

The Use of MOYS Scheme in Classification of Periodicals and other Legal Materials in Law Libraries: A Practical Approach

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Abstract

Purpose: The purpose of this paper is to discuss and explain the practical approach of classifying legal periodicals using the Moys Classification Scheme.

Design/Methodology/Approach: The explanatory and practical approach was applied for this study. Detailed explanation was given on how to classify Nigerian State laws, Journals, and Law report using the Moys Classification Scheme.

Findings: The paper found out that most Librarians working in Law environment still find the use of the Moys classification scheme cumbersome and too technical in cataloguing their legal materials particularly Law reports, Journals and State Laws. A practical and detailed process using the Moys Classification scheme in classifying periodicals was documented.

Practical Implication: Moys classification for Law Libraries is very concise, self-explanatory and not cumbersome as users often think. The index-thesaurus is wide and could accommodate the classification of African Laws. The subject of law is very dynamic and the Scheme has constantly adjusted to meet the major requirement through its new editions.

Originality/Value: The value of this paper lies in the fact that the Moys Classification Scheme has constantly improved and adjusted to the needs of Law Librarians in the area of classifying legal periodical and indigenous laws.

Key words: Moys Classification Scheme, Law Libraries, Legal periodicals, Legal Journals and State Laws.

Paper Type: Conceptual.

Introduction

A Law library is a collection of Legal literature properly housed and organized for service. It is the system of housing and organization of legal materials that occupy the thinking of law libraries' classifiers of today. Classification of collections in law libraries started late on the scene of librarianship when it is compared with other subjects' collections. This was basically due to the fact that collections in law libraries were limited, and the alphabetical arrangement suited the purpose at that period. Besides, many general Classification Schemes -Library of Congress,

Dewey decimal classification in use then treated law as part of Social Sciences. For instance; Library of Congress Classification Scheme (LCC) classified law books with their subject matter, in which a subject like Land law is classified in HD 1141-1239 Source. This resulted in scattering law books on the shelf. Attempts were, however, made by LCC to

remedy the situation by the use of "class K" for law books but this was found to be inadequate to serve the needs of law libraries.

However, as a result of the fact that classification of law books started rather late, it has resulted in many law libraries devising home-made schemes for their use. (Miss Elizabeth Moy's of blessed memory) was appointed the University of Lagos Librarian (1962-1965) SOURCE; and she saw the challenges in the classification of law materials in the library.

She then came up with a draft scheme which was later came to be known as "Moy's Classification and Thesaurus for Legal Materials". The Elizabeth Moys Scheme is being used by a good number of academic and research libraries in Nigeria as well as in at least 171 libraries in countries all over the world including the United Kingdom.

It could therefore, be reasonably assumed that the University of Lagos Library was the first to use the Scheme for its law books. The University used LCC to classify its collections on other subjects, and it was class “K” of LCC that Elizabeth Moys expanded to form Moys Classification Scheme for law books. This was basically in order to avoid law books being scattered on the shelf.

What are Legal Materials?

Legal materials are ?can be categorized into two main parts: Primary materials; and Secondary materials or Treaties (SOURCE)

- a. **Primary materials include the following:** Law Reports, Parliamentary Publications Bills, Hansards and so on, Indexes, Digests Modern Digest, Historical Digest, Codes Civil Procedure, Commercial, and so on, Legislations Statutes, Subordinate Legislations, among others, Administrative and Executive Publications (SOURCE).
- b. **Secondary Materials or Treaties include:** (i) Law Books, (ii) Bibliographies, (iii) Dictionaries, (iv) Directories, (v) Maps, (vi) Atlases, (vii) Encyclopedias (SOURCE),
- c. **Commentaries:** However, Legal journals are nearer to primary materials but in contents they are clearly secondary materials. This is because the contents and subject coverage of legal materials vary widely because in classification, Legal journals are never static.

Basic Structure of the Scheme

The scheme is divided into 3 main groups:

1. Books of General Nature and Materials: These are concerned with legal systems that do not belong to individual modern nation states. In this group we have the following classes:
2. Journals and Reference materials:
 - K Journals and Reference Materials in law
 - KAJurisprudence (and legal theory)
 - KB General & Comparative Law 100399 in the 4th ed. Which can be used for books on the law of two or more legal systems?

