

QFHS LIBRARY CLASSIFICATION SCHEME

QFHS Library cataloguing and classification scheme is modelled on that designed for the Society of Australian Genealogists in Sydney. This was, in turn, designed using principles set out by S. Houghton in her *Scheme designed for the classification of historical material relating to the City of Brighton, Victoria, 1967*. Users will see that it is quite different from the numerical (Dewey) system used in public libraries.

Each item in our collection is given a Call Number (sometimes known as shelf number). These numbers are used for all the different media in our collection—books, journals, microfiche, CDs, and electronic products.

The Call Numbers consist of a three tier system of letters and numbers. The first two tiers provide the classification of the item. Once an item is allocated to a class, the final number identifies the particular volume. Physical items in the Print Library are shelved by area, then by subject.

FIRST TIER:

The first character of the first tier is always a letter and indicates the geographical area to which the item relates (Table 1). Immediately after the letter, you will find a number. This represents the main subject of the work (Table 2).

Table 1 GEOGRAPHIC AREAS

Code	Geographic Area	Code	Geographic Area
A	Australia (General)	N	England
B	NSW, ACT, Norfolk Island, Lord Howe Island	O	Unused
C	Victoria	P	Scotland
D	Tasmania	Q	Wales
E	South Australia	R	Ireland, Northern
F	Western Australia	S	Ireland, Republic
G	Northern Territory	T	Canada
H	Queensland	U	United States of America
I	Unused	V	Africa and Central and South America
J	Papua New Guinea and Pacific	W	Europe e.g. Germany
K	New Zealand	X	Not used
L	The World	Y	Asia e.g. India
M	Great Britain	Z	Not used

Table 2 MAIN SUBJECT AREAS

Code	Main Subject Area	Code	Main Subject Area
1	Heraldry	6	Individual and family histories and biography
2	Genealogical guides and texts	7	Vital records—BDM, census, electoral rolls, etc
3	History—world, national, state	8	Directories, gazetteers, atlases
4	History—local	9	Generalities—encyclopedias, yearbooks, dictionaries, almanacs, newspapers
5	Biography, collected biography. Dictionaries of lineage and royalty.	10	Maps
		11	Journals

Thus:

- B3 refers to New South Wales history
- H6 refers to Queensland family history or individual's biography
- S8 refers to an atlas of the Republic of Ireland

The main subject areas of local history (4) and vital records (7) are further subdivided for some geographic areas.

If the areas to be subdivided are Australian, they are given the last three numbers of the locality postcode.

Subdivisions for England see - (Table 3) Scotland (Table 4), Ireland (Table 5), Wales (Table 6). Non-English speaking countries e.g. France use the World ISO Country Codes (Table 7) in this listing.

In the geographical areas of Africa, Central and South America (V) and Europe (W) and Asia (Y), World ISO numbers denote a further narrowing of geographic field. Table 7.

Thus:

N7/43 refers to English Vital Records, Yorkshire

W2/276 refers to Europe, Germany, genealogical guide

H4/011 03 refers to the history of a school in Clayfield, Brisbane; Clayfield has postcode

	Table 3 N ENGLAND
01	Bedfordshire
02	Berkshire
03	Buckinghamshire
04	Cambridgeshire
05	Channel Islands
06	Cheshire
07	Cornwall
08	Cumberland
09	Derbyshire
10	Devon
11	Dorset
12	Durham
13	Essex
14	Gloucestershire
15	Hampshire, Isle of Wight
16	Herefordshire
17	Hertfordshire
18	Huntingdon
19	Kent
20	Lancashire
21	Leicestershire
22	Lincolnshire
23	London
24	Man, Isle of
25	Middlesex
26	Norfolk
27	Northampton
28	Northumberland
29	Nottinghamshire
30	Oxfordshire
31	Rutland
32	Scilly Isles
33	Shropshire
34	Somersetshire
35	Staffordshire
36	Suffolk
37	Surrey
38	Sussex
39	Warwickshire
40	Westmoreland
41	Wiltshire
42	Worcestershire
43	Yorkshire
44	Cumbria
45	Bristol and Avon

	Table 4 P SCOTLAND
01	Aberdeenshire
02	Angus (formerly Forfar)
03	Argyllshire
04	Ayrshire
05	Banffshire
06	Berwickshire
07	Bute
08	Caithness
09	Clackmannanshire
10	Dumfries-shire
11	Dunbartonshire
12	East Lothian
13	Fife
14	Hebrides
15	Inverness-shire
16	Kincardineshire
17	Kinross-shire
18	Kircudbrightshire
19	Lanarkshire
20	Midlothian
21	Morayshire
22	Nairn
23	Orkney
24	Peebles-shire
25	Perth
26	Renfrewshire
27	Ross and Cromarty, and Western Isles
28	Roxburghshire
29	Selkirkshire
30	Shetland
31	Stirlingshire
32	Sutherland
33	West Lothian
34	Wigtownshire

	Table 5
	R Northern Ireland
01	Co. Antrim
02	Co. Armagh
03	Co. Down
04	Co. Fermanagh
05	Co. Londonderry
06	Co. Tyrone

