

Session 8 : Classifying law and legal materials
National Library of New Zealand

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Introduction to the various kinds of legal materials

Law consists of the whole body of customs, practices, and rules that are recognised in a society as binding, *and* are promulgated or enforced by a central authority.

There are three main forms of legal materials. All are classed in the 340s

- The laws themselves
- Decisions of the courts and other adjudicative bodies on matters of dispute that arise under the laws
- Treatises written on various aspects of the laws

Laws and decisions that are limited to a specific branch or subject are classed with the branch or subject in 342-347.

Treatises are may be classed in any number in the 340s, except 348.

Laws, decisions, and guides that are on general topics (i.e. not specific to any specific branch or subject in law) have their own section at 348.

The branches of law

340 Theoretical works, comparative law, legal systems

341 International law, including comprehensive works on international bodies
(Interdisciplinary works on such bodies are classed in 060)

342-347 Branches of law

348 Laws, regulations, cases that are comprehensive in nature, covering the whole of the law of a specific jurisdiction or a major portion thereof

349 Law of specific jurisdictions, areas, socio-economic regions

The structure of law numbers in 342-349

Law numbers are built from five basic elements:

- 1) 34 - the base number for law
- 2) A digit (2-9) indicating the specific branch of law. The main branches of law are:
 - 342 Constitutional and administrative law
 - 343 Military, defense, public property, public finance, tax, commerce (trade), industrial law
 - 344 Labor, social service, education, cultural law
 - 345 Criminal law
 - 346 Private law
 - 347 Procedure and courts
- 3) Notation from table 2 indicating the jurisdiction or geographical area
- 4) The facet indicator 0 (or 00 for standard subdivisions)
- 5) One or more digits indicating a subordinate subject within a specific branch of law or type of original material

How to build law numbers

There are two main alternative ways of constructing law numbers

Method A. Working down through the schedules.

1. Browse to the specific branch of law
2. Add from Table 2 to convey the geographical area, and then add numbers for the subordinate subject according to the instructions associated with each number

Method B. Using the pattern outlined in 342-349

1. Find the branch of law, and the subordinate branch either by drilling down through the schedules, or by browsing the Relative Index
2. Find the appropriate table 2 number for the geographic jurisdiction or area
3. Insert the Table 2 number before the zero between the branch and the subordinate branch of law

4. Add further if instructed

Please note: A quick way to find the branch of law and subordinate branch is to browse the Relative index.

Example: a work on tax law

1. Browse the Relative index for Taxation.
2. You will see that the number for Taxes—law is 343.04
3. So the number for the main branch of law is 343 (Military, defense, public property, public finance, tax, commerce (trade), industrial law). The number for the subordinate branch is 04

Both approaches will lead to the same result, so it is best to use the way that works best for you.

Method A – Constructing the number by browsing to the specific branch of law, and then adding as instructed

EXAMPLE: A new support scheme for veterans : a report on the review of the War Pensions Act 1954.

This is a mono-in-series about the law relating to military pensions in New Zealand.

Law	Military, defense law	New Zealand	Facet indicator	Veterans pensions	Military pensions
34	3	93	0	112	34/3./93/0/112
Base number from schedules	Branch of law from 342-347	Table 2 – geographical location			

1. Click on 300 in the Main Classes, then click on [340 – Law](#).
2. This is about the law of a specific jurisdiction, so click on 342-349 [Branches of law; laws, regulations, cases; law of specific jurisdictions, areas, socioeconomic regions](#)
3. Choose the branch of law from [342-347](#) (right-click to open in a new tab). This fits under [343](#) – Military, defense...law. Add 3 to base number 34: **34/3**
4. The jurisdiction (usually the country) is added after the branch of law so right-click on [343.3-343.9 Specific jurisdictions and areas](#) to open in a new tab. This gives instructions for constructing the rest of the number:

Add to base number 343 notation T2—3-T2—9 from Table 2...then to the result add the numbers following 343 in 343.001-343.09.

