

**Full Length Research**

# The Moys Scheme in the Classification of Law Materials: How Moys is Applied in Practice

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Most librarians that work in Law libraries do not really have a grasp of the technicalities of Moys application to Law materials. To meet the standards of the Council of Legal Education, it is imperative that law books be classified by the Moys scheme. It becomes very difficult to organize Law collection for ease of retrieval if there is lack of knowledge of Moys application. The first step in classifying a legal material is determining the nature of the material and the broad category under which that material be placed within the scheme of Moys. This is very crucial in the call number deconstruction or number building. Indeed the objective of this paper is to show the workability of Moys scheme in the standardization of the subject of the law collection. This scheme is used in several countries of the world especially by countries that use the common law system.

**Keywords:** Library classification, Moys scheme, library cataloging, law materials, library organization.

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**INTRODUCTION**

Moys classification is a logical system for the arrangement of legal knowledge. It specifies categories of knowledge (exclusiveness of categories) and provides all means to relate the categories to each other and to specify in the classification number, all or the most important aspects and facets of a subject (comprehensiveness of the sum total of categories).

Created to identify the strength and weakness of the law collection, Moys Classification and Thesaurus (MCT) addresses some basic concerns.

- Appropriate use centre level (AUCL). In dealing with the AUCL, the scheme in its structure demonstrates the understanding of the information seeking of users
- Knowledge of the theory of information and intellectual access
- Knowledge of data structure as they affect precision and recall
- Basic knowledge of the cataloguing tools

The goals of these concerns are to:

- Help students create sound call numbers (that would be given by any cataloguing in any part of the world given same tools).
- Decode the architecture of the catalogues
- Show ways in which law subjects are expressed and collated

Every classification scheme is developed to help users understand the way in which recorded knowledge and information is organized and retrieved, therefore they deal with content and the controlled nature of that content.

### **Moys Classification and Thesaurus (MCT): Practical**

Law itself is a subject that cannot be divided into watertight categories because of overlap and any attempt to follow this rule will scatter the subject of law. See MCT 2013, Nwosu et al (2014), Tuyo (2012) and Amusa & Iyoro (2011). For example:

In the schedule with listings of subjects of Criminology (printed as Appendix One), subjects in Criminology could be used as aspects of different subjects depending on interpretation of the content of document for allocation of call marks.

According to instruction of MCT *subject of criminology, the same one hundred numbers can be used in any of these classes, KM 700-799, KA 100-199, KB 300-399.*

#### **Class 1 (KM)**

**KM 70-799                    Treatises                    -                    Public**

[If the subject of document deals with the crime itself]

A book titled: "Capital Punishment in the 21<sup>st</sup> Century" will be regarded as textbook in Public law (KM) being a case of individual vs state.

KM 700 – 799 [range of a hundred numbers for KM class category]

700 [base number]

61 (Appendix number for Capital Punishment)

700 + 61 = 761

KM 761 (call mark for the book)

(X) [Cutter number]

#### **Class 2 (KA)**

**KA 100 – 199                    Jurisprudence**

[If the subject of document deals with theory of crime] A book titled "Criminal Works: Life in 21 Century prisons" will be regarded as a textbook in Legal Theory being Jurisprudence with KA Class

KA 100 – 199 [range of umbers for KA Class category]

100 [base number]

94 [appendix number for prisoners life]

100 [base number for prisoner's life]

100 + 94 = 194

KA 194 [call mark]

[X] [cutter number]

**Note:** If the above referred to Nigerian Prisoner's then the call mark will be KP 94 (see Table II)

#### **Class 3 (KB)**

**KB 300 – 399                    General and Comparative Law**

[If the subject of document deals with a subject in more than one jurisdiction in comparative capacity].

A book titled "Crime Prevention in Canada, Australia and Nigeria" This book will be regarded as a textbook dealing with the prevention of crime in many jurisdictions with comparative attributes.

KB 300 – 399 [range of numbers for KB Class Category]

300 [base number]  
 20 [appendix number for prevention of crime]  
 $300 + 20 = 320$   
 KB 320 [call mark]  
 [X] [cutter number]

## Appendix 1 Criminology

**Note:** Subjects of criminology in appendix 1, can only be used only when directed in the Index to Thesaurus and can only be used as an addendum not stand alone.

If the index refers you to only the appendix;

Example:

None Custodial Sentences [App: 69]

Then add the appendix number to the subject call mark

But if the index refers you to a subject that has a call number then add the appendix to the call mark already given.

Example

Prison Law KM 650

[Alternatively classify using appendix 1, *Criminology*]

then Km 651 – 9 by type of prison as in criminology 80 – 89

e.g Open Prison (App: 83.2)

Call number Km 653.2

## Multi-Faceted Nature of MCT

Law is dynamic and still developing new area initiatives with multi-dimensional subjects.

Example:

Two separate subjects as contained in a content of a book are represented in the index as Criminal Law + Religious Law [KD Table:6].

