

- U N E S C O -

Abridged Filing plan for the official dossiers
in use by the Secretariat of Unesco
2nd revised Edition

The following pages contain the abridged filing plan, established for the official dossiers of the Secretariat (pages 2 - 16). It has been extracted from the Universal Decimal Classification.

Because departments asked for a great and ever growing-number of greatly varying subdivisions within these general numbers, these subdivisions have been standardized as shown in the list of auxiliary numbers (pages 17 - 28). These are used with the general number and are separated from it by the letter A.

A third list (pages 29 - 36) gives the geographical subdivisions, applied when necessary, and which equally have been taken from the UDC.

Finally an alphabetical index on the main subjects has been added on pages 37 - 57.

N O T E

A number in the Filing plan preceded by - indicates that the dossier mentioned has not been subdivided.

A number in the Filing plan preceded by + indicates that no dossier exists under the title mentioned, but only subdivisions.

Numbers in the Filing plan not preceded by any sign indicate dossiers with subdivisions.

Registry and Mail Division

August 1967



GES/WS/2

<u>X07</u>	<u>UNESCO - PROGRAMME - BUDGET - ORGANIZATION</u>				
<u>X07.13</u>	<u>Unesco - Privileges & Immunities</u>				
- <u>X07.14</u>	<u>Working Languages</u>				
<u>X07.2</u>	<u>Unesco Relations with Countries of the World</u>				
- X07.2 AMS	"	"	Participation - General		
- X07.2 AR	"	"	Annual Reports - General		
- X07.2 Club	"	"	Unesco Clubs & Local Groups - General		
X07.2 D	"	"	Delegations to Unesco - General		
X07.2 F	"	"	Finance - General		
X07.2 NC	"	"	National Commissions - General		
X07.2 SF	"	"	Special Fund - General		
X07.2 TA	"	"	Technical Assistance - General		
+ X07.21 (--)	<u>Relations with Specific Countries</u>				
+ X07.21 (--) AMS	"	Participation Programme			
+ X07.21 (--) AR	"	Annual Reports			
+ X07.21 (--) Club	"	Unesco Clubs & Local Groups			
+ X07.21 (--) D	"	Delegations			
+ X07.21 (--) F	"	Finance			
+ X07.21 (--) NC	"	National Commissions			
+ X07.21 (--) SF	"	Special Fund			
+ X07.21 (--) TA	"	Technical Assistance			
<u>X07.22</u>	<u>Relations with United Nations - General</u>				
(for relations with Specialized Agencies see under subject UDC Number e.g. Inter. Labour Office = 331 UN/ILO)					
<u>X07.23</u>	<u>Relations with Non Governmental Organizations</u>				
+ X07.352	Finance - General				
+ X07.353	Equipment & Services				
X07.353.2	Equipment				
X07.353.24	Correspondence and Mailing				
X07.353.3	Publicity of Unesco				
X07.353.321	Unesco Publications (Files relating of the contents of a publication are classified under UDC subject number & title e.g. Social Science Bulletin - 3 A 31 SS Bulletin)				
X07.353.321 A 337	Translation of Unesco Publications				
X07.353.321 A 84	Unesco Publications - Distribution				

+ X07.353.321 A 84(--)	Unesco Publications - Distribution - per country
+ X07.353.321 A 84(--)80	" " " " " -official
- X07.353.321 A 84/IRO	" " " " Int. Govt. Orgs.
X07.353.321 A 84/NGO	" " " " Non Govt. Orgs.
+ X07.353.321 A 84/Unesco	" " " " Unesco Off. & Ctrs.
+ X07.353.321 A 84/Symb.(--)	" " " " Contacts & Distribution by discipline of addressees
+ X07.353.321 A 843	Unesco Publications - Distribution - Sales Agents - Administration
+ X07.353.321 A 844	Unesco Publications - Distribution - " Publicity
+ X07.353.321/Symbol/Title/A 84	Unesco Publications - Distribution - Publications of Departments by Title
+ X07.353.7	Transport
X07.354	Unesco Headquarters
+ <u>X07.5</u>	<u>Governing Bodies - Secretariat Organization</u>
<u>X07.51</u>	<u>Unesco General Conference</u>
<u>X07.52</u>	<u>Unesco Executive Board</u>
- <u>X07.54</u>	<u>Unesco Interdepartmental Committees</u>
+ <u>X07.55</u>	<u>Unesco Departmental Services & Bureaux</u>
+ <u>X07.7/8</u>	<u>Unesco Reports, Minutes, Missions</u>
+ <u>X07.77</u>	<u>Unesco Reports</u>
<u>X07.83</u>	<u>Missions</u>
+ <u>X08</u>	<u>UNESCO PERSONNEL</u>
X08 A 262	Unesco Staff Service - Gift Shop
- X08-5 LN	Staff Pension Regulations - League of Nations
- X08.171.1 UN/ILO	Inter. Labour Office - Administrative Tribunal
- X08.741 UNSA	UN & Specialized Agencies - Salaries
+ <u>0</u>	<u>GENERALITIES</u>
+ <u>00</u>	<u>Fundamentals of Knowledge & Culture</u>
+ <u>001</u>	<u>Sciences & Knowledge in General</u>
+ <u>002</u>	<u>Documentation</u>
+ <u>003</u>	<u>Writing-Script</u>
- 003.3	Alphabets
+ <u>008</u>	<u>Civilization - Culture Progress</u>
008(11-15)	East-West Cultural Relations
008(11-15)MP 03	East-West Major Project

