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B.Lisc
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INFORMATION PROCESSING II - CATALOGUING & INDEXING THEORY

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CO-OPERATIVE CATALOGUING

Co-operative cataloguing takes place when a number of Libraries co-operative in cataloguing of books. It is done in two or more Libraries for the benefit of each participant.

According to C.N. Neelamham, "when a number of independent Libraries share the work of producing a catalogue for their mutual benefit, this is termed co-operative cataloguing"

Forms of co-operative cataloguing

L.C. Programme:

The Library of Congress is running a co-operative programme in which other Libraries are to contribute catalogue card copies for printing. The Library of Congress edits each copy and the edited copies are printed and distributed to subscribers.

N.P.A.C. (National Programme for Acquisition and Cataloguing :

Under the Higher Education Act of 1965, L.C. was give the responsibility of acquiring all materials of value of scholarship currently published throughout the world, of cataloguing them promptly and distributing bibliographic information.

In January 1966, it was agreed that the description of books listed in National Bibliography of each country would be used L.C. cataloguing purposes. It was decided that producers of National Bibliographies would supply to L.C. a copy of their publication in advance. This programme was named N.A.P.C.

To implement NPAC, L.C. has established a global network of national and regional offices for international co-operation.

Union Catalogue:

Creation of Union Catalogue on the basis of data supplied by individual libraries.

According to Larson,'Union Catalogue is listint one sequence the holding orpart of the holdings of two or more libraries.

Types:

Usually the Union Catalogue is in three types namely local, regional, national. Further divisions maybe done on the basis of the kinds of material it included, e.g. books, periodicals, films etc.

Functions:

1. To serve as a tool for the local ion of a given document.
2. To serve as a too) for the selection of document.
3. To help in inter-library loan.
4. To help to achieve co-ordination in acquisition as well as in the selection programme of a group of libraries.
5. to serve as a useful tool for obtaining bibliographical information.

Compilation:

First considering to compile a Union Catalogue is prepare a statement of the purpose. This should be following by the decision regarding :-

1. Libraries to be included.
2. Materials.
3. Types of entries and description of each entry.

4.   Arrangement.

5.   Physical form..

6.   Method of compilation and revision.

1.Libraries:

It is necessary to decide whether Union Catalogue is going to be local, regional, national in scope.

2.Materials:

Usually Union Catalogue of periodicals are preferred since

1.   Low cost of compilation;

2.   Easier to maintain and update;

3.   Less bulky;

4.   Saving of periodicals, because these may have to be acquired as a set.

3.Types of entries :

The Co-operating libraries should adopt the following:

1.   For a Union Catalogue of books, two entries consisting of author entry and title entry are prepared. Author entry is the main entry and title entry is an added entry. After each main entry is added, the holding section indicating the name of libraries having the documents.

2.   For a Union Catalogue of periodicals, main entry is provided under the class number and in addition there should be class index entries and sponsoring body entry.

Arrangement:

Union catalogue for books should be arranged in a single file alphabetically. Union Catalogue for periodical publication should have two files namely "Classified" and "alphabetical" File. Main entry will go to the "classified File" and class index entries to the other file.

5.Physical Form:

Sheaf from (4" x 6") is preferable to card form. If printed, it becomes a valuable tool.

Method of Compilation and version:

1.   if a large library circulates its catalogue of holdings almost other co-operating libraries, then each may be able to indicate items available with them and add further titles if not listed therein. This is a time consuming method.

2.   instead of one copy, a number of copies of the basic catalogue would a unified one.

3.   Each library may make a catalogue of its holdings and these catalogue may be

6. The development of computer based union catalogues has been achieved successfully even in developing countries.

Examples for Union Catalogues periodicals:

1. Union list of learned America serials in Indian Libraries, Delhi, Indian Council for Library Development, 1996

Union Catalogue of Learned Periodical Publications in South Asia, Physical and Biological Science, Indian Library Associations 1953.

Advantages:

1. Better and sufficient catalogue cards are available.
2. Printed cards are more legible and convenience for consulting.
3. Reduces the delay in cataloguing and saves in labour and time of cataloguing staff.
4. Printed cards are cheaper, durable and appear neat and clean.
5. Uniformity can always be maintained.

Disadvantages :

It will deprive the trained & skilled persons opportunity of learning & practicing the vital for the profession.

1. If the Cataloguing agency does not enjoy the copyright there will be difficulty in sending the copyright there will be difficulty in sending the books.

2. It is difficult to get the printed card of every title.

3. The Cataloguing Staff will lose the familiarly with the books and their subject.

The idea of shared cataloguing, which is a form of co-operative cataloguing, came into being in 1960's. The success of this venture depends upon mutual spirit of co-operation.

LCSH

LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS

INTRODUCTION :

The library of Congress published it's subject heading in parts in 1909. Complete list covering all areas of knowledge was issued in 1911 - 7th edition publishes in 1966. The headings and references in the 8th edition of LCSH were issued in May 1975 on 98 Frame microfiche on an experimental basis - 19th edition in December 1978. Library of Congress Subject headings available in both print had microform, is a list of subject heading developed and used by the library Congress units cataloguing records. It is also used as standard list by most of the large general libraries and some of the smaller libraries. Subsequent changes in these heading are published as quarterly. Supplements which was cumulated into annual volumes. There is also microfiche edition of the list which cumulates the main list and the

Subject catalogue is the sum total of subject headings arranged in a desired sequence. So, the subject headings maybe defined as the headings representing the subject of the books being catalogued.

1. The Standard list of subject headings namely
   i. Seers list of subject headings.
   ii. Library of congress list of subject headings.
2. The class number of the book being catalogued through chain procedure or chain indexing.
3. The newly developed PRECIS by POPSI.

FORMAT:

Library of congress subj ect headings is essentially a subj ect authority list.

This is the most comprehensive list of subject headings in existence. The fact that is based on the library of congress limits it's value in smaller libraries, but it is widely used in larger libraries throughout. Britain and the United States. Approved subject headings are listed in hold type, followed by a list of headings to which see also reference may be made (preceded by sa), a list of headings from

Which see references should be made (preceded by x), and a list of headings from which see also references may be made (preceded by xx). The following is an example:

Education and crime (HV 6166)

Sa Education of Prisoners.

    Illiteracy

x Crime and education.

xx Crime and criminals.

    Delinquents.

    Illiteracy.

OMITIONOFLCSH:

Omitted from LC list are names of persons 9wiht a few exceptions): family names: name of corporates bodies: Place names unless they from an integral part of a subject heading or must be included to show certain subdivisions: systematic names of general and species in botany and zoology, chemical compounds; names of ships; natural features; such as lakes of mountains; structures such as bridges and dam; metropolitan areas; parks, forests and forest reserves, and wild life refuges; most religious bodies; most sacred books, Anonymous religious classics and special prayers ; Gods and Goddesses; and mythological characters; Lincoln Napoleon; Shakespeare; **Eanger and Washington** are included in order to indicate subdivisions under prominent individuals.

Scope notes follow immediately the headings with which **they one used. They are provided** for the purpose of specifying the range of subject matter to which a **heading is applied in the LC** catalogues and draw necessary distinctions between related headings or **state which of several meanings** of a term is the line to which its use in the LC in limited e.g.

Assessment :

Here are entered works on tax assessment. Works on the technique of property valuation for other than taxation. Purposes are entered under specific heading with sub division valuation, eg. Real property - Valuation.

Charities:

Here are entered works on privately supported welfare activities. Works on tax-supported activities are entered under public welfare. Treatises on the methods employed in welfare work, public or privates are entered under social service.

Irreligion:

Here are entered works dealing with a condition of complete absence of religion.

The symbol 'sa' means that a see also reference is to be made from the heading above it to the

term or terms following the symbol. For example, an entry in LCSH could be;

Squirrels.

  Sa Alberty

    Squirrel. Fox

    squirrel.

  Gray squirrel.

The symbol indicates that a see reference is to be made from each of the terms following it to the headings listed above it. For example an entry is LCSH would be.

Squirrels.

    x Tree squirrels.

    xx Rodentia.

See also references between terms related in a sense other than liberarclical are in both

directions, etc.,

  God

  Sa Theism

  xx Theism

Instructions for making a cross reference are provided under both terms involved. eg.

Squirrels	(same as)	Tree Squirrels,
X Tree Squirrels	=	See Squirrels
Squirrels	=	Rodentia
Rodentia	=	Sa Squirrels.

ARRANGEMENT :

1.   Periodical subdivisions (arranged chronologically)
2.   Topical Subdivisions (arranged alphabetically)
3.   Geographic subdivisions (arranged alphabetically)

A main heading may be subdivided by several subdivisions, thus resulting in a starting of elements, eg. United states- History-civil war, 1861 - 1865 - Juvenile participants - Juvenile literature.

Periodical subdivisions are listed individually under the appropriate headings in library of congress subject headings. They are not free - floating, with exception of the following.

History - 16th Century.

History- 18th Century.
History- 19th Century.
History- 20thCentury.

Topical sub divisions may be used under topical headings to which the free - floating sub division - History can be assigned appropriately. However, they are not used with headings which begin with the name of a region, country, etc., for example, "America - History, 19th Century" because period sub divisions undernames of places are enumerates in the list.

Period subdivision in LCSH appear in various forms. The name of Monarch, an historical period or an event followed.

Great Britain -   History -   Modem Period, 1845.
United States -   History -   Civil War, 1861 -1865.

Many headings for subjects which lend themselves to geographical treatment are subdivided by the name of a country or other political entity, a region or a geographic feature. These headings are indicated by the designation (Indirect) immediately after the heading.

Many headings used in the LC catalogues do ont appear in LCSH, particularly headings which represent proper names. It is not feasible to include all the names of persons, corporate bodies, or places which can possibly becomes subjects of books. Therefore, only a few proper names are included in LCSH as examples. A list of the principal categories of headings omitted appears in the introduction to LCSH.

The more common types of corporate bodies can be sub divided according to the models listed

below.

Catholic church (as model for Christina denominations) Unites States Congress (for legislative bodies) United States Army (for armies). United States - Navy (for navies).

The library of congress list is often criticized for the in consistencies. For example we find such headings as.

Libraries, Naval.
But military libraries.
Library Administration.
But Acquisition (libraries).

CONCLUSION:

A similar observation may be made even with record to references. Logically, a reference line leasing from a heading down words, (or even upwards) should be modulated. This not always done in the LCSH. It does not also define with any degree of precision. Coordinate and collateral relationships. It should be remembered in examining the LCSH that it is a tool designed for use in cataloguing a particular collection, that of the library of congress.. There is no complete index and the lacks mnemonic features, so LCSH there is no sound theoretical basis.

REFERENCE:

1.   Encyclopedia of library and information Science, V.I.
        New York Marcell Dekker Inc. 1975.

INFORMATION PROCESSING II - CATALOGUING & INDEXING THEORY

CHAPTER 1

CONCEPT OF LIBRARY CATALOGUE - OBJECTIVES AND FUNCTIONS:

Introduction:-

    Catalogue plays a vital role in the society all the cataloguing systems are designed with the help of some codes. Catalogue helps in the organisation of the collected and preserved materials for a library of effective use. The origin of the world 'catalogue'. Can be traced from the Greekphrase 'Katalogs'. 'Kata' means "according to" (or) 'by', 'logos' has different meaning such as 'order'.

Definition:-

1)   A catalogue is an compilation of entries which records, describes and indexes most of the resources of the library.

