Advanced Knowledge Organization – II

(Cataloguing Practical)

M.L.I.Sc.

Course material prepared by

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Exercise

1. Classification of Books and Periodicals according to CCC (15L)
2. Cataloguing of Documents: Print and Non-Print using AACR – II (15L)

(Total-30L)

References:

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OBJECTIVES AND FUNCTIONS OF LIBRARY CATALOGUE

Catalogue plays vital role in the society. All the business concerns are preparing and maintaining their catalogues for their successful operation. Library, as a social institution and service institution is also depends upon catalogue for its successful functioning.

A modern Library functions as a service institution whose main aim is to maximize the use of its resources. Dr. S.R. Ranganathan, the father of Indian Librarianship has promulgated the five laws of Library Science which basically focus on the maximum utilisation of documents in a library. To achieve this number of techniques have to be adopted by the Librarian. Cataloguing is one such technique. A Catalogue is an organized set of bibliographic records that represents the holdings of a particular collection. It helps in the organization of the collected and preserved materials of a library for effectiveness.

The origin of the world 'Catalogue can be traced from the Greek phrases ‘kata and logos'. 'Kata' means “according to” or “by”, “Logos” has different meanings such as “order”, “word”, “reason”. Hence, "catalogue” may be regarded as a "work in which contents are arranged in a reasonable way, according to a set of plan, or merely word by word”.

In general, a library catalogue is a list of books and other reading materials in a particular library or collection arranged according to a. definite order. The details given in a catalogue are specified items of bibliographical information. Such information helps in identification and location of the materials catalogued. Dr. S.R. Ranganathan gives a precise definition of a catalogue in his 'Classified Catalogue Code as a List of documents in a library or in a collection forming a portion of it.James Duff Brown in his ‘Manual of Library Economy defines a catalogue as “an explanatory, logically arranged inventory and key to the books and their contents' and it is “confined to the books in a particular library”. In this definition Brown focuses attention on an important function, namely, subject contents of the books besides its function as identifying and locating books.

The International Conference on cataloguing Principle (Paris) (1961) defined a catalogue as a “comprehensive list of a collection or collections of books, documents or similar materials”. This definition brings out the essential difference between catalogue and bibliographies.

Objectives of Library Catalogue

The objectives of the library catalogue are listed out below:

- The main objective of the library catalogue is to help the users in finding their required materials.
- To enable a users to select his/her document through author, title and subject catalogue.
- To enable a reader to know the nature of the library collection i.e. how many library materials are available on each subject and on each author.
- To enable a reader to know the types of documents that available in the library
- The primary objectives of the library catalogue are to serve as a guide to the collection of library materials.

In 1876, Charles Ammi Cutter presented three objectives of library catalogues as:

1. To enable a person to find a book of which either
   (a) the author]
   (b) the title is known
   (c) the subject
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)

Objective 1 emphasises that the library catalogue should serve as a finding list for specific documents. This would require provision for individual entries for each book providing approach through author. title and subject.

Objective 2 emphasises that the library catalogue should serve as a finding list for groups of documents. This would require provision for a uniform entry for each group.

Objective 3 deals with document description in the catalogue. According to it, the description should enable a user to distinguish between different editions of a given document. Besides it should assist in the choice of a document by providing enough information about its distinctive features. We

In 1961, a group of International cataloguing experts drafted what have become a known as the Paris principles. The report of this historic meeting includes the following statement as the over whelming majority opinion of the participants with regard to the functions of the whole catalogue. It states:

The catalogue should be an efficient instrument for ascertaining:

1. Whether the library contains a particular book specified by
   (a) Its author and title, or
   (b) If the author is not named in the book its title alone, or
   (c) If the author and the title are inappropriate or insufficient for identification, a suitable substitute for the title; and
2. (a) Which works by a particular author, and
   (b) Which editions of a particular work are in the library.

It may be summarized that a catalogue should be capable of performing efficiently the following functions:

(a) Facilitate the physical location of a specific, well-defined item.

(b) Relate individual manifestations *(example:* translations, editions, alternate formats, etc.) of a particular work.

(c) Relate all works that are the product of a single agent responsible for their creation, i.e., that shares a common genesis.

(d) Relates all works that treat of a common subject, i.e., that share common intension.

(e) Make readily apparent the logic underlying the organization intended to accomplish the above.

Library catalogue is an instrument equipped to deal with several channels of enquiry. It is important to the successful identification and retrieval of documents. It is a key to the holdings of the library irrespective of th fact whether a given document is in the hands of the user or on the shelf or won loan in general, it displays the records of a library's resources with view to making them easily accessible for study and reference. It provides basic bibliographic information to systematic study and research. The library catalogue serves both inventory and retrieval functions. Its basic aim is to serve its users in a most efficient manner in a practical way. The statement of rules adopted at the ICCP is a landmark. The functions to be performed by a catalogue finalized at this conference can serve as a guideline for framing Codes for Cataloguers.

Functions of the Library Catalogue

To fulfil the above mentioned objectives, the library performs the following functions:

- The main function of a library is to inform the library users about the availability and non-availability of particular reading materials in library. For this purpose, the library prepares Author and Subject catalogue for easy to find out the documents in the library arrangement. If the subject has different names, then the cross reference entries are prepared which connects the different terms.
- The next function of the library catalogue is to show what a library has. Through catalogue the library informs the library users the works of a particular author and the reading materials available in a given subject.
- Informing the library users regarding the characteristics of the documents through Descriptive cataloguing is another function. It helps to identify and isolate one document from other documents. Next function is to satisfy the first law of library science, i.e. “Books are for use". If all the documents are to be used, then the catalogue should be up-to-date and complete.
- Satisfying the second law of library science is another function i.e. “Every reader his/her book”. For this, analytical entries are made. Satisfying the third law of library science is the other important function of the library catalogue, i.e. “Every book its reader”. The analytical entries are prepared to satisfy this law also. Satisfying the fourth law, i.e “Save the time of the reader" is the next function of the library catalogue. Readers time is so precious and hence catalogues are prepared is simple form covering the author, title, subject, series etc.
- Satisfying the fifth law, i.e. “Library is a growing organism” is also one of the important function of the library catalogue Catalogue helps to assess the growth rate.

A Library catalogue is essentially a tool. S.R. Ranganathan summarises the functions to be performed by a library catalogue as:

1. Disclose to every reader his or her documents.
2. Secure for every document its reader.
3. Save the time of the reader; and for this purpose.
4. Save the time of the staff.

INNER FORMS OF CATALOGUE

Inner form means the construction and arrangement of entries in a library catalogue. The following are the chief types of catalogues based on the internal form of catalogue:

1. Alphabetical catalogue:
(a) Author.
(b) Subject.
(c) Title.
(d) Name.
(e) Dictionary.
2. Classified catalogue.
3.Alphabetical-classified catalogue.

(i) Alphabetical Catalogue

(a) Author Catalogue

Author catalogue consists of author entries arranged alphabetically. It is the oldest and the most important type of catalogue. This type of catalogue tells what works of a given author are available in the library and whether the library has a particular work of a given author.

Advantages

1. In an author catalogue all works of an author can be put together.
2. In an author catalogue it is easier for a reader to ascertain whether a book by a particular author is available or not.
3. Books of the same titles can be distinguished (differentiated) if there is an author catalogue.
4. This type of catalogue is very useful to compile author bibliography.

Limitations

1. The readers may approach a particular document through its author, title, subject. Author catalogue alone is not sufficient enough to satisfy the various approaches of the readers.
2. Every book in the library can not be ascertained by its author alone.
3. Some readers are not aware of the method of rendering the name of the author.

(6) Subject Catalogue

Subject catalogue consists of subject entries arranged alphabetically. This catalogue satisfies the subject approach of the readers. In American libraries this catalogue is very popular. Several books on the same subject are put together. Cross references are used to correlate the subjects.

Advantages

Alphabetical subject catalogue reveals the whole collection of books on specific subject research scholars will get all books together under the specific subjects. Alphabetical subject catalogue provides quick and good access to books. This type of catalogue is very useful to compile subject bibliography.

Limitations

Subject catalogue alone is not sufficient to satisfy the different approaches of the readers. It is not always easy to determine the subject headings for the documents. Sometimes the subject headings become obsolete. E.g. Home science, Domestic science. Sometimes two different terms are current for the same subject and choosing one among them is a problem. E.g. Library science, Library and Information science. Subjects are scattered throughout the catalogue due to the alphabetical order and the related subjects cannot be brought together in logical order.

(c) Title Catalogue

Title catalogue consists of entries for books arranged alphabetically according to the title. If two books of the same titles are found, the entries are arranged according to the alphabetical order of the name of the authors. This catalogue helps those readers who are consulting the catalogue for a specific title.

Several titles of a given author will get scattered in this type of catalogue. For e.g. The works of William Shakespeare such as, As you like it, Hamlet, Henry IV, Julius Ceaser, King Lear, Merchant of Venice, Othello, Twelfth Night will get scattered throughout the catalogue if the titles are arranged alphabetically.

(d) Name Catalogue

Name catalogue consists of author catalogue and subject catalogue mixed in one sequence arranged alphabetically. It is convenient to be in sequential array the works by and works about an author. The distinction between the person as author and the same person as subject is maintained by adopting different typographic disposition of the heading or using different coloured ink.

Example: Dickens, Charles-David Copperfiled (person as author).

Dickens, Charles: A critical study by G.R. Gissing (Person as subject).

(e) Dictionary Catalogue

According to Classified Catalogue Code, "Dictionary catalogue is a catalogue in which all the entries are word entries".

Anglo American Cataloguing Rules Edition I defines Dictionary Catalogue as "a catalogue in which all the entries (author, subject, title etc.) and their related references are arranged together one general alphabet".

The dictionary catalogue coordinates a series of subject entries by means of cross references.

Advantages

It is easy to consult. The specific headings provide quick references. It is easy to provide a subject heading. Subject headings are assigned in accordance with reader's approaches. The dictionary catalogue provides all possible ways a reader is likely to approach.

Limitations

1. A dictionary catalogue is not capable of bringing together related topics in logical order due to alphabetical dispersion of headings.
2. The single alphabetical order of arrangement creates complexity in filing and retrieval.
3. The network of references and cross references often creates confusion to the readers.
4. The terms used for subject headings become obsolete and thus it becomes a problem.

Divided Catalogue

A dictionary catalogue may be divided into two parts:

1. Author/Title catalogue.
2. Subject catalogue.

This simplifies the arrangement. Some academic and large libraries in USA have adopted divided dictionary catalogue.

Advantages

1. Simplifies filing of entries.
2. Ease of consultation.
3. Better physical distribution.
4. Relieves congestion.

(ii) Classified Catalogue

Classified catalogue is a catalogue in which subject entries are arranged according to some scheme of classification. Strictly speaking it is a subject catalogue. In practice, a classified catalogue is not sufficient to satisfy author, title and subject approach of a reader. An alphabetical index consisting of author, title and subject entries is a must. Therefore, Ranganathan rightly considers the classified catalogue as “a catalogue in which some entries are number entries and some are word entries”. Thus, according to Ranganathan a classified catalogue is one which has two parts: one containing number entries and the other containing word entries. That is, classified catalogue is a Bipartite Catalogue. The classified part will contain main entries and cross reference entries. The alphabetical part contains added entries arranged alphabetically.

Advantages

1. The classified catalogue serves as a logical index to the materials in the library.
2. It follows the same method of arrangement of books in the stack room.
3. It reveals the strength and weakness of the library by subjects.

4. It is easy to print the subject catalogue.
5. Alphabetical index provides flexibility of additions, corrections and revisions of terms without disturbing the classified part.

Limitations

1. Since its entries follow notational symbols, the readers cannot search directly.
2. The reader has to consult first a scheme of classification. Then only he can consult the classified part.
3. A notational system of arrangement in the classified part is not commonly acceptable by the readers.
4. The absolute dependency of the classified catalogue on the classification system mars the autonomy of the cataloguer.
5. Double preparations are involved.

Comparison of Classified Catalogue and Dictionary Catalogue

The Classified Catalogue and Dictionary Catalogue can be differentiated on the following aspects:

1. Arrangement.
2. Book selection tool.
3. Classification scheme.
4. Consultation.
5. Cross references.
6. Deeper function.
7. Logical Order.
8. Preparation.
9. Printing of a subject catalogue.
10. Rate of growth of catalogue cards.
11. Subject approach.
12. Subject terms.

(iii) Alphabetico-classed Catalogue

It is a hybrid form of catalogue which has been introduced in some American Libraries.

Alphabetico-classed catalogue can be defined as "an alphabetic subject catalogue in which the subjects are grouped in broad classes with numerous alphabetic subdivisions. It may also include author and title entries in the same alphabet".

Suppose major divisions are Mathematics, Chemistry, Botany, Economics, etc. these would be arranged in a classified order. Within mathematics sub-divisions like Algebra, Analysis, Arithmetic, Astronomy, Calculus, Geometry, Mechanics, Statistics, Trigonometry, Vector will be arranged alphabetically. One can get all the related materials in a logical order.

PHYSICAL FORMS OF CATALOGUE

A catalogue is an essential tool for identification and location of reading materials in a library. The Catalogue can be classified on the basis of

1. Their physical format such as size, shape and appearance, and
2. The construction and arrangement of catalogue entries.

The classification according the physical format determines various physical forms of the catalogue. The physical form of catalogues *n*as always had as unmistakable influence on their content. Any artifact must inevitably accommodate itself to the contours of the medium in which it is executed. The library catalogue is no exception, because if its size, and the difficulty of its creation, its logical form is particularly sensitive to the fundamental characteristics of its physical form.

Library catalogues has historically tended to adopt the most advanced available form for communication of recorded information. One of the earliest artifacts identifiable as a catalogue is a Sumerian Clay tablet, dated about 2000 B.C. When inscription on clay gave way to writing of papyrus, catalogue too was created in this manner. The Pinakes dated about 250 B.C. is an example. A catalogue may be conveniently presented is any one of the following physical forms:

- ☐ Printed Book Catalogue
- ☐ Sheaf Catalogue
- ☐ Card Catalogue
- ☐ Visible index
- ☐ Microform
- ☐ Microfiche
- ☐ Machine Readable Catalogue
- ☐ Guard Book Catalogue

1. Printed Book Catalogue

Public libraries in Great Britain used printed book catalogue. Harvard catalogue was published in 1723 in America. Yale book catalogue was published in 1745. It is the easiest form of catalogue to use. It was familiar and widely used. A number of entries are printed on each page of the book. The method of printing may be a conventional one or by means of a computer.

Advantages

1. This type of catalogue can be made available in multiple copies.
2. This form of catalogue is the easiest form to consult.
3. It is portable and easy to handle and can be scanned with greater speed.
4. Several entries can be seen on a single page quickly.
5. It occupies less space.
6. Printed catalogue of national and large special libraries are useful as a book selection tool.

Limitations

1. It is too expensive to produce.

2. This can never be kept up-to-date.
3. It offers no possibility of inserting or interpolating new entries.
4. It is only used by a limited number of readers if the library is having a single copy of the catalogue.
5. It will not bear wear and tear due to constant handling.

2. Sheaf Catalogue

It was introduced in Holland in 1870 in the University of Leyden This was a crude form. J.D. Brown invented the adjustable sheaf catalogue in 1892.

Feature

It consists of individual sheets of though paper of 6" X 4" size notched at the left edge and protected by boards on front and back. The whole of it is secured by a mechanical clasp or metal fastener. Each such binder holds about 500-600 slips. Each sheet has an entry and the entries can be arranged in any desired order. The spine of each volume contains a label holder and these volumes can be arranged in a cabinet.

Advantages

1. There is flexibility of inserting and withdrawal of entries.
2. The entries on the slips of paper are easier and cheaper to produce.
3. It is easy to handle and consult.
4. It occupies less space.
5. Duplicate copies can be prepared by simple carbon copies.

Limitations

1. As only one entry is recorded on the paper slips, there is much wastage of space on the slips.
2. The operation of withdrawal and insertion of entries are not very easy.
3. Entries when handwritten get distorted and defaced and much time and labour is wasted in preparing the same entries again.
4. Guiding is not satisfactory.
5. Library using sheaf catalogue cannot take advantage of cooperative cataloguing.

3. Card Catalogue

Card catalogue is the best and most convenient way of displaying library catalogue. In a card catalogue, entries are made on cards on uniform size of 12.5 x 7.5 cm and arranged in a tray. Each entry can be arranged, sorted and adjusted in anyway conveniently. Cards are filed in a catalogue card tray in upright position. These trays are housed in a cabinet made of wood or steel. 1400 cards can be filed in a tray. At the bottom of the cards there are punched holes through which passes a locking rod holding them secured together. Generally cabinets are placed at the height of 3' or 3.5' above the floor.

Advantages

1. It is far from growing obsolete.
2. The arrangement allows flexibility.
3. The card is capable of infinite expansion and manipulation without any hindrance.
4. The cards can be easily changed at any time by replacing new ones.
5. It is easy to handle and consult.
6. Many readers can use it at a time.
7. It can be easily guided.

