Find an overview of personal and institution user notes in WebDewey.

Why create user notes?

- Notes attached to DDC records provide quick access to guidelines that reflect local classification practices.
- Personal notes help individual catalogers classify similar items consistently over time.
- Institution notes promote consistent classification by multiple catalogers with varied specialties and experience.
- Notes preserve decisions about classification, saving time by avoiding duplication of intellectual effort.

Personal user notes

- Available with a single license or site license for WebDewey.
- Personal notes are associated with the authorization number of the user who creates the notes.
- Only the individual who creates a note can retrieve it from the notes database or view the note from a DDC record. Personal notes are not shared with other users at an institution.

Institution user notes

- Available with a site license for WebDewey.
- Institution notes are associated with the library's OCLC institution symbol.
- Institution notes are shared with all users at the same institution. Any user can retrieve notes from the notes database or view notes associated with a DDC record.

User notes storage

- Notes reside on the WebDewey server.
- For an institution with a site license, the notes database contains both institution notes (shared by all users from that institution) and personal notes (available only to the user who creates the note).