2)   It is an exhaustive list of documents present in a particular library on author, subject, title in some reasonable order.

3)   A catalogue is the list of materials arranged in a helpful order.

Objectives:-

- The main objective of the library catalogue is to help the reader in finding their required materials.
- To enable a reader to know the nature of collection i.e. how many books are available on each subject and on each author.
- To enable a reader to know the types of documents available in the library such as books, periodicals, non-book materials, micro forms and machine readable forms.
- The main objective of a catalogue is to serve as a guide to the collection of materials.

Functions:-

    S.R. Ranganathan summarises the functions

- To disclose to every reader his or her documents
- Secure for every documents its reader
- Save the time of the reader and for this purpose
- Save the time of the staff and students

    The catalogue helps to identify and isolate one document from the other document through descriptive cataloguing.

In 1876 Charles Ammiie Cutter denned the objectives as

1. To enable a person to find a book of which either

    a) the author   b) the title   c) the subject is known

2. To show what the library has

    d) by a given author   e) on a given subject   f) in a given kind of literature

3. To assist in the choice of a book

    g) as to its edition (Bibliographically)   h) as to its character (literary or topical) Thus a catalogue should be an efficient.

BIBLIOGRAPHY VS CATALOGUE

BIBLIOGRAPHY

1. It serves inventory functions its purpose depends upon kind of Bibliography.
2. It cannot claim to be Universal. It is limited with regard to subject material, language Geographical area of coverage. Place of publication of time. It is not restricted to a particular library.
3. It serves mainly scholars and librarians.
4. It is usually brought out in the form of a book
5. It does not follow a standard code expect. When it is prepared by a libarian.
6. The arrangement varies though a classified arrangement is used quite often.
7. A good bibliography is a work of scholarship. Thus a bibiliographer tries to do a good job though a bibliography is made to serve comparitively for few readers.

LIBRARY CATALOGUE

1. It serves inventory and retrieval function. It is purpose is to satisfy the laws of library science.
2. It contain's information about documents available in a particular library. It is not restricted to subject, material, language. Geographical area place of publication and time.
3. It serve a large number of uses including scholars and libarians
4. It is usually found on cards
5. It is based on a standard book.
6. This is either dictionary wise (or) classified order.
7. It is short to be made symbol. Simple logical and easy to use. An ordinary used would be more (or) less satisfied with what is listed in the catalogue.
8. It is an organising list of document, not limited to a particular collection.
9. It is only one of the bibhographical tool which include library catalogue. Publishers catalogue, shelf list, acquisation list and so on. It serves inventory functions.
10. It serves mainly scholars and librarians.
11. It brought out in the form of a book
12. It usually does not follow a standard code.
13. All possible entries to provide a reasonable number of approaches are given.
14. It contain considerable information.
15. Bibliographer takes into consideration internal and external evidence. A good bibliography is always based on examination of document themselves.
16. Arrangement of bibliography varies. Generally classified arrangement is made.
17. It is general term. It is a list of document in the holdings of a library or group of librarians.
18. It serves both the inventory and retrieval functions.
19. It serves a large number of users including scholars and librarians.
20. It is usually to be found on card forms.
21. It is based on standard code.
22. Limited number of entries are given.

23.   Amount of information varies.
24.   The cataloguers prepare the entries from the documents.
25.   This maybe either Alphabetical of classified wise.

CHAPTER II
DEVELOPMENT OF CODES FOR CATALOGUING SINCE 1930

Introduction :-

A catalogue code means a set of rules with defined terminology designed for cataloguing purpose. The catalogue codes and rules help the cataloguer in preparing the catalogue entries.

History:-

The catalogue records, describes and indexes the resources of a library's collection, it is necessary to study the history and development of catalogue codes.

Anthony Panizzi:-

Catalogue code means a set of rules with defined terminology designed for cataloguing purposes.

A committee was set up by the British Museum to steamline the cataloguing procedure under the headship of Panizzi. The committee, prepared 91 rules came to be known as 'British Museum' codeof91 rules **was** published in 1841. Panizzi has been considered as the first person who formulated for the first time set of rules for cataloguing.

- The code favours direct entry and gives much importance to the information found in the title page.
- It occasionally prescribes the 'form headings' in the main entry i.e. it accepts the concept of 'corporate authorship'.

Charles C. Jewett:-

Jewett an American **was** influenced by Panizzi's code. In 1852 Jewett's code for the catalogue of the Smithsonian institution **was** accepted. He framed a set of 39 rules especially for the principle of 'corporate authorship' was extended to all corporate bodies.

- He differed from panizzi in the matter of entering the university and other learned bodies under the heading "Academies". He suggested that these are to be entered under the first work of the institution.

Charles Ammi Cutter:-

C.A. Cutter published his rules for a printed dictionary catalogue. The fourth edition was published in 1904.

Features:-

It was the first American code to receive recognition.

It contains the rules necessary for the preparation of all entries required for a dictionary catalogue.

He was the first person to recommend the use of a coporate body as an author in a well defined manner.

The present AACR was greatly influenced by Cutter.

Anglo American Code (AAC):-

Melvil Dewey suggested that the U.K. and the U.S. must unite to establish auniform catalogue code for the use in English Speaking countries. In 1908 AAC was published in 2 editions in (English & American editions).

Features:-

The British edition entered noble men under the name and the American edition under the noble title.

British edition entered periodicals under the first title and American under the latest title.

Vatican Code:-

In 1927, the Vatican library compiled a new catalogue code called as 'Vatican Code'.

Features:-

It is dictionary catalogue

The two Americans Homson & Bishop were greatly responsible for bringing out the code, American influence and bias are evident.

Classified Catalogue Code:-

Dr. S.R. Ranganathan published his CCC in 1934. His Canons of Cataloguing (1938) introduced the scientific method to cataloguing. The 5* edition was published in 1964. .

Features:-

It is the only code in English language meant for a classified catalogue.

It uses "Chain Procedure" which is a mechanical method to derive subject headings from a class number.

The form of heading is determined by the information available on the title page and its everflow pages.

The special feature of CCC is the provision ofmles for compilation of Union Catalogue of books, Periodical Publications, National Bibliographies, Indexing and Abstracting Periodicals.

7. A.L.A. Cataloguing rules:-

The American Library Association (A.L. A.) published this code in 1941.

The rules are primarily limited to choice of entry and form of heading for author title entries.

8. A.L.A. Cataloguing rules:-

In 1961, an International Conference on Cataloguing principles was held in Paris under the auspicies of IFLA. The conference was conducted to reach agreement on the basic principles of cataloguing.

Features:-

It has accepted 'Corporate Authors' as headings. Another feature is the use of uniform headings for authors Attention was given to the problem of entry of names of persons The principles form the basis for the AACR.

9. Anglo-American Cataloguing Rules (AACR):-

Mcivil Dewey suggested that the United Kingdom and the United States might unit to establish a uniform catalogue code for use in English speaking countries.

AACR was prepared by the American Library Association, Library of Congress, the Library Association and Canadian Library Association published in 1967 in two Editions-the North American Edition and the British Edition.

Features:-

- This was designed to meet the requirements of Research Libraries. Sufficient number of entries & references for document can be given.
- The rules are based on the ICCP 1961.
- It is an attempt to make headings practiced from the angle of libraries.

10.AACR-2:-

The second edition of AACR was published in 1978. It was prepared by the A.L. A., British Library the Canadian Committee of Cataloguing the Library Association and the Library of Congress.

Features:-

- It reconciled the North American and British texts of 1967 into a single text.
- It incorporated all the amendments and recommendations proposed by the ALA, LA, LC &CLA.
- It has made some provisions so as to have an international usage. It is considered as an important step towards the development of an international cataloguing code.
- It consists of two parts, Part I covers rules for a standard description of all kinds of library materials part II deals with the determination of headings.

Conclusion :-

Upto the middle of the 19* century, most catalogues were based on rules prepared by cataloguers of libraries to suit individual libraries. These rules were evolved through tradition and not based on normative principles. Scientific method on cataloguing was applied only during the 20th century. This has opened the gate of 'UNIVERSAL CATALOGUING' code.

CHAPTER - 3
PHYSICAL FORMS OF CATALOGUE

Introduction

The Physical Form of Catalogues always had unmistakable influence on their content. Any library without a catalogue is a country without a map. Library Catalogues has historically tended to adopt the most advanced available form for communication of recorded information.

One of the earliest artifacts i ndenti fiable as a catalogue is a sumerian clay tablet, dated about 2000B.C. inscribed with 62 titles. When inscription on clay gave way to writing on Payrus, Catalogue too were created in this manner. Catalogue can be distinguished into 2 types

1.   Physical (or) Outer Forms
2.   Inner Forms

Physical Forms

Physical forms represent the materials and the manner in which the catalogues are made available.

Physical Form

Book Catalogue	Card Catalogue	Sheaf Catalogue	Guard Book Catalogue	Visible Index Catalogue	Microform of Catalogue

Book Catalogue:

The book catalogue is a catalogue of books bound in a volume where entries are printed or written on pages. It is a conventional book type format. This form of catalogue was developed from the very early days of printing itself. It is also known as **printed page** catalogue.

Merits

1.   This type of printed book is a traditional type. People are familiar with this and hence it creates less pschological barrier to the readers.
2.   Easy to handle because it is in a conventional book form
3.   Economy:- Due to Economical problems small libraries are preparing this type for use.
4.   Portability:- Number of copies can be printed and distributed. It is portable. Every reader can have a copy for their reference.
5.   Span of Vision:- Since this type has many entries on a page, one can go through many entries at a time.
6.   Missing pages:- If there is any missing of pages, it can easily be detected and rectified because everypage is numbered serially. This is not possible in Card Catalogue.
7.   Book selection Tool:- This catalogue is used as a book selection tool.
8.   Publicity:- Since this type of catalogue is poratble, it gives more publicity to the library.

Demerits:-

1. Upto dateness:- The greatest drawback is uptodateness latest additions will not find place in a book catalogues
2. Time to find a particular entry one has to go through many entries and some times number of books, there by it consumes time.
3.   Weeding out:- For missing books, the entries are to be weeded out. This is not possible in book catalogue.

Card Catalogue:

Entries are on cards which file into 'trays' or 'drawers' housed in cabinets. The entries are prepared on card of standard size 12.5 cm X 7.5 cm. are used for this purpose. Rod may be inserted through the holes in the bottom of the cards to help retain them trays.

Merits:

It is flexble. Since each card carries one entry, it is possible to insert new entries.
Weeding:- The catalogue cards for the weeded out books can be easily be removed.

Demerits

Expensive:- The Printing and purchasing of cards is expensive.

Space:- It occupies more space and not portable.

Time:- Consuming, scanning could be more time consuming.

Sheaf Cataloguer-

Difficulties that were experienced in the book catalogue led to the adoption of Sheaf Catalogue. It consists of individual sheets of tough paper out to uniform size. The sheets vary in Size and the popular size

being 30 cms X 10 cms. The sheets are notched at left edge and protected by boards infront and back and secured by mechanical clasp.

Usually each sheet has an entry and the entries are arranged in any desired order. Entries can be added or withdrawn without affecting the preceding or following entries. The spine of each volume contains a label holder in which the range of it? contents can be displayed. The volumes can be arranged in a cabinet designed to house them.

Merits:-

- It is flexible, if one entry per slip is strictly adhered to.
- It is accessible and portable since the volume can be taken away from the shelves.
- Compared to card cataloguing it is space saving.