Limitations

1. The card catalogue occupies much space.
2. It is not portable.
3. In a busy library, when a single reader monopolizes the whole tray, he kills the time of other readers.
4. The cards can be easily removed by errant readers.
5. Only one entry can be located by the reader at a time.
6. Cards are too expensive.
7. For a single book, many cards are needed to be prepared. Therefore it is not economical.

4. Visible Index

A series of metal frames for holding card records so that a group of cards can be seen at one time, also called visible file.—A.L.A. Glossary.

Features

In this form of catalogue, each entry is typed on a slip. These slips are continuous with perforation for tearing off. The metal trays are attached to a free standing spindle so that the whole thing can be spun around.

Advantages

1. It is flexible.
2. It can be reproduced.
3. It can be scanned with greater speed.

Limitations

1. It occupies much space.
2. Simultaneous search is not possible.
3. It is not portable.

5. Microform

In this form, entries are reduced and printed upon film. A suitable microfilm reader magnifies the film and projects it on to a screen. Microfilm may be on a single reel. It is housed in a cassette containing two reels. The film can be wound backwards and forwards within its container.

6. Microfiche

It is a transparent card type format. It has the advantage of direct access to a particular frame.

7. Machine Readable Catalogue (MARC*)*

A format permits input and storage in magnetic tape, magnetic disc for manipulation in a computer. Access may be online or offline. Online systems are linked directly with the computer and can be used immediately. Offline means computer can be used at certain times.

It should be clear that no single form of catalogue can satisfy all considerations. Each form has its strong and weak points. But the card form of catalogue is the most accepted one in use. In India the card form of catalogue will continue for a long time in special libraries, public libraries and academic libraries. Whatever may be physical form, the best form would need to posses as many as possible the following attributes:

1. It must be easy to use.
2. It must be easy to keep update.
3. It must be easy to 'scan' i.e., to glance over a number of entries at a time.
4. It must be easy to produce multiple copies.
5. It must take up as little space as possible.
6. It must be easy to guide.

8. Guard Book Catalogue

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

Advantages

1. New addition of entries can be made.
2. Withdrawal of entries is possible. 1
3. It is portable and convenient.

Limitation

1. Pages easily get folded when used.
2. More changes for wear and tear.
3. Difficult to multiply the copy.

MACHINE READABLE CATALOGUING (MARC) FORMAT

MARC is an acronym of Machine Readable Cataloguing. Within the United States, the terms MARC, LC MARC and USMARC are interchangeable. The term does have slightly different meaning such as follows:

1. MARC is a generic term applied to the universe to MARC formats, including UKMARC, CANMARC, Inter-MARC, and so on; and DET
2. LC MARC refers to the set of options and content designation called “MARC II”.

Evolution of MARC

MARC I

MARC I pilot project began in April 1966 in which sixteen libraries participated. By the year 1968, the Library of Congress (LC) had distributed over fifty thousand English language monographs records. The purpose of MARC I was the automation of cataloguing, indexing, searching and retrieval functions. The participating 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 purpose and the like.

MARC II

.The MARC II format was 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 materials in other forms, and developed charac set to include all the major Roman alphabet language as we*ll* as Romanized forms. Meanwhile the British National Bibliography (BN*D)* showed interest in the UK MARC Pilot Project. Similarly, interest was also shown by many foreign libraries to design a standard communice format suitable for interchanging bibliographic data not only from one source organization, the LC, to many participating libraries, but also for exchanging bibliographic information on cooperative basis among libraries at the international level. The US, the UK and other countri wanted a Machine - Readable Catalogue format that would be a common one for international exchange of cataloguing and bibliographic data, Such as interchangeable record format was designed in 1969 and was called MARC II

***M*ARC Format**

There are MARC 21 formats for five types of data. The following formats are currently defined:

.. Bibliographic format—for encoding bibliographic data in records that are surrogates for information packages.

.. Authority format-for encoding authority data collected in authority records created to help control the content of those surrogate record fields that are subject to authority control.

.. Holding format-for encoding data elements in holdings records that show the holdings and location data for information packages described in surrogate records.

.. Community information format—for encoding data in records that contain information about events, programs, services, etc. so that these records can be integrated with bibliographic records.

.. Classification data format-for encoding data elements related to classification numbers, the captions associated with them, their hierarchies, and the subject headings with which they correlate.

This introduction is to the MARC 21 bibliographic format.

Components of the Record

A record is a collection of fields. A field contains a unit of information within a record. A field may consist of one or more sub fields. Tags, that is, three-digit numerical codes, identify each field. Every field ends wit*h* a field terminator (in OCLC), for example, the field terminator m*ay* appear as a backwards paragraph sign (often represented by a $ or *of!* followed by a single character code (usually alphabetical, but can also be numerical).

Each record has four components:

1. Leader
2. Record directory
3. Control fields.
   (a) Fixed fields
4. Variable fields

Leader—The leader is like the leader on a roll of film. It identifies the beginning of a new record and provides information for the processing of the record. The leader is fixed in length and contains 24 characters.

Record directory—The record directory contains a series of fixed length entries that identify the tag, length, starting position of each field in the record.

Control fields—Control field carry alphanumeric (often encoded) data elements. Control field tags always begin with the digit 0. Many control fields are fixed in length, that is each fixed-length field must consists of a set of number of characters (see also “Fixed field” below). The common control fields are:

001	Control Number
05	Date and time of latest transaction
06	Fixed-length data elements—coding information about special aspects of the item being catalogued that cannot be coded in fields (separate character description for books, computer files, map, music, serials, visual materials, and mixed materials)
07	Physical description fixed field-physical characteristics of an item, usually derived from explicit information in other fields of the record, but expressed here in coded form (separate character description for map, computer file, globe, tactile material, projected graphic, microform, non-projected graphic, motion picture, kit, notated music, remote sensing image, sound recording, text, video recording, and one for "unspecified”)
08	Fixed-length data elements—positionally defined data element that provide coded information about the record as a whole or

about special bibliographic aspects of the item being catalogued

010	Library of *Co*ngress Control Number (LCCN)
016	National Bibliographic Agency Control Number
020	International Standard Book Number (ISBN)
022	International Standard Serial Number (ISSN)
033	Date/time and place of an event
034	Coded cartographic mathematical data
040	Cataloguing source
041	Language code
043	Geographic area code
047	Form of musical composition code
048	Number of musical instruments or voices code

Fixed field—there is one fixed length control field that is commonly referred to as "the fixed field". Field 008 carries general information about the content of the bibliographic record. This field is often displayed in a single paragraph at the top of the screen and is usually displayed with mnemonic tags. The field has 40 character positions. The data stored in this field are used to manipulate records for retrieval, filling, indexing, etc.

Variable fields—Variable fields carry alphanumeric data of variable length. The variable fields carry traditional cataloguing data elements. Three-digit numeric tags (100-999) identify variable fields. In order to talk about these tags in groups, a convention is followed in which all fields beginning with "1" are identified as 1XX fields; those beginning with "2", as 2XX fields; etc. variable fields consists of heading fields and descriptive fields. Although classification fields may be considered to be control fields because they begin with 0, they are placed here with other elements that make up the "surrogate record" or the "bibliographic data" of a completed MARC record. Among the most used variable fields are:

Classification Notations An*d/*or Call Numbers (05x-08x)

050 - Library of Congress (LC) Call Number

060 – National Library of Medicine Call Number

082 - Dewey Decimal Classification Number

MAIN ENTRY FIELDS(1XX)

100 - Main Entry - personal name

110 - Main entry – corporate name

111 – Main entry – meeting name

130 – Main entry – uniform title

TITLE AND TITLE RELATED FIELDS (20X-24X)

240 - Uniform title

245 – Title proper, general material designation, remainder of title, statement of responsibility

246 - Varying form of title, etc.

EDITION, IMPRINT, ETC., FIELDS (25X-28X)

250 - Edition statement

254 - Musical presentation statement

255 - Cartographic mathematical data

256 - Computer file characteristics

260 - Publication, distribution, etc. (Imprint: place, publisher, etc., date), etc.

PHYSICAL DESCRIPTION, ETC, FIELDS (3XX)

300 - Physical description (extent of item, other details, size, accompanying material)

310 – Current publication frequency

362 – Dates of publication and / or volume designation (Serials) etc.

SERIES STATEMENT FIELDS (4XX)

[Title proper pf series, remaining title information, statement of responsibility relating to series, ISSN of series, numbering, etc.]

440 - Series statement/added entry_title

490 - Series statement (not an added entry)

NOTE FIELDS (5XX)

500 - General note

502 – Dissertation note

504 - Bibliography, etc., note

505 – Formatted contents note

506 - Restriction on access note

508 – Creation/production credits note

510 - Citation/Reference note

511 – Participant of performer note

516 – Type of computer file or data note

520 – Summary, etc., note

533 – Reproduction note

534 - Original version note

538 – System details note

546 – Language note

547 – Former title complexity note

580 – Linking entry complexity note, etc.

SUBJECT ACCESS FIELDS (6XX)

600 – Subject added entry – personal name

610 – Subject added entry – corporate name

611 - Subject added entry -- meeting name
630 -Subject added entry – uniform name
650 - Subject added entry – topical name
651 - Subject added entry – geographic name

653 -Index term – uncontrolled
655 - Index term – genre/form, etc.

ADDED ENTRY FIELDS (70X-75X)

700 – Added entry - personal name
710 – Added entry – corporate name
711 – Added entry – meeting name
720 - Added entry – uncontrolled name
730 - Added entry – uniform title
740 – Added entry – uncontrolled related / analytical title etc

LINKING ENTRY FIELDS *(*76X-78X)

770 – Supplement/special entry
772 – Parent record entry:
776 - Additional physical form entry
780 - Preceding entry
785 – Succeeding entry
787 - Nonspecific relationship entry, etc.

SERIES ADDED ENTRY FIELDS (80X-840)

800 - Series added entry – personal name
810 - Series added entry – corporate name
811 - Series added entry – meeting name
830 - Series added entry – uniform title

HOLDINGS, LOCATION, ALTERNATE GRAPHICS, ETC., FIELDS

852 - Location/call number
856 - Electronic location and access
880 – Alternate graphic representation, etc.

Subfields: All subfields are distinct elements within fields. Subfields definitions vary from field to field. Some of the most commonly encountered ones are:

050 LC call number
$a classification number
$ bitem number and date
082 Dewey Decimal Classification number
$a classification number

$ item number
$2 edition number [edition of DDC used]

X00 Personal name

(X00 means that these subfields apply in fields 100, 600, 700, and 800)

$a name

$q qualification of name ([e.g., Lewis, C.S. $q (Clive Staples)]

$b numeration

$c titles (e.g., Mrs., Sir, Bishop)

$d dates

$ erelater (e.g., ill. [for illustrator])

X10 Corporate name

$ name

$b subordinate unit

$e relater

$k form subheading

X11 Meeting name

$a name

$n number

$c place

$d date

245 Title and statement of responsibility

$a title proper

$b other title information

$c statement of responsibility or remainder of area

260 Publication, distribution, etc.

$a place

$b publisher, distributor, etc.

$c date

300 Physical description

$a extent of item

$b other physical details

$c dimensions

4XX and 8XX Series

$a name of series

$x ISSN (4X fields only)

6XX $v numbering series

Subject access point

$a main subject (name, topic, etc.)

$x subject sub-division

	$y	time period sub-division
	$z	geographic sub-division
	$v	form/*g*enre sub-division
856	Electronic location and access	
	$a	Host name
	$b	Access number
	$d	Path
	$h	Processor of request
	$u	Uniform Resource Locator, etc.

Indicators: The two digits that follow after the tags in a MARC field are called indicators. Each digit position has a certain meaning relating to its particular field and provides computer instructions for processing the data contained in the field. For example, in the OCLC—formatted 245 field shown below, the first indicator,"1", tells the system that there should be an access point for the title, and the second indicator, "4" tells the system that four non-filing characters (i.e., T, h, e, and [space] precede the first significant word of the title:

*2*45 14 The dictionary of misinformation/$c Tom Barnum

Display of MARC Records

MARC records are distributed in the MARC Communication Format. Each record consists of one long character string beg*ins* with the leader, followed by the record directory, followed by the one after another, with no breaks, to the end of the record (at which point there is a character to represent a record terminator). Such a record is practically unreadable if printed as transmitted, and so each system, has a program that will display the record in a form that is more ea read.

MARC Record as Displayed in OCLC

OCLC : 19124014 Rec Stat: p Entered : 19890*119*
Replaced : 19900317 used : 19990309
Type : a Elvl: Srce : Audn: Ctrl : Lang: eng
BLvl : m Form: Conf: 0 Biog: Mrec: Ctry : cou
Cont : b Gpub: Fict: 0 Indx : 1 Desc : a ills
Fest : 0 Dtst : s Dates: 1989,

1	010 89 – 2835
2	040 DLC $C DLC
3	020 0872876217 : $c I$ I 45.00
4	050 00 2674 $b.R4 no. 20 $a z7837 $a BX1751.2
5	082 00 020 s $a 016.282 $2 19
6	090 $b
7	049 DDOA

8	100 1 McCabe, James Patrick
9	245 10 Critical guide to Catholic reference books / $c James Patrick McCabe; with an introduction by Russell E. Bidlack
10	250 3rd ed.
11	260 Englewood, Colo.: $b Libraries Unlimited, $c 1989.
12	300 xiv, 323p.; $c 25cm.
13	440 0 Research studies in Library science ; $v no. 20
14	500 Includes indexes
15	610 20 Catholic church $x Bibliography.
16	650 0 Reference books $x Catholic church

MARC Record as displayed through the 239.50 system of LC

001	002835
003	DLC
005	19900227083313.4
008	890119s1989 cou b 001 0 eng
010	$a 89002835
020	$a 0872876217 : c45.00
040	$aDLC$cDLC$DDLC
050	00$aZ674$b.R4 no. 20$aZ7837$aBX1751.2
082	00$a020 s$a016.282$219100 10$aMcCabe, James Patrick.
245	10$aCritical guide to Catholic reference books/ $cJames Patrick
250	$a3rd ed.
260 0	$aEnglewood, Colo.: $b libraries Unlimited , $c 1989.
300	$axiv, 323p. : $c25cm.
440 0	$a Research studies in library science; $vno. 20
500	$aIncludes indexsx.
610	20 $a Catholic Church $x Bibilography.
650	0 $a Refernce books $x catholic church.

Uses of *MA*RC

MARC tapes are being used for various purposes. Following some of their important uses.

1. A centrally prepared catalogue can be distributed to the receiving libraries in a machine-readable form.
2. In spite of increasing acquisitions, the catalogue can be kept up-to-date without employing additional staff.
3. The production cost of card catalogue on the computer (MARC, system) is lesser than that of purchasing the Library of Congress catalogue cards.
4. The MARC tapes can be utilized for acquisition functions, i.e., selecting, ordering and claiming unsupplied books without any additional cost. They can be used to produce spine labels, book pockets, etc.
5. The MARC tapes can be used for producing conventional card catalogue by the

subscribing libraries.

6. The MARC data can also be used for producing book catalogues.
7. The MARC tapes can be used for computerized SDI service.
8. It automatically performs resource—sharing functions.

Limitations

George Piternick points out the following few limitations of the Machine-readable catalogue system:

(i) The MARC record for any title is almost similar to the conventional bibliographic record, as such it inherits all its limitations.

(ii) (ii) The MARC format will be limited, at least for the next few years, to the English language books because the MARC character set is severely limited in respect of special characters.

(iii) The time gap between the creation of MARC record and a catalogue record copy by the participating library, which is inherent at present in the existing card production methods of the Library of Congress, will not be removed until and unless both the cards and tapes are prepared from the same machine readable record.

(iv) Expenditure on account of machine time by the participating libraries will go on increasing in view of the weekly shipment of about 1,200 records or about 62,000 records annually requiring 15,000 feet of magnetic tape.

MARC records are no longer created only by L.C. but also by many ther agencies, and are available through bibliographic utilities and from commercial services.

ONLINE PUBLIC ACCESS CATALOGUE (OPAC)

An Online Public Access Catalog (often abbreviated as OPAC or simply Library Catalog) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material physically located at a library.

History

Early Online Catalogs

Although a handful of experimental systems existed as early as the 1960s, the first large-scale online catalogs were developed at Ohio State University in 1975 and the Dallas Public Library in 1978.

These and other early online catalog systems tended to closely reflect the card catalog that they were intended to replace. Using a dedicated terminal or telnet client, users could search a handful of pre-coordinate indexes and browse the resulting display in much the same way they had previously navigated the card catalog.

Throughout the 1980s, the number and sophistication of online catalogs grew. The first commercial systems appeared, and would by the end of the decade largely replace systems built

by libraries themselves. Library catalogs began providing improved search mechanisms, including Boolean and keyword searching, as well as ancillary functions, such as the ability to place holds on items that had been checked-out.

At the same time, libraries began to develop applications to automate the purchase, cataloguing, and circulation of books and other library materials. These applications, collectively known as an integrated library system (ILS) or library management system, included an online catalog as the public interface to the system's inventory. Most library catalogs, then, are closely tied to their underlying ILS system.