- + 33
 - 33.37
 - 330.19
 - + 330.2
 - + 331
 - + 331.881
 - + 332.4
 - + 333
 - 334
 - + 335
 - + 336
 - + 337
 - + 338
 - + 338.45
 - + 338.6
 - 338.924
 - + 34
 - 34.37
 - + 340
 - + 340.37
 - + 341
 - + 342
 - + 342.7
 - 342.733
 - 342.76
 - + 343
 - + 343.8
 - + 343.9
 - + 347
 - + 347.77
 - 347.78
 - 347.786
 - + 347.788
 - + 347.79
 - + 35
 - 35.37
 - + 35.08
 - + 351
- Economics
- Teaching of Economics
 - Economic Development
 - Cooperation in the Economic Sphere
 - Labour, Work, Employment
 - Trade Unions
 - Money
 - Land-Rural Economy
 - Cooperatives
 - Socialism
 - Public Finance - State Finance
 - Free Trade, Protection, Customs
 - Production, Wealth, Economic Situation
 - Industrial Production
 - Organization of Production
 - Industrialisation
- Jurisprudence - Law - Legislation
- Teaching of Law
 - Comparative Law
 - Teaching of Comparative Law
 - International Law
 - Public Law - Constitutional Law
 - Human Rights
 - Discrimination in Education
 - Complaints re Human Rights
 - Criminal Law - Penology - Criminology
 - Penology
 - Criminology
 - Private Law - Civil Law
 - Industrial Ownership Rights
 - Copyright
 - Performers Rights
 - Copyright - Special Questions
 - Maritime Law
- Public Administration, Administrative Law
- Military Science & Defence
- Teaching of Public Administration
 - Civil Servants
 - Government Legislation, Public Services
 - Control, Regulations

- + 351.74
- + 352.354
- 36
- 36 A 65
- + 36 A 651
- 36 A 653
- + 361.8
- + 361.9
- + 362
- + 362.191
- 362.4
- 362.41
- + 362.42
- + 362.5
- 362.7
- + 362.93
- + 367
- + 367.3
- + 369
- 369.4
- 369.4 A 63
- 37
- + 37 A 038
- 37 A 31
- + 37.362.58
- 37.362.92(5-011)
- 370.125
- 370.153
- + 370.179.2
- 370.185
- 370.186
- + 370.187.61
- + 371
- 371.042
- 371.044.2
371. 044.5
- Police
- Administration at different Levels
- Social Relief & Welfare-Insurance
- Gift Coupon Plan
- Gift Coupon Plan - Donors
- Gift Coupon Plan - Beneficiaries
- Charitable Societies
- Relief in Emergencies, Disasters etc.
- Social Welfare
- Aid to Wounded in wartime - Red Cross
- Rehabilitation of the Physically Handicapped
- " " " Blind
- " " " Deaf
- Welfare of the Destitute, Poor & Needy
- Child Welfare
- Welfare of the Forces, Prisoners of War, Veterans
- Institutions of Social Intercourse, Clubs
- Rotary Clubs
- Social Movements, Youth
- Youth Activities
- System of Associated Youth Enterprises
- Education
- Eduoation Clearing House
- Publioations of Education Department
- Emergency Educational Assistance
- Educational Relief for Refugee Children
in the Middle East
- Comparative Education
- Educational Psychology
- Classical Studies in Education
- Children's Communities
- Out of School Education
- Educational Journals
- Teaching & School Organization - Educational Syst.
- Women's Education
- Childhood Education
- Adult Education