Demerits

- Maintenance of a Sheaf Catalogue is time consuming
- This form is not convenient for use.

Guard Book Catalogues:-

It is a catalogue in book or loose leaf form. If it is in loose form **extra leaves can be** mainted as and when required. In book form also there are prevention for adding new leaves. **Entries are** prepared in strips of paper and pasted on leaves.

Merits:

- New additions of entries can be made.
- Withdrawal of entries is possible
- It is portable and convenient.

Demerits:

- Pages easily get folded when used
- More chances for wear and tear.
- Difficult to multiply the copy

Visible Index:-

In this from each entry is typed on slip. The typed entry is filed **on a metal tray. The metal trays are** attached to a free standing spindle, so that the whole thing **can be** spun around. It **is visible and one can see** many entries at a time.

Merits:-

- It is flexible.
- It can be reproduced
- Easy for scanning

Demerits:-

- Insertion of new entries is a cumbersome process.
- It occupies more space.
- It is not portable.

Microform:-

In this form entries are reduced and printed on film, suitable microform reader which magnifies the film and projects it on to a screen is required.

Merits:-

- It can be kept uptodate
- It is compact and needs less area
- Can be easily reproduced.

Denerits:-

- It is doubtful if the microform catalogue is convenient to one.
- Electricity failure is a drawback.

Machine Readable Form:-

A Format which permits input & Storage in magnetic tape, magnetic disc, etc. for manipulation in a computer. Access may be 'on-line' or 'off-line'. Online systems are linked directly with the computer and can be used immediately at anytime for processing offline means that the computer can only be used at certain times. This limits utility and material must be processed in "batches". The catalogue entries are kept in machine readable form so as to search information by feeding a request through a terminal into the computer which displays the answer on a screen. They can be modified as desired and a corresponding output is obtained.

Merits:-

- It can easily be updated
- Many can refer through terminal linked to the computer

Demerits :-

- Training to use it is necessary
- Maintenance and use of a machine-readable catalogue requires on-line access to computer.

CHAPTER III
INNER FORMS OF CATALOGUE:-

The order of arrangement of entries in the catalogue determines the innerforms of catalogue. The following are the innerforms of catalogue.

1. Alphabetical catalogue
   a. Author Catalogue
   b. Name Catalogue
   c. Subject Catalogue
2. Classified Catalogue
3. Alphabetico Classed Catalogue

Author Cataloguer-

It is a list of books of a collection entered under name of the author as heading. These entries are arranged alphabetically. The heading of the entries includes editors, translators, etc. The headings contain the surname for author followed by the forename.

Advantages:-

- All the works of an author are placed together.
- It is easy to ascertain whether a book by an author is available in the library or not.
- Books of the same title can be distinguished if there is an author catalogue.

Limitations:-

- It satisfies only author approach.
- If the name of the author is not known it is not possible to locate a book.
- The readers are not aware of the form name of the author under which entries are searched.

Name Catalogue:-

This is another form of the author catalogue. The author catalogue and subject catalogue placed in

one sequence form the name catalogue. Here the subject catalogue means the name of the persons occurs

as subjects.   e.g., Criticism, Biographies, etc.

Advantages:-

It is economic
- Works by a particular author can be consulted at a single glance.

Limitations:-

It denies the user full of subject approach.

Both the dictionary and classified catalogue have to be provided to make effective use.

Title Catalogue:-

The entries rendered under title of the books are arranged alphabetically. The title proper followed by the subtitle from the headings. In the next line the name of the author is rendered. If there are 2 books having same title, they are arranged according to the alphabetical order of author.

Advantages:- It satisfies the title approach of the reader.

Subject Catalogue:-

       The heading of the entries represent the subject coverage of the book. The entry contains the specific subject as heading and other details of the book in subordinate portions.

Advantages :-

- It serve as a subject bibliography.
- Related subjects cannot be brought together.
- It serves as a reference tool for book selection. **Limitations:***
- It is not always possible to ascertain specific subject easily.
- Related subjects canno i: be brought together.

Dictionary Catalogue:

       The catalogue entries are arranged under the headings that consist of author, subject, title, etc. "According to CCC a dictionary catalogue which all entries are word entries".

Advantages :-

- Easy for consultation
- Specific subject headings provide such reference
- The subject headings can be assigned in accordance with readers terminology

Limitations :-

- This create complexity
- The reference and cross reference confuse the readers.

Classified Catalogue:

       Classified Catalogue is a catalogue in which subject entries are arranged according to some scheme of classification. It is a subject catalogue where the entries are arranged according to some scheme of classification.

Advantages:-

- It serves as a logical index to the collection of the library
- Like subjects are placed together.

CHAPTER IV
NORMATIVE PRINCIPLES

Introduction:-

S.R. Ranganathan applied the scientific method the cataloguing in 1913. His theory of library catalogue describe the nature of application ofNormative Principles. Normative Principles can be describe as the basic principles for guiding and to developing a cataloguing word.

3 levels

Laws
Cannons
Principles

Laws:-

The term law is used in normative principles for major disciplines Eg: Library Science, Maths, Physics.

Cannons:-

The term cannons is used in normative principles for major division for a discipline E.g:- Classificatons Cataloguing in Library Science.

Principles:-

The term prirciple is used **mirm**

E.g.:- Alphanatisarion of cataloguing.

All these Normative Principles have different

Main Purpose:-

1) To draft a catalogue card
2) To interpret the rules of catalogue card
3) To compare the rules with the different codes.
4) To provide to a catalogue in practical work.

There are two different types of

i.   Laws:-
i.   Law of Interpretation
ii. Law of imprtiability
iii. Law of Symmetry
iv. Law of Porsimony

i. Law of Interpretation :-

A catalogue card is like the legeal document. So they should be some provident for interpretation complicant rules then continent should be resolved with this Law.

ii. Law of Impartiabiiity:-

This law suggest that between two or more users. The preference on anyone over the other should be made only one sufficient grown and not only arbitarly joint others.

iii. Law of Symmetry :-

This law suggest that of two entities of situation which admit ofbeing recorded as the symmatrical counter parts of each other if one of them is given weight in some context. The other two should be given corresponding weight.

iv. Law of Porismony:-

This law suggest between two or more possible alternate codes of action bearing on particular phenomenon. Leading to economics of man power material time and money consider together big proper is to be prefered see and also preference.

Ranganathans 5 Law of Library Science also shape the normative principles.

II. Canons:-

There are different kinds of canons are present they are as follows:-

1. Canons of Accertabiiity:-

According to this canons information on title page and its over flowpages determine the choice and rendering of various sections of a catalogue entry. But there are some exception extra notes leading of class entry etc. The application of this cannons is possible only the international standared of the title page and its over flow pages is adopted.

2. Canons of propertence:-

This canons is the potency or power or strength to decide the position of an entry, among the various entry in a catalogue should be concentrated fully in the leading section in CCC the call No: determine the position. The potency is decreasing downwords.

      Example:-   1) Indian Chemical Society Scientific Monograph Serious etc.

                      2) Horticulture Society of Madurai - Special paper

3. Canons of Individualisation:-

This canons says the name of the entity. Used as heading of a catalogue entry should be individualising element.

      E.g:- Tamilnadu, Cricket Stadium, Madurai Tamilnadu Cricket Stadium, Madras

4. Canons of Sought Heading:-

According to this canons entries are to be prepare as heading assuming that day of definitely sought by the reader. The reader must approach a document through such document. See also see reference entry are also to be prepared for this.

5. Canons of Context:-

This canons prescribe the rules of a catalogue card should be formate in the context of the nature of cataloguing features of the book in relation to book production library services availability of published bibhographical tools.

E.g:- Abstracting and Peridical indexing.

6. Canons of the perminence:-

According this canons entries prepared in the cataloguing should have a permenant value. No entry should be suggested to change by any rule. Unless the rules themselves or changed for this canons see and see also entries are made.

7. Canons on currency:-

The subject heading use in the catalogue should be in current usuage to satisfy this canons the heading of the class index entry is change into current usuage.

8. Canons on consisting:-

The canons entries for the all document consistant with one another. The added entries of document should be in consistant with the main entry.

9. Canons of recall value:-

This canons is formulated in 1969 by S.R. Rangathan. The entry element choosen should have highest recall value. Recall means called back to the memory in the name of an entity has more than one word the catalogue has to choose in the word which is likely to remember by the readers easily.

E.g.:- University of Delhi in this, example. Delhi is the highest recall value and therefore become the entry element.

III Principles :-

There are two principles of cataloguing.

1)   Principle of local variation

2)   Principle of Osmosis.

Principle of Local Variation :-

S.R. Ranganathan recognise 4 levels of cataloguing codes:

1.   International Cataloguing Code

2.   National Cataloguing Code

3.   Linguistic Cataloguing Code

4.   Local Cataloguing Code.

In the above hierarchy each levels matchout to be left to the care of code at the next level. For **example:-**

Japanase form may be prefered by Japanease Library. Principle of Osmosis

According to principle changing over to a new catalogue code or classification scheme should be done in the library in an economic and effective way.

CHAPTER V
ENTRIES

Introduction :-

A library catalogue is a record of the holdings of a library. In order to satisfy the various approaches of the users. It is preapred to consist of various unit records. These unit records are called entries. Each entry is designed to satisfy a particular of the user.

Types of Entries:-

Usually entries are of three trypes

1. Main Entry
2. Added Entry or Secondary Entry
3. Cross Reference Entry

Classified Catalogue Code:-

According to Ranganathan's Classified Catalogue Code entries are divided into four groups.

1. Main Entry
2. Cross Reference Entry
3. Index Entry
4. Cross Reference Index Entry

1. Main Entry :-

The Main Entry is a basic record for a given document. It is a specific entry that gives maximum information about a document. The Main Entry is a number entry. The Main Entry of a document begins with the Call Number and is placed in Classified Part of the Catalogue. The Main Entry contains six sections successfully.

1. Leading Section.
2. Heading Section
3. Title Section
4. Note Section
5. Accession Section
6. Tracing Section

Classified Catalogue

Classified Part	(Number Entry)
Alphabetical part	(Word Entry)

1. Leading Section :-

The name of the subject translated into classifactory language is rendered in the leading section. That is the Call Number occupies the Leading Section.

2. Heading Section:-

Next importance to the subject is the heading under which the books is to be entered. The Name of the authors) prescribed the following sequence.

1. Single Personal Author
2. Joint Personal Author
3. Corporate Author

4.   Pseudonymous Author

5.   Collaborator

6.   Joint Collaborator

7.   Title

Rendering:-

The name of the author is rendered in the following way.

a.   Entry Element

b.   Secondary Element

c.   Year of Birth

Example

0111.2J64 M2

Shakespeare, William (1564)

a. In case of two authors, both the authors are used as heading with a conjuction and connecting them. An added entry is provided for the second author.

3. Title Section:-

This section consists of three sections

a.   Title proper followed by sub title (if any) an alternative title (if any). The subtitle should be proceeded by colon

b.   Edition Statement

c.   Collaborator Statement

4. Note Section:-

The Note Section has six types of notes namely

a.   Series note

b.   Multiple series note

c.   Extract note

d.   Change of title

e.   Extraction note

f.   Book note for associated books

The series note is the most commonly found type of note. It consists of three parts.

a.   Name(s) of series

b.   Editor(s) of series

c.   Series Number

Example:-

(International Series in Mathematics. Ed. By W. Rudin 5)

5.   Accession Number Section :-

This is the last section to be provided on the face of the catalogue card. It is provided on the bottom most line starting from the first vertical.

