



Module One: Overview of classification and cataloguing

This module looks at the purpose of classification and cataloguing. It considers why we need to have systems in place in our libraries and gives an outline of options that are available to us. It explains why the Dewey Decimal System is so popular in preparation for a more in depth exploration of this cataloguing system in Module Two.

Module Two: The Dewey classification system

This module looks in more depth at the Dewey Decimal System of classification. It contains exercises and games that you can use to teach Dewey to your students and to inform yourself. It also includes ways to help you and your users to understand how to shelve resources correctly using Dewey numbers.

Module Three: Using Dewey classification tables

This Module will concentrate cataloguing with Dewey using the Tables. The content is aimed at library staff, rather than library users, and helps to give you a greater understanding of the meaning of the numbers and how they link together. This will help you to become a more effective cataloguer!

Module Four: Making Dewey work in your school library

This Module will look at common dilemmas that arise in the school library when Dewey is used for cataloguing. The content is aimed at library staff, rather than library users, and helps you to decide what the best solution might be for your school library.

Module Five: Cataloguing

This Module will consider the how we describe the resources we hold in our library and see what information is appropriate to record. Again we will be exploring the impact this choice has on our users and their success in finding the information they need. At the end of this Module we will weigh up the pros and cons of using automated cataloguing software.

Module Six: Making effective use of your library management system (LMS)

This Module will look at library management systems (LMS) and see how the features they offer can be used to promote the use of your school library. Although these systems are primary designed for the creation of a library catalogue they do now include aspects that can be used to encourage use in other ways.