Stagnation and Dissatisfaction

The 1990s saw a relative stagnation in the development of online catalogs. Although the earlier character-based interfaces were replaced with ones for the web, both the design and the underlying search technology of most systems did not advance much beyond that developed in the late 1980s.

At the same time, organizations outside of libraries began developing more sophisticated information retrieval systems. Web search engines like Google and popular e-commerce websites such as Amazon provided simpler to use (yet more powerful) systems that could pro relevancy ranked search results using probabilistic and vector-based q*u*eries.

Prior to the widespread use of the Internet, the online catalog was often the first information retrieval system library users ever encountered Now accustomed to web search engines, newer generations of libraries users have grown increasingly dissatisfied with the complex (and often arcane) search mechanisms of older online catalog systems. This has, in turn, led to vocal criticisms of these systems within the library community itself, and in recent years to the development of newer (often termed ‘next-generation') catalogs.

N*ext Generation Catalogs*

The newest generation of library catalog systems are distinguished from earlier OPACs by their use of more sophisticated search technologies, including relevancy ranking and faceted search, as well as features aimed at greater user interaction and participation with the system, including tagging and reviews.

These newer systems are almost always independent of the library's integrated library system, instead providing drivers that allow for the synchronization of data between the two systems. While older online catalog systems were almost exclusively built by ILS vendors, libraries are increasingly turning to next generation catalog systems built by enterprise search companies and open source projects, often led by libraries themselves. The costs associated with these new systems, however, have slowed their adoption, particularly at smaller institutions.

Union catalogs

Although library catalogs typically reflect the holdings of a single library, they can also contain the holdings of a group or consortium of libraries. These systems, known as union catalogs, are usually designed to aid the borrowing of books and other materials among the member institutions via interlibrary loan. The largest such union catalog is WorldCat, which includes the holdings of over 10,000 libraries worldwide.

Related Systems

There are a number of systems that share much in common with library catalogs, but have traditionally been distinguished from them. Libraries utilize these systems to search for items not traditionally covered by a library catalog. These include bibliographic databases—such as Medline, ERIC, PsycINFO, and many others—which index journal articles and other research data. There are also a number of applications aimed at managing documents, photographs, and other digitized or born-digital items. Particularly in academic libraries, these systems (often known as digital library systems or institutional repository systems) assist with efforts to preserve documents created by faculty and students.

STANDARDIZATION INTERNATIONAL STANDARD BIBLIOGRAPHIC DESCRIPTION

(ISBD-G)

The details of the International Standard Bibliographic Description were fully developed at the International Meetings of cataloguing Experts held first in Copenhagen in 1969, then in Moscow in 1971, and later in Budapest in 1972. 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 for description of monographic materials in AACR 2. ISBD is a prescription for the generation and arrangement of bibliographic information in single and multiple volume monographic publications.

Purpose

The primary purpose of the ISBDs is to provide the stipulations for compatible descriptive cataloguing worldwide in order to aid the international exchange of bibliographic records between national bibliographic agencies and throughout the international library and information community. By specifying the elements which comprise a bibliographic description and by prescribing the order in which those elements should be presented and the punctuation by which they should be demarcated, the ISBDs aim to—

(A) make records from different sources interchangeable, so that records produced in one country can be easily accepted in library catalogues or other bibliographic lists in any other country;

(B) assist in the interpretation of records across language barriers, so that records produced for users of one language can be interpreted by users of other languages; and

(C) assist in the conversion of bibliographic records to electronic form.

Uses of ISBD

The ISBDs provide stipulations to cover the maximum amount of descriptive information required in a wide range of different bibliographic activities, and therefore include elements which are essential to one or more of those activities but not necessarily to all..

It is recommended that the National Bibliographic Agency in each country, must prepare the definitive description containing all the mandatory elements set out in the relevant ISBD

insofar as the information is applicable to the item being described.

The ISBD description forms a part of a complete bibliographic record and is not normally used by itself. The other elements which make up a complete bibliographic record, such as headings, subject information, uniform titles, filing devices and tracings, are not included in the ISBD stipulations. The rules for such elements are normally given in cataloguing codes.

How it works?

- First, it divides all bibliographies 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**.**

Areas of Information

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) Nores area
(8) Standard Number (or alternative) and terms of availability.

Elements of Information

Each area of information is divided into one or more elements of information. While the order and punctuation of each element is fixed, its presence is, of course, dependent upon the punctuation, prescribed for the elements that are given the table.

It is important to note that all elements will occur in every book being catalogued, and that some may occur in more than one form, as in the cases of notes. Each area of information has what is called a prime source or preferred location within the book being described. In some cases there may be more than one prime source. If the element of information is not obtained from the prime source, bracket must be used to indicate that a secondary source has been used. The details of the areas, their signals and the elements of information are given below:

Area

Signal Elements of Information 1. Title and statement of responsibility area

1.1 Title proper) 1.2 General material designation 1.3 Parallel title 1.4 Other title information 1.5 Statements of

responsibility First statement
Subsequent statement 2. Edition

area

2.1 Edition statement 2.2 Parallel edition statement 2.3 Statements of responsibility relating to the edition First statement Subsequent statement 2.4 Additional edition **statement**

2.5 Statements of responsibility following an additional edition statement First statement Subsequent statement

3. Material (or type of publication)
specific area 4. Publication, distribution, etc.,

area

4.1 Place of publication, distribution, etc. First place Subsequent place

4.2 Name of publisher, distributor, etc. 4.3 Statement of function of distributor 4.4 Date of publication, distribution, etc. 4.5 Place of manufacture 4.6 Name of manufacturer 4.7 Date of manufacture

5.

Physical description area

.
im
+

6.

Series area

Note :

A series statement is enclosed by

5.1 Specific material designation and e**xtent of**

item 5.2 Other physical details 5.3 Dimensions of item 5.4 Accompanying material 6.1 Title proper of series or **sub-series** 6.2 Parallel title of series or sub-series 6.3 Other title information of series or sub-series 6.4 Statements of responsibility relating to the series or sub-series

First state**ment** Subsequent statement 6.5 International Standard Serial Number of series or sub-series 6.6 Numbering within series or sub-series

parentheses. When there are two or more serie**s statements,** each is enclosed by parentheses. Note area 8. Standard number (or alternative) and terms of availability

8.1 Standard number (or alternative) 8.2 Key title 8.3 Terms of availability and/or price 8.4 Qualification (in varying positions*)*

Nowadays most of the information resources are available in Electronic format. Electronic resources are products of a volatile technology that continues to generate changes at a very rapid pace. Specific among recent advances are interactive multimedia, optical technology; availability of remote electronic resources on the Internet and World Wide Web and reproductions of electronic resources. A Working Group was formed in late 1994 with participating and corresponding members from both sections. With IFLA sponsorship and additional funding from the Research Libraries Group, the Working Group met in April 1995 and laid the foundation for the preparation of the draft Second Edition. This draft was distributed for worldwide review in response to which more than 30 commentaries totaling more than 110 pages of text were received from individual readers, library associations and national libraries. As a result, many improvements have been realized, including recognition of the need for a new term by which to characterize the material under discussion: this term is “electronic resource” which is judged more appropriate than the term previously used “computer file”, given the array of materials intended to be comprehended by this ISBD. This is the emergence of ISBD (ER).

The ISBD (ER) includes an index and five appendices—

- Appendix A offers a prescription for the special technique of multi-level description.
- Appendix B provides a brief sketch of the way in which data should be transcribed when partly in a script reading from right to left and partly in a script reading from left to right.
- Appendix C lists the recommended general material designation, resource designations and specific material designations with their definitions.

• Appendix D gives recommended abbreviations *f*or use in English-language records. Appendix E conveys the examples formulated to offer an illustration of the result of applying ISBD stipulations in all areas of a record.

Source

International Federation of Library Associations. Working Group on the General International Bibliographic Description.

ISBD(G)

General International Standard Bibliographic description: Annotated Text, London; IFLA, International Office for UBC, 1977.

UNIVERSAL A*V*AILABILITY OF PUBLICATIONS (UAP) AND UNIVERSAL BIBLIOGRAPHIC CONTROL (UBC)

The main objective of UAP is to put the required publication into the hands of the user wherever and whenever it is needed. The principal objectives of the UAP programme are therefore to ensure access and availability of documents to users by:

- stimulating improvements in publishing and bookselling practice.
- Improving acquisition policies and practices at the local and national level.
- Improving repository policies and practices.
- Improving national and international lending policies and practices.

As an international programme, it depends on National Systems which form the essential building blocks. UAP is built on the assumption that each country records all the publications produced in that country. Repository planning becomes important and is linked to national repository planning and in, considering the international scene, the UAP programme has developed a number of different schemes for national plans that could link effectively into an international system.

Universal Bibliographic Control (UBC)

"It is useless talking of bibliographies, if beforehand, or concurrently, one does nothing to ensure that there are: publishers of books, books adapted to the socio-economic environment of a country, readers for the books, specialists to handle them, and sufficient financial and equipment resources."

Table ronde sur le CBU etc. Grenoble, 22-25 Aug., 1973.

(IFLA Publications), Munich : Verlag Dokumentation, 1975.

Universal Bibliographic Control (UBC) is one of the "core programmes" of the International Federation of Library Associations and Institutions (IFLA). Today, with libraries, especially national libraries, all on the Internet, the idea of UBC is becoming more of a reality. In short, it is an attempt to catalogue the entire intellectual output of the planet.

The IFLA International Office (IO) for UBC was founded in 1974. It acts as a clearing house and coordinating body for publications and projects involving UBC. The IO for UBC often acts in conjunction with UNESCO, FID and the various International Agencies which

recommend standards. It was established so that duplication of effort could be reduced.

The basic idea of Universal Bibliographic Control stresses activities undertaken at the national level. It is a common fact that an item has been "controlled" if a surrogate of that item, in the form of a bibliographic description, has been recorded either in an electronic database, or otherwise, with some agency charged with this task.

Each country should look after its own bibliographic control, but should inform other countries of new publications within a specified time (weeks or months). Ideally, "the greatest possible number of countries" should participate.

UBC involves collecting and cataloguing materials of national value -published by, in, (or about] a country, (or placed in that country's national library]. It also may involve legal deposit, and record exchange. Thus, implementing a UBC programme involves publishers, librarians, legislators, [government] funding agencies, non-governmental organizations, appropriate standards organizations, and communications conventions. Ideally, UBC is part of a National Information Policy.

UBC—Activities

The programme for Universal Bibliographic Control would involve the following activities:

- Setting up a reliable way of identifying and collecting documents. This implies that publishers agree and use standard identification means, such as ISBN/ISSN numbers.
- Setting up a national legal deposit policy, (and someplace to put the books). This means establishing a national library, a national librarian, and an organizational structure, and presupposes a legal framework, which in turn presupposes a "national will".
- Publication of a national bibliography in a form agreed to by other participants—typically, using ISBD. This involves some choices—whether to publish cumulative monthly issues and/ or annual volumes (and nowadays, if you were setting one up, whether to issue it in machine readable form only, or in hard copy too).
- Exchange of records with other participating nations. This requires rules for encoding the data—including rules for a minimum set of data elements for inclusion *(*AACR2R).
- Setting up rules about the structure of the (MARC) bibliographic records. This includes which MARC tags contain

which data elements.

- Automating, (and retro-conversion of, RECON), national bibliographies.
- Exchange, and perhaps, one day, a “universal” resource instead of a (geographically) distributed database. At this point, IFLA, FID, ISO, and Unesco can assist directly in encouraging cooperation. If you intend to send records around within weeks or months”, it is a good idea to have a common international exchange format, as well as universal communications protocols.

CENTRALISED CATALOGUING

Centralized cataloguing mean that is the cataloguing work is carried out by a central library or organization so that all libraries may make use of the cataloguing service. In other words, it is the provision of cataloguing service by a central agency thereby avoiding duplication of work.

Centralized cataloguing can be defined as Cataloguing of documents by some central organization for the benefit of other libraries. The central organisation may be a commercial or non-commercial agency. It may provide service ranging from simple cataloguing to provision of complete catalogue card sets that are completely processed and ready to insert into the library's catalogue.

History of Centralised Cataloguing

There were various attempts towards centralised cataloguing in both Great Britain and the United States during the 19th century. In 1872 Henry Stevens suggested in London that there was a need for a Central Bibliographical Bureau where librarians could buy precise description of books. At the same time, 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 catalogues.

In 1893, the Library Bureau began selling printed catalogue cards in the United States, a service which was taken over by the American Library Association (*A*LA) in 1897 and the Library of Congress (LC) in 1901. In 1938, H.W. Wilson started printing catalogue cards. In 1950 the British National Bibliography (BNB) began publishing weekly lists of British publications catalogued according to A.A. code and classified by the Dewey Decimal classification.

Objectives of Centralised Cataloguing

The objectives of centralised cataloguing can be summarized as follows:

1. To avoid duplication of cataloguing work,
2. To reduce cost of cataloguing,
3. To achieve uniformity in cataloguing practice,
4. To utilize cataloguer's services for some other effective use in the Library,
5. To raise the level of quality of cataloguing, and
6. To enable member libraries to provide better service to users.

The first objective is obvious. The benefits that accure from the elimination of duplication of work are direct. For example, ten cataloguers may process ten books in a given time rather than processing the same book ten times at ten-different locations in the same time period.

Lower cost per capita in cataloguing is the sum of the careful planning and supervision that made possible the benefits mentioned above. To achieve true system efficiency and make maximum per capital savings, extensive if not total standardization 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 standardization between members.
5. Planning of the centre.

Before any centre is actually planned, prospective members should be identified and their needs and their problems must be studied.

Forms of Centralisation

Some of the important forms of Centralised cataloguing are:

1. Card Service
2. MARC
3. Information Service
4. Cataloguing in source
5. Cataloguing in publication
6. Pre-natal cataloguing

Card Service

Library of congress started printing of catalogue cards in 1901. Cards are produced in standard format and are distributed to the participating libraries. The participating library can file them in their catalogues after adding suitable headings.

MARC

This service was started by the Library of Congress in 1966. A number of libraries took part in this program. The central organization catalogues and records the data on magnetic tapes. The participating libraries will be supplied with the copies of the tapes. From the magnetic tape the libraries can use computers to produce printed catalogue of their collection.

Information Service

Under this service, the Government or private agency prepares and prints a bibliography of books and sells it. Interested libraries may purchase copies of the bibliography regularly and copy the relevant entries from it to prepare its catalogue. The entries may also be cut and pasted on catalogue cards and arranged in their catalogue.

Cataloguing in Source

Under this service, cataloguing of books is done by a central organization in association with the publishers. It was carried out by the Library of Congress in 1958-59. It was conceived that if all the publishers send to the central agency, the final proof copy of all their publications, it may be possible for the central agency to catalogue those books and send the relevant entries to the publishers before the book is published by them. The concerned publisher then may print the main entry of the book on the verso of the title page. This can be copied by the concerned libraries.

Cataloguing in Publication

This is a revised form of Cataloguing in Source. This was started by Library of Congress in 1971. It was a galley proof system. Entries are prepared from galley proofs and the data is returned to the publishers. It is a modern method and attracts the publishers.

Pre-natal Cataloguing

It is a contribution of Dr. S.R. Ranganathan. He conceived this idea in 1948. Each publisher sends galley proof its publications to the National Library. The National Library classifies the books and sends to the publisher, the call number of the book immediately and the entries for the books within a reasonable time. The Publisher prints the call number on the verso of the title page and the spine of the book. The National Library completes cataloguing of the book before it is released for sale by the Publishers. These are made available in printed or cyclostyled form to the publishing agency or the interested libraries for use.

CO-OPERATIVE CATALOGUING

Co-operative cataloguing is defined as “a situation where a number of independent libraries share the work of producing a catalogue for their mutual benefit".

Co-operative cataloguing is the sharing by a number of independent libraries the work and expense of cataloguing, so that all other libraries as well as the co-operating ones may benefit out of it.

It differs from centralized cataloguing in that it involves a number of libraries participating in the work of the cataloguing as distinct from all the work being done by central agency.

Objectives of Co-operative Cataloguing

The objectives of Co-operative cataloguing are:

1. To reduce the cost of cataloguing by sharing of expenses by participating libraries.
2. To eliminate wasteful duplication of the process of cataloguing.
3. To have uniformity in cataloguing practice.

Forms of Co-operative Cataloguing

The result of co-operative cataloguing is a Union Catalogue, which is a catalogue listing in one sequence the holdings or part of the holdings of two more libraries. A good example of a union catalogue is the United States National Union Catalogue. In Britain, many union catalogues have been built up as part of the lending schemes. The National Central Library

maintains a number of union catalogues, the National Union Catalogues of Books, a German Union Catalogue of Books and periodical articles, etc.

UNION CATALOGUE

Larson defines Union Catalogues as "catalogues listing in one sequence, the holdings or part of the holdings of two or more libraries".

Types

Union catalogues may be local, regional and national. Further division may be done on the basis of the kinds of material included, e.g., books, periodicals, Non-book materials, etc.