- KC International Law which has numbers for classifying primary materials, reference materials and general works in international law.
 - KD Religious Legal Systems
 - KE Ancient and Medieval Law.
3. Books of Modern National Legal System:

This is further divided into two common law and others. However, the common law section consists of materials from countries with pure common law systems in which six classes were allocated to the common law section. One class was allocated to each of the remaining noncommon law continents, and another class was allocated for own country. Therefore, we have the following:

- KF Common law, primary materials, British Isles England and Wales, Scotland and Ireland.
- KG Common law, primary materials, America
- KH Common law, primary materials, Australia
- KL Common law, Treaties, Carribean
- KN Common law treaties, private law covering subjects like conflict of laws, torts, insurance, banking, sale of goods and company law.
- KP Own country (preferred jurisdiction) for instance, Nigeria
- KR Africa
- KS Latin America
- KT Asia and the Pacific
- KV Europe
- KW European Community Law

However, List of Common Law Jurisdictions include:

- England
- Wales
- Scotland
- Ireland (as a whole)
(Northern & Republic of Ireland)
- Isles of Man
- Channels Islands
Jersey
Guernsey
- Canada
Provinces A – Z
- United States

States A – Z

- West Indies, AZ
- Australia
- New Zealand

Commonwealth generally.

Non Legal Materials:

This is the third group in which Moy’s classification scheme is divided. It is represented by class KZ.

This may be possessed by specialist law libraries. This includes sociology, international relations, politics, history, literature, philosophy, religion and other nonlegal subjects.

However, general libraries which are not strictly law libraries are advised not to use class KZ. This is because it will not suit their needs.

Features of Moys Classification Scheme

1. It is adapted for use in different classes of law libraries as there are provisions of optional numbers for nonlegal subjects, and an optional class for the law of a preferred country. However, most law libraries in Nigeria use the optional class KP. In addition, certain numbers throughout the scheme are left blank to allow for possible developments.
2. Use of Decimal system to expand subjects, numbers in order provide for further additions. Thus, the problem of reclassification is minimized and at the same time the constituent elements of the subjects are kept together as much as possible. For instance:

KN 196 Negotiation and Disputes

- .1 Collective bargaining.
 - .2 Grievance procedure, conciliation, arbitration.
 - .25 Arbitration agencies
 - .3 Injunctions
3. Transfer of Topics: This explains why the numbers for “Persons and Social Laws” are still sandwiched between “Property”and“Equity”. This is because it is not possible to divide or group law subjects into watertight Compartments because of the nature and application of law itself to all facets of human endeavours.

4. Use of Tables: This is to construct the class notation for other jurisdictions apart from the common law jurisdictions to ensure that the class notations are easily interpreted and understood. For instance:

KP 77 Nigerian Constitution

KT 77 Indian Constitution

5. Acceptability: The Scheme is able to accommodate the classification of African materials which perhaps the reason for the wide acceptability in Nigerian law libraries.
6. Changes in Number: The Moys Scheme allows the cataloguer to use his own cutter number but such numbers are kept to=4th ed.

KI 36.5 Mischief Rule	KL 35.1
KN 215.2 Taxation Use	KM 336.496
KC 257.6 Fax	KC 257.2
KC 257.6 Email	KC 257.7
KC 304.5 Unit Trust	KN 304. 51
KN 3D4.6 Investment Trust	KN 304.52
(NEW) Derivatives	KN304.6

7. The IndexThesaurus of the Scheme is wide. It has an index of over 120 jurisdictions comprising towns, states and countries with the index containing the cutter number of each of the jurisdictions. This gives the cataloguer a broad choice of legal terms to use as guide.

Use of Class KP

This is a special class for own country. However, the question commonly asked is why class KP when there is KR for Africa?

The Moys Scheme KP provides 60 units of numbers to play with for primary materials and 150 units for secondary materials. There is, therefore, provisions of 60 + 150 units of numbers = 210 for a country like Nigeria as an example whereas if it were to use KR only 80 units of numbers are made provisions for. The interpretation of this is that there are 20 primary and 50 secondary materials respectively.

Table 1 is used for primary materials which include: Official Gazettes, Legislation.

Constitution, Statutes, Codes, Law Reports, Digests, Treaties, Administrative publications.

Table 2 is used for secondary materials. This is where the class mark of a particular book by author of own country is derived.

