

## TV Library Classification

In almost all classes, section 1 “Scope Notes” is used for bibliographies, research guides and finding aids concerning that class of record. These items will contain information about the type of records, their use & location.

In a very few of the smaller classes, section 1 is the only section and therefore also contains general items.

In the sorting of places, old county names are replaced by their more modern equivalents (e.g. Angus instead of Forfarshire). Materials may be sorted by county, or even country, rather than town or parish.

### Shelfmarks & shelfmark order:

The main collection covers the whole of the British Isles. When items are concerned only with part of the British Isles other than Scotland (e.g. England or Ireland), they will be filed at the end of the relevant section with the appropriate addition to the shelfmark

- (CHI) Channel Islands
- (ENG) England
- (IOM) Isle of Man
- (IRL) Ireland
- (WLS) Wales

Items about overseas countries are shelved separately, by country. Within each country, the same class and section sequence as used for the main collection, is followed. A bracketed 3-letter suffix denoting the country is used in the shelfmark.

Censuses are sorted by year, then by county. If several years are covered, then the item is sorted by the earliest year.

Examples of shelfmarks:

AR1	Archives, libraries & museums - section 1
BS2 T	Business records & commerce - textiles
C2 D	Cemeteries & deaths - Dundee
C2 L(ENG)	Cemeteries & deaths - England - London
C2 D (IRL)	Cemeteries & deaths - Ireland - Dundalk
C2 S (AUS)	Cemeteries & deaths - Australia - Sydney
CN2 1851 F	Census – 1851 – Fife
CN2 1814 (AUS)	Census – 1814 - Australia

<b>Classmark</b>	<b>Content</b>	<b>sub-section sort order</b>
<b>AR</b>	<b>Archives, Libraries, Museums</b>	
1	Scope Notes research guides, finding aids, bibliographies directories of archives & repositories	<i>place</i>
2	Individual repositories or collections holdings guides, indexes, finding aids reports, exhibitions, etc General Register Office (Scotland) National Archives of Scotland NRAS Surveys Public Record Office, Kew Family Records Centre, London Public Record Office (Northern Ireland), etc <i>but, if the item is solely about records in one of the subjects for which there is a TV class, then it will be filed there</i>	<i>name of archive / collection</i>
3	Records: preservation, care, access, use	
4	Computer networks Internet – lists of sites & indexes <i>but use of the Internet see G7; subject pages – see relevant sections</i>	<i>place or subject</i>
<b>BI</b>	<b>Bibliography</b>	
1	General & multi-subject bibliographies; Scope Notes combined lists of Society publications	
2	Place county & country bibliographies <i>for subject bibliographies see section 1 of the relevant class</i>	<i>place</i>
	Biography - see G-Genealogy	
<b>BL</b>	<b>Buildings &amp; Architecture</b>	
1	Scope Notes research guides, finding aids, bibliographies	
2	General buildings in a county or town building types	<i>place or subject</i>
3	Individual buildings castles, family homes <i>for churches see CH2</i>	<i>name of building</i>
4	Architects, builders	<i>surname</i>
<b>BS</b>	<b>Business Records, Commerce &amp; Occupations</b>	
1	Scope Notes research guides, finding aids, bibliographies	
2	Trades & occupations specific industries, trades, occupations & professions lists, descriptions, general information includes farming <i>but for trades / professions for which there is a TV class (eg sailors) see that class. Items about industry <u>in general</u> at a particular place will be filed under PL3-Places</i>	<i>yellow pages</i>
3	Individual businesses & companies business records, employees, company histories	<i>company name</i>
4	Burgesses, Guildry, Incorporated Trades, Apprentices membership lists, trade societies, apprentices	<i>place</i>
<b>C</b>	<b>Cemeteries &amp; Deaths</b>	
1	Scope Notes research guides, finding aids, bibliographies lists of burial grounds	<i>place</i>