The + sign is used when showing the different aspects of a preferred term followed by appropriate delimiting term. The delimiting term sets the context for which the preferred term operates. In this case, the delimiting term is Religious Law.

Let us represent the table as found in KD class

KD Religious Legal System

KD 18 *By Country A –Z* (division by characteristics)

N6 (Facet).

Special Subjects, table for use under particular religious systems.

1. Church organization
2. Clergy, monks, nuns
3. Laymen, converts, missions
4. Church property
5. Doctrine, worship sacraments
6. Criminal law
7. Private law

**Note:** When instructions are given to classify relatively minor topics A-Z only the examples actually cited are included in the schedules e.g 6 Criminal Law

Cataloguers should join their own alphabetical sub-divisions to get accurate call mark.

Example

- (1) K85 special types of Library operations  
by operation A-Z

CI - Cataloguing  
X - Reference work  
[Fix the cutter number for .X]

In case, of sub-division using countries as in 18 above, we see that countries and other jurisdictions are indexed separately in the Index to Jurisdictions column. Here the countries are listed with jurisdictional alphabets sub-division of letter K. Example Nigeria N63, Palestinian *see also* Israel, West bank (Palestine) P25. The range of numbers prescribed within the table in this page helps in notation and call mark deconstruction.

A book can only be located in a place in the shelf for access. A good subject catalogue will enumerate all aspects of the book content creating multiple access point.

### **Structure of Moys Scheme**

Moys Scheme is divided into schedules K –KZ as follows:

K	Journals and Reference Books
KA	Jurisprudence
KB	General and Comparative Law
KC	Internal Law
KD	Religious Legal Systems
KE	Ancient and Medieval Law
KF	KH Primary Materials
K1-KN	Secondary material
KP	Preferred Jurisdiction
KR	Africa
KS	Latin America
KT	Asia and Pacific
KV	Europe
KW	European Community Law
KZ	Non-legal subjects

The particular nature of the content of law materials dictate whether the materials at hand be placed in primary or secondary column.

### **Primary Materials**

These materials are law themselves divided into legal forms with bias for common law system. They cover wide subject areas found in Table 1.

Table 1 consists of:

- Official gazettes
- Parliamentary publications
- Legislation
- Codes
- Law reports
- Digest

They contain legislative text example rules, code, regular and reported decisions of court administrative decisions.

### **Secondary Materials**

These are treatises classified by subjects. Moys Scheme follows the natural classification rule of graduating subjects from general category to specific category which help pick smaller details in subject interpretation. These materials are found in Table 11 covering a range of subjects with their sub-divisions.

Table 11 consists of:

- Legal System
- Administration of justice
- Constitutional Law
- Criminal Law and Procedure
- Private Law
- Social Laws

Commercial law  
 Company Law  
 Procedure(general and civil)

### **Use of Tables**

Table 1 has six columns A – F. Table 11 has five columns ABCDF. These columns serve to construct class notations for other jurisdictions apart from the common law jurisdictions. The language in Tables 1 & 11 is standardized allowing for uniform application of terms to different jurisdictions (Jegede 2015).

Each non-common law jurisdiction is listed in classes KR-KV with a block of numbers and alphabets against each name in the schedule indicating which section of tables 1 & 11 will be used for arranging materials for that country. Example: Ghana KR 1251 -1300[3]; Jordan KT 601 -689 [B]; Germany KV 1601 – 1750 [A]; Armenia KA 3901 – 3920 [D];

Put these numbers in context

1. If a subject of document is Tax Law in Armenia

Armenia [D]	KV	3901-3920
Taxation Table [D]	12.72	
	3901	+ 12.72
Call Number	KV 3912.72	

2. Tax Law for women in Armenia

Armenia [D]	KV	3901	-	3920
Taxation (Table D)	12.72			
Women (Table VII)	.Q22			
Call Number=	KV3912.72			
	Q 22			

Using examples above, briefly give accurate notation deconstruction for these titles

- Germany Civil Code
- Sales of goods in Jordan
- Law Report Ghana

### **Table 111 Dates**

In cutting a book “Panel of Arbitration in England” published in 1992. Look up the year of publication and add for emphasis or if specified Example

KM  
 20.2  
 .A25  
 F92

If the book was published in 2002, then

KM  
 20.2  
 .A25  
 .G02

### **Table IV Common Law Jurisdiction**

Table may be used as required  
 Example Legal profession in the West Indies  
 Legal Profession  
 by jurisdiction KL 51-70

West Indies (Table IV) 14

Call Number = KL 64

**Note:** Common law jurisdiction for EC (Economic Community) whose optional number appears at the bottom of Table IV is well developed now given KW as its class category.