Functions

1. To serve as a location tool for a given document.
2. To help in inter-library loan.
3. To serve as a book selection tool.
4. To help to achieve coordination in acquisition as well as in the book selection programme of a group of libraries (it can help to avoid unnecessary duplication of materials like periodicals, etc
5. To serve as a useful source for obtaining bibliographical information.
6. To reveal the total document resources of libraries in a given geographical region, thereby indicating the strength and weakness of the holdings in that area.

Compilation

First consideration to compile a union catalogue is to prepare a statement of the purpose. This should be followed by the decision regarding:

(i) Libraries to be included;

(ii) Materials (form, period, subject, language, region) to be covered;

(iii) Types of entries and description of each entry;

(iv) Arrangement;

(v) Physical form; and

(vi) Method of compilation and revision.

Libraries

It is necessary to decide whether the union catalogue is going to be local, regional, or national in scope. The local union catalogue, though limited in scope, has the great advantage of being able to show at a glance total holdings of local libraries within reach. This is also easier to maintain and up-date.,

A national or regional union catalogue is likely to cover a large region having many libraries. Experience shows that these are unwieldy and difficult to maintain. Comprehensive national union catalogues of books showing their location in a country are difficult to prepare. Either there should be a series of regional catalogues, or a national catalogue showing location of materials in a highly

selective set of libraries.

Materials

Form of material, period, subjects, and languages to be covered will have to be decided.

Usually, union catalogues of periodicals are preferable because of:

(i) Low cost of compilation,

(ii) Easier to maintain and up-date,

(iii) Less bulky, and

(iv) Saving in case of periodicals because these may have to be acquired as a set.

Types of Entries

Rules for headings and description must be decided by the compiler. The cooperating libraries should adopt these fully:

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. Title entry is brief entry which refers to the main entry for maximum information. Each main entry contains the holdings section, indicating the names of libraries having the document.

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. Their reference to main entries should be through serial numbers.

Descriptions

1. It is necessary that only minimum details required for the identification of a book should be included in the main entry. Author, title, edition, and date of publication are considered sufficient. The holdings section should show completely the volumes available and also indicate when the complete file is not there, along with symbols representing the concerned libraries.

Main Entry

345 Ranganathan, S R.

Five Laws of Library Science. Ed 2. 1930.

*A*1A1 A1A2 A1A3

A1M1A1A2A2A2

Title entry should contain the title and a serial number referring to the main entry. *Note.* 345 represents serial number allotted to each main entry.

This serves as a link between title and main entries. Such a number can be allotted only in a printed union catalogue. Last section is a holding section. The numbers have been allocated on the basis of a scheme worked out by Ranganathan in his code. First digit represents zone number, second one stands for subzone, third is locality, fourth is type of library and fifth is an individualizing number (where needed).

Title Entry

Five Laws of Library Science. 345.

N*ote.* In a printed union catalogue, a serial number can take a user for title entry to the concerned main entry. Otherwise, the name of the author can be used as a link.

2. For a periodical, the main entry should include class number.

information about change of title (if any), volumes published, cumulative indexes, complexity section and holdings section (library number for each library along with the holdings of each). Class index entries should be prepared for the class number preceding the digit denoting "Periodical publication". These entries should consist of subject in the leading section followed by the class number.

Main Entry

Bm 44, N JOURNAL, Indian Mathematical Society.
1-; 1909/10
AIM1 1-14
A1M2 1C

Class Index Entries

INDIAN MATHEMATICAL SOCIETY, Journal. Bm 44, N
JOURNAL, Indian Mathematical Society, Bm 44, N
MATHEMATICS. B

Note. Main entry will go to the classified part and class index entries will be arranged alphabetically and form alphabetical part.

Arrangements

Union catalogue for books should be arranged in a single file alphabetically. In filing, if forenames are disregarded, then it provides greater speed in filing and searching.

A union catalogue for periodical publications should have two files, namely, classified file and alphabetical file. Main entries will go to the classified file, and class index entries to the other file. As some of the union catalogues are being compiled with the help of a computer, it is becoming increasingly possible to provide multiple approaches.

Physical Forms

Sheaf form (4" x 6") is p*r***eferabl**e to card form. If printed, it becomes a valuable tool. However, it becomes almost impossible to print a nat*ion*a union catalogue unless the libraries are included on selective *b*asis.

Method of Compilation and Revision

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

A second possibility is that instead of one copy, a number of copies of the basic catalogue are circulated and a final catalogue would be a unified one.

A third possibility is that each library may make a catalogue of its holdings and these catalogues may be cumulated.

A fourth possibility is that one or more persons may go from one library to another to collect information.

The development of computer-based union catalogues has been achieved successfully even in developing countries. There must also be an adequate provision for continuous revision. Somebody or some agency must be regularly notified about the additions and withdrawals. A file of those should be maintained, so that at the time of bringing out the new edition, the work would become easier.

Examples

INSDOC (Indian National Scientific Documentation Centre) (New Delhi) has brought out a series of regional union catalogues. A union catalogue may consist of the following parts:

1. Introduction.
2. Key to library symbols to be included in the holdings section.
3. Alphabetical list of serials (along with holdings) (main part).
4. Key to classified index.
5. Classified index.
6. Sponsor index.
7. Language index.

A sample entry is given below:

C232750

CLINICAL RADIOLOG*Y*.

Faculty of Radiologists (Bristol).

Edinburg-1, 1948 + 1-10, 1948-59 Journal of the Faculty of Radiologists (Bristol)

WCAMCM 21, 1970

WCAMMC 20, 1969 +

WCAMPG 13-18, 1962-67

Each entry consists of the following sections:

(a) Title code (a seven-digital alpha-numeric title code)

(b) Title

(c) Sponsor

(d) Place, volume/issue number and year of the publication

(e) History of the serial

(f) Holdings section.

ENTRIES-PARTS OF ENTRIES-KINDS, UNIT CARD SYSTEM ARRANGEMENT OF ENTRIES

Library catalogue is a record of the holdings of a library. In order to meet the requirements of readers, it is necessary to prepare various unit records. These unit records are called entries. Each entry is designed for satisfying a particular approach of a reader.

Definition

An entry according to Dr. S. R. Ranganathan is 'ultimate unit record in a cataloguc or a documentation list'.

Kinds of Entries

Usually these entries are of three types:

1. Main entry;
2. Added entries; and
3. Cross reference entries.

According to CCC entries have been divided into four type:

1. Main entry,
2. Cross reference entries,
3. Index entries, and
4. Cross-reference index entries.

Entries can also be divided into two broader groups, namely, main entry and added entries. Added entries can be divided into generic and specific added entries. Generic added entry consists of class index entry and cross-reference index entry. Specific added entry consists of book index entry and cross-reference entry.

1. Main Entry

Main entry is the detailed entry provided for each document available

in the library. It contains all the necessary information required for complete individualisation of a document. According to Dr. S.R. Ranganathan 'the main entry is the fullest entry for all other entries'.

It is a specific entry, principal entry, full entry giving maximum information about the documents. All the added entries, specific or generic are derived from the main entry. It is a basic record for documents in a library. Thus a main entry is a comprehensive entry.

Main Entry according to Classified Catalogue Code (CCC*)*

Sections

Topmost horizontal line

| LeadingSection

Heading section

Title section

First +
Vertical
Seconds
Vertical

Note section

Accession section

First vertical of Bottom
most line

Call Number

Author

Title: Subtitle, Edition Collaborator

(Series, Editor of series Series No.).

Accession No.

In a classified catalogue, subject approach is considered most important. The main entry for a book begins with the call number of the book and it is arranged in the classified part of the catalogue. It contains the following six sections:

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

1. Leading section

Leading section is occupied by the name of the subject translated into classificatory language, i.e. Class number and Book number. The Call number is generally provided by the classifier on the back of the title page.

2. Heading section

It would be the second section in the main entry. CCC has 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.
8. Anonymous Document.

Rendering

The name of the person is rendered in the following manner:

1. Entry element.
2. Secondary element.
3. Year of birth of the author.

3. Title section

The third section is the title section which consists of three sentences viz. title proper followed by subtitle and alternative title if any, edition statement and collaborator statement.

The title and subtitle are separated by a : (colon). The name of the collaborator should be written in pure form. The initial articles a*nd* honorific words if any should be omitted in the title. E.g. The ho*ry* Bible, Srimath Bhagavad-Gita, The Holy Koran.

4. Note section

The fourth section is the note section. It may contain informartion

about series note, multiple series note, extract note, extraction note, change of title note, associated book note.

If there are more than one kind of note, these should be provided in separate sections.

Series note is the most commonly found type of note. It consists of three parts viz. name of the series, editor of series and series number.

5. ***Accession number section***

The fifth section is the accession number section, which is the last section to be provided on the face of the card. It is provided on the bottom most line starting from the first vertical. It is provided for purely administrative purposes.

2 KE

RANGANATHAN (S. R).

Five laws of library science. Ed. 3.
(Ranganathan series in Library science, 8)

1429 1.

6. ***Tracing section***

The sixth section of the main entry is the tracing. It is provided on the back of the main entry card. It contains information about the headings of various added entries prepared for the document. This section is also of purely administrative purposes. Hence, it is provided on the back of the main entry. The library staff members who may need information about the various entries prepared for the document may look at the back of the main entry card.

The back of the main entry card is supposed to be divided into two equal parts by an imaginary vertical line. Each of these parts are known as right half and left half. The left half contains the class number of the cross-reference entry prepared for the documents along with the information of the sections or pages or chapters.

LH

RH

Cross-reference entry

Class index entry

UP

Book index entry

| MP

Cross reference index entry

LP

The right half is further supposed to be divided into three equal parts;

1. Upper part
2. Middle part
3. Lower part

In the upper part the headings of class index entries are mentioned. In the middle part heading of book index entries are mentioned. In the lower part the headings of cross reference index entries are mentioned.

The purpose of the tracing section is to facilitate the removal of all the related catalogue cards from the catalogue when a book either weeded out from the library or written off on being lost.

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Library science

Ranganathan (SR) Ranganathan series in library science

Librara, Pseud.

Added entries or secondary entries

All the entries other than the main entry are added entries. CCC defines added entry as "entry other than the main entry". Added entries may be classified into two types:

(a) Generic added entry

(b) Specific added entry

Specific added entry directs the reader to a specific document. Generic added entry doesn't direct the reader to a specific document but it directs to a set of documents.

2. Generic Added Entry

(A) Class Index Entry (CIE)

This is a general added word entry rendered under the specific subject heading derived by the chain procedure technique.

The purpose of the Class Index Entry is to act as an alphabetical index to the classified part in the classified catalogue. The main entry is prepared and arranged according to the call number in the classified part of the classified catalogue. Majority of the library users do not understand the meaning of the class number. So they need an aid to make effective use of the classified part in the form of an alphabetical index.

Sections

The CIE consists of the following three sections:

(i) Leading section
(ii) Directing words
(iii) Class Number

(i) Leading section

Leading section is occupied by the subject heading which is derived through chain procedure technique.

(ii) Directing words

"For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number".

(iii) Class Number

The class number representing the heading in the leading section is written in pencil.

LIBRARY SCIENCE

For documents in this Class and its Sub-divisions See the Classified
Part of the catalogue under the Clas$ Number

3. Cross-Reference Index Entry

Definition

"General Added word Entry referring from one word or set of we to another synonymous word or set of words."

It is a general added word entry. It doesn't refer to any specific document. It usually directs the readers' attention from one heading to another synonymous heading in the alphabetical part.

Section

Leading section (Referred from Heading)

Second section (Directing word "see" or "see also").

Third section (Referred to Heading)

Cross-Reference Index Entry may be provided for the following kinds of headings:

1. Editor of series
2. Alternative name
3. Pseudonym - Real name
4. Generic name
5. Variant form of word

1. CRIE for Editor of Series

There should be CRIE under the name of series editor. The referred from heading would be the name of the editor of series in cataloguing form followed by the descriptive element, Ed.

BENJAMIN (H), Ed.

see

McGRAW - HILL SERIES IN EDUCATION

The second section would consist of the directing word 'see'. It should be underlined. The referred to heading would be the name of the serce as found in the series note of the main entry.

2. CRIE for Alternative Name

A CRIE should be provided under all possible alternative names of a person, corporate body, Geographical entity and series. The referred to heading would be the heading of the concerned main entry or Book Index Entry

GUPTA (A. K Das-)

Das-)

See

DAS-GUPTA (A. K.).

U.K.

See

UNITED KINGDOM

3. CRIE for Pseudonym—Real Name

If both the pseudonym and real name are available and pseudonym has been chosen as the heading of the main entry and book index e*ntry*, a CRIE should be provided under the real name.

CLEMENS (S. L.).

See

TWAIN (Mark), Pseud.

4. CRIE for Generic Name

The official form of names of many of the institutions and conferences are not the same as the names in popular usage. Sometimes the readers may have to face inconvenience in looking for such headings which may have been indexed under a different form. So a CRIE under a generic name would be appropriate to correlate all such approaches. They would help the readers and save their time.

A referred from heading would consist of the generic term. E.g. University, College, Library, Museum, Conference etc. The second section would consist of the directing word see also. The referred to heading would be the heading which has been chosen as the heading of the main entry or book index entry.

E.g.

MUSEUM

See also

GANDHI MUSEUM

UNIVERSITY

See also

MADURAI KAMARAJ UNIVERSITY

5. CRIE for variant form of word

If the name of a person, corporate body, geographic entity and subject are written in variant forms, an entry should be provided under all such forms.

The referred from heading would be the variant form of the name. The second section would be see' or 'see also'. The referred to heading

Will be the heading which has been used as heading of the main entry or book index entry.

JEYPORE

See also

JAIPUR

CATALOG

See also

CATALOGUE

SHARMA (G. S.)

See also

SARMA *(*G. S.)

Specific Added Entry

(A) Book Index Entry (BIE)

A BIE is a specific added word entry to be provided under all such person(s), corporate body(ies), title(s) and series. The purpose of this entry is to satisfy all such specific approaches for a document under author, collaborator, title and series. These entries are arranged in the alphabetical part of the classified catalogue.

S*ections*

1. Leading section.
2. Second section.

Leading section is occupied by the heading under which BIE is to be provided.

(i) BIE is derived from heading section of the main entry

1. Incase of a single personal author or a corporate author a BIE will be provided.

E.g. RANGANATHAN (S. R.)

INDIA, EDUCATION (Ministry of -).

2. If two joint authors occur in the heading section of the main entry, two BIEs will have to be provided on permutatior (interchanging the names of authors)

E.g.

JATHAR *(*G. B.) and BERI (S. G.)

BERI (S. G.) and JATHAR (G. B.)

(ii) BIE is derived from Title section of the ME

A BIE will be provided under the title if it is fanciful.

UNTOLD STORY

By Kaul

There should be sepacate BIE for the collaborator(s). The appropriate descriptive element should be added along with the name of the collaborator.

NEELAMEGHAM *(*A), Assis

Ranganathan: CCC. Ed5

2:55

K5

(B) Cross-Reference Entry or Subject Analytical

Cross-reference entry is a specific subject entry which mentions a portion of a document in which the subject is treated. It may also *b*e called as subject analytical. Its purpose is to reveal the multifocal contents of a document i.e. more than one specific subject occurring in a document.

The one, which covers a major part, is known as a host document and the other which forms a minor part is known as a guest document. As the specific subject of host document and guest document are different these cannot be covered by a single class number. The modern classification techniques fail to meet such problems. Where classification fails cataloguing comes to its help and this help has been termed by DR. S. R. Ranganthan as symbiosis'. This help consists of revealing the guest document by providing a CRE. This entry is arrived at as a result of the analysis of the document. So it may be called as analytical entry.

Sections

1. Leading section.
2. Second section.
3. Locus section.

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see also

Ranganathan

Preface to Library science

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(A) Unit Card System

It is defined as a basic catalogue card in the form of a main entry which, when duplicated may be used as a unit for that work in the catalogue by the addition of appropriate headings in the top of the card.

Arrangement of entries

Entries may be arranged either in an alphabetical order or in a classified order.

Word by word: – 'Nothing before something'

Alphabetisation Of entries arrangement**.**

Letter by letter – 'All thorough arrangement

W*ord by word*

..

Letter by letter E.g.

New Delhi .

E.g. Newark New Glossary
New Delhi New Zenith
New Glossary Newark
New York New York
New Zenith

Ranganathan's Rule

1. Entries should be arranged strictly by the alphabet.
2. For the purpose of alphabetization, initial article should be ignored.

E.g. An introduction to Education.

Rend: Introd. to Education

3. Prefixes and abbreviations are arranged according to their alphabetical makeup.

E.g. Mc Donald.
Mc Graw-Hill

ALA Rules for filing catalogue cards

It was published in 1942. All entries are to be arranged alphabetically. The arrangement is to be word by word. Accents, diacritical marks, punctuations, etc. are ignored for the purpose of filing.

E.g. LIFE
LIFE (Biology)
LIFE *(*Origin)
LIFE (Spiritual)

1. Initials

E.g. A
A. A
A. B. C.
A. L. A.
Abstracts.