- 2            general books about churchyards, gravestone decoration  
 Individual cemeteries & churchyards (includes Church death / burial registers) *place*  
             lair records, burials  
             monumental inscriptions  
             mortcloths, death & burial registers  
             histories of cemeteries  
 3            Compilations of deaths from other sources *place*  
             accidents & disasters  
             rolls of honour
- CH            Churches** (all denominations are included together)
- 1            Scope Notes *place*  
             research guides, finding aids, bibliographies  
             lists of parish registers (see also REF)  
             lists of churches  
 2            History *place*  
             the church as a whole  
             secessions, disruptions  
             individual congregations  
             church magazines, church guides, church buildings  
 3            Church business records *place*  
             Kirk Session & similar records  
             Presbytery, Synod, General Assembly  
             communion rolls, membership rolls  
 4            Parish registers *place*  
             births / baptisms  
             marriages  
             marriage licences  
             indexes of births & marriages  
             combined volumes of parish registers  
                     *but Deaths / Burials only are in section C2-Cemeteries & Deaths*  
 5            Heritors records *place*  
 6            Clerical Directories, Fasti, Yearbooks
- CN            Census**
- 1            Scope Notes  
             research guides, finding aids, bibliographies  
 2            Census records & indexes *year, then place (county)*
- Civil Registration - see R-Registration
- CO            Courts**
- 1            Scope Notes  
             research guides, finding aids, bibliographies  
 2            Criminal *place*  
             criminal court cases (includes prisoners, convicts)  
             jury lists  
                     *for transportees see also MG2*  
 3            Sheriff Court *place*  
             alimient decrees  
 4            Other court records *place*  
             Admiralty Court  
             Burgh Court  
             Guild Court  
             Court of Session  
                     *but Commissary Court - see TS-Testaments*
- Description & Travel - see PL-Places  
 Dictionaries - see REF-Reference

- D Directories**
- 1 Scope Notes  
research guides, finding aids, bibliographies
  - 2 Postal & Street Directories  
lists of streets & closes
  - 3 Trade Directories
  - 4 Telephone Directories
  - 5 Almanacs & Yearbooks
  - 6 Postcode Directories
- ED Education**
- 1 Scope Notes  
research guides, finding aids, bibliographies
  - 2 Schools & schoolmasters *name of school*
  - 3 Colleges *name of college*
  - 4 Universities *name of university*
  - 5 General  
history of education
- EL Electoral Registers**
- 1 Scope Notes  
research guides, finding aids, bibliographies
  - 2 Electoral registers *place*  
poll books  
voters' rolls
- Emigration - see MG-Migration  
Encyclopaedias - see REF-Reference
- ES Estates & Manors**
- 1 Scope Notes  
research guides, finding aids, bibliographies
  - 2 Estate & manor records *name of estate / manor*
- Family History - see Genealogy  
Gazetteers - see Maps
- G Genealogy & Family History**
- 1 Scope Notes & General Textbooks  
research guides  
research techniques  
lists & locations of indexes  
using old photographs
  - 2 Family History *by surname*  
published family histories  
pedigrees  
biography, autobiography  
one-name studies  
diaries
  - 3 [ empty ]
  - 4 Who's Who & Biographical Directories  
directories of landed gentry  
Who was who
  - 5 Research Directories  
indexes of one-name studies & published pedigrees  
surname lists
  - 6 IGI & Vital Records compilations
  - 7 Computers for genealogy  
genealogical computing periodicals  
use of the internet  
*but internet sites & indexes see AR4*

Geography - see PL-Places

**H History** (subjects not classified elsewhere)

- 1 Scope Notes
  - research guides, finding aids, bibliographies
- 2 Specific subjects or time periods
  - social customs
  - witchcraft
  - sport
  - transport
  - folklore
  - time, money, measure

*for history of specific places see PL-Places*

**HA Handwriting**

- 1 Scope Notes & General
  - research guides, finding aids, bibliographies
  - examples of older handwriting

**HE Heraldry**

- 1 Scope Notes & General
  - research guides, finding aids, bibliographies
  - texts
- 2 Individuals, families, corporate bodies – grants of arms, etc.