5. Right-click on [T2—3-T2—9](#) to open in a separate tab. Click through to find number for New Zealand. Add 93 to your base number: 343.93

6. Return to the previous tab showing 343. Click on [343.01](#), then [343.011](#) for Veterans’ law, then [344.0112](#) for Veterans’ pensions. Add 0112 to base number: **343.93/0112**

7. Complete number: **34/3/.93/0112**

EXAMPLE: Alcohol in our lives : an issues paper on the reform of New Zealand’s liquor laws.

Law	Labor, social service, education, cultural law	New Zealand	Facet indicator	Matters concerning public morals and customs	Sale of alcoholic beverages	Reform of liquor laws
34	4	93	0	05	41	344./93/05/41
Base number from schedules	Branch of law from 342-347	Table 2 – geographical location		Specific branch of law	Number following 363 according to instruction	

1. Click on [300](#) in the Main Classes, then click on **340 – Law**.

2. Click on **342-349 Branches of law; laws, regulations, cases; law of specific jurisdictions, areas, socioeconomic regions**.

3. Choose the branch of law from [342-347](#) (right click to open in a new tab). This topic fits under **344 – Labor, social service, education, cultural law**. Click on [344](#). Your number so far is: 344.

4. Jurisdiction is added after the branch of law so right-click on [344.3-344.9](#) to open a new tab. This gives instructions for constructing the rest of the number:

Add to base number [344](#) notation T2—3-T2—9 from Table 2...then to the result add the numbers following 344 in 344.001-344.09.

5. Right-click on [T2—3-T2—9](#) to open a separate tab. Click through to find number for New Zealand. Add 93 to number in progress: 344.93

6. Go back to tab showing 344. Click on [344.05](#) **Police services, other aspects of public safety, matters concerning public morals and customs**. Add 05 to your number in progress: **344./93/05**.

7. Here there is an instruction to **Add to the base number 344.05 the numbers following 363 in 363.2-363.4**.

8. Open a new Browse tab and enter **363.4** with Dewey numbers (with Captions) selected. Click on [363.41](#) **Sale of alcoholic beverages**. Add 41 to your number in progress: **344./93/05/41**

7. Your number is complete: **344./93/05/41**

Method B (using the pattern outlined in 342-349)

EXAMPLE: A new support scheme for veterans : a report on the review of the War Pensions Act 1954. [*this is the same example as above, using a different construction method*]

1. Click on [300](#) in the Main Classes, then click on **340** [Law](#).

2. The mbook is about the law of a specific jurisdiction, so click on **342-349** [Branches of law; laws, regulations, cases; law of specific jurisdictions, areas, socioeconomic regions](#)

2. Choose the branch of law from 342-347 (right-click to open in a new tab). This fits under [343 – Military, defense...law](#), so right-click on [343](#). Military and defense law, veterans' law is narrower to this – [343.01](#). Click on [343.01](#), then [343.011](#) for Veterans' law, then [343.0112](#) for Veterans' pensions.

3. Return to instructions under 342-349. Follow pattern for building number, i.e.,

a) **Base number – 34**

b) **Branch of law – Military...law, 3**

c) **Jurisdiction – New Zealand, 93 (from Table 2)**

d) **Facet indicator – 0**

e) **Subordinate subject in branch of law – 112**

f) **Complete number – 343.930112**

EXAMPLE: A general work on intellectual property law in Britain [*this example uses Method 2, but takes the approach of browsing the relative index to find the branch and sub-branch of law*]

Law	Private Law	Britain	Facet indicator	Intangible property	Intellectual property law in Britain
34	6	41	0	48	346./41/048
Base number from schedules	Branch of law from 342-347	Table 2 – geographical location		Subordinate branch of law under 346	

1. Browse the relative index for Intellectual property. The first number you will see is **Intellectual property [346.048](#)**. You will also see that there is another Law number for **Intellectual property infringement—criminal law [345.0266](#)**. Which number you choose will depend on the focus of the work in hand. However, for a general work, we can assume that the appropriate number is [346.048](#). Click on [346.048](#)

2. According to the pattern under 342-349, find the Table 2 number for Great Britain, and insert before the facet indicator 0. The Table 2 number for Great Britain is 41, so your number in progress is: **346.41/048**

3. You cannot add further, so your number is complete: **3/46./41/048**

Add table for 342-347

To the number achieved by building as described above, you can add, when specified, numbers from the add table under 342-347.