2. Abbreviations

E.g. Dr. Christian's office
Doctor Zhivago

3. Hyphenated words

Hyphenated words are generally treated as separate words.

E.g. DAS-GUPT*A (*A. K.)
ERIC-HUNTER (W. D.*)*

4. Numerals

Numerals are arranged as if spelled out in the language for the purpose of filing.

E.g. 1918, the Last Act.
150 science experiments.
101 best games.

5. W*ords spelled in different ways.*

Colour harmony
Color photography.

6. Names with a prefix

Mc Henry, Lawson
Mc Graw-Hill.
Mc Donald.

*7. Order of entries under the sam*e *word*

Mark	(i) Surname alone.
Mark, 1651.	(ii) Surname followed by date.
Mark, Andrew	(iii) Surname followed by initials
Mark, Ed.	(iv) Surname followed by designation.

8. Author arrangement

(i) Works by an author.
E.g. Dickens, Charles—Oliver Twist.
(ii) Works about an author. -
E.g. Dickens, Charles—The soul of Dickens
by W. W. Crotech

9. A*rrangement of subject headings*

(i) Subject without sub-division LIBRARIES.
(ii) Subject with period division LIBRARIES—18th century.
(iii) Subject with other sub-headings
LIBRARIESINDUSTRIAL.

INDEXING SYSTEMS

The term index has been derived from the Latin word Indicaire which means “to indicate”. Therefore, index is basically concerned with indicating an object or idea to one who does not know where that object or idea is located. Subjects of documents are not simple. They are compound and composite in nature. Such subjects are represented by compound terms. That is, when there is more than one concept, the order in which we cite the concepts and their

relationships to one anoth becomes important. For example, the subject "Aircraft Engine nois deals with the intersection of three concepts represented by three terme namely:

- Aircraft
- Engine
- Noise

Here the concepts can be co-ordinated according to some linear order or they can be co-ordinated by using some Boolean operators like and, or and not. Indexing is the process of preparing index. There are two types of indexing methods, namely:

- Pre-coordinate indexing;
- Post-coordinate indexing.

Pre-coordinate Indexing system

When the co-ordination of concepts is made at the time of indexing process, then it is called pre-coordinate indexing. Examples of pre coordinate indexing are:

1. Chain Indexing/Chain Procedure;
2. PRECIS;
3. POPSI.

Post-coordinate Indexing System

When the co-ordination of concepts is made at the time of searching stage, then it is called post-coordinate indexing. Examples of post-co ordinate indexing are:

1. Uniterm indexing;
2. Optical coincidence.

CHAIN INDEXING

Chain Indexing is a unique contribution of S.R. Ranganathan towards subject indexing. It is a procedure used to derive Class Index Entries in Classified catalogue. It is defined as a "Procedure for deriving Class Index Entries 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 subject in which he is interested. It is often observed that the readers look for the subject of greater extension than the one they actually needed. To meet this situation, a class index entry is provided for each of the Sought Link of the chain starting from the last digit of the class number. That is, the catalogue works from the most specific subject to the most general subject.

Chain and Links

For the purpose of deriving Class Index Heading, the Class Number is represented in the form of a Chain by making:

1. The first link out of the first digit.
2. Second link out of the first two digits.
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.

Along with the translation of each Class Number, the links are indicated whether they are Sought, Unsought or False.

Sought Link (SL)

A link representing a subject on which reading material is sought by the reader.

Unsought Link (USL)

Link which:

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

False Link *(FL)*

A Link which ends with a—

1. Connecting symbol; or
2. Digit representing a Phase relation; or
3. Digit representing an Intra-facet relation; or
4. Digit representing an Intra-array Phase relation; or
5. Time isolate representing Time itself.

Example: Surgical Treatment of Heart Diseases = 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	= Disease of heart(Sought Link)
L32:4:	= (False Link)
L32:4:7	= 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 last 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 the Sear's list of Subject Headings or the Library of Congress List of Subject Headings or the terms provided in the classification schemes may be used. Class Index Entries are not provided for the False and Unsought Links.

Class Index Entries for the above example are:

SURGERY, HEART, MEDICINE

For documents in this Class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

L32: 4:7

DISEASE, HEART, MEDICINE

For documents in this Class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

L32: 4

HEART, MEDICINE

For documents in this Class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

L32

CIRCULATORY SYSTEM, MEDICINE

For documents in this Class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

L3

MEDICINE

For documents in this Class and its Sub-divisions see the Classified Part of the Cataldgue under the Class Number

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

Notes:

1. The part of a Class Number got by Geographical Device is to be treated as a single digit.
2. The part of a Class Number got by Subject Device is to be treated as a single digit. 3. The part of a Class Number got by Alphabetical Device is to be treated as a single digit.
4. In the case of Phase Relation, the appropriate connecting word such as "influencing", "biasing", etc. as used.

Example

CHEMISTRY biasing BIOLOGY

For documents in this Class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

GODE

PRECIS

(Preserved Context Indexing System)

PRECIS is a subject indexing technique developed for the British National Bibliography (BNB). BNB used chain indexing to derive subject headings since 1950. BNB decided to participate with MARC project. MARC is an international project and the participating libraries should follow the same standards.

BNB, MARC was established in 1971 and decided to adopt the 18th edition of Dewey Decimal Classification (DDC). BNB carried out research to develop a new subject indexing technique to replace the chain indexing.

PRECIS was developed by Derek Austin. The first version of PRECIS was introduced in BNB in 1971. A detailed manual was published in 1974 and was adopted by BNB in the same year. Second edition of PRECIS was introduced in 1984.

Procedure

1. Examining the document.
2. State the subject of the document.
3. This statement is analysed into separate terms.
4. Each term is checked against scheme of role operators.
5. Each term is matched with the relevant operators.

E.g. Training of Teachers for schools in India.

1. Training denotes an action (2)
2. Teachers denotes object of action (P)
3. School Teachers are also part of schools (1)
4. India denotes location (0)

Roles and Numbers

The roles are matched by numbers and the terms are set down in the prescribed order.

E.g. (0) India
(1) Schools
(P) Teachers
(2)Training

The use of numbers and operators secures consistency in indexing and secures context dependent order.

Strings of Terms

The indexer selects the terms under which an entry for the document is to be generated. The string of terms is now manipulated by the computer to generate a set of index entries. A characteristic feature of one-to-one relationship should be established. To achieve this PRECIS has adopted a two-line three position index entry format.

Three Positions

1. Lead
2.Qualifier
3. Display

D
|

Every term which is checked by the indexer as a lead term at the input stage will occupy the lead position in one of the entries. The entries are generated by the computer using the logic of shunting.

Lead Qualifier

Schools Teachers Training

The machine starts manipulating in the following way:

1. The term in the lead position is shunted across to the Qualifier position.
2. The first sought term in the display position is shunted to the lead position.
3. Terms remaining in the display position are appropriately aligned.

(1)

India Schools Teachers Training

In the next stage, India is shunted across to the qualifier position and schools to the lead position.

(ii) Schools India

Teachers Training These operations are repeated till entries under all the checked terms are generated. (11) Teachers Schools India

Training

(iv) Training Teachers Schools India

Features of PRECIS

1. Each cntry is specific and coextensive with the subject of the document.
2. One-to-onc rclationship is maintained.
3. PRECIS is a complex system.

(a) Compound terms (E.g. Aluminum chairs) create problems. Network of related references are created.

(b) UK and Great Britain.

A reader may be looking under UK whereas the entry may be rendered under Great Britain. These terms may be interlinked by a network of see' and 'sce also references.

***Ap*plication of PRECIS**

1. It tries to achieve *c*onsistency in indexing,
2. It provides multiple entries.
3. Each entry is self-explanatory.
4. It provides semantic relationships (see and see also references).
5. It is being used by British Library reference division, Sheffield college of Education, Aurora High School Library, Ontario, Canada.

Scheme of Role Operators or Grammar of PRECIS

1. Mainline operators *(*core operators) – 0, 1 to 6.
2. Interposed operators—p to t and g (lower case letters).
3. Differencing operators—h to n, o, d (prefixed by a $ (dollar sign).
4. Connectives—v, w, x, y, z (lower case letters)

POPSI

***(*POSTULATE-BASED PERMUTED SUBJECT INDEXING)**

POPSI stands for Postulate-based Permuted Subject Indexing. It was developed by Ganesh Bhattacharya of Documentation Research and Training Centre (DRTC), Bangalore. It is based on a General Theory of subject Indexing language. The essence of this General Theory of Subject Indexing Language is the Deep structure of Subject Indexing Language (SIL).

Structure of POPSI

According to the Deep structure of SIL, a specific idea is a manifestation of one and only of the following Elementary Categories.

1. Discipline *(*= D)
2. Entity (=E)
3. Property (=P) and
4. Action (=A).

'Modifier' (m) refers to an idea used or indented to be used to qualify the manifestation. The deep structure of SIL can be *repr*esented schematically as follows:

Basic Sequence

The sequence D followed by E, appropriately interpolated by A and P is the Basic sequence of POPSI.

POPSI

POPSI as a process or operation primarily of

1. Analysis;
2. Synthesis; and
3. Permutation

The task of Analysis and Synthesis is guided by the table provided for this purpose.

Steps in POPSI

The postulates and principles constitute the foundation of POPSI indexing operation. The process consists of eight steps as follows:

Step: 1 Analysis of the subject indicate Expression (=analysis) The analysis consists of identifying the facets in terms of the concept of 'element' and 'modifiers'. The result of this step is the analysed subject proposition.

Step 2: Formalisation of the subject proposition (=Formalisation*)* It is done on the basis of result of Step 1 according to the principles of sequence components indicating the status of each fact. The result of this step is the Basic Chain.

Step 3: Standardisation of subject Proposition (=standardisation) It consists of deciding the standard terms especially for the manifestations having synonyms. The result of this step is the standardized Basic Chain.

Step 4: Modulation of the Subject Proposition (=Modulation)

It consist of augmenting the standardized subject proposition by *i*nterpolating and extrapolating with terms representing subordinate or superordinate classes.

Step 5: Preparation of the Entry for Organising Classificare (=Preparation of EOC)

It consists of preparing the entry for generating organising classification by juxtaposing of entries in alphabetical arrangement.

Step 6: Decision about Terms of Approach (=Decision about TOA*)*

It consists if deciding the terms-of-approach for generating associative classification and of controlling synonyms, Each
standard term is to be referred to from each of its synonyms.

Step 7: Preparation of Entries for Associative classification (=Preparation of EAC)

It consists of preparing entries under each term-of-approach by cyclic permutation of sought terms for gene**rating associative** classification effect in alphabetical arrangement in such a way that under each te**rm a more or less systematic arrangement of** subject-proposition is found.

Step 8: Alphabetical Arrangement of Entries (=Alphabetisation) It consists of arranging

all the entries in alphabetical sequence according to a set of standardised rules.

Demonstration of POPSI Procedure

Title: Chemical Treatment of the Adenocarcinoma of Stomach

Step 1 : (Analysis)

D= Medicine

E= Stomach

P of E = Adenocarcinoma

A on P = Chemical Treatment (=Chemotherapy)

Step 2: (Formalisation)

Medicine (D), Stomach (E), Adenocarcinoma (P of E),

Chemical Treatment = Chemotherapy *(*A on P)

Step 3: (Standardisation)

Medicine (D), Stomach (E), Adenocarcinoma (P of E),

Chemotherapy (=Chemical Treatment)*(*A on P)

Step 4: (Modulation*)*

Medicine (D) Man, Digestive System, Stomach (E) Disease, Cancer, Carcinoma, Adenocarcinoma (P of E) Treatment, Chemotherapy=Chemical Treatment *(*A *o*n P)

Step 5: *(*Organising, Classification Entry)

Medicine 6 Man, Digestive System, Stomach 6.2 Disease, Cancer, Carcinoma, Adenocarcinoma 6.2.1 Treatment. Chemotherapy.

Step 6: (Terms-of-approach)

Chemical treatment *(*M*e*dicine) See (Chemotherapy) Use each term other than 'Medicine' and 'Man' as a term-of approach.

Step 7*: (*Associative Classification Entries*) D*igestive System

Medicine 6 Man, Digestive System, Stomach 6.2 Disease. Cancer, Carcinoma, Adenocarcinoma 6.2.1 Treatment, Chemotherapy:

Step 8: (Alphabetisation)

Arrange the entries in word-by-word Sequence.

POPSI is a new system. In it we find for the first time the implementation of organising classification in the verbal plane, which itself serves as the source of deriving mechanically the associative classification.

· POPSI is fully amendable to computerization. The potentially of POPSI suggests that it can be regarded as an all purpose indexing procedure so far as "information retrieval" is concerned.

POST CO-ORDINATE INDEXING

A post co-ordinate system consists of an input, in which the heading used is normally single concepts, an output which enables us to compare the entries under a number of these headings in such a way that we can select the ones which are common to them.

A post co-ordinate indexing system is exactly the same as a synthetic classification; it lists only single terms. However, in use, the synthetic scheme is employed to build up a catalogue in which composite subjects do appear so the number of heading which may appear in such a catalogue is very large, but in a post co-ordinate system the number of potential headings remains simply the sum of the foci available.

A post co-ordinate system is characterized by the relatively small number of different headings, each with a relatively large number of entries under it. At the output stage, we have to be able to select the headings in which we are interested and compare the entries under them. What we really do is co-ordinate single concepts to build up a composite subject at the output stage instead of the input.

The use of a post co-ordinate system implies the use of some new kind of physical medium, which lends itself to this new kind of searching Basically of course, entries remain the same in that they consist of a combination of a heading and a document description. However to facilitate searching, document description are usually reduced to i number, which identifies but does not describe. To obtain the description, it is necessary to turn to a subsidiary file in number order. Such a file is an essential part of most post-co-ordinate systems, and a search through the subject file will yield, not a series of documents descriptions, but a series of numbers, which we then have to look up in the subsidiary file.

Browsing is not helped by this procedure, and whereas in a conventional card catalogue we can skim through a number of entries quickly, discarding those which do not suit our purpose. We cannot do this with a post co-ordinate index as we have to go to each of the entries in the subsidiary file to establish its relevance.

Uniterm Indexing

The simplest form of post-co-ordinate index is the Uniterm Index. It was introduced by Mortimer Taube in 1953. The name is a portmant eau word, from unit and term, and is intended to emphasize the system's use of single terms as opposed to composite headings...?!

A unit term card has a space at the top for the heading, the rest of **the** card being divided up into ten columns. When the terms which are to be used as headings for a given document have been decided. The cards for those headings are removed from the index (or new cards are made out if necessary) and the document number is entered on them, using terminal digit posting. The means that it is the final digit which determines the filling column. For example document number 569 is entered in column 9, and not column 5. The cards are refilled in the alphabetical sequence when the number has been entered on them all.

Searching

Once the search terms have been decided, the cards for those terms are removed from the index and compared to see which number appear on them all. The card with the fewest numbers on it is taken as the basis of comparison and first checked against the card with the next fewest. The corresponding numbers jotted down. These numbers can then check on any other cards until we up with a few numbers which have appeared on all the cards. Then the subsidiary file is turned to obtain details of the documents.

VOCABULARY CONTROL DEVICES

An index on a subject is basically a list of terms or concepts arranged in a definite order. This is also known as a vocabulary on that subject. Vocabulary control is the process of creating and using a controlled vocabulary. *V*ocabulary control means to control over the search terms of the indexing system by way of preferred term(s) used in the information retrieval process, in order to achieve consistency in subject indexing with the help of rules prescribed for selecting words and adding new words. The major functions of vocabulary control are:

(a*)* Control synonyms and quasi-synonyms.

b) To link together terms that are semantically related in order to facilitate the conduct of comprehensive searches,

(c) To provide for consistent representation of subject matter, thereby avoiding subject dispersion at input (indexing) and output (scarching) stages.

How to control the vocabulary? What is the tool for controlling the vocabulary? The answer is "Thesaurus".

THESAURUS

In recent years, there is an increasing movement towards adaptation of on-line bibliographic data for information retrieval. Consequent to such developments, the trends in information organization and search have ended towards the use of a device called "Information Retrieval Thesaurus". Such a device improves the efficiency of information retrieval. According to Allen Kent, thesaurus is "A compilation of a terms of a given information retrieval systems vocabulary, arranged in a meaningful form and which provides information relating to each term that will enable the user of the information file to predict the relevance of response to questions when this particular vocabulary control mechanism is used".

A thesaurus acts as a control device which helps users to formulate their queries precisely. It also acts as an aid to indexer in assigning the preferred descriptor to the subjects of documents.

The International Standards Organization (ISO) defines a thesaurus on the basis of its structure and function.

In terms of function, it states "a thesaurus is a terminological control device used in translating from the natural languages of documents, indexers, or users into moic constrained system language (documentation languages, information language)".

In terms of structure, the ISO says, "a thesaurus is a controlled and dynamic vocabulary of semantically and generically related terms which *c*overs a specific domain of knowledge".

Thus, an information Retrieval Thesaurus is a kind of semantic networking of concepts.

