whether specified or not.

10	1	
Nos	No.	Natural person
1	.Q1	By age
.1	.Q11	Children
.2	.Q12	Young persons
.3	.Q13	Age of responsibility, age of majority
.4	.Q14	Adults
		Old people, retirement age
.6	.Q16	
2	.Q2	By sex
.1	.Q21	Males
.2	.Q22	Females
.3	.Q23	Homosexuals
3	.Q3	By family relationship
.1	.Q31	Single persons
.2	.Q32	Married persons
.3	.Q33	Separated, divorced
.4	.Q34	Widowed
.5	.Q35	Remarried

- .6 .Q36 Parents, grandparents, ancestors
- .7 .Q37 Descendants
- .8 .Q38 Siblings
- .9 .Q39 Others, A-Z, e.g.
- .G8 Guardians
- .S8 Step-parents/children
- 4 .Q4 Minorities, special groups
- .1 .Q41 National groups
- .2 .Q42 Immigrants, refugees
- .3 .Q43 Races, aboriginals
- .4 .Q44 Linguistic, cultural
- .5 .Q45 Religious groups
- .9 .Q49 Others
- 5 .Q5 Disadvantaged person, disabled persons
- .1 .Q51 Physical handicapped
- .2 .Q52 Mentally handicapped, mental patient
- .3 .Q53 Insane person
- .4 .Q54 Addicts

**TABLE VII: PERSONS**

10	1	
Nos	No	
		Natural person (continued)
5	.Q5	Disadvantaged persons
.5	.Q55	Economically handicapped
.6	.Q56	Illiterates
.8	.Q58	Slaves
6	.Q6	By occupation, profession etc A-Z, e.g. .A1 Accountants .N8 nurses
7	.Q7	Others, A-Z e.g. .e9 Ex-servicemen .P4 Peers
		Corporate persons
8	.Q8	Official bodies
.1	.Q81	International bodies
.3	.Q83	Governments, government departments
9	.Q9	Non-official bodies
.2	.Q92	Business associations
.4	.Q94	Other associations, e.g

		Unincorporated associations
.5	.Q95	Clubs, friendly societies
.6	.Q96	Voluntary organizations
.7	.Q97	Trade unions, trade associations
.8	.Q98	Professional associations (for legal profession Use KL-50-120 or Table IA: 64
.9	.Q99	Others, e.g. Freemasons

## TABLE VIII

### NON-LEGAL FORMS AND TREATMENTS

.001	Journals
.002	Reference books
.0021	Bibliographies
.0022	Directories
.0023	Dictionaries, encyclopedias
.0024	Statistics
.003	Associations
.004	Conferences, symposia, collections, festschriften
.005	Research etc
.0051	Drafts, working papers
.0052	Reports (not Law reports)
.0055	Theses
.006	Biography
.007	Historical treatment
.008	Comparative treatment
.0085	Elementary treatment, e.g. school textbooks
.009	Non-printed material
.0091	Manuscripts

- .0095            Microforms
- .0098            Audio-visual materials
- .0099            Computer applications and methodology

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There is a vacuum in librarianship which the text, *Cataloguing Law Materials: A Practical Guide for Law Libraries*, has been designed to fill. Among other things, it adequately addresses the organization of a law library in such a manner that law materials are easily sorted, sought and found when needed for use.

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