	S Ireland
01	Co. Carlow
02	Co. Cavan
03	Co. Clare
04	Co. Cork
05	Co. Donegal
06	Co. Dublin
07	Co. Galway
08	Co. Kerry
09	Co. Kildare
10	Co. Kilkenny
11	Co. Leitrim
12	Co. Laois or Leix (formally Queens)
13	Co. Limerick
14	Co. Longford
15	Co. Louth
16	Co. Mayo
17	Co. Meath
18	Co. Monaghan
19	Co. Offaly (formerly Kings)
20	Co. Roscommon
21	Co. Sligo
22	Co. Tipperary
23	Co. Waterford
24	Co. Westmeath
25	Co. Wexford
26	Co. Wicklow

	Table 6 Q WALES
01	Anglesey
02	Breconshire
03	Caernarfonshire/Caernarvonshire
04	Cardiganshire
05	Carmarthenshire
06	Denbighshire
07	Flintshire
08	Glamorganshire
09	Merionethshire
10	Monmouthshire
11	Montgomeryshire
12	Pembrokeshire
13	Radnorshire

Table 7
Overseas Country Codes

Austria	040
Belgium	056
Bermuda	069
Burma	104
China	156
Czechoslovakia	203
Denmark	203
Estonia/Latvia	428
Finland	246
France	250
Germany	276
Greece	300
Hong Kong	156
Hungary	348
India	356
Indonesia	360
Israel	376
Italy	380
Jamaica	388

Japan	392
Luxembourg	442
Malaysia	458
Mexico	484
Netherlands	528
Norway	578
Pakistan	586
Poland	618
Serbia	688
Seychelles	690
Singapore	702
South Africa	710
Soviet Union	643
Spain	724
Sri Lanka	144
Sweden	752
Switzerland	756
Thailand	764
Turkey (Turkiye)	792

SECOND TIER:

This figure further divides the main subject into a large number of subsidiary subjects (tables 3,4,5,6, and 7). Thus *Leeds 1851 census index, vol 1-2* has a Call Number of N7/43 16 03.

- N—England,
- 7—Vital records,
- 43—Yorkshire Listing
- 16—Census
- 03—the third item in this Shelf Position.

The *Guide to probate and land jurisdictions in Denmark—Thisted County* has Call Number W2/208 21 02.

- W—Europe
- 2—Genealogical Guides and Texts.
- 208 Denmark ISO Country Code
- 21—Wills
- 02—Second item in this class

In case of histories of a single family and biographies of a single individual, the second tier contains the first three letters of the family name.

For example, the biography of *Billy Blue* would be B6 BLU 00001 provided there are no other items in the category. (01 is the shelf position).

Please note

- **Area sub-divisions** in **table 4** (e.g. P2 48 02) '**P**' is are for 'Scotland' with the other tables Identifying other areas of Great Britain.
- Journals are denoted by the first code component of 11, thus the fourth journal from Germany (using the ISO Code) might have a code such as W11/**276** 50 04.

Table 8 SECOND TIER CLASSIFICATIONS

01	Shire, manor, parish, town, city history
02	Business history
03	Education history
04	Military history
05	Maritime history
06	Government, semi-government departments and institutions
07	Mining history
08	Architecture and buildings
09	Discovery and exploration, explorers
10	Collected biography-a number of biographies in one volume
11	Primary industry-pastoral and agricultural
12	Secondary industry
13	Electoral rolls
14	Parish registers and transcriptions
15	Cemetery Inscriptions and Death Records
16	Census
17	Newspaper and periodical indexes BDM
18	Newspaper and Periodical Indexes other than BDM
19	Description and Travel
20	Facsimile reprints
21	Wills
22	Resource centre guides; sources for genealogical information
23	Ecclesiastical history
24	Taxation records
25	Name Indexes including pedigrees
26	Medical history
27	Ethnic history
28	Social history
29	Traditions and customs, folklore
30	Bibliographies
31	Societies, institutions, etc
32	Computers and microforms
33	Word lists, dictionaries, encyclopedias
34	Annuals, series
35	Collective history, e.g. education, mining, architecture, discovery and exploration, social
36	Marriage licenses and records
37	Languages
38	Political history
39	Land records
40	Emigration and immigration
41	Naturalisation and denization

42	Population studies, demography
43	Occupations and professions
44	Convicts and prison system
45	Crime and criminals including bushrangers
46	Coroner's records and inquests
47	Aborigines
48	Surnames, given names
49	Family Reunions
50	How to do family history
51	Writing family history
52	Map drawing
53	Publishing and publishers
54	Maps
55	Geography, geology, archaeology
56	Transport (land)
57	Aeronautical history
58	Communication and technology
59	(Unallocated)
60	How to do local history
61	Local history resources
62	Newspapers-general
63	Birth and baptism records
64	Composite BDM, not newspapers or parish registers
65	Legal records excluding criminal and ecclesiastical
66-68	(Unallocated)
69	Video and audiovisual
70	Photography
71	Arts, paintings
72	Furniture, artefacts, pottery etc
73	Handwriting, calligraphy
74	Hobbies
75	Sport-amateur and professional
76-93	(unallocated)
94	Royalty, peerage
95	Hallmarks, bookplates
96	Honours, decorations, awards (non-military)
97	Coins and medals
98	Rags and tartans
99	Heraldry-general

THIRD TIER:

The next tier represents a particular place on the shelf in the classification, making the Call Number unique, thus helping to further identify a particular item.

New Lending Library books to be added to the catalogue will have the **Code of LL** following the Call Number on the bottom of the sticker.

There may be other identifiers at the bottom of the **Call Number sticker** and in the **KOHA library** that may indicate a year, volume, copy number etc. that helps in book identification.