Types of Thesaurus

Based on the nature of the terminological control there are two major types of thesaurus:

1. Thesaurus which performs terminological control by preferred terms, that is thesaurus in which only one of the terms denoting a concept is permitted for indexing and retrieval; and
2. Thesaurus which performs terminological control by allowing

all the terms denoting a concept to be used for indexing and retrieval, but which assign these terms to another ambiguous representation of concept.

However, thesauri using preferred terins can be maintained manually and thesaurus not using preferred terms required machine maintenance and retrieval. The different varieties of thesauri can be categorized as follows:

1. Source thesaurus,

2. Adjunct thesaurus, and
3. Cumulative thesaurus.

Functions of Thesaurus

It is most important to see a thesaurus and its function in the context of the whole information storage and retrieval system in which it is to be employed. The scope and structure of the thesaurus must reflect the specific needs, view points and priorities of the users to be served by such a system.

The size of the thesaurus and accordingly the efforts necessary for its development are dependent on the following parameters:

1. Scope and complexity of the subject field;
2. Kind of retrieval objects and data to be processed; and
3. Exhaustively and specificity of indexing.

Indexing

When a thesaurus is used for indexing, its characteristics will have a bearing on the performance capability of the indexer. Indexing cannot be more specific than descriptors provided by the indexing language. In indexing, the thesaurus exercises control on the vocabulary of terms used, a group of terms are chosen as descriptors (terms prescribed for use in the thesaurus) and all other non-preferred terms like synonyms, less specific terms etc., are included only to guide the indexer.

Searching

Thesaurus make sure that the user and the information system describe a concept with the same term and the user is helped to decide what information he wants by presenting all related terms also. If the hierarchical and other relationships are well displayed, and synonyms are brought together, the searcher will be easily led from broad search terms to more appropriate specific terms. Alternatively, a search may be broadened by using hierarchies and related terms. A good lead in vocabulary is another feature of the thesaurus which will lead the search from highly specific natural language concepts to the terms used in the system to represent those concepts.

Internal Structure of Thesaurus

The internal form of individual entries and the arrangement of the various entries in relation to one another constitute the structure of a thesaurus, Cross-references in a thesaurus make simplicity the ways in which entries relate to each other in a network of concepts.

Descriptors

The term permitted by a thesaurus for use in the indexing are called 'descriptors'. Terms that are not permitted are called ' non-preferred terms'. A descriptor can be characterized as an authorized and formalized term or symbol in the thesaurus used to represent unambiguously the concepts of documents and queries.

Descriptors may be the following varieties:

1. Terms denoting concepts or concept combination.

2. Terms denoting individual entities. These terms are also called proper names (or identifiers).

In thesauri, that do not use preferred terms, all terms included in the thesaurus may be called descriptors. In most cases, it is helpful to provide the possibility of formal distinction between a descriptor and non-preferred terms, This can be achieved by:

1. Using a special type face for descriptors.

2. Giving cross-references from the non-preferred term to the descriptor.

When a descriptor is chosen for inclusion in the thesaurus, the term has to follow certain standardized rules. These have been mentioned in the International Standard Organisation as well as UNESCO Guidelines.

Relationship between Descriptors

By definition, an important function of a thesaurus is to represent the inter-relationship between concepts. Three types of relationships are recognized in the thesaurus:

- ☐ Hierarchical relation,
- ☐ Associative relation (non-hierarchical), and
- ☐ Equivalence relation.

All the three have the property of reciprocity, that is when two *or* more descriptors are related in any way reciprocal entries are required.

Parts of Thesaurus

A thesaurus may be cither alphabetical, or classified, and it may or may not include a graphical display. A thesaurus *c*onsist of three parts, namely:

- ☐ Main part,
- ☐ Auxiliary part, and
- ☐ Classified part.

The main part of a thesaurus should include completer information on cach descriptors. This includes the descriptor and all its relationship with scope notes, definitions, etc.

In order to improve the access to the main part of the thesaurus, several auxiliary parts such as alphabetical indexes, hierarchical indexes and graphic display may be included. An alphabetical index is required when:

1. The main part is arranged systematically.

2. The main part is arranged in combination of systematic and alphabetical listing.

3. The main part arranges only the descriptors.

The auxiliary parts refer to the appropriate entry in the main parts.

Methods and Steps in Thesaurus Construction

Several methods of compiling a thesaurus have been practiced. The method described has been found feasible, efficient and time-saving.

The steps to be followed are:

1. Study of the subject or subjects—this is done by going through the literature available on the subject, moving progressively towards the more complex material.
2. Identifying the users-needs—the thesaurus will be finally have to reflect their needs and methods of retrieving information.
3. Collection of terms is done from literature and with the help of subject specialists and the users of the information system who are also sources of terms. The terms and information collected have to be shifted and analysed in the prescribed sequence.
4. In order to reach an optimum between the recall and precision expected from a thesaurus, certain rules have to be followed.
5. The next step is to record the terms in the format chosen as most convenient.
6. When this is over these terms records are examined and information is compiled and merged.
7. The layout of the ultimate product is decided and the thesaurus is constructed accordingly.
8. When it is in the form in which it is finally to be used, the structure of the thesaurus is examined by subject specialists and compilers and tested against a selected collection of documents.
9. The final editing of thesaurus is done next and it is brought into a standard format of an information retrieval thesaurus.

Design, development and use of an information retrieval thesaurus is a continuous operation. While the subject and users of information system are the basic parameter for a thesaurus, the indexer is equally critical parameter. The design and development of specific thesaurus and micro thesauri is to be done with utmost care. But the development of Macro thesauri or the universal source thesauri can be done on the basis of the broad spectrum of users' information seeking behavior and the subject of a document. Therefore, every information system should have the professional manpower who has the capability to design, develop and adopt an information retrieval thesaurus. Such an approach provides a cost-effective and high performance information retrieval

SUBJECT HEADINGS

Most libraries rely on standard lists of subject headings for subject cataloguing. For example, the most commonly used lists are the Library of Congress Subject Headings, Sears List of Subject Headings, Subject Headings for Children's literature, etc. Lists of subject headings have also been developed for special fields such as Medical Subject Headings (MeSH)

Library of Congress Subject Headings

Library of Congress Subject Headings (LCSH) is a list of Subject Headings developed and used by the Library of Congress on its catalogue records. It is available in both print form and

microform. It is also used as a standard list by most of the large general libraries and some of the smaller libraries and special libraries.

LC Subject Headings was first published in the year 1909. The main list is supplemented by Supplement to Subject Headings issued quarter and cumulated annually and sometimes biennially. There is an microfiche edition of the list which cumulates the main list an supplement every three months.

Structure

The main headings to be used on cataloguing entries are printed inbold typeface. Those printed in light type face are not to be used as subject headings. They are considered as synonymous terms or variant forms of regular headings and are followed by s*ee r*eference to the terms that are used as headings.

e.g. Fine arts.
S*ee* Art.

Arts.

Farming.
See Agriculture.

On a catalogue card, the subject headings appear in red or in capital letters in order that it will not be confused with entries consisting of the same term.

Forms

On the basis of their syntactical structure, the main headings may be divided into the following categories:

1. Single-noun headings
2. Adjectival headings
3. Conjunctive phrase headings
4. Prepositional phrase headings

Scope Notes

Scope notes follow immediately the headings with which they are used. They are provided for the purposes of specifying the range of subject matter to which a heading is applied in the LC catalogues. They draw necessary distinctions between related headings or state which of several meanings of a term is used in LC catalogue.

Cross-References

LC Subject Headings use two types of cross-references. One is the *See* reference and the other is the S*ee also re*ference. The s*ee r*eference directs the users from terms that are not used as headings to those that are used as headings. The *see also* reference has two functions: it directs the user from general to specific headings and connects headings, which are related in a way other than hierarchically.

The symbol sa represents see also reference. *For example*

Squirrels. E
s a Albert squirrel.
Fox squirrel.
Gray squirrel.

The symbol x indicates a see reference

For example

Squirrels
x Tree squirrels.

The symbol xx indicates a see also reference

For example

Squirrels
xx Rodents

Sub-division

Main headings may be sub-divided by one of more of four kinds of sub-division; form, topical, period and geographic. Some of the form and topical sub-divisions are of general application and are known as free-floating sub-division.

In LCSH, under a main heading, period sub-divisions (arranged chronologically) appear first, followed by form and topical sub-divisions (arranged alphabetically) and then by geographic sub-divisions (also arranged alphabetically).

Sears List of Subject Headings

The Library of Congress subject headings has always been very comprehensive and detailed and a demand arose for a list which should be less comprehensive and more suited to the needs of small libraries.

The first edition of "List of subject headings for small libraries". Prepared by Minnie Earl Sears, appeared in 1923. The publication of this standard list met the needs of small libraries for which neither the ALA list nor the Library of Congress list was suitable, Sears was responsible for the first three editions (1923, 1926, 1933). The fourth (1939) and the fifth (1944) editions were edited by Isabel Stevenson Munro. Bertha M. Frick was responsible for editing the sixth (1950), seventh (1954*)* and eighth (1959) editions. Barbara M.Westby assumed the editorship beginning with the ninth (1965) edition. From the sixth edition the title was changed as Sears List of Subject Heading.

The fourth through eighth editions included Dewey Decimal Classification number against each subject heading. This feature was excluded in the ninth and tenth editions. It was reinstated in the elevent. edition upon the request of the users.

The sears list is used widely by school libraries and small pubi libraries. The Sears and the Library of Congress lists together serv the two standard lists for subject heading for general libraries.

Although the sears list is not an abridgement of the Library of congress list, it is very similar in format and structure. Recent editions of the sears list have incorporated many of the headings contained in the Library of congress Subject Headings.

Format

Headings and their subdivisions used as subject entries in a catalogue are printed in bold typeface. Those printed in light typeface are not to be used as subject entries. They are synonymous terms or variant forms of regular headings and are followed by see reference to the terms that are used as headings.

On the subject entry in a card catalogue or printed catalogue, the subject heading appears in red or in capital letters so that it can be readily distinguished from a title entry containing the same term.

Forms of Headings

Sears List of Subject Headings provides three forms of headings. They are:

- ☐ Single noun headings
- ☐ Compound headings
- ☐ Phrase headings

Single Noun Headings

Most of the broad fields of knowledge and concrete objects are represented by headings consisting of single noun.

e.g., EDUCATION; LAW; MATHEMATICS; STATISTICS, etc.

When a noun has more than one meaning, a qualifier is added in parenthesis to limit the heading to one subject or concept.

e.g., BRIDGE (Games)

Compound Headings

This form of headings consist of two nouns or noun phrases connected by the word *and.* They are used for the following purpose:

1. To connect topics or concepts which are usually treated together.

e.g. Skis and skiing

Cliff dwellers and cliff dwellings

2. To connect opposite subjects that are usually treated together

e.g. Open and closed shop

3. To express a relationship between two concepts or things

e.g. Church and education

Medicine and religion

Phrase Headings

Some concepts are expressed by nouns or noun phrases connected by prepositions which express their relationships.

e.g. Cookery for the sick
Electricity in agriculture.

Cross-References

To guide the users who consult the catalogue under terms other than those used as subject headings, cross references are provided in the catalogue. While a subject heading may appear many times in the catalogue, a reference is made only once regardless of how many times the heading has been used. Cross-Reference appears in three forms for different purposes.

- Specific see references;
- Specific see also references; and
- General references.

Sub-divisions

In the Sears List, many general subjects are sub-divided to indicate their special aspects or to provide a sub-arrangement for a large number of works on the same subject. There are several types of sub-divisions:

- ☐ Subjects or topical;
- ☐ Forms;
- ☐ Period or chronological; and
- ☐ Place, local or geographic.

Subject or Topical Sub-divisions

A subject or topical sub-division added to a main heading brings out a special aspect or characteristic of the general subject.

Form Sub-division

A form sub-division expresses the physical or bibliographic form of the work being catalogued.

Period or Chronological Sub-divisions

In the Sears List, Chronological or period sub-divisions are provided under the history of various countries. The period sub-divisions appear as sub-divisions under the sub-divisions-History.

Place, Local, or Geographic Sub-divisions

Many works deal with a subject with regard to a specific locality many subjects which lend themselves to such a treatment, geographic sub-divisions are provided. The instruction for geographic sub-divisio is given in the *f*orm of a parenthetical statement following the main heiding Sears is widely used in Great Britain and Australia. It can be a valuable tool for small collections. It is being revised often.

INTERNATIONAL STANDARD BOOK NUMBER (ISBN)

The International Standard Book Number (ISBN) is a unique International Publisher's Identifier number, which is meant for monographic publications. ISBN is the thirteen-digit number, which replaces the handling of long bibliographic descriptive records. ISBN is known throughout the world as a short and clear machine-readable identification number, which marks any book unmistakably. ISBN is a machine readable in the form of 13-digit, i.e. Book land EAN Bar Code. This is the fast system for the running of electronic point of sale system in bookshops. ISBN mainly executes ordering and distribution of books, which is the fast and efficient method. ISBN is the essential instrument in modern distribution and rationalization opportunities in the book trade. An ISBN is an important factor in book market.

The International Standard Book Number (ISBN) system was introduced in the world in 1972 and in India this system was put into operation in January 1985 by Raja Rammohun National Agency for ISBN and in the alphabetical order of member countries, our country stands at serial No. 55. The Indian ISBN Agency is putting tremendous efforts to popularize the system in India in achieving maximum registration of publishers*/a*uthors and other Government*/*Semi Government organizatio*ns/*Institutions through mass media, publishers' programmes, publicity through Newspapers, participation in v**arious** National Book Fairs, Book Exhibitions and through the help of various associations of publishers and booksellers, etc.

The book industry in India is a large complex consisting of the wide range of pro*f*essionals such as authors, editors, printers, booksellers and distributors, etc. Today India is among the top multilingual publishing country in the world. India is the 6th largest book producing country and ranks third in the production of the books in English after the USA and UK.

Advantages of ISBN

- ISBN is a unique international identifier for monographic · publications; assigning a number replaces the handling o*f lo*ng bibliographic descriptive recor*ds*. Time and staff are saved and copying mistakes are avoided.
- The ISBN allows compilation and u*p*dating of book trade directories and bibliographic databases, such as catalogues of books-in-print. Information on available books can be found easily.
  - Ordering and distribution of books is mainly executed by ISBN: that is a fast and efficient method.
  - The ISBN is a machine-readable in the form of a 13-digit EAN.UCC bar code. This is fast system and avoids mistakes.
  - The ISBN is needed for running of electronic point-of-sale systems in bookshops.
  - Rights management is mainly done on the basis of ISBN.
  - The ISBN does the accumulation of sales data. This enables the varying successes of different product forms and editions of publications to be monitored, as well as enabling comparisons between different subject areas and even different publishing houses.

- ☐ The national lending right in some countries is based on the ISBN. Such schemes enable authors and illustrators to receive payments proportionate to the number of times that their books are lent out by public libraries.

The Function and Scope of the ISBN

Recognized in more than 160 countries throughout the world, the international Standard Book Number is a short and clear identifier that is potentially machine-readable. The ISBN denotes a particular monographic publication uniquely and should, therefore, be associated with it from early production stages. An essential instrument in production, distribution, sales analysis, and bibliographic data storage systems in the book trade, ISBN is also of vital importance to library information management.

However, where a product is appropriate to another specific numbering system (such as continuing resources and ongoing integrating resources, which qualify for the ISSN, and printed music, which qualifies for the ISMN), then that system must be used. If appropriate, such identifiers should be used in conjunction with the ISBN.

ISBNs are assigned to monographic publications and certain types of related products that are available to the public, whether those publications and related products are available on a gratis basis of purchase. In addition, individual sections (such as chapters*)* monographic publications or issues or articles of continuing resource that are made available separately may also use the ISBN as an identi With regard to the various media available, it is of no importance in what physical form the content is documented and distributed; however, och product form should be identified separately. Some examples of types of monographic publications to which an ISBN shall be assigned are:

- ☐ Printed books and pamphlets.
- ☐ Braille publications.
- ☐ Publications that are not intended by the publisher to be updated regularly or continued indefinitely.
- ☐ Individual articles or issues of a particular continuing resource (but not the continuing resource in its entirely).
- ☐ Maps.
- ☐ Educational/instructional films, videos and transparencies.
- ☐ Audio books on cassette, or CD, or DVD (talking books).
- ☐ Electronic publications either on physical carriers (such as machine—readable tapes, diskettes, or CD-ROMs) or on the Internet.
- ☐ Digitised copies of print monographic publication.
- ☐ Microform publication.
- ☐ Educational or instructional software. Mixed media publications (where the principal constituent is text-based)

Some examples of the types of material to which an ISBN shall NOT be assigned are:

- ☐ Continuing resources treated in their entirety as bibliographic entities (individual issues may qualify for ISBNs).

- ☐ Abstract entities such as textual works and other abstract creations of intellectual or artistic content.
- ☐ Ephemeral printed materials such as advertising matter and the like Printed music.
- ☐ Art prints and art folders without title page and text.
- ☐ Personal documents (such as an electronic curriculum vitae or personal profile).
- ☐ Greeting cards.
- ☐ Music sound recordings.
- ☐ Software that is intended for any purpose other than educational or instructional Electronic bulletin boards
- ☐ E-mails and other electronic correspondence.
- ☐ Games.