- 371.044.51 Popular Education
- 371.048.4 Vocational Guidance
- 371.12 Teachers
- 371.126 Teacher Training
- + 371.2 The School-Organization, Routine, Duties
- 371.214 School Programmes
- + 371.23 Holidays
- + 371.235 Leisure Time Activities
- + 371.26 Progress - Placing - Reports
- 371.261 School Marks
- + 371.29 Certificates - Diplomas
- 371.294 Equivalence of Degrees
- + 371.4 Educational Systems
- + 371.486 Education through the Arts
- + 371.5 Rules - Attendance - Prizes - Discipline
- 371.52 Failure in Schools
- 371.6 Educational Material - Equipment etc.
- 371.61 School Buildings
- + 371.67 Audio Visual Aids
- 371.671 Textbooks
- + 371.672.6 Films
- 371.674 Audio Means for Education
- + 371.674.2 Educational Broadcasting
- 371.674.5 Educational TV
- 371.7 School Hygiene - Physical Education
- 371.73 Sports & Education
- 371.9 Education of Handicapped Persons
- + 371.91 Education of Physically Handicapped Persons
- 371.911 Education of the Blind
- 371.912 Education of the Deaf
- 371.95 Education of War Handicapped Children
- + 371.96 Education of Persons of Special Classes
- 371.965 Workers Education
- + 371.967 Nomad Education
- 372 Pre School, Primary or Elementary Education
- + 372.21 Early Childhood & Pre-School Education
- + 372.5 Writing - Drawing - Modeling
- 372.55 Arts & Crafts in School
- 373 Secondary Education

- 373.6
 + 374
 374.4
 375
 + 375 A 031
 375 A 031(593)
 375 A 031 ASFEO
 375 A 031 OREFAL
 375 A 31
 375 A 310
 + 375.3
 376
 376 A 31 SYE
 376.331
 378
 + 378.12
 + 378.18
 + 378.3
 - 378.37
 + 378.4
 + 379
 379.23
 - 379.327
 379.329
 379.362.41
 + 38
 + 380.15
 380.8
 + 383
 + 384
 + 385/388
 + 388.9
 + 389
 + 389.1
 389.6

Vocational Training
Private Education - Further Education-Continuation System
Correspondence Courses
Fundamental Education
Fundamental Education Centres
Thailand-Uneesco F.E. Center (TUFEC)
Arab States F.E. Center
Contro Reg. de Eduo. Fond. America Latina
F.E. Publications
Production of Reading Material for New Reading Publ.
Community Development
Fellowships - Study Grants - Exchange
EXP Publications - Student & Youth Exchange Handbooks
Workers Exchange - Group Travel Grants
Higher Education - General
University Teachers
University Students
Help for Students, Welfare, Fellowships
Health of Students
Universities
Relations between the School & the Authorities
Compulsory Education
Modernization of the School
Educational Reform
International School Correspondence
Trade-Commerce-Communications
International Chamber of Commerce
Tourism
Postal Services - Mail
Telecommunications
Transport
Air Transport
Metrology, Weights & Measures, Standardization
Weights & Measures
Standardization