However, in using class KP, the commonwealth countries are made up of over 50 members in which Nigeria is a signing member. Nigerian Legal System is made up of:

- locally enacted laws
- received English law
- customary law
- religious laws, etal

Therefore, using subclass KP for preferred jurisdiction is suggested on p. 184 of 5th edition of the Moys Classification Scheme that:

- a. "Class KP/348 has been set aside as an optional alternative, for use by any library which finds that the main schedules for the law of its own country (or any other preferred jurisdiction) is unsuitable or inadequate.
- b. A library using this class should compile its own schedule, preferably on Tables I and II according to "local requirements".

Classification of Legal Materials

(a) Law Journal:

The title of the Journal forms the classification number of the Journal. However, articles such as "A" "An" "The" should be disregarded. From the beginning of the title, substitute the alphabet for a number that is,

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

For example, The African Human Rights Law Journal would be classified as K1 F74 v. 12, 1987 (as in 5th ed.). It was K1 F73 in 4th edition of Moys Classification Scheme.

Therefore, the interpretation is that:

- K is for Law
- A is for 1
- F is the next alphabet on the title as cutter
- R is 7 (cutter No)
- I is 4 (cutter No)

(b) Law Reports

This is a primary material, and Table 1, Column A should be used for Law Report published by a Nigerian. For instance, in classifying the Nigeria Weekly Law Report (NWLRL) published by a

Nigerian. For instance, in classifying the Nigeria Weekly Law Report (NWLRL) published by Gani Fawehinmi, SAN (of blessed Memory), it will be as follows:

Fawehinmi, Gani: Nigeria Weekly Law Reports KP 41 N3. The "N" represents the alphabet beginning the law report. The "KP" represents local author; and in this case, a Nigerian publisher.

However, if the Law Report is published by an African other than a Nigerian, use column C of the same table. If it is a Law Report published neither by a Nigerian nor African, then use the index and locate the appropriate class and cutter numbers. For instance, the All England Law Reports is classified as KF60 A5.

(c) Books

(i) By Local Authors (Nigerians only): Use Table II, (Subjects of law) Column, A and class KP must be used. For instance, a book titled: Introduction to Civil Procedure coauthored by Ernest Ojukwu will be KP 144 O4. This is because Ernest Ojukwu is a local author and class KP becomes the class mark.

We arrived at 144 because the number is allocated to Civil Procedure under Table II of the Scheme. A particular number has been fixed to each title of the book to be catalogued. Each area of the law has been allocated a number. Another example: Law of Securities for Bank Advances (Mortgage of Land) authored by Emeka Chianu will be classified as KP66 C5. Also Nigerian Legal System by A.O. Obilade is KP61 O2.

(ii) By Foreign authors: A book by authors outside own country is a foreign author. If the book is by foreign author of Common Law of other countries, use the General Index as appropriate.

In the Index, a number has already been allocated to the book. For instance, a book on Company Law authored by F. Derek, Stephen Mayson, Christopher Ryan will be KN261 D4. The KN represents the class mark of the book and the D4 is the cutter number of the first named author using only the first letter of the surname. How we arrived at the cutter number will be fully explained in the course of this paper.

(iii) By African Authors other than Nigerians: Use Class KR, KS, or K as provided by the scheme. Then to arrive at the cutter number, the

surname of the first named author of the book must also be used. For instance, a book on “Liberating the Law Creating Popular Justice in Mozambique”, coauthored by Sachs, Albie and Welch, Gita will be KR3401 S2.

(iv). Books coauthored by a Nigerian and an African, use the first named author as appropriate. For instance, if a Nigerian is the first named author, use Table II, Column A and treat the book as if it was written by a Nigerian. Number is already allocated in the column as appropriate. However, if the first named author is an African other than a Nigerian, use class KR of the scheme as the case may be and follow the same procedure to arrive at the class mark and cutter number respectively.

(v) If it is a material on common law jurisdictions, for example, England, Wales, Scotland, Ireland, Canada, West Indies, Australia and so on, use Table IV of 19 numbers with cutter number appropriately fixed for each of the common law jurisdictions.

Table IV – V are for Courts. Jurisdictions outside United Kingdom should, therefore, insert their own courts as required. For example, in Nigeria, the Supreme Court, Court of Appeal, High Courts, Industrial Court should all insert their own courts within these tables.