This enables you to add aspects such as:

- Law as a profession, occupation etc
- Cases
- Treaties
- Bills, hearings, reports, etc.
- Laws and regulations (NB this is only used for the text of laws, not for critical works)
- Guides, citators, tables, indexes
- Cases
- Courts and procedure

Always check the add table, and make sure you read the instructions under each number in the table as there are numerous inclusion, do-not-use and class-here notes.

EXAMPLE: An index to New Zealand business taxation law

Law	Tax, commerce, trade law etc	New Zealand	Facet indicator	Taxes on businesses	Guides to laws and regulations	Index of business taxation law
34	3	93	0	68	026238	34/3./93/0/68/026238
Base number from schedules	Branch of law from 342-347	Table 2 – geographical location		Specific branch of law	Table under 343, includes indexes	

1. Click on [300](#) in the Main Classes, then click on **340 – Law**.
2. Click on **342-349 Branches of law; laws, regulations, cases; law of specific jurisdictions, areas, socioeconomic regions**.
3. Choose the branch of law from [342-347](#) (right click to open in a new tab). This topic fits under **343 – Military, defense, public property, public finance, tax, commerce (trade), industrial law**. Click on [343](#) Your number so far is: **343**.
4. Jurisdiction is added after the branch of law so right-click on [343.3-343.9](#) to open a new tab. This gives instructions for constructing the rest of the number:
Add to base number [343](#) notation [T2—3-T2—9](#) from Table 2...then to the result add as follows
01-09 Topics of military, defense, public property, public finance, tax, commerce (trade), industrial law. Add the numbers following 343 in 343.01-343.09
5. Right-click on [T2—3-T2—9](#) to open a separate tab. Click through to find number for New Zealand. Add **93** to number in progress: **343.93**
6. Go back to tab showing **343**. Click on [343.05-343](#) **Specific kinds of taxes**. Click on [343.06](#) **Kinds of taxes by incidence**. Click on [343.068](#) **Taxes on business enterprises**. Add 05 to your number in progress: **343./93/068**.
7. Follow instruction to ***Add as instructed under 342-347**.
8. Open **342-347 Branches of law** in a new tab. You will see that **02648 Guides to case** includes **digests, citators, checklists, tables, indexes, loose-leaf services**. Add **02648** to your base number **343./93/068/02648**
7. Your number is complete: **343./93/068/02648**

EXAMPLE: Commercial trucking regulations in Australia

Law	Commercial law	Australia	Facet indicator	Commercial trucking services	Regulations	Commercial trucking regulations in Australia
34	3	94	0	9483	02636	34/3./94/0/9483/02636
Base number from schedules	Branch of law from 342-347	Table 2 – geographical location		Subordinate branch of law under 343	Table under 343	

1. Browse the relative index for Truck transportation. You will see that the number for **Truck transportation—law** is **343.09483**. Click on [343.09483](#)
2. According to the pattern under 342-349, find the Table 2 number for Australia, and insert before the facet indicator 0. The Table 2 number for Australia is 94, so your number in progress is: 343./94/09483
3. Follow instruction to ***Add as instructed under 342-347**.
4. Open **342-347 Branches of law** in a new tab. You will see that **02636** is the number for **Administrative regulations**. Add **02636** to your base number: **343./94/09483/02636**
5. Your number is complete: **343./94/09483/02636**

340.02-.09 vs. 349

General works on law are classified in 340.02-340.09 or in 349. To be classified in 349, the book must emphasize that the law is limited to a specific jurisdiction.

EXAMPLE: Handy guide to New Zealand law

Law	Law of specific jurisdictions, areas, socioeconomic regions, regional intergovernmental organizations	New Zealand	Handy guide to New Zealand law
34	9	93	349.93
Base number from schedules		Table 2 – geographical location	

1. Click on **300**, then **340 - Law**
2. This is a guide to law of a specific jurisdiction, so click on:
342-349 Branches of law; laws, regulations, cases; law of specific jurisdictions, areas, socioeconomic regions
3. Click on **349 Law of specific jurisdictions, areas, socioeconomic regions, regional intergovernmental organizations**
4. Click on **349.4-349.9 Law of specific jurisdictions and areas in modern world**
5. Follow instruction to **Add to base number 349 notation T2--4-T2--9 from Table 2**
5. Find the number for New Zealand, 93, from Table 2, and add to base number. Your number is complete: **340.93**