### Table VCourts

List of courts

Cataloguers are advised to insert their own courts as required. Example

.X9      *others by keyword*, A = Z, E.g  
        .H5 Higher claims Court

### Table VI      Special Legal Form of Topics

For further specificity of the call mark. Example

Asset	KN 142.1
Liability (Table VI)	.Z45
Call Mark	KN
	142.1
	.Z45

### Table VII      Persons

Table VII applies to subjects containing any particular description of persons Example

Effect of domestic violence on men

Domestic violence	KN175
Men (Table VII)	Q21
Call number	KN
	175
	Q21

### Cutter Table

#### After the initial S

For the second letter	a	ch	c	hi	mop	t	u	
Use number		2	3	4	5	6	7-8	9

#### After other initial consonants

For the second letter	a	c	1	0	r	u	y	
Use number		3	4	5	6	7	8	9

#### After initial vowels

For the second letter	b	d	1m	n	p	r	st	uy	
Use number		2	3	4	5	6	7	8	9

#### When additional number is preferred

For the third letter	a-d	e-h	i-1	m	n-q	r-t	uw	xy	
Use number	2	3	4	5	6	7	8	9	

### Cutter Numbers

In cutting a book with author Runyi, Tete. The first three letters of the surname is used.

Example

R      -      First alphabet is written as alphabet (under consonant)

U      -      8 is written as number (for the second letter under consonant)

N      -      6 is written as a number (for the third letter)

Give example with the following author names:

Silvia, Rajuno  
 Akiode, Tope  
 Lawrence, Thomas  
 Olukotun. Ruth

### **Legal Journals**

The content and subject coverage of legal journals vary widely in form. They are nearer to primary materials but in content they are clearly secondary materials (MCT).

How to classify Legal Journals

1. Take your journal and look critically at the title. The Title of the journal will form the classification number of the journal (Disregard the articles A, An and the).

2. From the beginning of the Title, substitute the alphabet for a number. i.e

A	B	C	D	E	F-----	X	Y	Z
1	2	3	4	5	6	24	25	26

e.g African Human Rights Law Journal would be classified as K 1 F84v.

i.e

K for Law

A for 1

F the next alphabet on the title as cutter

R 8 (cutter number)

1 4 (cutter number)

Hence K 1.F84

### **Conventional abbreviation in MCT**

The MCT contain a syndetic structure of cross – references constructed for different entries. These include:

Use Reference

SN	-	Scope Note
CS	-	Colon Sign
RT	-	Associated Relationship
+	-	Plus Sign

### **Use References**

Use reference is made from an unauthorized or non-preferred term to an authorized or preferred heading. Under the heading reference to the code UF (use for) precedes the heading not used (this heading may have been used in the past) while the see reference precedes used term. The codes USE and UF are opposite in mature (antonyms). For examples:

**Baseball managers** (May Subd Geog)

UF Baseball managers  
**(Former heading)**  
 Managers, Baseball

**USE Baseball Managers:**

The word USE and the code UF appear only in front of the first reference if several references are present. For example:

**Plum**

UF Plum tree

Prunus communis

Prunus Domestica

### **Related term (RT): Association Relationship**

The association relationship, expressed by the code RT meaning Related Topic, links two headings that are associated in some manner other than by hierarchy. For example:

Botany

RT

Plant

Where botany is the study of plant

### **SA: See also reference**

This reference is made from a used term to another used term but it is used to link individual heading as specific references under a broader heading. Example,

Let us look at the subject - Law

**Law (May Subd Geog)**

SA names of legal system example (Canon law, Common law, Roman law, special branches of law, e.g. Constitutional law

Criminal law, Maritime law, specific legal topics e.g Telecommunication law and subdivision legal status, laws, etc. under headings for groups of people, e.g Teacher legal status law etc.

**Note:** Most heading and subdivision combinations created by see also reference are not listed in the library of Congress subject heading but are used as authorized subject entries to accommodate entries that would have been lost.

### **Scope Notes**

Scope notes appear in the immediately following the headings with which they are used.

Employees (May Subd Geog)

Relocation (May Subd Geog)

(HF5549.5 R47)

*Here are entered works on the transfer of employees by their companies to another geographical location. Works on the transfer of employees from one department or position to another within the same company, within the same geographical location are entered under Employees Transfer.*

**Note:** The examples in the scope note are directional. They cover a wide range of subject matter to which specific example are not listed in the subject heading.

**Scopes notes** are provided when

- Needed to ensure consistency of subject usage by specifying the range of subject matter to which a heading is applied.
- Drawing necessary distinctions between related headings, or
- Starting which of several meanings of a heading is the one to which its use in the library's catalogue is limited.

### **Colon**

Colon sign is used to indicate that two terms are considered in relation to each other. Example,  
Common law: Equity.

### **Plus sign**

Plus sign indicates the usage of two different aspects of a preferred term where the delimiting term sets the context for the preferred term to operate.

Example

Investment + Advertising

(Preferred term)(Delimiting term)

Investment + International Law

Investment + Real Property  
Investment + Supervision

## CONCLUSION

Exercises in MOYs are best conceptualized where the information packages are analyzed and assigned constructed subject headings and appropriate classification numbers and cutter notations.

Participants should:

- Follow the rules on level of specificity; on level of co-extensiveness of headings
- Follow the rules on usage of table of preferences to make logical choices
- Check if notation builds correctly to reflect subject headings

## REFERENCES

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