6.   Tracing Section:-

It is provided on the back of the main entry card. It contains the information about the headings of various added entries. This is purely for administrative purpose. The back of the card is divided into two equal parts by an imaginary vertical. The two parts are known as right

half and left half. The left half contains the Class Number(s) of the Cross Reference Entries along with information of the pages or chapters, etc. The right half is divided into three parts by two imagination horizontal lines. Thetopmost part contain the headings of the Class Index Entries, the bottom most part contain the heading of Cross Reference Index Entries and the middle part contains the headings of the Book Index Entries.

The Main entry of a simple periodical publication consist successively of the following sections.

1.   Leading Section
2.   Heading Section
3.   Periodical Section
4.   Series Note Section
5.   Holdings in Brief Section
6.   Tracing Section
7.   Holdings in Full Section

Cross Reference Entry:-

This is also known as subject analytical. It is a number entry which is entered under one of the classes other than its dominent focus or class. This has three sections:

1. Leading Section.
2. Second Section
3. Locus Section

The Leading section consists class number of the guest document. The second section consists of directing words "see also". The locus section consists of call number of Main entry, heading and short tide followed by full stop and specification of the place of occurance.

Example

E150

See also

El 98N59

     Gradfoy. Noxious gases. P50-67

Index Entry:-

The Index entries are added entries. They are word entries and are **of** two types:

1. Class Index Entry
2. Book Index Entry

1. Class Index Entry:-

The Class Index Entry leads from the specific name of the class to its class number. A book is likely to have more than one class index entry. The chain procedure designed by SR. Ranganathan is adopted to derive the class index entry. The purpose of the CIE is to act as an alphabetical index to the classified part. The CIE consists of the following sections:

a. Leading Section
b. Directing words
c. Class Number

2. Book Index Entry:

The book index entry is of seven kinds

1.   Author Entry
2.   Joint Author Entry
3.   Colloborator Entry

4.   Joint Collaborator Entry
5.   Series entry
6.   Title entry
7.   Related book entry

The book index entry consists of following sections

1.   Leading Section
2.   Heading Section

The Leading section is occupied by the heading under which the book index entry is to be provided. The Heading Section consists of the short title followed by the call number.

4. Cross Reference Index Entry :

The Cross Reference Index Entry is prepared under headings which have not been already covered by any of the index entries. They are to be prepared under the headings which are likely to be referred by the users. Some of the cross reference index entries are alternative name entry, variant form of word entry, pseudonymous name entry, real name pseudonym entry, series editor entry, etc. This is a general added entry that direct to (refers to) another entry. The referred from heading is the heading under which no specific entry has been given. The referred to heading to heading is one for which the specific added entry.

Reference Entry:-

The reference entry is a direction from one heading to another. The function of the see and see also entry of the reference entry is to direct the user to another heading.

Union Catalogue:-

The following are some of the Union Catalogue:

-      Union Catalogue of learned periodical publications in South Asia
-      Union list of learned American serials in Indian libraries.

Unit Card System

In the traditional form of cataloguing number of entries (main entry and added entries) are made to facilitate the retrieval of an information. Main entry alone cannot satisfy the readers because of the different approaches. The headings which might be sought by the readers are predicted in advance, and for each of the heading a separae entry is prapared.

But as time changes, the technology of printing and photocopying has replaced the traditional system by a new system called 'Unit Card System'.

In this system, the main entry card is prepared by leaving three lines space at the top. From this card, all other cards meant for added entries are made with the help of printing (or) duplicating machines. The cards thus produced are called as 'Unit Cards'. Number of added entries are made on unit cards by inserting the appropriate heading at the top. In this set up, the main entry and added entries resemble each other. The only difference between the Main Card and added entries is that the added entries will have a separate subject heading.

Now, the students of library science may think that since all the entries (Main as well as added) act as access points to the document, why a particular entry alone is called aas Main entry. So in the Unit Card system there is no much difference between the Main entry and Added entries. This statement is endorsed by Prof. Bhodan S. Wynar. He says that 'many people believe that when multiple access points are readily available, and when the bibliographic description is complete by itself, there is no need to designate one of the access points as the 'main' one. This concept may then disappear in future codes.

CHAPTER 6
GENERAL INTERNATIONAL STANDARD BIBLIOGRAPHIC DESCRIPTION

Introduction:-

At the meetings of cataloguing experts first in Coponhagen in 1909, then in Moscow in 1971, and in Budapest in 1972, the details of International Standard Bibliographic Description were fully developed. The preliminary work was carried by a committee of the International Federation of the Library Association headed by A.H. CHAPLIN.

In 1974, the International Standard Bibliographic Description for Monographic publication ISBD(M) was published. It served as the basis for rules of description of monographic materials in AACR 2.

In 1975, the General International Standard Bibliographic Description, ISBD(G) was developed by agreement between Joint Steering Committee for the Revision of AACR (JSC AACR) representatives members of the JPLA Committee on Cataloguing and Chairman of JPLA's specialised ISBD working groups. The ISBD(G) serves as a single framework for the description of all types of publication in all types of media, thereby ensuring a uniform approach in bibliographic description.

First, it divides all bibliographic data into areas of information within the record, Second, it specifics the order of elements of data within each area. Finally, it provides signals that delimit each element within that area.

The Scope of ISBD:

ISBD prescribes the type, order and composition of all information in a library record with the exception of points of access, suggested classifications, and certain control order placed on the card by a national or local cataloguing agency. The type, quantity and shape of subject headings, unit card entry and additional entries are not governed by ISBD. What is covered by ISBD is commonly known as the body of the entry, plus collction, notes and data connected to the International Standard Book Numbers. The entire ISBD may be considered, learned and applied strictly in terms of itself and the materials it describes.

ISBD(G) divides the data into eight areas of information. They are:

1. Title and Statement of responsibility areas.
2. Edition area.
3. Material (or type of publication) specific details.
4. Publication, distribution, etc. area.
5. Physical description area.
6. Series Area
7. Note-Area
8. Standard Number (or alternative) and terms of availability area

Each area of information is itself divided into one or more elements of information.

It is not possible to list all the punctional devices used in ISBD. They are:

Title proper (No signal preceeds title area).

General material designation=Parallel title

:   Other title information

Statement of responsibility

Place of publication (device signals beginning of imprint area)

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\	Other places of publication after initial place.
:	Name of publisher, distributor, etc.
)	Date
(	Place of manufacture
:	Name of manufacure
:	Pagination (device signals beginning of collation area)
:	Illustration statement
:	Size
0	accompanying materials statement
.-	series statement (device signals beginning of series area:
	Open parenthesis signals the beginning of a separate series statement)
:	Subseries
;	numbering within series
	(a close parenthesis delimits the end of each separate series statement)
	Note (no device is used to signal beginning of Notes Area because it starts on a
	Separate line)
.-	Second note (signal placed at end of first note on line above)
.-	last note (period closes notes area if ISBN, binding price area begins on a separate line from Notes area).

Title ISBD:-

1. Title and Statement of responsibility area
2. Edition area
3. Material (or type of publication) Specific details area
4. Publication, distribution etc., area
5. Physical description
6. Series area
7. Note area.

MACHINE READABLE CATALOGUING- MARC

Introduction:-

A Machine Readable Catalogue has its abbreviation MARC. This was built by Library of Congress. The concept of MARC is, converting all the data which are located in a physical catalogue card, into Machine Readable Form. This sophisticated from paved way to rapid growth in the field "Literacy and Information Science".

What is MARC?

MARC is an acronym derived from Machine Readable Cataloguing within the United States, the terms MARC, LC MARC and USMARC are enterchangeable. The term do have slightly different meaning such as follow:

MARC is a generic term applied to the Universe of MARC, formats, including UKMARC, CANMARC, INTERMARC and so on.

1. LC MARC refers to the set of options and content designaton called "MARC 11"

2. USMARC is a new name of the LC MARC, introduced in the underlying principles document in 1983. There is no sharp distinction in content between LC MARC and USMARC. The term USMARC or MARC are also applied to MARC extensions, Formats suich as OCLC MARC and RUNMARC that include that data in addition to USMARC data.

MARC I:

MARC I pilot project began in April 1966 in which sixteen libraries participated by the year 1969, the library of congress had distributed over fifty thousand English Language monograph records. The purpose of MARC I was the Automation of Cataloguing, indexing, searching and retrieval functions. The participation libraries made better use of the MARC tapes distributed by LC, in a variety of ways in producing catalogue cards book form of Union Catalogues, specialized lists of materials under subjects lists for acquisition on purposes and the like. The LC MARC data base the accumulation of Library of Congress Cataloguing Data in machine readable form now contains more than 2.5. million records.

MARC II:

The MARC I format was based entirely on the structure of the LC Catalogue cards and covered monographs only. Encouraged by the success of MARC I, staff of the LC started redesigning the procedures and programmes to cover material in other forms, and developed character set to include all the major Roman alphabet language as well as. Romanized forms. Similarly interest was also shown by many foreign libraries to design a standard communication format. Suitable for interchanging bibliographic data not only from one source organisation, the LC, to many participating libraries, but also for exchanging information on cooperative basis among libraries at the International Level. The US, the UK and other countries wanted a machine readable catalogue format that would be a common one for international exchange of cataloguing and bibliographic data.

It was a one format structure on the machine-readable medium capable of containing bibliographic data of all forms of library materials such as books, monographis serials, maps, music, etc. and related records. The structure or the physical representation of the machine-readable medium; the content designators, such as taps, indicators and subfields codes used to identify the data elements; and the contents or the data itself such as author title and bibliographic description are the three comonents of the LC MARC format.

MARC II officially began in March, 1968. Distribution began for all English Language material providing a weekly magnetic tap of Zonal 1000 records. There after, other documentation began to be issued, including formats for other materials over the period 1970-73. IN1972, films records for serials, maps and french books by 1975 German Spanish and Portugese materials.

MARC FORMAT:

A Machine Format is nothing but the method of organising data in some order, that a particular record and its subfield can be easily manipulated by the computer. The data in a MARC record consists of a continuous string of characters. Each record consists of the sub-fields like, main entry, titles area unprint area, etc. A machine format conists of the following basic elements:

     1. Data element-   lowest unit of information.

                           Eg, ISBN, Price, Size, etc.

     2. Field   Collection of data elements

                           Eg. Main Entry, Imprint, area.

Field is of two types :-

a)   Variable field-in which the length of the field can not be predetermined.

      E.g. Title statement.

b)   Fixed field in which the length of the field can bepredetermined.

        E.g. Code from of Languages, etc.

FORMAT STRUCTURE OF MARC:-

        The MARC Format structure consists of 3 major parts. Namely,

            1. Leader   2. Record Directory   3. Variable Fields

1. Leader:-

        The Leader part consists of 24 characters. Each MARC record begins with leaders. This contains a set of fields describing the general structure of the individual entry. The leader part contains information such as length, type and bibliographic level of an individual record. The format of leader is like the following block diagram.

Record Length   Record Status   Type of Record Bibliographic level

Blanks   Indicataor Count   Sub-field count Base Address data

Blank character.

Explanations for each

elements.

RECORD LENGTH:-

        The total number of character in a record, expressed by an arabic numeral. This element contains 5 characters.