39

+ 392

+ 392.313

+ 394

+ 394.4

394.46

+ 397

398

398.8

Ethnology, Ethnography, Folklore

Family Life

Others

Public Life, Social Life

Official Ceremonies, Jubilees, Commemorations

Commemorations of Great Men

Primitive Peoples, Nomads, Gypsies

Folklore

Folk Music

1

LANGUAGES - PHILOLOGY

402

Bilingualism

+ 407

Study of Languages

+ 408

Kinds of Languages & Dialects

+ 408.3

Living Languages

408.9

Auxiliary Languages

408.92

Esperanto

413

Lexicography-Dictionaries

+ 42/49

Languages & Dialects

+ 5

NATURAL SCIENCES

5 A 146

Scientific Exhibitions

5 A 172

Scientific Documentation

5 A 31

Publications of NS Departments

5 A 54

Scientific Research

5 A 871 Kalinga

Kalinga Prize

5:37

Teaching of Natural Sciences

502.7

Nature Preservation & Utilisation

+ 51

Mathematics

51:37

Teaching of Mathematics

+ 518.5

Mechanized Calculation

518.5 A 01 TCC

Inter. Calc. Ctre/Centre international de Calcul

+ 52

Astronomy, Surveying, Geodesy

Astronomy

+ 521:37

Teaching of Astronomy

+ 522.1

Observatories

523.1

Universe, Cosmology, Interstellar Space

+ 523.16

Cosmic Rays

+ 526

Surveying, Geodesy, Cartography

- + 526.1 Geodesy
 - 526.8 Cartography
 - + 529 Chronology
 - 529.5 Calender Reform
 - + 53 Physics & Mechanics
 - + 531 Mechanics
 - + 531.7 Measurements, Cybernetics
 - + 532.3 Rheology
 - + 533.5 Vacuum Science
 - + 535 Optics-Light
 - + 535.3 Transmission, Absorbtion, Emission
 - 535.33 Spectograms
 - + 535.8 Optical Instruments
 - + 535.82 Microscopes
 - 539 Physical Nature of Matter
 - 539.1 Nuclear Physics
 - 539.155.2 Radio Isotopes
 - + 54 Chemistry
 - + 542 Experimental Chemistry - Laboratories, Equipment
 - + 548 Mineralogical Sciences - Crystallography
 - + 55 Geology, Meteorology
 - + 550.34 Seismology
 - + 551 General Geology, Meteorology, Climatology
 - + 551.312 Stratigraphy, Palaeogeography
 - 551.45 Limnology
 - 551.46 Arid Zone
 - 551.49 Marine Sciences
 - + 551.5 Hydrology
 - + 551.52 Meteorology
 - + 551.57 Radiation, Temperature
 - + 551.57 Aqueous Vapour, Humidity, Hydrometers
 - 551.57 (213) Humid Tropics
 - + 551.58 Climatology
 - + 551.584 Micro-Climatology
 - + 551.586 Biometeorology-Bioclimatology
 - + 552 Petrology-Petrography-Lithology
 - + 552.578 Petroleum
 - + 553 Minerals-Ores-Stones

- 553.3 Iron Ore
- 57 Biology - Anthropology
- + 571 Prehistory & Protohistory
 - + 572 Anthropology & Ethnology
 - + 572.9 Races
 - + 575 Genetics - Evolution
 - 576.3 Cell Biology
 - + 577 General Properties of Life
 - + 577.1 Biochemistry
 - + 577.3 Biophysics
 - + 578 Biological Techniques
 - + 578.082 Laboratory Animals
 - + 578.083 In Vitro Experiments
 - + 578.088.5 Effects of Ionizing Radiations
- 58 Botany
- + 581 Plant Biology
 - + 581.1 Plant Physiology & Metabolism
 - + 581.16 Plant Breeding
 - + 581.19 Phytochemistry
 - + 581.5 Plant Ecology
 - + 582 Systematic Botany - Plant Taxonomy
- 6 APPLIED SCIENCE - MEDICINE - TECHNOLOGY
- 6 : 37 Technical Education
- 61 Medical Sciences - Health
- 61 : 37 Health Education
 - + 611 Anatomy
 - + 612 Physiology
 - + 612.82 Nerve Centres - Brain
 - + 613/614 Health - Preventive Medicine
 - 613.2 Nutrition
 - 613.8 Hygiene of the Nervous System
 - + 613.86 Mental Health
 - + 614.8 Accidents, Protection, Prevention
 - + 614.84 Fire Prevention
 - + 615 Pharmacology, Therapeutics & Toxicology
 - + 615.32 Pharmaceutical Botany
 - + 615.7 Drugs