International Standard Book Number (ISBN) in India

Raja Rammohun Roy National Agency for ISBN, India, Ministry of Human Resource Development has introduced ISBN System in India in 1985. Raja Rammohun Roy National Agency for ISBN, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, A*2/*W4, Curzon Road Barracks, K.G. Marg, New Delhi has been giving ISBNs to Indian Publishers, Author-*cum* Publishers, Organisations such as Universities and Institutions, etc. for publishing of books. The International Standard Book Number (ISBN) is a unique International Publishers Identifiers number, which is meant for the Monographic publications, ISBN is known as short machine readable identification number, which makes separate easy accessibility. The National Agency for ISBN is responsible for registration of Indian Publishers, Authors, Universities, Institutions and Government Departments who are responsible for publishing of books. To obtain an ISBN, Publishers have to fill up an application form, which is available on net also or can be collected personally or by post by sending a request to the agency at the following address:

Raja Rammohun Roy National Agency for ISBN,
A2/W4, Curzon Road Barracks,
Kasturba Gandhi Marg,
New Delhi-110001
Telephone No. 23384687, 23382549 (Extn. 12)

Since its inception the National Agency has registered 12,375 publishers in different categories and allocated 1020 single ISBNs to Author-*cum*-Publisher till December 2007. The agency is also sending the progress report which is to be included in the Publishers.

Structure of ISBN

From 1 January, 2007, an ISBN consists of 13 digits preceded by the letters “ISBN".

The thirteen digit ISBN is divided into five elements, three of them of variable length; the first and last elements are of fixed length. The elements must each be separated clearly by hyphens or spaces when displayed in human readable form:

ISBN 978-81-8000-022-5

or

ISBN 978 81 8000 022 5
Prefix element: 978

Group Identifier: 81 stands for India, which known as country code.
Publisher's Prefix: 8000 stands for a particular publisher.
Title Identifier: 000 stands for the particular title.

Check digit: 5 The fifth element of the ISBN is the check digit. This is calculated using a modulus 10 algorithm. Each of the first 12 digits of the ISBN is alternately multiplied by 1 and 3. The check digit is equal to 10 minus the remainder resulting from dividing the sum of the weighted products of the first 12 digits by 10 with one exception. If this calculation results in an apparent check digit of 10, the check digit is 0.

The ISBN (International Standard Book Number) is a unique machine-readable identification number, which marks any book unmistakably. This number is defined in ISO Standard 2108. The number has been in use for 30 years and has revolutionised the international book-trade. 166 countries and territories are officially ISBN members. The ISBN accompanies a publication from its production onwards. The International Standard Book Number (ISBN) system developed from the book numbering system introduced in the United Kingdom in 1967. The principles and procedures for international standard book numbering are now embodied in the International Organization for Standardization's Recommendation 2108. The purpose of the ISBN is to identify one title or edition of a title from one specific publisher by number for processing and inventory control. The ISBN is carried in the MARC record and has become an additional access point in the catalog record in many computer-based systems, including the system at the Library of Congress.

The ISBN is typically found over the bar code on the book's back cover as in the example below and on the title or copyright page.

ISBN 0-7897.1810.3

The number consists of ten digits with four parts namely,

- Group identifier
- Publisher identifier
- Title identifier
- Check digit

ISBN 0 571 08989 5.
or
ISBN 90-70002-34-5

The number of digits in the first three parts of the ISBN (group identifier, publisher prefix, title identifier) varies. The number of digits in the group number and in the publisher prefix is determined by the quantity of titles planned to be produced by the publisher or publisher group. Publishers or publisher groups with large title outputs are represented by fewer digits.

(a) Group Identifier

This identifies the National - Geographic or other similar grouping of publishers. The group identifier varies in length according to the likely output of items in a group; the larger the output, the smaller the group identifier. Group identifiers are allocated by the International ISBN Agency in Berlin.

(b) Publisher Identifier

This identifies a particular publisher within a group. The length of this part varies; the larger a publisher's output, the shorter the publisher's identifier. Publisher identifiers are allocated by group or national ISBN agencies.

(c) Title Identifier

This identifies a particular title or edition of a title published by a particular publisher. The length of this part depends upon the length of the publisher identifier. Title identifiers are usually assigned by the publisher.

(d) Check Digit

This is always the last digit of the number; it consists of a single digit, 0-9, or the capital letter X, which represents the number 10. The check digit is derived from a calculation on the other nine digits and is used in computer systems to validate numbers as a means of checking against errors in transcription.

INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)

A precise definition, which allows agreement on the exact field of application of the ISSN can be found in the ISO 3297 standard (ISSN): “A publication, in any medium, issued in successive parts, usually having numerical or chronological designations and intended to be continued

with no predetermined end. NOTE: This definition excludes works intended to be published in a finite number of parts. (...) The ISSN is suplicable to the entire population of serials, whether past, present or to T oublished in the foresccable future. Scrials include periodicals, newspapers, annuals (reports, yearbooks, directorics, etc.), the journals, series, memoirs, proceedings, transactions, etc. of societies."

The ISSN (International Standard Serial Number) is an eight-digit number which identifies periodical publications as such, including electronic serials.

The ISSN is a numeric code which is used as an identifier: it has no signification in itself and does not contain in itself any information referring to the origin or contents of the publication.

The ISSN takes the form of the acronym ISSN followed by two groups of four digits, separated by a hyphen. The eighth character is a control digit calculated according to a modulo 11 algorithm on the basis of the 7 preceding digits; this eighth control character may be an "X" if the result of the computing is equal to "10", in order to avoid any ambiguity.

The ISSN is linked to a standardized form of the title of the identified serial, known as the "key title", which repeats the title of the publication, qualifying it with additional elements in order to distinguish it from other publications having identical titles.

If the title of the publication changes in any significant way, a new ISSN must be assigned in order to correspond to this new form of title and avoid any confusion. A serial publication whose title is modified several times in the course of its existence will be assigned each time a new ISSN, thus allowing precise identification of each form of the title: in fact it is then considered that they are different publications even if there is a logical link between them.

Contrary to other types of publications, the world of seriai publications is particularly changeable and complex : the lifetime of a *ti*tle may be extremely short; many publications may be part of a complex set of relationships, etc. These particularities themselves necessitated the introduction of the ISSN.

ISSN are assigned to electronic publications as far as they are serials or other continuing resources. However, commercial web sites, personal weblogs and web pages, web pages which contain only links to other URLs are not eligible for ISSN.

ISSN assignment is free of charge. A new ISSN is assigned when the title of the publication is changed. All other possible changes are not taken into account (change of publisher, place of publication, frequency, editorial policy...). However, all mergers with other serials, supplements,

other editions, etc. should be submitted to the relevant ISSN Centre which may decide that separate ISSN are needed. A new ISSN is assigned when a title changes because the basis of the ISSN system is the pair ISSN key/title, both unique. If the same ISSN was to be retained, attached to several titles, ambiguity would crop up again. A new ISSN is also assigned when the medium of the publication changes (for instance a printed publication becomes an electronic publication).

This is called a pre-publication assignment. However, the publisher should provide all the possible information together with his ISSN request. He should also send to the ISSN Centre concerned a sample issue or copy of the cover, editorial page (name and address of the publisher) and masthead, as appropriate, once the first issue has been published.

How to get an ISSN Number?

ISSN numbers are assigned by a centrally coordinated network and are meant to be used widely by all the partners of the information chain.

In many countries, ISSN numbers are systematically assigned to new serial publications in the framework of legal deposit schemes. Serial publishers are however invited to apply directly for an ISSN number, when they intend to start the publication of a new periodical.

It should also be noted that for an already existing serial, even if its publisher, for any reason, has not applied for an ISSN, any third party may request the assignment of an ISSN for its own data management needs.

- The first step to be taken is to check whether an ISSN National Centre exists in the country of publication. If this is the case, the publisher should send the request to the ISSN Centre concerned.
- Multinational publishers should check the appropriate list here above which indicates which ISSN National Centre should be contacted
- In all other cases, the ISSN International Centre in Paris should be contacted. It is then possible to use our interactive ISSN application form.

ISSN and Electronic Publications

ISSN are assigned since the 1970s and universally accepted within the print publishing world as a means of identifying the serials. Changes in the editorial practices linked to the development of Internet led the ISSN to evolve and to extend its scope.

The ISSN aims today at identifying and facilitating the access to the various versions and manifestations of the "continuing resources: which include the usual “serials” and the Congoing integrating resources”

available mostly online.

How to Apply?

Use the ISSN application form both for pre- and post-publication. Pre-publication requests are encouraged so that the ISSN can be displayed on the resource from the first issue onwards. Pre-publication requests should be accompanied by some form of mock-up. This may consist of the disk label and title screen of the publication itself for floppy disks and CD-ROMs, draft title screens or instructions on how we can access these screens online for online publications (URL password).

Displaying the ISSN

For online publications, the ISSN should be displayed on the title screen or the home page, or in other location such as the publisher and copyright information. For publications that have any kind of physical documents, as for CD-ROMs or floppy disks, the ISSN should be displayed both on the disk label and on the title screen of the publication **it**self. If there is no title screen, the ISSN should be displayed in other location such as the carrier, the publisher and copyright information.

PRACTICAL APPROACH TO CLASSIFIED CATALOGUE CODE *(*CCC)

Catalogue Card

One of the major considerations in the choice of a physical form for a library catalogue is to keep it up to date. The card form of catalogue is best suited to meet this requirement. The structure of the card catalogue, the various sections of an entry and the style of writing are explained in this Chapter.

Structure

The most convenient size of the catalogue card is 12.5 * 7.5 cm *0.25 mm. This size has been adopted universally and co*n*sidered as a standard size. The entries in the cards may be printed or typed or hand written. Each card bearing a single entry is filed in upright position in drawers housed in cabinet specially designed for this purpose.

Leading Line First

Vertical Second Vertical

Lines in a Card

The catalogue card consists of a horizontal line and two vertical lines. The top most horizontal line is called as the Leading Line. The left most vertical line is called the First Vertical. The vertical line, which is to the right of the First Vertical, is the Second Vertical.

The back of the card is used as the Tracing Section (Sixth section) in the Main Entry. It is divided into two halves by an imaginary line. The two halves are called as Left Half and Right Half.

The Right Half is further divided into three compartments by two imaginary horizontal lines. The three parts thus formed are called the Upper Part the Middle and the Lower Part.

Left Half

Right Half

Upper Part

Middle Part

er Part

In the Upper Part of Right Half the Headings of all the Class Index Entries pertaining to the document are accommodated. The Headings of the Book Indexes Entries are listed in the Middle Part. The Lower Part consists of the Headings of each of the Cross References Index Entries.

The Left Half of the card is devoted to each of the Cross Reference Entries.

Sections of Entry

The leading section is rendered in the Leading Line of the card. It commences from the First Vertical. Its continuation lines will also commence from the First Vertical.

All the other sections except the Call Number, the Accession Number section, and the second section of a series Index Entry will commence from the Second Vertical. The continuation lines of all sections will commence from the First Vertical. The Index Number is rendered as a as to the right in the section preceding it. The accession Number seco is written on the bottom most line commencing from the First ve The serial Number in the Series Index Entry will commence from the

First Vertical and the word, which follows the Serial Number, will commence from the Second Vertical.

Style of writing

(i) The Call Number and the Class Number are written in Pencil. There should be a gap of two type spaces between the Class Number and the Book Number. The other words and Numbers are written in ink.

(ii) The letters and digits in words and numbers are written legibly, detached from one another.

(iii) The Directing Elements such as "See", "See also", etc. must be underlined.

(iv) The first letter of the Descriptive Element such as Ed, Tr, Assis, etc. must be in capital. The Descriptive Element must be underlined and preceded by a comma.

Example: WILSON (John), Ed.

(v) The individualizing Element and the Secondary Element must be enclosed in Circular Brackets.

Example: SHAKESPEARE (William) (1564)

In rendering the title etc. capital letters are used in conformity to the rules of grammar.

(vi) In case that an entry is too long for a card, it is then continued in the next card. The phrase "continued in the next card' should be written at the right end of the bottom most line of the first card and the connecting word "continued l' should be written at the right end and top of the latter cards. The continued cards are numbered serially. The Leading section is repeated in all the continued cards.

(vii) While rendering the Tracing Section all the words are written in ordinary hand, subject to the rules of grammar. The continuation lines must start from the third letter. Each Heading must end with a full stop.

(viii) A List of commonly used abbreviations in cataloguing is given below:

Fasc	Abridged
Abr	
Fascicule	**Annotated**
Annot	
Illustration	**Annotation**
Annot	
Illustrator(s).	**Annotator**
***Intr*od Annot**	
Introduction	
Introd	**Assistant**
Introductory	*A*ssis
	III
	Il

Auth Chap
Comm
Comm
Comp

Author Chapter
Commentary
Commentator(s) Complied
Complier(*s)* Dedicated
Dedicatee(*s*) Dedication
Director Edited Editor(s)
Edition **Epitome**

Comp

No. P. Pop
Pseud Rep
Rep Rev
Rev

Number(s) Page(s) Popular Pseudonym **Report** Reporter Reviser(s) Revised

Section Special
Translated
Translation(s)
Translator(*s)*
Volume(s)

Ded Ded Ded Dir Ed Ed Ed

Sec

Epit

CLASSIFIED CATALOGUE CODE (CCC)

single Author-Simple Book

Exercise 1:

TEXT BOOK OF ECONOMICS A Study of the Economic conditions

. . BY

S. KANNAN Krishna Publishers

Madurai

2004 P4

Call No: X

Accn No: 355

Main Entry . | x

| P4

KANNAN (S).

Text book of economics: A study of the economic co**nditions.** 355

Library Cataloguing and Indexing

*15*5

Tracings

Economics. Kannan (S).

Class Index Entries

ECONOMICS.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

Book Index Entry

KANNAN (S).

Textbook of economics.

X

P4

Exercise 2:

Joint Authors – Two Authors Advanced Mechanical Engineering

K. Krishna

and R. Jegan

Edition 12

Ram & Co

Mumbai

2005

156

Library Classification and Cataloguing

P5

Call No. DO

*A*ccn. No. 724

Main Entry

D6

P5

KRISHNA (K) and JEGAN (R) Advanced mechanical engineering. Ed. 12.

Tracings

Mechanical engineering.

Engineering

Krishna (K) and Jegan (R).

Jegan (R) and Krishan (K).

Class Index Entries-1

MECHANICAL ENGINEERING.

For documents in this class and its **Sub-divisions se**e the Classified Part of the **Catalogue und**er the Class Number

D6

Index Entries-2

ENGINEERING

| For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

Book Index Entries

KRISHNA (K) and JEGAN (R)

Advanced mechanical engineering. Ed. 12.

D6 P5

| JEGAN (R) and KRISHNA (K)

Advanced mechanical engineering. Ed. 12.

D6 *P5*

158

Library Classification and Cataloguing

Exercise 3:

Joint *A*uthors—*M*ore than Two Authors

EDUCATION

J.F. VICTOR J.R.
PAUL K. HENRY

Macmillan New York
***2*003**

Call No.
T
P3

*A*ccn. No. 11234

***M*ain Entry**

Is
P3|

VICTOR (J. F.) etc. Education.

11234

Tracings

Education.

Victor (J. F.) etc.

Class Index Entry

EDUCATION.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

Library Cataloguing and Indexing

159

Book Index Entry

VICTOR (J. F.) etc.

Theo

Education.

S

P3

Exercise: 4

Collaborator Heading Textbook of comparative religion

Edited By G. F. Brandon

Kegan Paul
London 2002

Accn. No. 4516

Call No. Q P2

Main Entry

le p2‖

BRANDON *(*G. F.), Ed.

Textbook of comparative religion.

4516

Tracing

Religion.

Brandon (G. F.), Ed.

160

Library Classification and Cataloguing

Class Index Entry

RELIGION.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

Book Index Entry

BRANDON (G. F), Ed.

Textbook of comparative religion.

Q

P2

Exercise 5:

Author with Collaborator

Advanced quantum theory

by D. Scadran

Edited by

M. Sharp

Fourth Edition McGraw Hill Book Co

Toronto 2001

Accn. No. 8765

Call No. CN1

P1

Library Cataloguing and Indexing

-

161

Main Entry

CNI

P1

SCADRAN (D).

Ed. by

Advanced quantum theory. Ed. 4.

M. Sharp.

8765

Tracings

Quantum theory. Relativity. Physics.

Scadran (D). Sharp (M),
Ed.

Class Index Entries-1

QUANTUM THEORY.

For documents in this class and its Sub-divisions see the Classified Part of the Cataldgue under the Class Number

CNI

Class Index Entries-2

RELATIVITY.

For documents in this class and its Subdivisions see the Classified Part of the Catalogue under the Class Number

CN

Class Index Entries-3

PHYSICS.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

Book Index Entries

SCADRAN (D).

Advanced quantum theory. Ed. 4.

CN1. P1

SHARP (M), Ed.