RECORD STATUS:-

        The element indicates the positions of a record We can have the information whether a particular record is new, corrected or deleted. MARC has some codes for this purpose they are:

        n-new record c-correctd/ Revised record d-deleted record.

TYPEOFRECORD:-

        The type of record is indicated by a code in tis place. This specifies the form of material. The following codes are used to indicate the type of record.

        a -   language materials, printed, eg. Books

        b -   Language materials, manuscripts,

        c -   Music, printed e.g. Sheet music, F-Maps, Manuscripts, h-microformpublcations.

BIBLIOGRAPHIC LEVEL:

        A code is used to indicate the Bibliographic level of a record. Such as the following: M-Monographs, S-Serial, A-Analysis, C-Collection

BLANK CHARACTERS:-

        A Special character is used to denote a blank space, as symbol.

INDICATOR COUNT:-

        Each field begins with two characters called indicators. These characters provide Son descriptive information about the data.

SUB FIELD COUNT:-

        Each data element within a variable field is identified by a two character subfield code. This is made p of and a lower case alphabetic character.

String

        $ a   - name

        $ b   - Numeration

$ d   - dates

$ f   - title

BASE ADDRESS OF DATA:

This element indicates the starting positions of the first field, this is equal to the length of the leader.

2. RECORD DIRECTORY:-

The Record directory consists of a series of fixed - length (12 characters each) entries. The elements in each record directory are:

1)   the identification tag

2)   the length

3)   the staring character position of each variable field.

The purpose of record directory is to show all the variable fields in a record, with their respective

locations. The outline of record directory is as follow:

Tage   Length Starting character position   F/T

E.g. 100   0042   00167   respectively.

The parts of the record directory one by one.

TAG:-

Tag is a code of three digits, which helps to identify a variable field. Example of some tags:

0 50   -   LC Call Number

0 82   -   BLC Number

100   -   Main Entry

245   -   Title

250   -   Edition

26   -   Imprint

400   -   Series Statement

600   -   Subject added Entry

800   -   Series added Entry

LENGTH:-

This element consists of four digits - indicating the total length of variable field.

STARTING CHARACTER POSITION:-

This element consists of 5 digits, representing the location of the field (i.e) the actual character position of at which the field begins.

The above three parts from a record directory. All the record directory entries are arranged in a sequential order. This sequential arrangement facilities, the addition of new fields in a same record.

3. VARIABLE FIELDS :

The last part of the MARC format structure is variable fields. The outline of the variable field is an shown below.

Indicator String Field Data	Subfieldcode	Data Field Terminator
4 10	Haldel, George Sd	1862-1903 F/T

Indicator:-

Indicator are two characters, which give additional information about a field. The first character indicates anyone of the following:

0   -   Fore Name
1   -   Single surname
2   -   Multiple Surname
3   -   Family Name

The second character indicates anyone of the following:

0   -   Main entry is not the same as subject
1   -   Main entry is same as subject

FIELD CODES:

The usage of sub field codes are same as in the leader part.

DATA:-

Data are the cataloguing information on contained in the field.

FIELD TERMINATIONS:-

A special character 'p' is used to indicates the end of the field. The end of a record is indicated by the special character 'R'.

USEOFMARC:-

1.   A centrally prepared MARC can be distributed to all libraries.
2.   The catalogues can be kept up to date, without taking additional efforts.
3.   MARC catalogues are also useful for producing book catalogues.
4.   By using MARC an individual library makes use of the existing record in the most efficient and effective way.
5.   Main advantage of MARC is, its instant feed back.
6.   With MARC we can easily performs the operations like, searching, editing retrieving and inserting.
7.   We can have multiple copies of cataloguing data by MARC
8.   It occupies less space

LIMITATIONS:

1.   The process of MARC is a costly process. So all libraries cannot make use of it
2.   The MARC record for any title is almost similer to the conventional bibliographic record, as such is inherits all its limitations.
3.   MARC character set is limited in respect of special character and discritical marks.
4.   There is time gap between the creation of MARC record and a catalogue record copy by the participating libraries. Because, both the cards and magnetic tapes are prepared by the same machine readable record of LC.
5.   Expenditure an account of machine time by the participating libraries will go on increasing.

CONCLUSION:-

The major 3 parts and the data elements contributed form a machine readable catalogue. Each record entered is stored on a terminal, which is connected to a data a base. All the records are arranged in a sequential order, in order to facilitate the operations like searching, Editing or deleting. The processes input and output are done properly because of the sequential order.

Thus the revolutionary MARC formation has its major contribution in enriching the "cataloguing field".

CHAPTER 7
CENTRALISED CATALOGUING

Introduction :-

A Library catalogue is an essential and important tool in a library. The extent of the use of library resources depend largely on the quality of a library catalogue. Such a library catalogue can be prepared by the central organisation, by the library itself or by the combined units called co-perative.

Centralised Cataloguing: -

Definition:-

Centralised cataloguing is the cataloguing carried out by a central library or organisation so that all libraries may make use of the cataloguing service. Centralised cataloguing can be defined as Cataloguing of documents by some central organisation for the benefit of other libraries. The central organisation may be a commercial or non commercial agency.

History:-

There were various attempts towards centralised cataloguing in both Britain and the United States during the 19th century. At the sametime, the American Publishers weekly started listing titles with full cataloguing information in its publication. A few libraries mounted such information in cards and used in their cataloguing.

Objectives:-

The objectives of centralised cataloguing can be summarised as follows:
1. To avoid duplication of work.
2. To reduce cost of cataloguing
3. To achieve uniformity in cataloguing practice
4. To put cataloguers in the area to a more effective use
5. To raise the level of quality of cataloguing
6. To enable member libraries to provide better service to users.

The first objectives is the most obvious and has been the subject of a great deal of discussion in the past. The benefits that accure from the elimination of duplicative work are direct. The objective, more effective use of cataloguers,

closely follow the first. To acieve true system efficiency and make maximum percapital savings, extensive if not total standardisation is necessary.

Planning:-

To achieve these objectives, planning is needed. The planning work involves the following five steps.

1. Identification of system member and their needs.
2. Identification of degree of common resources and objectives
3. Determination of feasibility of the proposed central unit.
4. Co-ordination of standardisation between members
5. Planning of the centre.

Forms of Centralisation:-

In 1901 the library of congress took over the printed card service previously administered by the Library Bureau and American Library Association. The cards produced in standard format are distributed to individual libraries. The BNB card service and cards distributed byy H. W. Wilson belong to this category.

CO-OPERATIVE CATALOGUING

Co-operative cataloguing takes place when a number of Libraries co-operative in cataloguing of books. It is done in two or more Libraries for the benefit of each participant.

According to C.N. Neelamaham, "when a number of independent Libraries share the work of producing a catalogue for their mutual benefit, this is termed co-operative cataloguing".

Forms of co-operative cataloguing

L.C. Programme :-

The Library of Congress is running a co-operative programme in which other Libraries are to contribute catalogue card copies for printing. The Library of Congress edits each copy and the edited copies are printed and distributed to subscribers.

N.PA.C. (National Programme for Acquisition and Cataloguing :-

Under the Higher Education Act of 1965, L.C. was give the responsibility of acquiring all materials of value of scholarship currently published throughout the world, of cataloguing them promptly and distributing bibliographic information.

In January 1966, it was agreed that the description of books listed in National Bibliography of each country would be used L.C. cataloguing purposes. It was decided that producers of National Bibliographies would supply to L.C. a copy of their publication in advance. This programme was named

N.A.P.C.

To implement NPAC, L.C. has established a global network of national and regional offices for international co-operation.

Union Catalogue :-

Creation of Union Catalogue on the basis of date supplied by individual libraries.
According to Larson, "Union Catalogue is listing in one sequence the holding or part of the holdings of two or more libraries.

Types :-

Usually the Union Catalogue is in three types namely local, regional, national. Further divisions may be done on the basis of the kinds of material included, e.g. books, periodicals, films etc.

Functions :-

1. To serve as a tool for the location of a given document.
2. To serve as a tool for the selection of document.
3. Tohelpininter-hbraryloan.
4. To help to achieve co-ordination in acquisition as well as in the selection programme of a group of libraries.
5. To serve as a useful tool for obtaining bibliographical information.

Compilation :-

First considering to compile a Union Catalogue is prepare a statement of the purpose. This should be following by the decision regarding :-

1. Libraries to be included.
2. Materials.
3. Types of entries and description of each entry.
4. Arrangement.
5. Physical form..
6. Method of compilation and revision.

1. Libraries :-

It is necessary to decide whether Union Catalogue is going to be local, regional, national in scope.

2. Materials :-

Usually Union Catalogue of periodicals are preferred since

1. Low cost of compilation;
2. Easier to maintain and update;
3. Less bulky;
4. Saving of periodicals, because these may have to be acquired as a set.

3. Types of entries :-

The Co-operating libraries should adopt the following :-

1. For a Union Catalogue of books, two entries consisting of author entry and title entry are prepared. Author entry is the main entry and title entry is an added entry. After each main entry is added, the holding section indicating the name of libraries having the documents.

2. For a Union Catalogue of periodicals, main entry is provided under the class number and in addition there should be class index entries and sponsoring body entry.

4. Arrangement :-

Union Catalogue for books should be arranged in a single file alphabetically. Union Catalogue for periodical publication should have two files namely "classified " and "alphabetical" file. Main entry will go to the "classified File " and class index entries to the other file.

5. Physical Form :-

Sheaf Form (4" x 6 ") is preferable to card form. If printed, it becomes a valuable tool.

Method of compilation and revision :-

1. if a large library circulates its catalogue of holdings almost other co-operating libraries, then each maybe able to indicate items available with them and also add further titles if not listed therein. This is a time consuming method.
2. instead of one copy, a number of copies of the basic catalogue would a unified one.
3. Each library may make a catalogue of its holdings and these catalogue may be

cumulated.

4. One or more persons may go from one library to another to collect information.
5. Photography can be made used of successfully in the compilation of Union Catalogue.
6. The development of computer based union catalogues has been achieved successfully even in developing countries.

Examples for Union Catalogues periodicals :-

1. Union list of learned America serials in Indian Libraries, Delhi, Indian Council for Library Development, 1996.
2. Union Catalogue of Learned Periodical Publications in South Asia, Physical and Biological Science, Indian Library Associations 1953.

Advantages :-

1. Better and sufficient catalogue cards are available.
2. Printed cards are more legible and convenience for consulting.
3. Reduces the delay in cataloguing and saves in labour and time of cataloguing staff.
4. Printed cards are cheaper, durable and appear neat and clean.
5. Uniformity can always be maintained.

Disadvantages :-

It will deprive the trained & skilled persons opportunity of learning & practicing the vital for the profession.

1. If the Cataloguing agency does not enjoy the copyright there will be difficulty in sending the copyright there will be difficulty in sending the books.
2. It is difficult to get the printed card of every title.
3. The Cataloguing Staff will lose the familiarly with books and their subject.

The idea of shared cataloguing, which is a form of co-operative cataloguing, came into being in 1960's. The success of this venture depends upon mutual spirit of co-operation.

Universal Bibliographic Control (UBC)

Introduetion:-

The books are collected merely for the sake of antiquarian value of librarian.

Definition:-

A Universal Bibliographic is a list of document no restricted to form, languge, subject or region. Origin:-

In 1545 GESNER is the first person to publish BIBLIOTHECA UNIVERSALIS. The activities under the UBC ranges from the search ;o compatability among the existing information systems to the evolving of international standards for publishing and cataloguing.