- + 616
- + 616.15
- + 616.31
- + 616.89
 - Diseases - Pathology & Medicine
 - Blood Diseases
 - Stomatology
 - Psychiatry
- 62
- 621.37
- + 620.9
- + 620.91
 - 620.912
 - 620.99
 - 620.992
- + 621
 - + 621.1
 - + 621.2
 - + 621.3
 - 621.315.59
 - + 621.39
 - 621.391
 - + 621.396
 - + 621.5
 - + 621.56
 - + 621.7
 - + 621.791
 - + 621.9
- + 622
- + 624
 - + 624.1
 - + 625
 - + 625.7
 - + 626
 - + 626.8
 - + 627
 - + 627.8
 - + 628
 - + 628.9
 - + 629
 - + 629.12
 - + 629.13
 - Engineering & Technology
 - Teaching of Engineering
 - Economics of Energy
 - Energy Sources
 - Water Resources
 - New Sources of Energy
 - Atomic Energy
 - Mechanical & Electrical Engineering - Machinery
 - Steam Power Engines, Boilers
 - Hydraulic Power
 - Electrical Engineering
 - Semi-Conductors
 - Telecommunications
 - Information Processing - Cybernetics
 - Radiophysics - Radiocommunications
 - Pneumatic Energy - Refrigeration
 - Refrigeration
 - Workshop Practice
 - Welding
 - Tools - Machine Tools
 - Mining & Mineral Dressing
 - Civil Engineering
 - Earthwork - Foundations
 - Railways - Highways
 - Roads - Highways
 - Hydraulic Engineering & Construction
 - Irrigation Construction
 - Rivers, Ports, Coast, Dams Construction
 - Dams
 - Public Health Engineering
 - Illumination
 - Transport Engineering
 - Navigation Engineering
 - Aeronautics - Aviation

- + 629.19
 - Astronautics
- 63
 - Agriculture, Forestry - Animal Produce, Hunting, Fisheries
 - Teaching of Agriculture
 - Agronomy, Farming
 - Soil Science
 - Agricultural Industries
 - Plant injuries, diseases, Phytopathology
 - Plant Protection
 - Insecticides
 - Fruit, Forestry
 - Forestry
 - Hunting & Fisheries
 - Fisheries
 - Domestic Science, Household, Hotel Management
 - Hotels
 - + 640.24
 - + 65
 - Commerce, Management, Organization, Communication, Transport
 - Management Education
 - Office Management
 - Registry & Filing
 - Classification, Indexing, Abstracts
 - Commercial Script, Copying, Translation
 - Reproduction
 - Offset stencils & Typography
 - Photostat
 - Microfilm
 - Transport
 - Business & Industrial Management
 - Mechanical Handling
 - Production & Control
 - Quality Control
 - Patents
 - Publicity, Advertising, Information
 - Information Advice & Consulting
 - Chemical Technology & Industry
 - Beverages, Stimulants
 - Brewery

- + 666 Glass, Ceramics
- + 666.1 Glass Manufacture
- + 666.9 Lime, Cement, Mortar, Concrete
- + 666.984 Prestressed Concrete
- + 669 Metallurgy
- + 67 Industries & Crafts based on processable Materials
- 672 Iron & Steel
- + 677 Textile
- + 678 Rubber & Plastics
- + 678.5 Plastics
- + 68 Industries, Crafts & Trade for Finished Articles
- + 681.2 Scientific Instruments
- + 681.8 Musical Instruments, Sound Recordings
- + 69 Building Industry, Materials, Construction

1

- 7 A 145 Unesco Travelling Art Exhibitions
- + 7 A 145.01 1st Travelling Exhibition - Paintings 1860 - today
- + 7 A 145.02 2nd " " " prior to 1860
- 7 A 145.03 3rd " " Leonardo da Vinci
- 7 A 145.04 4th " " Japanese Stamps
- 7 A 145.05 5th " " Chinese Art
- 7 A 145.06 6th " " Persian Miniatures
- 7 A 145.07 7th " " Water Colours
- 7 A 145.08 8th " " Art & Writing
- 7 A 145.09 9th " " Painting 1900/1925
- 7 A 146 Art Exhibitions - General
- 7 A 334/313 Colour Reproductions Catalogues
- 7 UWAS Unesco World Art Series Albums
- 7:37 Teaching of Arts
- + 71 Housing & Town Planning
- 711 Urbanisation
- 712 Preservation of rural & urban amenities
- 72 Architecture
- + 73 Plastic Arts
- 737 Numismatics
- + 738 Ceramics
- + 75 Painting
- 78 Music

781.37 Teaching of Music
 + 785.11 Orchestras
 + 79 Entertainment, Sports
792 Theatre
 - 792.8 Ballet
 + 793.3 Dance
 + 794.1 Chess
 + 796 Sports
 + 796.32 Basketball

LITERATURE

803 Translation of Literature
 + 803 A 136 " " " Advisers
 + 803 A 202 " " " Publishers

GEOGRAPHY & HISTORY

Geography
 Teaching of Geography
History
 Teaching of History
 Archives
 Historical Studies
 Orientalists
 History of Civilisation - Scientific & Cultural
 History of Mankind

