

Catalog of Books in Foreign Languages In Higashimurayama Public Libraries

1. Collection of Books

Higashimurayama Public Libraries hold books in foreign languages such as English, Chinese, and Korean which was collected by the end of March, 2014.

2. The Order of Catalog

Books in foreign languages are numbered in the following order: English, Chinese, Korean, French, German, Italian, books to learn Japanese, other languages (books in other languages, and books written in more than 3 different languages), Portuguese, Russian, and Spanish.

3. Placement of books on open shelves.

Books in the same language are placed in the order of Language Code, Classification, and Book Code. Among the same Code, as a general rule, books are ordered by the Author's name in a Japanese Alphabetical order. Literatures are sorted by the Author.

4. Clarification of categories listed in the catalog.

Listed Categories	Clarification of each Category
Language Code/ Classification/ Book number	Book Identifying Code
Title	Title of the book
Author/ Publisher	* * * * *
Publication Year	4-digit publication year only
ISBN	* * * * *
Other Title	EX.) Japanese Subtitle

- How to identify the Book Code on the cover (See below)

Example of general books

Category	Code Example	Contents
Language Code	FE	Indicates the Language (See the table of Language Code)
Classification	933	Indicates the content of books (See the table of Classification)
Book Code	CO	First two alphabets or Katakana of Author's name or title

Example of Children's Books

Category	Code Example	Contents
Language Code	FE	Indicates the Language (See the table of Language Code)
Classification	Color of Label	Indicates the content of books (See the table of Classification of Children's Books)
Book Code	LE	First two alphabets or Katakana of Author's name or title

Language Code

FC	Chinese	FP	Portuguese
FE	English	FR	Russian
FF	French	FS	Spanish
FG	German	FJ	Japanese learning books
FI	Italian	FO	Other languages (books in other languages, written in more than 3 different languages)
FK	Korean		

—Classification of General Books

Classification code is based on the Nippon Decimal Classification (NDC), and basically it has a 3 digit-number.

000	General	500	Technology/ Engineering
100	Philosophy	520	Architecture/ Building
140	Psychology	590	Domestic Arts/Cookery /Care of Children
159	Practical Ethics	600	Industry and Commerce
160	Religion	620	Horticulture/ Landscaping
200	General History	670	Commerce
220	General History of Asia	700	The Arts/ Fine Arts
230	General History of Europe	720	Painting/ Calligraphy
250	General History of North America	760	Music/ Theatrical Dancing
280	General Biography	770	Theater/ Motion Pictures
290	General geography/ Description and Travel	780	Sports
		790	Amusements
300	Social Sciences	800	Language
310	Political Science	810	Japanese Language
320	Law	820	Chinese Language
330	Economics	830	English Language
360	Society	900	Literature
370	Education	910	Japanese Literature
380	Customs, Folklore, and Ethnology	920	Chinese Literature
400	Natural Sciences	929.13	Korean Contemporary Novel
470	Botany	930	English and American Literature
480	Zoology		
490	Medical Sciences/ Pharmaceuticals		

Classification of Children's Books

Children's books are classified with a colored label.

Other than story-telling books.

Classification Color	Contents	Words on the label
Purple	General Biography	None
Red	Society	NDC 2 digits
Blue	Science/ Mathematics	NDC 2 digits
Orange	The Arts/ Play	NDC 2 digits
Navy Blue	Poetry/ Aphorism	None

Story-telling books

Classification Color	Contents	Words on the label
Brown	Folk Tales	None
Gray	Japanese Folk Tales	First 2 letters of Author's name
Pink	Folk Tales of other countries	First 2 letters of Author's name

Picture books

Classification Color	Contents	Words on the label
White Label with "E"	Story-telling picture books	"E" and First 2 letters of Artist's name