DDC Mapping Guidelines

Renardus D7.4

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Summary

These guidelines aim to support the work of the staff carrying out the practical DDC mapping in the EU project Renardus. All background information is provided in the DDC Mapping Report [Ref. 1].
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## Glossary

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<tr>
<td>CARMEN</td>
<td>Content Analysis, Retrieval and MetaData: Effective Networking</td>
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<td>CORC</td>
<td>Cooperative Online Resource Catalog</td>
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<td>DDC</td>
<td>Dewey Decimal Classification</td>
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<td>OCLC</td>
<td>OCLC Online Computer Library Center, Inc.</td>
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1 Introduction

Please read these guidelines in close connection with the DDC mapping report, the OCLC DDC agreement, and the CORC help system. Make sure that your browsing structure is suitable for the mapping process (see point 6).

These guidelines are a short version of our advice and decisions related to the practical work. They will not contain any argumentation or reasons for the decisions. For these principles please consult the report [Ref. 1].

The common style for these guidelines is:

First line: Problems (P) and/or questions (Q)
New line: Advice/answer (A) or decision (D)
Comments: [in italic style]

We expect changes and additions to these guidelines to be made throughout the lifetime of the Renardus mapping effort.

2 Sources and tools

a) The Renardus CARMENx tool [Ref. 2]:

- Adapted local classification system or local browsing structure
- Adapted enhanced DDC provided by WP 2
- Mapping information

b) Local Subject Gateway:

- Local classification system or browsing structure
- Contents of each local class

c) CORC system (OCLC) [Ref. 3]:

- Web Dewey
- Resource Catalogue/CORC database

d) Preliminary Renardus Browsing Pages [Ref. 4]

e) Definition of the mapping language, mapping issues (chapters 6 and 7 of the *DDC Mapping Report) [Ref. 1]
3 Workflow

**Main mapping steps** for one full working circle regarding a single pair of classes:

**I.** Open the Renardus CARMENx tool, login into the CORC system and open the Web Dewey interface.

**II.** Decide which local class you want to start with. Start at a rather deep level in your local classification with a class where it seems easy to find a good equivalent in the DDC. Check the intended content of your local class by browsing the hierarchical environment.

**III.** Try to identify a class in the DDC which is as equivalent as possible:

   a) Go into the browse part of Web Dewey and select "Relative Index (KWIC)".

   b) Take a specific word or phrase from the caption representing the local class.

   c) Look through the whole sequence of relevant hits and make notes about good candidates among the DDC classes, use the page down and up function for further exploration.

   d) Take alternative terms and synonyms to the words or phrases from your local caption and repeat the same action.

   e) If you do not find relevant hits or if you could imagine more candidate classes in the DDC look at the same terms in the search part of Web Dewey. Select the option "all fields". This is to avoid missing DDC classes.

   f) Take the candidate class that seems to be the central one and start the following exploration: Take the DDC notation of the first candidate class and go back to the browse part of Web Dewey and select "Dewey Numbers (with captions)" and start the browsing. Check the content of the class by looking at the DDC hierarchy above and the subclasses below, if necessary in several DDC levels. If this candidate is relevant continue to **IV.** If not, go back to **III, f** with the next candidate class.

**IV.** Select the pair of classes chosen in the two windows of the Renardus CARMENx tool.

**V.** Decide what the mapping relationship between the two classes is. Look at the five alternative relationships (cf. the report [Ref. 1] or the mapping relationship illustration [Ref. 5]), their definitions and the illustration. Start looking at the fully equivalent situation, then investigate the true subset situation (broader, narrower) and finally consider the overlapping alternatives. Only one relationship is possible for a given pair of classes. **Keep in mind** that the relationship describes a mapping relationship from the DDC to the local class!

- If you select fully equivalent then no one of the two classes involved can have any other mapping relationship to any other class.

- In case of a true subset situation the class being the subset will not have any further relationships: In case of a narrower equivalency the true subset is here the local class and it
has no further relationships to other DDC classes. In case of a broader equivalency the true subset is here the DDC class and it has no further relationships to other local classes.

- In case of an overlap situation most probably you need to find further relationships from both involved classes. The degree of overlap (major, minor) is related to the full content of the DDC class.

If it is difficult to decide upon the intended content of the two involved classes check real resources belonging to each of the classes (in CORC with respect to your local gateway).

The number of resources does not play any role in this context.

Remember that there might be errors in the praxis of the classifiers.

It might be possible that catalogued resources do not yet represent parts of the intended content of the class.

Decide what the correct relationship between the classes is and select it in the mapping part of the Renardus CARMENx tool.

VI. Add the URL of the local class chosen (the directory of the class in your gateway or the URL gathering all records from this class) to the mapping information.

VII. If needed add notes and annotations to the respective box of the mapping information (this is only to assist your own future work).

VIII. Click on the "create" button.

IX. Follow the same procedure (III - VIII) for all the other candidate DDC classes

[The following steps X-XIII are introduced here for efficiency reasons to take care of the exploration effort already done in the environment of the DDC class. We are, however, mapping the DDC classes to the local ones.]

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X. Check if the next subdivision(s) in the DDC can be mapped to your local system and repeat steps III-IX.