AUXILIARY NUMBERS TO BE USED IN UNESCO REGISTRY

- 0 Organizations and Meetings
- 01 Organization, Association, Federation etc.
- 02 Committees, Commissions, Board
- 021 Sub C'ttees
- 022 Advisory C'ttee, Consultative C'ttees - Working Groups - Panels of Experts
- 023 Interagency C'ttees
- 024 Coordination C'ttees
- 025 Bureaux
- 026 Interdepartmental C'ttees of UNESCO
- 027 Clubs

- 03 Centres; Research Centres (Training Centres see :045)
- 031 Centres

- 034 Research Centres

- 036 Laboratories
- 037 Information Centres
- 038 Clearing Houses
- 039 Agencies (e.g. News Agencies - Not Specialised Agencies)

- 04 Educational Institutions
- 040 Primary School Level
- 041 Secondary School Level
- 042 Higher Education Level (University, College, Polytechnic)

- 045 Training Centres

- 06 Meetings, Conferences, Congresses
- 061 Special Sessions; Extraordinary Sessions

- 064 Expert Meetings, Round Tables, Colloques

066 Manifestations (week of - month of - days of etc.)
067 Concours

07 Courses, Seminars
071 Courses
072 Study Courses
073 Summer Courses
074 Seminars
075 Camps
076 Workshops

1 Technical Planning & Organization
10 Establishment
101 Agreement
102 Constitution - Statutes - Rules & Regulations - Charter - Policy
103 Ratification, Adhesion
104 Privileges & Immunities
105 Legal Matters/Legislation
106 Governing Bodies - Executive C'ttees
107 Standing C'ttee
108 Reservation (Jurisdiction)

11 Finance
110 Budget
111 Contracts
112 Insurance
113 Grants/Subventions
114 Gifts - Aid (Gift projects see : 65)
115 Funds
116 Credit Schemes
117 Revenues (subscriptions, advertisements etc.)
118 Funds in Trust
119 Payments

12 Technical Organization / Application

- 120 Preparation
 121 Technical Organs
- 125 Travel & Accommodation, Tourism
- 127 Entertainment & Receptions
- 13 Personnel
 131 Recruitment - Candidates
 132 Medical Examination
 133 Personnel Rules & Regulations
 134 Rights of Personnel (Status - Contracts - Salaries etc.)
 135 Training, (Briefing see : 562)
 136 Programme Staff (Director - Group Leaders - Experts - Authors etc)
 137 Technical Staff (Interpreters - Secretaries - Librarians etc.)
 138 Supplementary Duties
 139 Voluntary Personnel
- 14 Publicity
 141 " Press
 142 " Radio
 143 " Television
 144 " Film
 145 Travelling Exhibitions
 146 Exhibitions
 147 Posters - Photographs - Records
 148 Information given (see also : 842)
 149 Visits
- 15/16 Representation - Delegations - Invitations - Participants -
 (if only a general number is wanted, use : 15)
 150 Participants - Policy on Invitations
 151 UN & Specialised Agencies - Unesco Staff Members assisting
 152 Governments
 153 Organizations
- 155 Private Persons
 156 Observers
- 158 Corresponding Members Participating etc.

161	Students, Trainees
162	Graduates
168	Commercial Firms
17	Programme - Documents for use at ----
170	Workplans
171	Agendas
172	Documentation
173	Working Documents (see also : 321)
174	Drafts
18	Documents of - - - (see also : 32)
181	Amendments/Revision
182	Recommendations - Proposals
183	Resolutions
184	Declarations
185	Minutes
187	Reports (see also : 323)
19	Follow up activities
191	Consequences - Results
193	Evolution/Development
194	Application
195	History
196	Complaints
197	Comments
198	Evaluation, Appraisal
199	Rationalization

2/3	Installation - Equipment - Audio-Visual Material -
	Film Equipment, see 378
	Photo " " 388
	Radio " " 348
	Television " 358
2	Installation - Equipment
20	Needs
201	Adjudication
202	Fournisseurs/Publishers
203	Testing of Material
205	Production
206	Orders
207	Gifts of Material to Unesco
208	Stocks
209	Destruction
21	Site - Building
210	Space Allocation
211	Offices - Rooms
212	Storage Space
213	Parking & Garage
215	Cleaning
216	Thefts
217	Accidents
218	Security/Protection
219	Decoration
22	Hospitality, Rent of Offices, Services Rendered
220	Renting of Halls
221	Hospitality, Laissez Passer
222	" , Carte de Tabac
23	Installations (for installations general use : 22)
231	Lifts
232	Gas
233	Water
234	Electricity