**HG Historical Geography**

- 1 Scope Notes & General
  - research guides, finding aids, bibliographies
  - historical boundary changes
  - landscape history
  - historical atlases

Immigration - see MG-Migration

**LN Land & Property**

- 1 Scope Notes
  - research guides, finding aids, bibliographies
- 2 Land Ownership
  - directories of land ownership
  - retours, services of heirs, tailzies
  - tithes, enclosures, feuars
- 3 Sasines *place*
- 4 Valuation Rolls *place*

**LW Law & Legislation**

- 1 Scope Notes
  - research guides, finding aids, bibliographies
- 2 General
  - law – introductions
  - laws
- 3 Protocol books, lawyers' records
- 4 Legal Profession
  - law lists

**M Miscellaneous**

- 1 General
  - awards & honours (non-military)
- 2 Fiction

<b>MAP</b>	<b>Maps &amp; Gazetteers</b>	
1	Scope Notes	
	research guides, finding aids, bibliographies	
2	Gazetteers	
	indexes of placenames	
3	Atlases & Map Books	
-	Maps	
	OS maps - filed by series, current and historical	
	town plans - current and historical	
	county & country maps - current & historical	
	other maps & plans	
<b>MD</b>	<b>Medicine</b>	
1	Scope Notes	
	research guides, finding aids, bibliographies	
2	Hospital etc. records	<i>name of hospital</i>
	patient lists	
	health board records & reports	
3	Doctors, dentists, nurses	
	medical directories	
4	General	
<b>MG</b>	<b>Migration</b>	
	<i>most items are classed under Immigration in the new country</i>	
1	Scope Notes	
	research guides, finding aids, bibliographies	
2	Emigration	<i>place, surname or ship</i>
	passenger records	
	transportation	
3	Immigration	
	settlers within the new country	
4	Migration within the country (eg Scots to England)	
<b>ML</b>	<b>Military</b>	
1	Scope Notes	
	research guides, finding aids, bibliographies	
2	Army, militia	<i>place</i>
	army lists	
	militia, fencibles, volunteers	
	military operations	
	Scottish battles	
	Chelsea pensioners	
3	Navy	
	navy lists	
	naval operations	
	R N ships	
	pensioners	
4	Air Force	
	air force lists	
	operations	
5	Jacobites, 1715, 1745 Rebellions	<i>place</i>
	texts	
	lists of men	
6	General	<i>place</i>
	items covering more than 1 of the above sections	
	medals	
<b>MM</b>	<b>Merchant Marine</b>	
1	Scope Notes	
	research guides, finding aids, bibliographies	

2	Sailors	
	captains' registers	
	lists of seamen	
3	Ships	<i>name of vessel</i>
	texts	
	lists	
4	Fishing, whaling	
	texts	
	lists	
5	General	
	items covering more than 1 of the above sections	
	trade, shipping	
	port books	
	sea box records	
<b>MS</b>	<b>Manuscript Collections</b>	
1	Scope Notes	
2	Individual collections	<i>name</i>
<b>N</b>	<b>Names (personal)</b>	
	<i>most information will be found under G-Genealogy</i>	
1	Surnames & forenames	<i>name</i>
	meaning & history	
2	Clans & tartan	<i>name</i>
	<i>but clan newsletters will be found under SO3-Societies (Names)</i>	
<b>NO</b>	<b>Nobility &amp; Royalty</b>	
1	Scope Notes	
	research guides, finding aids, bibliographies	
2	General	
	<i>for directories (eg Burke's Peerage) see G4</i>	
<b>NS</b>	<b>Newspapers</b>	
1	Scope Notes	
	research guides, finding aids, bibliographies	
2	Indexes to newspapers	<i>title</i>
3	Articles, extracts, BDM announcements	<i>title</i>
4	Complete publications	<i>title</i>
	single copies	
	runs	
5	General	
	histories of newspapers	<i>title</i>
<b>OB</b>	<b>Obituaries</b>	
1	Scope Notes & General	
	research guides, finding aids, bibliographies	
2	Collections & individuals	<i>surname or place</i>
<b>P</b>	<b>Public Records</b>	
1	Scope Notes	
	research guides, finding aids, bibliographies	
	<i>most information will be found under AR-Archives</i>	
2	National Government Records	<i>government department</i>
	Register of Great Seal	
	Register of Privy Seal	
	parliamentary records	
	records of government departments	
3	Local Government Records	<i>place</i>
	Burgh Records, Parochial Boards, District & County Records	
	indexes	
4	Registers of Deeds	<i>place</i>