UBC is only a concept, It envisages a series of programmes and activities at local, national and international levels. It also makes a strong place for intergovernmental co-operation. As a co-operative venture the UBC is the one bringing national contributions into a international network, informatin system and bibliographic services into an infrastructure. At the national level the UBC requirements are considered into 2 directions. The creation of publications are received in national libraries through out the world. Second important requirement in the international level is the formation of international standards for the creation of bibhograpbic records.

Towards its goal legal deposite or similar governmental regulations should came into operation in every control.

The UBC system demands a complete control of serials. This has lead to the establishment of ISDS.

UBC and Computer processing:-

The standards discussed like CIS (Cataloguing in Source), CIP (Cataloguing in Publication) will help to identify and describe pieces of information going into the UBC system. There is no alternative for the annual collection of data but computer is always used for the processing of huge copies of information in an effective way.

CHAPTER 8

INDEXING SYSTEMS CHAIN INDEXING

Introduction:-

Chain indexing is an unique contributions of S.R. Ranganathan towards subject indexing. It is a procedure used to derive Class Index Entries in Classified Catalogue and See also Subject entries in Dictionary Catalogue. It is defined as a "Procedure for deriving Class Index Entry from a Class Number, in a more or less mechanical way".

A Class Index Entry refers from the name of a Class to its Class Number. It guides the reader to the Class Number where he can find the reading materials on the specific subj ect in which he is interested. It is often observed that the readers look for the subject of greater extension that the one they actually needed. To meet this situation, a class index entry is provided for each of the Sough Link of the chain starting from the last digit of the class number.

Chain and Link:-

For the purpose of deriving Class index Headings, the Class Number is represented in the form of a Chain by making.

1. The first links out of the first digit;
2. Second link out of the first two digit;
3. Third link out of the first three digits and so on up to the last link.
4. The links are written one below the other in succession.
5. Against each link its translation into natural language is written.
6. Each link is connected with its translation by an "-" sign.
7. The "-" sign of each link is joined with that of the next succeeding link by a downward arrow.

Sought Link:-

A link representing a subject on which reading material is produced or sought by the reader.
Unsought Link:- Link which

1. Ends with a part of Isolate Focus in a facet of a Class Number; and
2. Represents a subj ect on which reading materi al is not likely to be produced or sought or looked up by any reader.

False Link:-

A Link which ends with a Last Link:-

1. Connecting symbol; or
2. Digit representing a Phase relation; or
3. Digit representing an Indra-facet relation; or
4. Digit representing an Indra-array Phase relation; or
5. Time Isolate representing Time itself.
6. Link occuring last in the chain produced by a Class Number.

Example: Surgical Treatment of Heart Disease = L32:4:7

Representation of the Chain:-

L	=	Medicine (Sought Link)
L3	=	Medicine of Circulatory System (Sought Link)
L32	=	Medicine of heart (Sought Link)
L32.	=	(False Link)
L32.4	=	Desease of heart (Sought Link)
L31.4:	=	(False Link)
L32.4:	=	Surgery of heart (Sought Link)

Derivation of Class Index Entries:

From the above representation of a chain, Class Index Entries are derived for the last digit of each of the Sought Link of the chain produced by the Class Number, while choosing the Class Index Headings care should be taken to use standard and current terms. For this purpose, printed subject headings such as Sear's List or the Library of Congress Subject Headings or the terms provided in the classification schemes maybe used, Class Index Entries are not provided for the False and Unsought Links.

Class Index Entries for the above example are:

1. SURGERY, HEART, MEDICINE
   For documents ....   L 32:4:7

2. DISEASE HEART, MEDICINE
   For documents ......   L 32:4

3. HEART, MEDICINE
   For documents L32

4. CIRCULATORY SYSTEM MEDICINE
   For documents .....   L 3

5. MEDICINE
   For documents   L

Thus Class Index Entries are provided for the Class Number of each Main Entries and Cross Reference Entry.

RENDERING OF NAMES

A person or a Corporate body is responsible for the creation of a work. In certain cases the Authorship of a work is unknown. The choice of a Heading in cataloguing a document rests on the title-page and its over-flow of a document. The choice and rendering of a Heading of a document is dealt under the following heads.

1.   Personal Name
2.   Geographical Name
3.   Government
4.   Institution
5.   Conference
6.   Title and
7.   Series.

PRECIS

Introduction

The information explosion has challanged the method of cataloguing To meet this challenge the cataloguing is switching to a modem method called subject cataloguing. The basis of subject cataloguing is subject heading chain procedure is adapted for subject catalogue.

PRECIS:-

Preserved context indexing system. PRECIS is the one of the method of deriving subject headings. It was developed out of facted classification Analysis. The chain procedure method was followed by BNB for deriving subject heading. It was felt that it was a new mthod for cataloguing evolved in the name of precis. It came into operation from 1971. PRECIS has been designed by its author Derek Austin as a system in which string of terms organised according to a sheme of role indicating operators in computer manupulated to that selected words function in term as the approach term.

Objectives:-

1.   The entries that are made by this method is co-extensive with the subj ect of the document.
2.   All the entries are meaningful it allows the users to interpret in the entry correctly.
3.   It has an adequte system of references.
4.   The index entries are to be made by the computer
5.   It allows freely new terms into the system
6.   It has a set of well designed indexing rules.

Levels of Operations:-

There are two types

1. Human   2. Computer

The subject statement is analysed by human level. This statement is manupulated and programming by the compuer, so as to prepare subj ect index entry.

Input Record:-

The basic input record is prefered by the index and from that record entries and references generator by the computer.

The following is the format of input record

1.   A string of terms which summaries the subject.
2.   The address (The Call No: and Accession No.)
3.   The number in which instrument the computer
4.   The number that help to store the indexing data for future use.

Format:-

A string of terms are preffered by the indexer and then string is manupulated by the computer to generate a set of index entries. Thus special feature of precis is to show one to one relationship. This is achieved by adapting two line three position method.

LEAD   QUALIFIER   DISPLAY

The roll operations

0   - Location
1   - Key Stem
P   - Part or Property
2   - Action

It is a very clear that each entry occupies the position of other entries. This process is called as shunting.

Example:

          2   I   P   O

Training of cricket players in india

1   .   - Inida
2   - Cricket
P   - Players
2   - Training

LEAD	QUALIFIER	DISPLAY	
			1
India, Cricket, Players, Trainings			2
India			
Cricket, Players, Training			3
Cricket	India	Player's, Training	4
Players	Cricket, India	Training	5
Training	Players, Cricket, India		

POPSI

Introduction :-

Postulate based permuted subject index was designed by Ganesh Bhattacharya of the documentation research and training centre, Bangalore. It is one of the subject indexing models the traditional method of deriving subject heading 'Chain Procedure' which is completely depending on Class Number POPSI a new method is not depended on Class Number the concepts are formulated with the help of postulate of fundamental sounds, catagories, Levels, etc. The principles followed in POPSI is based on the principles of S.R. Renganathan.

Nature:-

POPSI is extreamily Versatile it is used to formulate subject headings and to derive su.. .. index entries for a classified catalogue. It is a procedure in which the subject headings are used by the policy. POPSI is a subject indexing language in which the subject heading chosen are permuted. The main idea of POPSI is arriving at the 'title in standard terms' The important point to be noted in POPSI is the method of forward vendaring that is citing the component terms in a sequence parallel to the classified catalogue hieararchy.

Structure of POPSI

POPSI is structured with the following elementary catagories.

1.   Discipline (D)
2.   EntityfE)
3.   Property (P)
4.   Action (A)
5.   Modifier (M)

DISCIPLINE (D)

It include conventional fields of study. Example: political science

ENTITY(E) : It include manifestation of ideas that are concenrate or conceptual
Eg:- Plant, Stomach

ACTION (A) : It includes the concepts of 'doing' E.g: X-ray-Treatment Migration.

PROPERTY (P) : It includes the ideas denoting the concepts of attributes E.g: - Paper, Gold.

Operations:-

POPSI's operation consist of

a) Analysis

b) Synthesis

c) Permutation

In the sequence of POPSI the 'D' is followed by E appropriatory interpolated by 'A' and 'P'.

Steps:-

Step I   - Analysis of the subject

Step II   - Formulation of the subject

Step III   - Standardisation of the subject

Step IV   - Modulation of the subject

Step V   - Preparation of the entry for Organising Classification

Step VI   - Decision about terms of approach

Step VII - Preparation of entries for Associative Classification

Step VII - Alphabetical arrangement of entries.

POPSI - DEMONSTRATION

To demonstrate how POPSI is operated with the above mentioned 8 steps, Let us take the title 'PRODUCTION OF PAPER CURRENCY' the demonstration will reveal 'How the terms are permuted'

Steps I Analysis

Analysis the terms that are essential for operations. The following is the analysis of the above title.

D   -Economics

E   - Currency

P   - Paper

A   -Production
Steps II - Formulation :-
Economics D, Currency(E), PAPER(P), Production (A)
Steps III Standardisation :-
Economics D, MoneyfE), PAPERfP), Production (A)
Steps IV Modulation
Economics D, Credit Money (E), PAPER(P), Production (A)
Steps V Organising Classification on entry
Economics, Credit ,Money PAPER, Production
Steps VI Decision:
Currency (Economics) See (Money)
Steps VII
Credit   - Economics, Credit, money, paper production
Money - Economics, Credit, money, paper production
Paper   - Economics, Credit, money, paper
production
Production   - Economics, Credit, money, paper production
In this steps Cyclic permatation is done for each of the sought headings.
Steps VIII:-
The entries that are made in the steps 7 are arranged alphabetically.
Conclusion :-
POPSI as a new system tried to implement Organising Classification in the Verbal plane. It is regarded as all purpose indexing procedure. Experiment proved that POPSI is amendable to computerization.

Post Co-ordinate Indexing

System Introduction :-
In post-co-ordinate indexing system each subject, however complex it is divided into its component parts, and an entry is made for the document concerned under each of the components. The co-ordination of the terms takes place at the output stage, that is after indexing operation itelf, the system is called post-co-ordinate indexing.
There are 2 main categories:
1.   Term records
2.   Item records
Term records:-
e.g. UNITERM
According to term records a concept is represented as a heading in a term card and accession numbers of all documents carrying that concept are posted on it. Thus we need to make as many entries for a document.
UNITERM
This was designed by Martimer Taube in the year **1933.**
Definition:- "Indexing by simultaneously using two or more concepts, in such a way

that literature can be located by operations which can be regarded as logical sums or products".

This form of indexing has opened new perspectives in locating literature in different areas of technology and because of its versatality it have many uses in a library.

Advantages :-

-         An index occupies for less space because one Uniterm card may carry as many as 150 numbers entries, which ordinally would occupy 150 cards.

- It is easier to file master cards. It is arranged in numerical order not in alphabetical order and no

additional sorting is necessary.

Disadvantages :-

When a person seeks information on a particular subject, he encounters a series of cards that given him compete information on items, such as Author, title, etc. He has to write down and consult another file of cards in a different tray to seek bibliographic information.

Item entry systems:-

e.g Edge-Notched Cards.

Edge punched card is the simplest one consists of a card with a series of holes punched round the edges. To enter information on to the card holes are converted into notches by means of a wedge shaped punch.

So that is opened. If a needle is passed through that hole in the pack of cards. Only the cards which are not natched will remain on it, the others will fall.

