

An example of a custom designed classification index

Co. Carlow Adult Education Guidance Library Index

1.0	Careers	2.0	Education
3.0	Employment	4.0	Other

1.0	Careers			Careers		
1.1		General				
1.2		Directories				
1.3		Careers software & websites				
1.4		A-Z Careers (See Appendix)				
1.5		Graduates				
2.0	Education			Education		
2.1		General				
2.1.1			Irish Education System			
2.1.2			Directories			
2.1.3			Study Skills			
2.1.4			Education software & websites			
2.1.5			Events Calendar			
2.2		Second Level Programmes				
2.2.1			Junior Certificate			
2.2.2			Leaving Certificate			
2.3		Adult & Further Education				
2.3.1			Adult Literacy			
2.3.2			VTOS			
2.3.3			Back to Education Initiative			
2.3.4			Community Education			
2.3.5			Mature Students			
2.4		Post Leaving Certificate				
2.4.1			County Carlow			
2.4.2			City of Dublin			
2.4.3			County Dublin			
2.4.4			County Laois			
2.4.5			County Kildare			
2.4.6			County Kilkenny			
2.4.7			County Wexford			
2.4.8			County Wicklow			
2.5		Applying to/ attending college				
2.5.1			Pre-University courses			
2.5.2			Going to college			
2.5.3			CAO			
2.6		Higher Education Institutions				
2.6.1			Institutes of Technology			
2.6.1.1					Athone I.T.	
2.6.1.2				Cork I.T.		
2.6.1.3				Dublin I.T.		
2.6.1.4				Dundalk I.T.		
2.6.1.5				Dun Laoghaire IADT		
2.6.1.6				GMIT		
2.6.1.7				I.T. Blanchardstown		
2.6.1.8				I.T. Carlow		
2.6.1.9				I.T. Sligo		
2.6.1.10				I.T. Tallaght		
2.6.1.11				I.T. Tralee		
2.6.1.12				Letterkenny I.T.		
2.6.1.13				Limerick I.T.		
2.6.1.14				Waterford I.T.		
2.6.2			Universities			
2.6.2.1				Dublin City University		
2.6.2.2				NUI Galway		
2.6.2.3				NUI Maynooth		
2.6.2.4				Trinity College Dublin		
2.6.2.5				University College Cork		
2.6.2.6				University College Dublin		
2.6.2.6.1					Quinn School of Business	
2.6.2.7				University of Limerick		
2.6.3			Other Higher Education Institutions			
2.6.3.1				All Hallows College		
2.6.3.2				American College Dublin		
2.6.3.3				Burren College of Art		
2.6.3.4				Carlow College		
2.6.3.5				Church of Ireland College of Education		
2.6.3.6				Dublin Business School		
2.6.3.7				Froebel College of Education		
2.6.3.8				Griffith College Dublin		
2.6.3.9				HSI Limerick & Skerries College Cork		
2.6.3.10				Institute of Public Administration		
2.6.3.11				KMI Institute of Theology & Philosophy		
2.6.3.12				Marino Institute of Education		
2.6.3.13				Mary Immaculate College		
2.6.3.14				Mater Dei Institute of Education		
2.6.3.15				Maynooth College		
2.6.3.16				Milltown Institute of Theology & Philosophy		
2.6.3.17				National College of Art & Design		
2.6.3.18				National College of Ireland		
2.6.3.19				Portobello College Dublin		
2.6.3.20				Royal College of Surgeons		
2.6.3.21				Shannon College of Hotel Management		
2.6.3.22				St. Angela's College of Education		
2.6.3.23				St. Patrick's College of Education		
2.6.3.24				Tipperary Institute		
2.6.3.25				Miscellaneous private colleges		
2.7		Study Northern Ireland				
2.7.1			Queen's University Belfast			
2.7.2			University of Ulster			
2.8		Study UK				
2.8.1			UCAS System			
2.9		Study Abroad				
2.9.1			Colleges A-Z			
2.10		Post Graduate Information				
2.11		State Training Agencies				
2.11.1			BIM - Irish Sea Fisheries Board			
2.11.2			Coillte – Irish Forestry Board			
2.11.3			Failte Ireland			
2.11.4			FÁS			
2.11.5			Teagasc			
2.11.6			Crafts Council of Ireland			
2.12		Certification/ Qualification				
2.12.1			FETAC			
2.12.2			HETAC			
2.13		Local (short/ specific interest)				
2.13.1			Computer courses			
2.13.2			Computerised accounts/ Payroll			
2.13.3			First Aid courses			
2.13.4			Language courses			
2.13.5			Safepass courses			
2.13.6			Trade related courses			
2.13.7			Leisure courses			
2.14		Special Interest Groups				
2.14.1			Foreign Nationals			
2.14.1.1				Learning English in Ireland		
2.14.2			Adults with disabilities			
2.15		Part time learning				
2.15.1			Evening courses			
2.15.2			Distance learning			
2.15.2.1				Open University		
2.15.2.2				Colleges in Ireland		
2.15.2.3				Other colleges outside Ireland		
2.16		Private/ other education providers				
2.17		Funding/ Scholarships				
3.0	Employment			Employment		
3.1		Employers - general				
3.1.1			Directories			
3.1.2			Local Employers A-Z			
3.2		Apprenticeships				
3.3		Jobseekers				
3.3.1			Vacancies			
3.3.1.1					Sources of vacancies	
3.3.1.1.1						Carlow Nationalist
3.3.1.1.2						Kilkenny People
3.3.2			Job Hunting			
3.3.2.1				CVs & Covering Letters		
3.3.2.2				Interview skills		
3.3.2.3				Recruitment Agencies/ Websites		
3.3.2.4				Work Experience		
3.4		FÁS Employment Schemes				
3.5		Special Interest Groups				
3.5.1			Adults with disabilities			
3.5.2			Foreign Nationals			
3.6		Self Employment				
3.7		Volunteering				
3.8		Working Abroad				
4.0	Other			Other		
4.1		Guidance Resources				
4.1.1			Professional Guidance Associations			
4.2		Support Services				
4.2.1			Local			
4.2.1.1					County Carlow Community Network Directory	
4.2.1.2					Childcare Support Services	
4.2.2			National			
4.2.2.1				IPA Administration Yearbook & Diary		
4.2.2.2				AONTAS		
4.3		Other AEGIs				
4.4		Rights & Entitlements				