Table VI is for Special Legal Forms and Topics: examples include:

ZI Sources, texts

ZII Legislative Bills

Z12 Legislative Proceedings

Z14 Statutes

Z16 Codes

Z18 Subordinate legislation

Z2 Case books

Z3 Forms, precedents

Z45 Liability

Z53 Amendments, alteration, revision, reform

Z6 Parties

Table VII is for Persons. As indicated in the scheme, this table may be used for legal capacity, liability, of natural or corporate persons at any place in the schedules, whether specified or not.

For example:

Q. 11 is By age

Q. 12 for children

Q. 13 for young persons

Q. 14 for adults, age of majority

Q. 2 By sex

Q. 21 Males

Q. 22 Females

Q. 23 Homosexuals

Q. 33 Married persons

Q. 34 Divorced, Separated

Q. 36 Widowed

Table VIII is for nonlegal forms and treatments. For instance,

001 Journals

002 Reference Books

0021 Bibliographies

0022 Directories

0023 Dictionaries, Encyclopedias

How to use Tables IV, V, VI, VII, et al

If it is Supreme Court Rules, by Nigeria go to KP as usual for Class No. and move to table V for specific insertion of Nos. of the appropriate court, for instance, .X1 stands for Supreme Courts.

If it is foreign court, go to the Schedule as usual for your class No and go to table V for specific insertion of the appropriate number.

In summary, the import of all of these is that in classification of Local Law Reports Table I of the Scheme as contained on pages 219 – 220 should be used.

If you are working on primary law report use KP 40 as KP has been adopted as Nigerian indigenous classification alphabets. But if you have law report on all courts such as All Federation Weekly Reports, Nigerian Weekly Law Reports, among others, use KP 41 which is report on several courts by title A – Z. If you are working on Law Report of single court e.g. Commercial Law Report, Labour Law Report, Banking Law Report, and so on use KP 42, which is on single courts of special subject.

You should also note that cutter numbers should be allocated and placed immediately under the class mark . In cutter number the Chief Editor’s first name is cuttered for.

However, in order to get the cutter number of any material, go to page 26, alphabetical subdivision and ensure that you check for the appropriate mark under the alphabetical subdivision. There are three tables. Choose the appropriate table(s) for your material(s).

S/No	State	Class No	Laws/Ed.	Class No1.
1	Abia	KP 202	Abia	KP302
2	Adamawa	KP206	Adamawa	KP306
3	Akwa-Ibom	KP204	Akwa-Ibom	KP309
4	Anambra	KP212	Anambra	KP312
5	Bauchi	KP215	Bauchi	KP315
6	Benue	KP218	Benue	KP318
7	Borno	KP221	Borno	KP321
8	Cross River	KP 224	Cross River	KP 324
9	Delta	KP 227	Delta	KP327
10	Edo	KP 231	Edo	KP 331
11	Enugu	KP 234	Enugu	KP 334
12	Imo	KP 237	Imo	KP 337
13	Jigawa	KP 240	Jigawa	KP 340
14	Kaduna	KP 242	Kaduna	KP 342
15	Kano	KP 244	Kano	KP 344
16	Katsina	KP 246	Katsina	KP 346
17	Kebbi	KP 248	Kebbi	KP 348
18	Kogi	KP250	Kogi	KP 350
19	Kwara	KP 252	Kwara	KP 352
20	Lagos	KP 255	Lagos	KP 355
21	Niger	KP 257	Niger	KP 357
22	Ogun	KP 260	Ogun	KP 360
23	Ondo	KP 262	Ondo	KP 363
24	Osun	KP 265	Osun	KP 365
25	Oyo	KP 268	Oyo	KP 368
26	Plateau	KP 270	Plateau	KP 370
27	Rivers	KP272	Rivers	KP 372
28	Sokoto	KP 275	Sokoto	KP 375
29	Taraba	KP 278	Taraba	KP 378
30	Yobe	KP 280	Yobe	KP 380
31	Abuja FCT	KP200	Abuja FCT	KP 300

Use of Cutter Number

Cutter Number is used to differentiate authors of books either on the same subject area or other subject areas of law (SOURCE). However, to arrive at cutter number, therefore, use the surname of the author or first named author of the book where the author is more than one.

For instance, to find the number of a book written by Bob Osamor. "Fundamentals of Criminal Procedure Law in Nigeria", the surname of the author ("Osamor") must be used in arriving at the cutter number with letter "O". The cutter number will then be as follows:

O = Osamor

8 = after initial vowel in this case it is "s".