235	Telephone
236	Douches, Lavabos & other Commodities
24/25	Technical Services (for Technical Services General, use : 24)
241	Interpreting
242	Translating
244	Printing
245	Microfilming - Photocopying
246	Registry & Archives
247	Library
248	Bookshop
251	Press Room
252	Radio Studio
253	" Room
254	T.V. Studio
255	T.V. Room
256	Film Studio
257	Projection Room
258	Photography Darkroom
26	Welfare Services
261	Dispensary
262	Gift Shop
263	Reading Room
264	Visitors Service
265	Restaurant
266	Snackbar
267	Bar
268	Recreation Room
27/28	Equipment (for Equipment general, use:27)
	Film Equipment see : 378
	Photo " " 388
	Radio " " 348
	T.V. " " 358

271	Furniture
273	Machines
274	Typewriters
275	Office Supplies
276	Distribution Machines
281	Workshop
282	Panels
283	Frames
284	Crates
287	Suppliers
29	Construction/Building

3	Audio Visual Material
30	" " " General - number not to be used -
301	Audial Material
302	Visual Material
303	Speeches
304	Discussions
305	Lectures
306	Interviews
307	Teaching Material/Study Kits
308	Collections
309	Records
31/33	Printed Material/Publications
310	Texts
311	Books
312	Textbooks - Lessons

- 313 **Handbook - Guide - Directories - Répertoires - Manuels**
Catalogues
- 314 **Monographs**
- 315 **Articles**
- 316 **Journals - Periodicals - Press**
- 317 **Dictionnaires**
- 318 **Bibliographies**

- 32 **Documents (only visual material; see also 17 - 18)**
321 **Working Documents**
322 **Documents of - - -**
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338 **Albums**
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- 34 **Radio/Radio Programmes**

- 343 **Plays**

- 347 **Music**
- 348 **Equipment**

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352	Interviews
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358	Television Equipment
37	Film
370	Films
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373	Microfilms
376	Educational Films
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38	Photography
380	Photographs
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Africa	(6)
Albania	(496.5)
Algeria	(65)
Andorra	(467.2)
Angola (Port.)	(673)
Antigua	(729.726.4)
Antilles	(729)
Antilles (Dutch)	(729.88)
Arabia (Fcd. of South Aden)	(534)
Argentina	(82)
Asia	(5)
Assam	(541.1)
Associate Member States	(-5)
Australia & Melanesia	(93)
Australia (Commonwealth)	(94)
Austria	(436)
Bahama Isl. (Br.)	(729.6)
Bahrein	(536.5)
Barbados	(729.86)
Basutoland = Botswana	(686.1)
Bechuanaland	(681)
Belgian Congo	(675)
Belgium	(493)
Benelux	(435.9 + 492 + 493)
Bermuda (Br.)	(729.9)
Bhutan	(541.31)
Bolivia	(84)
Borneo (Br.)	(911.11)
Botswana	(681)
Brazil	(81)
British East Africa	(676)
Brunei (Br.)	(911.13)
Bulgaria	(497.2)
Burma	(591)

Burundi	(675.572)
Byelorussian SSR	(476)
Cambodia	(596)
Cameroon	(671)
Cameroon (Fr.)	(671.1)
Cameroon (Fr.)	(669.85)
Canada	(71)
Cape Verde Isl. (Port.)	(665.8)
Caribbean Area	(729)
Caroline Isl. (U.S. Mand.)	(966.1)
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Centre Africaine - République	(660.1)
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Chile	(83)
China	(51)
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Colombia	(86)
Comores	(694.1)
Columbia - British	(711)
Congo (Brazzaville)	(672.4)
Congo (Kinshasa) Democratic Rep.	(675)
Costa Rica	(728.6)
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" - Newly Independent	(-72)
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Dominica (Br.)	(729.728)
Dominican Republic	(729.3)
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Fiji Isl.	(961.1)
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Formosa	(529)
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Futuna	(961.4)
Gabon	(672.1)
Gambia (Br.)	(665.1)
Germany	(43)
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" - Democr. Republic	(43-11)
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" Dutch	(883)
" French	(882)
Guinea	(665.2)
Guinea (Port.)	(665.7)
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Haiti	(729.4)
Hashemite Jordan	(569.5)

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Honduras	(728.3)
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Horn Is	(961.4)
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Iceland	(491.1)
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