PE	<b>Periodicals</b>	
1	Scope Notes & General research guides, finding aids, bibliographies periodicals not published by a Society or Organisation	<i>title</i>
PL	<b>Places (History &amp; Geography)</b>	
1	Scope Notes research guides, finding aids, bibliographies	<i>place</i>
2	Statistical Accounts	<i>place</i>
3	Individual places history geography descriptions social activities inhabitants general economic activities transport	<i>place</i>
PO	<b>Poorhouses, Poor Law</b>	
1	Scope Notes research guides, finding aids, bibliographies	
2	Particular places poor roll reports; cases	<i>place</i>
PP	<b>Population</b>	
1	Scope Notes & General research guides, finding aids, bibliographies historic population tables analysis	
	Probate Records - see TS-Testaments	
R	<b>Registration (Civil)</b>	
1	Scope Notes & General research guides, finding aids, bibliographies <i>for General Register Office (Scotland) &amp; the Family Records Centre (London) see AR-Archives &amp; Libraries</i> local registrars - lists & addresses index of registration districts ( <i>see also REF</i> ) adoption	
2	Births, Marriages & Deaths copies of registers & certificates indexes lists of names on certificates	<i>place</i>
3	Non-parochial registers irregular marriages marriage licences	<i>place</i>
REF	<b>Reference</b> encyclopaedias & dictionaries glossaries chronologies historical encyclopaedias historical time, money, measure Index of OPRs Family Historian's Enquire Within Parishes, Registers & Registrars of Scotland Phillimore's Atlas & Index of Parish Registers Genealogists' Glossary Index of Parishes, Burghs & Commissariots	



## Black's Surnames of Scotland

Schools - see ED-Education

- SO Societies**
- 1 National & Federations - Family History / Genealogy Societies *name of organisation*  
journals
  - 2 Area - Family History / Genealogy Societies *name of organisation*  
journals  
membership lists  
publication lists  
members' interests
  - 3 Name - Family History / Genealogy / One-Name / Clan Societies *name of organisation*  
newsletters  
membership lists
  - 4 Others (non-genealogy) *name of organisation*
- TS Testaments, wills, probate**
- 1 Scope Notes  
research guides, finding aids, bibliographies
  - 2 Commissary Court Records & Probate Courts *place*  
testaments  
inventories  
wills  
indexes – local & national
  - 3 Wills, testaments, inventories (of individuals, transcripts) *surname*  
testaments of individuals
- TV Tay Valley Family History Society**
- 1 Membership List
  - 2 Pedigree Charts
  - 3 Family Group Sheets
  - 4 Members' Interests
  - 5 Members' research & family trees
  - 6 Journal
  - 7 Strays
  - 8 Miscellaneous Names A-Z
  - 9 Other
- TX Taxation (personal)**
- 1 Scope Notes  
research guides, finding aids, bibliographies
  - 2 Taxation records *place*  
hearth tax  
poll tax  
others
- Voting Registers - see ER-Electoral Registers  
Wills - see TS-Testaments