Other notes

a) Classifying works about taxation

Most works on taxes, especially popular works, are classed in law (343.04...), because they explain what the law allows and prohibits. If other aspects are emphasized, possible numbers are 352.44 (tax administration) and 336.2 (the economics of taxes)

b) Approximating the whole

Note that the principle of approximating the whole is relaxed for jurisdictions for which there is no specific area number. This is according to the manual note under 342-349 Geographic treatment of law:

Do not observe the principle of approximating the whole for jurisdictions for which there is no specific area number, i.e., subdivisions may be added for a jurisdiction not having its own number, e.g., Flint, Michigan's and Mt. Morris, Michigan's ordinances governing mental health services to the addicted 344.77437044. (Flint is in an including note at T2--77437 in Table 2, which normally means subdivisions may not be added for it. Mt. Morris, a suburb of Flint, is not mentioned in the including note, but subdivisions may still be added).

EXAMPLE: An index of Queenstown’s bylaws relating to parks

Law	Private law	Southland District	Facet indicator	Government control and regulation of specific kinds of land and natural resources	Parks	Indexes	Queenstown’s bylaws relating to parks
34	6	9396	0	46	783	02638	346.9396046783
Base number from schedules	Branch of law from 342-347	Table 2 – geographical location – this is a close as you can get to Queenstown		Subordinate branch of law under 343	Numbers following 333 in 333.7-333.9	Table under 342-347	

1. Browse the relative index for Parks. You will see that the number for **Parks—law** is **346.946783** Click on [346.946783](#)

2. You will see that **346.946783** is a built number. Confirm that this is the number you want by clicking on the link above: [346.046](#) **Government control and regulation of specific kinds of land and natural resources**

2. According to the pattern under 342-349, find the best Table 2 number you can for Queenstown. There is no exact number for Queenstown, but the closest you can get is, Southland District – 9396. Insert before the facet indicator 0. Your number in progress is: **346./9396/046**

3. Follow instruction to **Add to base number 346.046 the numbers following 333 in [333.7-333.9](#)**.

4. Right click on [333.7-333.9](#) to open in a new tab

5. Browse to the number for parks – **333.783**. Add **783** to your base number. Your number in progress is: **346.9396046783**

6. Return to the tab for 346.046. Follow instruction to: **Then add further as instructed under [342-347](#)**.

3. Right-click to open [342-347](#) in a new tab

4. Open **342-347 Branches of law** in a new tab. You will see that **02638** is the number that includes indes. Add **02636** to your base number: **346./9396/046783/02636**

5. Your number is complete: **346./9396/046783/02636**

c) The Resource Management Act (RMA)

The Resource Management Act is New Zealand’s major piece of legislation that sets out how the environment should be managed. At the National Library of New Zealand, we use 346.044 for works on the RMA in general, 346.046... for the RMA in relation to *specific* kinds of land, and other numbers for other specific situations.

EXAMPLE: The Resource Management Act and water conservation legal requirements

Law	Private law	New Zealand	Facet indicator	Government control and regulation of specific kinds of land and natural resources	Water conservation	The Resource Management Act and water conservation
34	6	93	0	46	9116	346./9396/046/9116
Base number from schedules	Branch of law from 342-347	Table 2 – geographical location		Subordinate branch of law under 343	Numbers following 333 in 333.7-333.9	

Definitions of legal terms

Jurisdiction: The territory or geographic area governed by a law

Adjudicative bodies: Bodies that can give legal judgments, e.g. tribunals

Treatise: A written work dealing with a particular subject

Facet: Aspect

Public law deals with relations between persons and the state e.g. eligibility to vote, citizenship law, laws governing government officials and CEOs. Class in 342

Criminal law deals with actions of so damaging a nature that the interests of society are considered to be directly at stake. Cases are brought by the police, the Crown, or the state, against the accused. Sentences (punishments) include the death penalty or imprisonment.

Private/Civil law deals with disputes between two private persons or organisations. Remedies include the award of damages or payment of compensation. The state can also bring a civil suit.