GLOSSARY OF TERMS USED

Alternatives:

explicit provision of more than one location for a classification in E.C.

Analytic-Synthetic Classification:

a classification which represents a subject by analysing it into its fundamental constituent elements and synthesising a class symbol for the subject out of these elements linked by appropriate connecting symbols. A scheme of classification which admits of facet analysis provides rules for the arrangement of facets, provides schedules for different kinds of facets need in diverse-subjects, provides connecting symbols and admits of the synthesis of Basic Class and the Isolate Numbers of a subject into its Class Number.

Array:

the set of mutually exclusive classes derived from the application of one specific principle of division (e.g. the age of persons; the latitude of geographical areas).

Auxiliary Schedules:

tables of classes not to be used on their own but only to qualify classes in the main schedules. Such classes reflect frequently occurring concepts (e.g. place, period, language, form) and are given separately as an economy in scheduling.

Chain index:

an alphabetical index to a classification schedule or to a classified file in which the citation order of the elements in each heading is governed by the position they have in the citation order of the classification.

Chain procedure:

a method for determining the citation order of the elements in the heading of an alphabetical or list by the position they have in the citation order of a given classification.

Citation order:

the order in which the order in which the constituent terms of a heading (classified or alphabetical) are taken.

Classification:

the operation of recognising classes and organizing them in a systematic sequence to form a classification scheme.

Classification scheme:

a set of terms representing classes, organized systematically according to the relations between them.

Classificationist:

one who designs a classification scheme.

Classifier:

one who applies a classification scheme and assigns class marks to documents.

Class mark:

an ordinal symbol representing a class in a classification scheme and applied to documents and records in order to facilitate their arrangement according to that scheme.
Collection:

bringing classes together according to the degree of their affiliation.

Common facets:

facets occurring in all or most classes.

Compound class:

a class formed by the intersection of two or more classes from different facets or different arrays of the same main class.

Coordinate class:

classes of equal status in a hierarchy so that neither can be said to be subordinate or superordinate to the other such classes may be mutually exclusive classes from the same array, or classes from different arrays in the same facet.

Decreasing concreteness:

a citation order favoured by Ranganathan in the form of five fundamental categories cited in the order: Personality, Matter, Energy, Space, Time.

Enumerative classification:

a classification scheme which enumerates a substantial number of compound classes as well as elementary classes. Historically, enumerative classifications do not provide fully hospitality because their notation lacks comprehensive provision for synthesis.

Expressive notation:

notation which, in addition to performing the primary function of showing the relative position of the classes represented, also shows to some degree the relationships between these classes.
Facet:
within a given class the total set of subclasses produced by the application of one broad principle of division; e.g., in Agriculture, division by the principle of place gives subclasses such as England, USSR, deserts etc. The total set of such classes constitutes the place facet of the Class Agriculture.

Facet analysis:
the act of assigning terms to their particular facets, either in the compilation of a classification scheme or in the translation stage of practical classification.

Facet indicator:
a symbol in a classmark signally the appearance of a term or concept from a particular facet.

Faceted notation:
a notation, invariably synthetic designed to implement fully the requirements for order in a faceted classification — that is providing hospitality to all compound classes in the correct order demanded by the scheme.

False Drop:
(1) citation that does not pertain to the subject sought. An alien usually in a manipulative or coordinate index. (2) An irrelevant reference made in indexing documents for concept co-ordinate indexing.

Hierarchy:
(1) an ordered set of classes showing relations. (2) an ordered set of classes showing subordinate and coordinate relations, whether these are generic or not.

Hospitality:
that quality of notation whereby it accommodates new classes and all possible compounds of existing classes.
Index:

a guide to the location of information.

Integrative levels:

a principle for showing relationships between entities which may be used as a principle underlying the filing order of entities in a classification scheme. Entities reflecting a more complex level of organization file after those reflecting a less complex level, e.g., Elementary particles - Atoms - Molecules - Molecular aggregates.

Main class:

in a general classification, the broad classes into which knowledge is divided before facet analysis begins and for which there is no broader containing class.

Mnemonic:

devices in the index (particularly in classmarks) which assist the memory, synthetic notation automatically generates a slightly mnemonic quality.

Notation:

a system of ordinal symbols standing for the classes of a classification scheme. The relative position of each class is thereby made immediately apparent and the order of documents maintained.

Octave Device:

A name given by Ranganathan to a method of extending the decimal base of arabic numerals to infinity, by setting aside the figure 9 as an extender to bring in a further eight figures at the end of the first eight. The series thus reads 1, 2, 3, 4, 5, 6, 7, 8, 91, 92, 93, 94, 991, 992, the figure 9 never being used unsupported. This device was adopted by the UDC in 1948, and can be extended to letters, z or any last letter of any other alphabet.
Ordinal notation:
a notation which makes no particular attempt to be
descriptive, but concentrates on the primary function
of notation - to - convey location or relative position.

Phase relations:
originally conceived by Ranganathan as a relation
between different main classes, as distinct from
intersection between terms within the same main class,
but seen later to operate at all levels (between main
classes, facets and arrays).

Retroactive notation:
a system of notation for an inverted schedule in which
synthesis is effected by adding any preceding classmarks
directly to a later one.

Schedule:
the physical display of the terms, classmarks and
connectives of a classification scheme.

Sector Device:
The device of using a sectorizing digit i.e., to form
another sector or stretch of coordinate digits by
adding to it the successive digits of the species and
deeming the resulting double-digit numbers as if
fused into a single digit, and repeating this process
to form successive sectors.

Semantic factoring:
an American term for facet analysis.

Semantic relation (Information retrieval):
A general term used to indicate all types of relationship
between language descriptors in a thesaurus.
Semantics:

The study of the relations between linguistic symbols (words, expressions, phrases) and the objects or concepts to which they refer. Semantics relates a symbol to its meaning.

Structural Notation:

A notation to a classification which indicates the hierarchy or structure of the scheme. A non-structural notation does not do this.

Subordinate classes:

Classes which are entirely contained by another superordinate class.

Superordinate class:

A class which is of more general extension or higher grade, or rank: a more general class.

Syllabic Notation:

A notation using the letters A-Z to produce pronounceable syllables, each of which signifies a concept.

Synthactic relations:

non-generic relations between the terms of a heading or index-description. Relations between facets are syntactic.

Syntax:

concerned with the relations between symbols without reference to their meanings.

Synthesis:

a method of achieving hospitality in notation by providing for the building of classmarks for compound classes. This is done by adding all or some of the classmark of one constituent element to that of another according to strict rules.
**Synthetic classmark:**

one derived by synthesis as distinct from simple enumeration.

**SYNTOL:**

Abbreviation for Syntagmatic Organization Language, an artificial indexing and classification language adequate to represent written information and intended for manipulation by completeing devices. It was devised by JC Gardin.

**Thesaurus:**

1. An indexing language, for use primarily in post-co-ordinate indexing. It consists of a vocabulary of terms in A/Z order with an indication under all or most terms of other terms related to them in some way. Indication of generic terms may be provided in the form of classified hierarchies which complement the A/Z list.

2. Thesaurus is, in its original language, an indexing language primarily for use in post coordinate indexing, which contains both an alphabetical and a classified display of its terms.