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M. P. Satija and Dorothy Elizabeth Haynes. *User's Guide to Sears List of Subject Headings*. Lanham, Md.: Scarecrow Press, 2008. xii, 143 p. ISBN 978-0-8108-6114-5 (pbk.)

User's Guide to Sears List of Subject Headings reminds me of my library science classes where the tutors struggled to teach subject headings as they did not have any companion to the *Sears List of Subject Headings*. The best available resource was the manual itself. Tutors and learners can now get respite as a help book produced by two veterans in the field, Satija and Haynes, is readily available. To my knowledge, this eagerly awaited text of 143 pages is the first practice book on the *Sears List of Subject Headings* I've come across.

The subject approach to documents is a key area in the knowledge organization aspect of librarianship. Effective subject headings are needed for adequate search. The *Sears List* is a very well-known subject headings list and is used all over the world in small and medium sized libraries. Tutors in library schools often make it their first choice. Although some book chapters mention the *Sears List*, there is no complete book on usage. The *User's Guide* attempts to educate practitioners on its role, introducing them to a variety of uses, contexts, and offering a wide range of examples. It aims to compensate for the lack of a much needed workbook on the *Sears List*. The authors describe it as a “companion book” (p. vii).

The work is organized into twelve chapters. Chapter 1, “History and Chronology of the Sears List of Subject Headings”, serves as an introduction and presents a brief history of the various editions of the *Sears List*, accounting for its popularity.

Chapter 2, “Structure of the Sears List”, elaborates on the design of the *Sears List*, offering interesting insight to the trainers of subject cataloguing and subject analysis. In chapter 3, “Subject Analysis”, readers will find very important tutorial principles on the topic. It also tells how fanciful and vague book titles often baffle the subject cataloger. The chapter finally deals with the general procedure of assigning the correct heading.

The next chapter, “Principles of the Sears List”, discusses the theoretical basis and main features on which the *Sears List* was founded, including the principle of uniformity and the semantic constructions of the headings (e.g., single-noun headings, synonyms and phrase headings).

Following chapters include “Key Headings” (i.e., “model headings that provide a clear and ready-made pattern to construct similar subject headings in that area” (p. 43)), “Headings Omitted in the Sears List”, and “Subdivisions”. The authors provide long lists of examples including Key Headings of different categories (person, wars and battles...).

Chapter 8, “Cross-references”, demonstrates how cross-references (*see, see also*) are constructed. Chapter 9, “Geographical Headings and Subdivisions”, deals with geographical headings, namely headings for cities and towns. In chapter 10, “Subject Headings for Language and Linguistics”, the authors provide us with a wide array of examples from Spanish, Sanskrit, Arabic, Korean and French languages, for example “A handbook on the use of foreign words in Hindi: Hindi language—Foreign words and phrases—Handbooks, manuals, etc.” (p. 104). Chapter 11, “Subject Headings for Literature and Literary Works”, covers criticism and portrayal of individual literary authors and also the subject headings for a individual works. The last chapter, “Subject Headings for Biographies and Autobiographies”, offers information on headings for individual biographies, collective biographies as well as subdivisions related to biographical work: anecdotes, case studies, chronology, correspondence, etc.

The *User's Guide* will undoubtedly be of great help to practitioners and tutors, as each chapter includes a summary and exercises. The purpose suggested by the title is fulfilled, serving as a companion to the 19th edition of the *Sears List*. It is designed as a manual for beginners who will realize the importance of vocabulary control and subject analysis, and start to comprehend the structure and organization of the *Sears List* as well as the methods and techniques to locate, specify, and construct subject headings.

The book, however, lacks a good number of examples for practice. The emphasis seems to have been put more on the theoretical than the practical aspects. Despite this criticism, I unreservedly value the authors' efforts. At the same time, I can't help but wonder if the book will have wide access as the place of publication, the cost and the availability will especially affect the users in developing countries.

The *User's Guide* will be a valuable tool to technical services librarians, subject catalogers, students and teachers of library and information science. It is intended for college and university libraries in general, but more particularly for library schools. The authors produced a work of high quality that stands out in its category.

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M. P. Satija. *The Theory and Practice of the Dewey Decimal Classification System*. Oxford, England: Chandos, 2007. 206 p. (Information Professional Series). ISBN 978-1-84334-234-2 (pbk.) ISBN 978-1-84334-235-9 (hbk.)

M.P. Satija, professor at Guru Nadav Dek University (India), is well known to *Knowledge Organization* readers, classification instructors and specialists of the *Dewey Decimal Classification (DDC)*. He co-authored the 1987 *Introduction to the Practice of Dewey Decimal Classification*, collaborated with Lois Mai Chan and the late John P. Comaromi in the preparation of the *Dewey Decimal Classification: A Practical Guide*, and prepared the *Exercises in the 21st Edition of the DDC* as well as the *Exercises in the 22nd Edition of the DDC*.

Satija's new contribution to the theory and practice of the *DDC* is intended for students and working librarians. His text emphasizes both number location through the schedules and number-building with auxiliary tables. This double emphasis, asserts Satija, can be explained by the fact that *DDC* remains primarily an enumerative classification scheme, even while becoming increasingly synthetic with each new edition ("Preface," p. xi).

Professor Satija strives to introduce and to illustrate all issues and methods involved in using the *DDC* in a methodical and simple way (p. xii). He succeeds in reaching his goal, but sometimes at the expense of the reader's ease in following the author in all the rules, special cases and exceptions that are explained or often simply presented in the form of examples.

The textbook is divided in three sections: 1. History (Chapters 1–2), 2. Introduction and Foundations (Chapters 3–4), and 3. Application (Chapters 5–14). Throughout the document, references are made to the print version of the 22nd edition, published in four volumes by OCLC in 2003.

Chapter 1 presents a brief history of the *DDC*. It is accomplished and informative, with appropriate emphasis given to a few significant events, such as the publication in 1958 of the 16th edition, which marked the beginning of a second life for the *DDC* (p. 6). Two useful tables are provided. Table 1 presents all editions of the *DDC*, with the date of publication, the total number of pages, the number of copies printed and the editor for each. A similar table presents the fourteen *Abridged* editions. Chapter 1 closes on a description of alternate versions/editions of the *DDC*. Surprisingly, nothing is said about the various language versions of a classification system that exists in more than 30 languages (<http://www.oclc.org/us/en/dewey/about/translations/default.htm>). Chapter 2, "Governance and Revision", fully elucidates the critical process of revising and updating the scheme.

In chapters 3 and 4, readers are introduced to the foundations and basic structure of the *DDC*. While chapter 3 offers a very detailed presentation of the four-volume print version of the 22nd edition, the following chapter, "Basic Plan and Structure", provides basic information about the system, assuming that the reader knows very little about it. Several references to facet theory and its application to the *DDC* are made—an appropriate reminder of Satija's extended knowledge of Ranganathan's work and the *Colon Classification*.

Chapters 5 to 7 are short but offer adequate introductions to the functions of subject analysis, location of class numbers, as well as application of tables and rules of precedence. Paragraphs are clearly identified, with significant and useful section titles. At this point, the reader—particularly the student—begins to perceive more clearly the complexity of the system. Starting in Chapter 6, numerous examples are provided to illustrate the various rules.

Satija devotes separate chapters to Tables 1, 2, 3, and 5, while Tables 4 and 6 are covered in a single