XI. Check if neighbouring classes at the same level in the DDC can be mapped to your local system and repeat steps III-IX.

XII. Check if the class in the DDC hierarchy immediately above can be mapped to your local system and repeat steps III-IX.
XIII. Find out if parts of the content of your local class need to be mapped to other DDC classes. If the relationship was full equivalence this step is not necessary, in the overlap situation the step is practically always required.

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[Repeat this full working circle with the next local class]

4 Specifics of the usage of DDC in Renardus

1.

**Q:** Can we adapt the DDC structure to apply:

a) strict logic and hierarchy,

b) European content, or

c) the real content of the Renardus subject gateways?

**D:** No. Please list areas where you see an important need for change and announce them to the DDC Core group.

2.

**P:** My specialised classification is more fine-grained than the DDC in a certain area.

**D:** Please announce this to the core group and make a note in the related mapping information.

3.

**Q:** Can captions of DDC classes be changed?

**D:** Adaptation to European vocabulary is possible, provided the content of the class described with the new vocabulary remains basically the same. Please announce a wish for changed captions to the core group.
5 Mapping Methods

5.1 Depth of mapping at both sides: the DDC and the local systems

1.

Q: Should the classification systems used in the originating Subject Gateways be mapped in their full depth to the common DDC cross-browsing system?

D: The mapping for the top levels of the local gateways should be finished first. Then you should work your way down the local hierarchy in a balanced way.

D: Only local classes containing more than two resources shall be mapped. Mappings might be added or removed from Renardus at a later stage, in case the number of resources increases or decreases.

2.

Q: How deep can I map in the DDC?

D: As deep as necessary in order to map to an equivalent class (cf. Report [Ref. 1] Ch. 6).

3.

Q: Should class contents too specific to be mapped to the DDC at an equivalent level be mapped to a higher level class?

D: No.

4.

P: My gateway's resources are classified directly using the full DDC.

D: You need to map your local classes as applied in the browsing structure, not the individual resource classifications. As long as your gateway uses the DDC structure to organise the browsing pages this is straightforward. Otherwise, consult the core group for advice.

5.2 Local classes which contain both generalities and specialities

1.
Q: What should be the mapping principle if a local class consists of both general resources and many specific resources in a subject area?

D: If not too many subcategories in DDC are involved, with several special related records in the local class, mappings from these subcategories to the more general local class might be necessary. Otherwise the local gateway should be advised to further subdivide the general class before the mapping is done.

2.

Q: Should a more specific subclass in DDC be mapped to a more general class in the local system?

D: Normally not if a higher class in the same branch of DDC is mapped to this class. An exception is when some of the subclasses in DDC are mapped to other parts of the same local system or to other gateways.

3.

Q: Should a higher level DDC class be mapped to both the equivalent local class and all its subclasses?

D: No.

5.3 Exclusion of non-topical classes (auxiliary tables)

1.

Q: Should document types be expressed in the DDC classification?

D: No. This belongs to document type metadata. Classify only the topic of the resource.

2.

Q: Should I express language subdivisions (e.g. an author writing in German language)?

D: No. Use only DDC classes from the main tables shown in the mapping tool.

5.4 Number of allowed mappings

1.

Q: Is there an upper limit of how many times a class can be mapped to related classes?
D: We recommend that no more than four mappings be assigned from a given DDC class to local classes at one gateway. However, local classes that are far broader than DDC classes at a reasonable browsing level may however need to exceed the number of four mappings from the DDC.

5.5 Mapping relationships

1. 

Q: In what direction is the mapping relationship expressed?

D: The mapping relationship is expressed in one direction only, from DDC to the local class (or classes).

6 Recommendations to partners regarding their local classification systems and principles

1. 

Q: Do I need to change my gateways local classification praxis?

A: Please investigate the need for improvements or changes, if possible, already before the start of your mapping work.

2. 

Q: What are potential areas of improvements?

A: introduce IDs and notations to home-grown systems,
remove non-topical stuff from the main browsing structures,
correct logical errors and errors related to classification rules,
correct inconsistencies in the structures and classification praxis,
change the level of granularity of the local classification,
discuss any changes with the core group.

7 Quality control and co-ordination of the mapping work

1.
Q: How can my mapping be made consistent with other gateways mapping from the same DDC classes?
A: Gateways that have important subject overlaps should attempt to co-ordinate their work and be aware of other outcomes. Hopefully the mapping tool will assist in this effort.

2.

Q: Is any further evaluation taking place?
A: You should evaluate the outcome of the mapping with experts in your subject field, classification staff and users.

8 Update of the mapping

1.

Q: When do I need to change my mappings?
A: When your gateway changes and/or extends its browsing structures and classification policy. Also when you need to correct errors and inconsistencies.

9 References

1. DDC mapping report: http://www.sub.uni-goettingen.de/ssgfi/reynard/wp7/d7.4/report/d74-v01.htm [password restricted]
2. Renardus CARMENx Tool: http://euler.sub.uni-goettingen.de/renardus/ [password restricted]
3. CORC (including Web Dewey): http://purl.oclc.org/corc/ukstable [password restricted]