Advantages:-

There is no need for the user to determine citation index No need to follow up complex subject reference. The system can mechanised in different way.

Disadvantages:-

We have to needling the manual concept is a time consuming one. User has to use Thesaurus for related terms Only used for small number of documents

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CHAPTER 9

THESAURUS

Introduction:-

Library is a social institution is also subject to changes. The traditional form of catalogue which is used the natural indexing is stories replaced by the free indexing languages. Theasaurus is used as the Vocabulary Control Device. Definition :-

Dictionary designs "Collecton of words put in group together according to likeness in their meaning rather than alphabetical list"

In the library fiedl the word Thesaurus means the authorise list which are used in the catalogue for index to describe concept. Thesaurus is also designed as a control vocabulary of systematically related terms.

Functions:-

1. It helps the catalogue to choose the proper term for subject cataloguing.
2. The hearartical and related term that are selected from thesaurus enable is the searching process easilly.
3. Readers came to know the alternative term available for a particular subj ect.
4. It encourages different approaches and ensures that the headings used by the cataloguing all are sought headigs.

TYPES OF TERMS IN THESAURUS

1. Descriptors
2. Specifiers
3. Entry term
4. Identifiers
5. Scope notes

Descriptors :-

The term used by the indexor to describe the content of the document is called descriptor. The term is used by the single word or multy worded.

      Eg.   Economics, Transfer economic

Specifier:

      The term that are used to describe the document from other document called specifiers.

      Eg.   Silk cotton, Rubber Industry

Entry term:

      All ther terms which provide an entry into the system are called entry terms. Both descriptors ad non-descriptors are entry term.

Identifiers:-

      These are propernames of co-operate bodies geographical names,etc.

Scope Notes :-

      If any of the descriptors need classification than scope note are given to classify such descriptors.

References:-

      There are three different types of references used in the following factors are to be consider

1.   Subject span
2.   Existing Vocabularies
3.   Indexing system
4.   Users
5.   Requirement

Methods of Construction :-

      There are two approaches are involved

1.   Conrmittee approach
2.   Empirical approach

          Steps involved.

1. Correction of terms:-

      A list of terms to be consider for the subject as initial votabulary.

2. Standerdisaton of terms:-

      The Standard terms are selected and then it is indexed.

3. Subject Catagorisation:-

      The terms collected would be assigned to one or more subjects if the are related.

4. Concepts set formation :-

      The concepts that are related to identified compiles should see the new terms selected by liim have a close meaning to the terms that are already selected.

5. Updating the last step:-

Introduction of new terms, detension of absolute terms, correction bywords, forms, correction in the definition are all the factors to be consider for updating the thesaurus.

1.   Used Reference
2.   BT-NT Reference
3.   RT Reference

Used Reference:-

Cutting

UF Chopping

Use Cutting

BT-NT Reference (Borrow term & Narrow term)

Eg:-   **Ball game**

NT-Hocky,

Cricket Cricket

BT-Ball game

RT Reference (Related term)

Eg.:   Writing

RT-Pencil, Pen

Parts of Thesaurus:-

Three different parts of

thesaurus. Auxilarypart

Permanent Index Classified

Part

These are two types of thesaurus.

1. General Thesaurus
2. Specific Subject Thesaurus

Construction of Thesaurus:-

The following steps are invalued in the construction of theasuarus.

1. Collection of Terms :-

A list of terms used to index documents input to the system. Forms the initial vocabulary for the thesaurus. In addition to index terms, terms are also collected from abstracts of documents from the abstracting bulletins and from other documents.

2. Standardization of terms and Recording:-

The candidate terms for the thesaurus are standardized using the guidelines by the International Statndard Organisation. Standardization of a term forms, use of singular and plural.

3. Subject Categorization:-

The terms collected would be assigned to one or more subject categories. The objectives of categorization are to group terms according to broad subjects for the benefit of subject experts in an organisation.

To provide means of comparison for the use of the existing thesaures in different subject area and also to facilitate comparison of terms with other indexes, glossaries, etc.

4. Concept Set Formation :-

The first step in the formation of a concept set is to define guiding principle of different type of concept relationship valid for a particular system.

SEARS LIST OF SUBJECT HEADING

Introduction :-

This chapter considered some principles and practice and subject cataloguing that should be understood before an attempt is made to orgjn subject heading to library materials. A printed list of subject heading. By following the pattern of heading printed in the list, the cataloguer will be able to add new heading that will be completable.

SEARS LIST OF SUBJECT HEADING

The latest subject terms for your cataloguing needs:-

The subject heading list devised especially for small to medium-sized libraries the sears list of subject headings is a vluable tool both for cataloguers and for reference use at the public catalogue in helping users refine there search strategies.

Delivers a basic list of essential headings, together with patterns and examples that will guide the cataloger in creating further headings as needed.

Features:-

Many new headings in the areas of computers, personal relations, politics, and popular culture e.g; (Feny-Shue)

Includes more notes indicating that headings maybe subdivided geographically. Thesaurus like format

Separate list of canceled and replaced headings.

Legends within the list that identify earlier forms of headings.

Purpose of subject cataloguing:-

The purpose of subject cataloguing is list under one uniform word or phrase all of the materials on a given subj ect that a library has in it collection. A subject is the topic treated in a book, videotape or other work. A subj ect entry is usually displayed at the tope of the catalogue record. Ordinarily one consult author entry for a specific work, but, if there is untertrainly about the author's name, one may find the individual piece more readily

by searching under subject. Smith baic mathematics would be difficult to find quickly if one did not know the authors name and had to consult all the entires in the catelougue under usally displayed at the top of the catalogue record. Orinarly consult author entry for a specific work. But if there is understally about the authors name, one may find the individual piece more rapidly by

DETERMINING THE SUBJECT OF WORK:-

The first step in subject cataloguing is to ascertain the true subject of the material and the purpose for which it was produced. Some times this is readily determined eg:- Butterflies is obviously the subject of the book titled butterfly book. Reading the title page of the book to be catalogued examine the table of the contents, and skin preface and introduction. Then if the subject of the book is still not clear examine the text carefully and read parts of it for non book materials examine the text carefully and ready parts of it for non book materials examine the ontainer, the label, any accompanying guides, etc. If the meaning of subject is not clearly understood one should consult referene sources not only an unabridged dutionary and general encyclopedia. Only the cataloguer has decided on the subject content on the work and identified the subject with explicit words, can sears list be used to advantage.

COMMON USAGE:-

The word or words to express a subject must represent common usage. In American libraries this means current American Spelling and Terminology. Labor nit Labour'. Color not colour, Elivators no lifts.

In British libraries these choice would be reversed. Foreign terms are not used unless they have been incorporated into the English Language eg: Laissez faire.

A general rule is to use a proper comon, rathan than a scientific or technical, name where there is a choice. Subject heading are choosen to fit the needs of the people who are likely to use the catalogue. Deciding on the common words on the entry worlds, the Cataloguer should make a reference from the scientific name to the form used.

FORM HEADINGS:-

In additon to the subject headings that interpret the content of various materials, there are heading of another kind. Usually known as form headings or form subject headings but refer to the library or artistic form of a work and not to its subject matter eg. Essays, Poetry Fiction, Songs, etc. Literary form from headings are usually used for collections rather than for works of an individual subject access to such materials is already available in reference sources such as short story under. Essay and General Literature index, etc.

The distinction between from headings and topical subject headings can sometimes be

made by using the sigular form for the topical headings and the plural for the for heading. Eg.:-
Short Story, Short stories

CLASSIFICATION AND SUBJECT HEADING:-

The cataloguer should recognise the fundamental difference between classification and subject heading for the dictionary catalogue. In a system of classification which determine the subject of works on the shelves and group together materials on the subject, a work can obviously stand in only one place. Classification is used to gather in one numarical place on the shelves works that gives similar treatment to a subject, subject headings gather is alphabetical place in a catalogue all treatment of a subject regardless to shelf location. An may have more than one subject heading but can have only one class number.

GRAMMER OR SUBJECT HEADINGS:-

I) Single noun:- The simplest form of subject heading consist of sigle noun and is the ideal type when the language supplies it. Such terms are not only the simplest in form but often the easiest to comprehend. Most of the large large fields of knowledge can be expressed by single words. (Art; Agriculture; Education; Religion) as can may specific object (Apple; Chairs; Pottery; Trees; Violin). But many words have synoyms from which a choice has to made, and coversely, spelling. A further consideration is the use of the singular or plural form.

Whenever the ideal words with different meaning are used in the catalogue one of them must be qualified. That is, defined more specifically, in the example on the book on lemons and limes, neither heading is listed in sears but maybe added when needed, as instructed under both fruit and citrus fruit. However, in adding lime to the list the cataloguer finds lime used in relation to cement.

ii) Compound Headings:- Using two nouns joined by "and" usually groups together under one headings closely related material that can be separately easily in concept and that is usually treated together. (Bow and Arrow; Cities an towns)

iii) Adjective with noun:- Often a specific concept in best expressed by qualifing the noun wishan adjective (American Literature; Electric engineering) in case of inverted headings that still await revisiona reference from a direct order version usually sends the user to the invested headings.

iv) Pharase heding:- Some concepts that involves two areas of knowledge can be expressed only by more or less complex places. These are the latest satisfactory heading as they offer the greatestvariation of wording are often the longest and may not be though of readily by either the maker or the userof the cataloguer. But the English language Seems to offer no more compact terminology. Example (Applications for passions: Bible as literature;

freedom of information)

SUBDIVISION:-

i) Subdivisions by Physical form:- Some materials present in a subject not in expository or narrative form but at lists out lines, or tables or geographically as maps, pictures or filmstrips.

ii) Subdivisions that show special aspect topic:- A subject may be presented from a particular point of view

iii) Subdivisions that show chronogy:- Chronological subdivisions corresponding to generally accepted period of a country's history or to the span of time most frequently treated in materials, a search can be narrowed to united states-history 1945-1953, etc.

iv) Subdivisions that show place:- Subdivisions bynames ofplaces is discussed below under geographic names: Subject subdivided by place.

GEOGRAPHIC NAMES:-

Many works limit the discussion of an otherwise general subj ect to a specific country, city or other region other subjects not so identified can be subdivided by the cataloguer if this is needed or is desirable.

i)   Subj ect subdivided by plae

ii)   Names of places subdivided into subject:-

A different procedure is followed for most to pics tin the field of history, geography and politics which are treated from regional point of view.

CENSUS:- See also is be inerpreted as a direction for formulating a heading for the specific area needed. And when entered in the catalogues is also guide to the reader. Similar directions appeared under Boundaries; Climate; Population, etc.

Biography:- In the field of biography is having two catagories they are:

1.   Individual Biography

2.   Collective Bigraphy

Collective Biography:-

This term refers usually to works containing more than three biographies for this there are nomore than three, each subject will be given a heading. Consisting of the person's name as in individual biography.

i) General:-

Collections of biographies not limited to only area or to any class of people are assigned the heading biography. Some times the work include many individuals such as International who's who:

Some times a small group, such as Ten biographies of famous man and women.

ii) Local biography:-

Very common the biographies devoted to persons of a particular areas such as who's who in asia. Who's who in Latin America Dictionary of American Biography Eminent Cahfomians Leader's in London or Ethnic groups such as prominent jews.

iii) Class of persons:-

Collective biographies that are devoted to lives of persons of a particular occupation or profession are entered under the term applied to this members such as Artist, Engineers, Librarians, Musicians,

Scientist, etc.