If it is a book on Introduction to Civil Procedure authored by Ernest Ojukwu, the cutter number will be O3. This is because the second letter "J"

after "O" is 3 and falls within letter 3 of phase 3 of the cutter number which is tagged "after initial vowels for the second letter". Therefore, the use of cutter number is applicable to all books including local and foreign.

The importance of the cutter number is for easy shelving, retrieval and dissemination of legal information to users.

However, for more clarifications, law librarians should note that the cutter number of the scheme is in three phases:

1. After the initial letter "S" which I tagged as Phase 1.
2. After other initial consonants for the second letter. This is what I call Phase 2.
3. After initial vowels for the second letter. This is Phase 3.

Author's name has been taken care of by the use of letters a – z. This means that it can

accommodate all authors' names both local and foreign.

- a. As a step forward, please note that if the surname of the author or the first named author starts with letter "S", use phase 1 of the cutter number. For instance, Sagay, Itse: Nigerian Law of Contract, the cutter number will be S2. Therefore, taken with the class mark will be KP 97 S2.
- b. If the author's name or first named author (as the case may be) starts with a consonant letter, use phase 2 of the cutter number and follow the instruction (as explained in this paper) to know the appropriate cutter number assigned to the book by the scheme.
- c. If the author's name or first named author of the book starts with a vowel letter (a, e, i, o, u), use phase 3 of the cutter number and read the instructions to know the appropriate number assigned to the author.

The Do's and Don'ts to be Observed When Using Moys Classification Scheme

1. Do not accession Journals individually. Rather accession should be done in volumes and not in issues because it is the volume that carries the information you are looking for. For instance, if it is 4 issues in a year, make a volume for that year which should be accessioned.
2. For primary materials, if it is own country, use class KP generally and go to Table 1, column A to find which class mark tallies with such material.
3. For primary materials other than authored by own country, use the index generally as appropriately classified in order to fit into the subject area of law you are classifying. For instance, if the material is on malicious prosecution, class KN 38.32 is the class mark for the book.
4. For State Laws, go to countries and for cutter number, use same as appropriate to textbooks. For instance: Ogun State Laws.

"O" the next letter is "g", then go to the cutter number of the book and find which number is allocated to "g" for it to be appropriately classified. In any case, the class mark for "g" here is 3.

Conclusion/Recommendation

Conclusion

The Use of Moys Classification Scheme for law libraries is very concise, self-explanatory and not cumbersome as users often think. As said earlier, the index Thesaurus is wide; and could accommodate the classification of African materials. The subject of law is very dynamic; and the Scheme has constantly adjusted to meet this major requirement.

For instance, it has, in its 4th edition (published in 2001) Information Technology (IT) to meet with the modern standard as the world is now a global village. This has continued even in the 5th ed. with more areas of such as cyber law added to it.

However, the Class KP for own country with individual law librarian's ingenuity can be found to be more robust than the Class KR. The whole effort of the Scheme is to make retrieval of legal materials easier and the dissemination of it less cumbersome by the library patrons and law librarians. This is the cardinal principle for classifying legal materials.

Recommendations

1. There is need for all law librarians to come together and share resources for the benefit of each law library. It is in cooperation with each other especially within the academic and special libraries that lies the future of teaching, studying and effective legal research for the national development of any country. Nigeria is no exception in this regard.
2. Since the subject of law is dynamic, there is need for law librarians to strive to keep abreast of new development especially in law and areas relating to law.
3. A law librarian should, in our opinion, possess in addition to his professional qualification(s), a minimum of diploma in law in order to enhance more efficiency both in skills and knowledge of the Moys Classification Scheme; and be able to appreciate the various subject areas of law which the Scheme is specifically designed for in order to enhance legal scholarship.
4. The problem of classifying primary materials emanating from each state must be resolved bearing in mind the need to avoid

reclassification of materials already on the shelf. In this instance, there must be consistency and uniformity among states in the use of the Scheme in classification of legal materials.

5. There is also the need to let the prospective user know that the materials emanating from a particular State may be relevant or related to material from another State sharing or having the same historical background.
6. There is need to use block numbers to develop subclass KP based on subclasses KL, KM and KN. This is because the 5th edition of the Moys Classification Scheme (in as much as it has greatly improved on its previous editions) it is not yet Uhuru until the Scheme can provide excellent solutions for the law libraries adopting subclass KP for own country's materials.

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