Individual Biography:-

Usually the only subject headings needed for the life of an individual is the name of the person, established in the some way as author entry.

LANGUAGE AND LITERATURE :-

i) Language:-

The subject heading for a general work about a specific language is the direct phase English language. French Language, German Language

English Language	-	Ethmology
French Languae	-	Dictionaries
German Language	-	Grammer

ii) Literature:-

The field of literature includes two classes

a) works about literature, a relatively smally group (it dealing with actual)

b) Examples o Literature, letters letters or the literature itself, a very large Group (dealing with literarty forms not subject)

Non-book materials

The Assignment of subj ect headings for audiovisual and special instrumental materials should follow the same principles that are applied to books.

REFERENES:-

After an item has been assigned a subject heading attention must be directed to insuring the reader who is searching for this material will not failed to find it because of insufficient references to the proper heading.

1) Specific See referene:- These refers the reader from terms or phrase not used as subject heading to form that are used.

See references are made

1) From synonyms or forms so nearly sysnonyms that they would cover the same kind of material eg. Instructional materials Centers requires or reference from school media centers.

2) From second part of compound headings:- Desertion and nonsupport requires a reference fromNonsupport.

3) From the direct form of an inverted heading. Eg; Chemistry, Technical requires a reference from Technical Chemistry

4)   From Singular to the Plural then two forms would not file together in the catalogue.

ii) Specific See also Reference:-

The see reference are concerned mainly with terminology, guiding the reader from words he may think of to those actually used subject headings. But the see also references are concerned entirely with heading the reader from headings where he has found information to other headings that list materials on related or more specific aspects of the subj ect. The XX is equilent to the symbol RT for border term, and RT for related term in thesaurus usage.

iii) General reference:-

In addition to specific reference there are general see and see also references which, instead of reffusing in many individual headings. The most commo types of general reference are following

1)   Common names of different species of class eg. Flowers See also AnnualsfPlants) - also names of flowers eg. Roses, etc.

2)   Name of individual Person eg. Artists See also Architects also names of individual artist.

3)   Names of particular institution, buildings, societies, etc. Eg:- Abbeys

See also Cathedrals —alsonames.of individual abbeys eg:- Westminster abbeys, etc and so on.

NEW TERMINALOGY FOR EXISTING SUBJECT:-

The English Language is changing constantly so that from time to time new terms apper for subject that are not new. Though the yars many changes have had to made Child Welfare was formerly children-charities, protection, etc.: and Radio advertising started Radio Boardcasting - Business applications these, references cold also assume the following format for a card cataloguing. A guide card that produce above the othr cards to the tray is more readly

seen by the user of the cataloguer

Space vehicle, reusable

Formaterials issued often

(date) see Space shuttles

Space shuttles formaterials issued

After (date) see space vehicel, reusable

RECORDING HEADING AND REFERENCE:

The catalogue should keep a list of subject headings used and references made for them. This may be kept on cards filed to the catalogue department of a copy of the sears list may be and references should be needed.

CONCLUSION:-

The, the sears list is very useful too for our cataloguing needs. So we are use it to our daily life for the analysis of the subject headings and discovered the correct subject for most complicated headings or complex headings.

LCSH

LIBRARY OF CONGRESS LIST OF SUBJECT

HEADINGS INTRODUCTION:

The library of Congress published it's subject heading in parts in 1909. Complete list covering all areas of knowledge was issued in 1911 - 7th edition publishes in 1966. The headings and references in the 8* edition of LCSH were issued in May 1975 on 98 Frame microfiche on an experimental basis -19* edition in December 1978. Library of Congress subject headings available in both print and microform, is a list of subject heading developed and used by the library Congress units cataloguing records. It is also used as a standard list by most of the large general libraries and some of the smaller libraries. Subsequent changes in these heading are published as quarterly. Supplements which was cumulated into annual volumes. There is also microfiche edition of the list which cumulates the main list and the supplement every three months.

DEFINITION :-

Subject catalogue is the sum total of subject headings arranged in a desired sequence. So, the subject headings may be defined as the headings representing the subject of the books being catalogued.

a.   The Standard list of subject headings namely

i.   Seer's list of subject headings.

ii.   Library of congress list of subject headings.

b.   The class number of the book being catalogued through chain procedure or chain indexing.

c.   The newly developed PRECIS by POPSI.

FORAMT:

Library of congress subject headings is essentially a subject authority list.

This is the most comprehensive list of subject headings in existence. The fact that is based on the library of congress limits it's value in smaller libraries, but it is widely used in larger libraries throughout. Britain and the United States. Approved subject headings are listed in hold type, followed by a list of headings to which see also reference maybe made (preceded by sa), a list of headings from

Which see references should be made (preceded by x), and a list of headings from which see also references may be made (preceded by xx). The following is an example:

Education and crime (HV 6166)

       Sa Education of Prisoners.

       niiteracy.

     x Crime and education.

xx Crime and criminals.

Delinquents.

Illiteracy.

OMITION OF LCSH:

Omitted from LC list are names of persons with a few exceptions): family names : name of corporates bodies: Place names unless they from an integral part of a subject heading or must be included to show certain subdivisions: systematic names of general and species in botany and zoology; chemical compounds; names of ships; natural features; such as lakes of mountains; structures such as bridges and

dam; metropolitan areas; parks, forests and forest reserves, and wild life refuges; most religious bodies; most sacred books, Anonymous religious classics and special prayers ; Gods and Goddesses; and mythological characters; Lincoln Napoleon; Shakespeare; Eanger and Washington are included in order to indicate subdivisions under prominent individuals.

Scope notes follow immediately the headings with which they one used. They are provided for the purpose of specifying the range of subject matter to which a heading is applied in the LC catalogues and draw necessary distinctions between related headings or state which of several meanings of a term is the line to which its use in the LC in limited e.g.

Assessment :-

Here are entered works on tax assessment. Works on the technique of property valuation for other than taxation. Purposes are entered under specific heading with sub division valuation, eg. Real property- Valuation.

Charities :-

Here are entered works on privately supported welfare activities. Works on tax-supported activities are entered under public welfare. Treatises on the methods employed in welfare work, public or privates are entered under social service.

Irreligion :-

Here are entered works dealing with a condition of complete absence of religion. The symbol 'sa' means that a see also reference is to be made from the heading above it to the term or terms following the symbol. For example, an entry in LCSH could be;

Squirrels.

Sa Alberty Squirrel. Fox squirrel. Gray squirrel.

The symbol indicates that a see reference is to be made from each of the terms following it to the headings listed above it. For example an entry is LCSH would be.

Squirrels.

x Tree squirrels.

xx Rodentia.

See also references between terms related in a sense other than liberarclical are in both directions,etc.,

God

Sa Theism

xx Theism

Instructions for making a cross reference are provided under both terms involved, eg. Squirrels

		Tree Squirrels,
(same as)		
Tree Squirrels	=	See Squirrels.
Squirrels	=	Rodentia.
Rodentia	=	Sa Squirrels.

ARRANGEMENT :-

1. Periodical subdivisions (arranged chronologically)

2. Topical Subdivisions (arranged alphabetically)

3. Geographic subdivisions (arranged alphabetically)

A main heading may be subdivided by several subdivisions, thus resulting in a starting of elements, eg. United states - History - civil war, 1861-1865- Juvenile participants - Juvenile literature.

Periodical subdivisions are listed individually under the appropriate headings in library of congress subject headings. They are not free - floating, with the exception of the following.

History- 16th Century.

History- 17th Century.

History- 18th Century.

History- 19th Century.

History- 20th Century.

Topical sub divisions may be used under topical headings to which the free - floating sub division - History can be assigned appropriately. However, they are not used with headings which begin with the name of a region, country, etc., for example, "America - History, 19th Century" because period sub divisions under names of places are enumerates in the list.

Period subdivision in LCSH appear in various forms.

The name of Monarch, an historical period or an event followed.

Great Britain -   History-   Modern Period, 1845.

United States -   History-   Civil War, 1861 -1865.

Many headings for subjects which lend themselves to geographical treatment are subdivided by the name of a country or other political entity, a region or a geographic feature. These headings are indicated by the designation (Indirect) immediately after the heading.

Many headings used in the LC catalogues do ont appear in LCSH, particularly headings which represent proper names. It is not feasible to include all the names of persons, corporate bodies, or places which can possibly becomes subjects of books. Therefore, only a few proper names are included in LCSH as examples. A list of the principal categories of headings omitted appears in the introduction to LCSH.

The more common types of corporate bodies can be sub divided according to the models listed below.

Catholic church (as model for Christina denominations)

Unites States Congress (for legistative bodies)

United States Army (for armies). United States - Navy (for navies).

The library of congress list is often criticized for the in consistencies. For example we find such headings as.

Libraries, Naval.,   But military libraries.   Library Adniinistration.
But Acquisition (libraries).

CONCLUSION :-

A similar observation may be made even with record to references. Logically, a reference line leasing from aheading down words, (or even upwards) should be modulated. This not always done in the

LCSH. It does not also define with any degree of precision. Coordinate and collateral relationships. It should be remembered in examining the LCSH that it is a tool designed for use in cataloguing a particular collection, that of the library of congress.. There is no complete index and the lacks mnemonic features, so LCSH there is no sound theoretical basis.

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Code No. :35I2   Sub. Code : DBL 1 D

B.L.I.Sc. DEGREE EXAMINATION
NOVEMBER 2004

First Semester

Library and Information Science - Main

Paper IV - INFORMATION PROCESSING - H

(CATALOGUING AND INDEXING THEORY)

(For those who joined in July 1999 onwards)   (5x15=75)

Time: Three hours   Maximum: 75

marks

Answer any FIVE questions All questions carry equal marks

1. Describe the functions and objectives of a library catalogue.

2. Enumerate the different physical forms of library catalogue. Which form would you suggest for a college library?

3. Describe the salient features of PRECIS.

4. Define centralized cataloguing. Describe the various forms of centralized cataloguing.

5. Describe the structure of Main Entry according to AACR II with an example.

6. What is meant by vocabulary control devices? Evaluate the role of thesaurus as a vocabulary control device.

7. Trace the historical development of various cataloguing codes.

8. Explain any four canons of cataloguing with suitable examples.

9. Write short notes on any THREE of the following:

    (a) Alphabetico - classed catalogue

    Law of Parsimony   Unit Card System (d)ISBD(G)   Chain indexing

Code No. :3512   **Sub. Code : DBL 1 D**

(For the candidates admitted from in July 1999 onwards)

B.L.I.Sc. DEGREE EXAMINATION, MAY/JUNE 2010.
(CATALOGING THEORY)

Time: Three hours   Maximum: 75 marks

Answer any FIVE questions.
All questions carry equal Marks

1. Library catalogue is key to open the knowledge sources - Discuss.
2. Explain the various types of inner forms of library catalogue.
3. Write an essay on subject catalogue.
4. Examine the structure of library of congress subject headings.
5. Define Index. Explain the operation of PRECIS.
6. Explain the canon of recall value and its implicaiton.
7. Explain the choise and rendering of joint authoriship as per the rule of CCC and AACR II.
8. Examine the role co-operative catalogue in resource sharing.
9. Write short notes on any THREE of the following:
   (a) Card catalogue.
   (b) Dictionary catalogue.
   (c) Chain procedure
   (d) Canon of ascertainability.
   (e) Prenatal catalogue.