Scadran: Advanced quantum theory. Ed. 4.

CNI PL

Exercise 6:

Personal Author-Hyphenated Name Planning and Economic growth

By K. Das-Gupta A.
*D*as Gupta Fourth
Edition

Loyd Luke Ltd.
London
2005

Call No. X: 75

P5

Accn. No. 8473

Library Cataloguing and Indexing

163

Main Entry

| X: 75
P5 DAS-GUPTA (K).

Planning and economic growth. Ed. 4.

8473

Tracings

Planned economy. Value, Economics. Economics.

Das-Gupta (K)

Gupta (K. Das-).

Clas

Class Index Entries-1

PLANNED ECONOMY.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

X:75

Class Index Entries-2

*V*ALUE, ECONOMICS.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

*X:*7

 Class Index Entries-3

ECONOMICS.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

Book Index Entry

DAS-GUPTA (K).

Planning and economic growth. Ed. 4.

SIX: 75 P5

Cross Reference Index Entry

GUPTA (K. DAS-).

See

DAS-GUPTA (K).

Exercise 8:

Series without Editor Principles of Library Classification

By R. Rangan

Sixth edition

Raja Publishing House

Chennai

1960 Call No.

2:51 KO HTP: Rangan Series in Library Science. 4

Accn. No. *189*

Library Cataloguing and Indexing

165

Main entry

2:51

KO

RANGAN (R). Colon Classification. Ed. 6.
(Ranganathan series in library science. 4).

189

Tracings

Classification, Library science. Technical treatment, Library science.

Library science. Rangan (R). Rangan series in library science.

Class Index Entries-1

CLASSIFICATION, LIBRARY SCIENCE.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

2:51 **Class**

Index Entries-2

TECHNICAL TREATMENT, LIBRARY SCIENCE.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

2:5

Class Index Entries-3

LIBRARY SCIENCE.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

166

Library Classification and Cataloguing

Book Index Entry

RANGANATHAN (S. R.*)*

Colon classification. Ed. 6.

2:51 KO

Series' Index Entry

RANGANATHAN SERIES IN LIBRARY SCIENCE.

4 Ranganathan: colon classification. Ed. 6.

2:51

KO

Exercise 9:

Series with editor

Modern Literature

By P. Samuel

Macmillan New
York
2004

Call No. O
P4

Accn. No. 65799

HTP: Mode**rn Literature Series. Edited by P. Eric and S. Potter**

***M*ain Entry**

10
|
P4

SAMUEL (P). Modern literature.
(Modern literature series. Ed by P. Eric and S. Potter.) !

65799
Library Cataloguing and Indexing
167

Tracings

Literature.

Samuel (P). Modern literature series.

Eric (P) and
Potter (S), Ed. Potter (S) and
Eric (P), Ed.

Class Index Entry

LITERATURE.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

Book Index Entry

SAMUEL (P).

Modern Literature.

0

P4

Series Index Entry

MODERN LITERATURE SERIES.

Samuel: Modern literature.

O

P4

ern literature.

Cross Reference Index Entries

ERIC (P) and POTTER (S), Ed.

See

MODERN LITERATURE SERIES.

POTTER (S) and ERIC(P), Ed.

See

MODERN LITERAT**URE SERIES.**

Exercise 10:

Pseudonym

Adventures of Huckleberry Finn
By
Mark Twain Jesus
Books New York
2003 *Note:* Real name of the author is Samuel Langhorne Clemens.

P3 online

Accn. No. 2001

Call No. 0111, 3M35, A **Main Entry**

| 0111, | 3M35,A P3

TWAIN (Mark), Pseud, (i.e. Samuel **Langhorne Clemens). Adventures of Huckleberry Finn.**

2001

Library Cataloguing and Indexing

Tracings

Adventures of Huckleberry Finn, Twain (Mark), Pseud, (i.e. Samuel
Langhorne Clemens). Twain (Mark), Pseud, (i.e. Samuel
Langhorne Clemens), Fiction. Fiction, English. English Literature. Literature.

Clemens (Samuel Langhorne).

Class Index Entries-1

ADVENTURES OF HUCKLEBERRY FINN, TWAIN (Mark), Pseud, (i.e. Samuel Langhorne Clemens).

| For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

0111, 3M35,A

Class Index Entries-2

TWAIN (Mark), Pseud, (Samuel Langhorne Clemens),

FICTION

| For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

0111, 3M35

Class Index Entries-3

FICTION, ENGLISH.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

0111,3

Class Index Entries-4

ENGLISH, LITERATURE.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

0111

Class Index Entries-5

LITERATURE.

For documents in this class and its Sub-divisions see the Classified Part of the Catalogue under the Class Number

Cross Reference Index Entry

CLEMENS (Samuel Langhorne).

See
TWAIN (Mark), Pseud.

PRACTICAL APPROACH TO AACR-2

AACR 2 *(*Anglo American Catalogue Rules, Edition 2) is meant for a dictionary catalogue. In a dictionary catalogue all the entries are arranged alphabetically. Entries according to AACR 2 can be broadly categorized into three types as follows:

1. Main Entry,
2. Added Entries, and
3. Reference Entries.

Main Entry

Main Entry is the "the complete catalogue record of an item, presented in the form by which the entry is to be uniformly identified and cited. The main entry may include the tracings of all other headings under which the record is to be represented in the catalogue *(*AACR 2, p. 567).

Added Entry

Added entry is the secondary record of the document other than the main entry. AACR 2 Glossary defines it to be 'an entry additional to the main entry by which an item is represented in a catalogue'. Many added entries are prepared for one document and these entries help easy identification and location of documents by the users. For example, if the main entry is prepared under the joint author, collaborator, title, series or under any other specification by which the document is reasonably sought through the catalogue.

Reference Entry

According to AACR 2 Glossary, a reference entry is "a direction from one heading to another". Reference entries includes 'See'and See also' entries, etc.

Unit card system simplifies the process of preparing added entries. In this system, one main

entry with complete cataloguing information is prepared. The same set of information is repeated exactly in all the added entries with different headings which form the possible points of access to users.

Preparation of Entries

An entry is a record of an item in a catalogue. Description of entries is divided into the following areas:

- Title and statement of responsibility.
- Edition.
- Material (or type of publicati*on)* specific details.
- Publication, distribution, etc.
- Physical description.
- Series.
- Note*(*s).
- Standard Number and terms of availability.

Each area other than the first area is preceded by a full stop, space dash, space (. -). Alternatively, an area can begin a new paragraph.

Elements within a*r*ea must also be divided by consisted punctuation F*o*r example, statement of responsibility is always preceded by a diagonal slash.

E.g. Place: Publisher, Date

London: Clive Bingley, 1987.

Each mark of prescribed punctuation is preceded by a space and followed by a space, except for a comma, full stop and opening and closing parenthesis.

Rule 1. OD contains specifications of different levels of description. Three levels of details in the description have been prescribed by the code. They are given under along with the element to be included under each.

Levels of Description

Description falls into three levels viz., first, second and third.

First Level Description

This includes the following elements given below:

Title and statement of responsibility. – Edition .- Material (or type of publication) Specific details – Publications, Distribution - etc., physical description. – (series) – Note(s) - Standard Number.

Second Level Description

This includes the following:

Title proper general material description = parallel title other title information/first statement of responsibility; each subsequent statement of responsibility. - Edition statemen*t* First statement of responsibility relating to the edition. Material (or type of publication) specific details. – first place of publication etc.: First Publisher, etc.. date ofpublicat*i*on etc. – extent of item: Other physical details ; dimensions. – (title proper of

Series/Statement of responsibility relating to series, ISSN of series; numbering within the series; Title of subseries. ISSN of subseries; numbering within sub-series – Note(s) – Standard Number.

Third Level Description

A direction has been given under Rule 1.0D3 to the effect that the third level of description will be in accordance with the rules that are applicable to the item being described.

Catalogue Card Details

The standard size of the Catalogue Card is 12.5 * 7.5 cm * 0.01 mm. The card is divided into three indentions for the convenience of the cataloguers. We find the indentions printed vertically and parallel to the shorter edge (width) of the card. These are:

(1) First Indention: First Vertical line is drawn at the 9th type space from the left edge of the card.

(2) Second Indention: It is the second vertical line and is drawn at the 13th type space from the left edge.

(3) Third Indention: It is not printed on the card but it is supposed to be drawn at the 15th type space from the left edge.

Head Line

The following rules for different positions for the different elements in the catalogue entry should be observed:

1. CLASS NUMBER should be written on the 3rd line from top of the card, i.e. on the hand line beginning from the second type space from the left edge of the card.

2. BOOK NUMBER should be written on the 4th line from the top of the card, i.e. just below the Class Number.

3. The HEAD LINE will be left blank at the stage of writing description.

4. The TITLE should start from the Second Indention, One line below the headline.

5. The TITLE and STATEMENT OF RESPONSIBILITY AREA, the Edition area, (the material or type of publication) specific details area, and the publication, distribution, etc. area will form a single paragraph.

6. The PHYSICAL DESCRIPTION AREA will start from the second indention and will include SERIES AREA. Both these elements will form a separate paragraph.

`7. The NOTE AREA will start from the second indention. If there are more than one note, they may be given in separate paragraph.

Punctuation

The punctuation marks play an important role and with this only we can identify the different elements in the catalogue.

The punctuation marks employed in the entries according to AACR 2 are ten as detailed below as:

Square brackets Equal to sign

Colon Diagonal Slash Semi Coloniali Plus Parenthesis

(Hyphen

Comma Full stopila

1. The General Material Designation (GMD) shall be endorsed in Square Brackets“I ”.
2. Each parallel title shall be preceded by an equal to sign “=”.
3. Each unit of other title information like sub-title shall be preceded by a Colon “".
4. First statement of responsibility shall be preceded by a diagonal Slash“/”.
5. Each subsequent statement of responsibility shall be preceded by a Semi Colon“;".

Edition Area

(a) The edition area shall be preceded by a full stop, space dash, space "_".

(b) The subsequent edition statement shall be preceded by a comma “:”

(c) The first statement of responsibility following edition of subsequent edition shall be preceded by a diagonal slash"?.

(d) Each subsequent statement of responsibility relating to an edition shall be preceded by a semi colon“;".

Publication, Distribution Area

1. The publication, distribution shall be preceded by a full stop, space, dash, space“. -”.
2. The second or subsequent name, place of publication, distribution, etc. shall be preceded by a semi colon“;”.
3. The name of the Publisher, distributor, etc. shall be preceded by a colon":".
4. The supplied statements of publisher, etc. shall be enclosed in square brackets “[ ]”.
5. The data of publication, distribution, etc. shall be preceded by a comma “,”.

Physical Description Area

This starts from a new paragraph beginning from the 2nd indention.

(a) Other physical details (other than dimension) shall be preceded by a colon“:”.

(b) The dimensions shall be preceded by a semi colon“;".

(c) The statement of accompanying material be preceded by a plus sign “+”.

(d) The physical details of accompanying material shall be enclosed within parenthesis“ ( )”.

Series Area

1. The series area shall be preceded by a full stop, space dash, space“-”.
2. Each series statement shall be enclosed in parenthesis “ ( )”.
3. Parallel titles of the series or sub-series shall be preceded by an equal to sign “=”.
4. Other information relating to series or sub-series shall be preceded by a colon":".
5. The first statement of responsibility relating to series or subseries shall be preceded by a diagonal slash"*Y*".
6. *T*he subsequent statement of responsibility relating to a series or sub-series shall be

preceded by a semicolon ";".

*7. T*he numbering within a series or sub-series shall be preceded by a semicolon ";".

Notes Area

Starts from a new paragraph, i.e. beginning from the second indention. Each type of note shall be started from the new paragraph.

General Punctuation

1. The Omission of part of an element sha*l*l be depic*t*ed by mark of omission.

2. The conjectural interpolation shall be indicated by a question mark within the square brackets "(?)". **Sources of Information**

There are a variety of reading materials / documents in a library. They range from the conventional documents to micro form and audiovisual materials.

The chief sources of information for cataloguing various types of documents are as detailed below;

Type of Material	*Chief Source of Information*
1. Books and pamphlets and other Printed texts	Title page
2. Graphic materials (e.g.: Pictures Posters, Wall charts)	The item itself
3. Maps and other cartographic materials	The item itself
4. Microforms	The Title frame
5. Motion pictures and video recordings	The item itself
6. Printed Music	Title page
7. Sound recordings, discs	The Two labels taken together
8. Tapes	The itemitself and its labels
9. Three - dimensional objects	The object itself *(*e.g. Models, Games)

Subject Heading Derivation

According to AACR 2, there is no specific rule for deriving subject headings. But subject headings can be derived either using Sear's List of Subject Heading or Chain Procedure. Subject headings will be prepared under such headings which are most probably sought by the users.

One general basic principle is that, in describing document according to AACR 2 you have to describe what you have in your hand. Fo*r* **example, a manu**script reproduced in a book form is to be catalogued as a book and NOT as a manuscript.

You can proceed now. In case of doubt, the original text of AACR 2 Manual will have to be referred.

Note: It is presumed that the Unit Card System is adopted for **cata**loguing here.

In unit card system, first the Main entry is prepared with a set of **information. I**n all the other added entries the same set of information *i*s repeated without any change

While rendering the entries library hand is used uniformly observing **the rules of Grammar.**

Exercise 1:

Single personal Author Reference Service **S. R. Ranganathan**
Second Edition Asia Publishing
House
Chennai
1965 2:7 K5
Accn. No. 5007 **v,181**
Size : 16*23 cm ISBN 81-85273 -31-6
Call No :
Pages :

Main Entry

|_ 2:1
Ranganathan, S. R.

K5
Reference service/ S. R. Ranganathan, 2nd ed. Chennai : Asia Publishing House, 1965.

5007
T

v

,181p.; 16*23 cm. ISBN: 81 – 8527*3* – 31 - 6.

DE

| 1. Library science. 2. Reference Service. I. Title.

Subject Added Entries

| L**IBRARY SCIENCE.** Ranganahan, S. R.
2:7

K5

Reference service/ S. R. Ranganathan, 2nd ed. **Chennai** : Asia Publishing House, 1965.

v, 181p.; 16*23 cm.
ISBN: 81 - 85273 - 31 - 6.

1. Library science. 2. Reference Service. I. Title.

178

Library Classification and Cataloguing

REFERENCE SERVICE. *2:7* | Rangailahan, S.
R.

K5

Reference service/ S. R. Ranganathan, 2nd ed. Chennai : Asia Publishing House, 1965.

v,181p.; 16*23 cm.
ISBN: 81 - 85273 - 31 - 6. | 1. Library science. 2. Reference Service. I. Title.

Title Added Entry

Reference Service. *2*:7 Ranganahan,
S. R.

K5

Reference service/ S. R. Ranganathan, 2nd ed. Chennai : Asia Publishing House, 1965..

v,181p.; 16*23 cm.
ISBN: 81 - 85273 - 31 - 6. 1. Library science. 2. Reference Service. I. Title.

Exercise *2*:

Shared Authorship—Two Authors

Statistical methods A. Palanichamy
and N. Manohar

Macmillan New York
1998

N8
Call No. B28 Pages : vi,
262 **Includes Index**
Accn. No. 7251 Sizes : 16*23 cm

Library Cataloguing and Indexing

—

*17*9
179

Main Entry

B28
Palan chamy, A.

N8
Statistical methods / A. Palanichamy and N. Manohar, New York: Macmillan, 1998.
7251
vi, 262p.; 16*23 cm.
Includes index.
1. Mathematics. 2. Algebra. 3. Statistics. I| Manohar, N. II. Title.

Subject added Entries

B28
MATHEMATICS. Palanichamy, A.

N8
Statistical methods / A. Palanichamy and | N. Manohar, New York : Macmillan, 1998.

vi, 262p.; 16*23 cm.
Includes index.
1. Mathematics. 2. Algebra. 3. Statistics. I. Manohar, N. II. Title.

B28
ALGEBRA. Palanidhamy, A.

N8
Statistical methods / A. Palanichamy and N. Manohar, New York : Macmillan, 1998.

vi, 262p.; 16*23 cm. Includes index.
1. Mathematics. 2. Algebra. 3. Statistics. I. Manohar, N. II. Title.

B28
STATISTICS Palanichamy, A.

-

N8
Statistical methods / A. Palanichamy and N. Manohar, New York : Macmillan, 1998.

vi, 262p.; 16*23 cm.

Includes index.

1.Mathematics. 2. Algebra. 3. Statistics. I. Manohar, N. II. Title.

Author Added Entry

B28

Manohar, N. Palanichamy, A. ,

N8

Statistical methods / A. Palanichamy and N. Manohar, New York : Macmillan, 1998.

vi, 262p.; 16*23 cm. Includes index.

1. Mathematics. 2. Algebra. 3. Statistics. I. Manohar, N. II. Title.

Title Added Entry

| Statistical methods. Paldnichamy, A.

B28

N8

Statistical methods / A.Palanichamy and N. Manohar, New York: Macmillan, 1998.

vi, 262p.; 16*23 cm. Includes index.

1. Mathematics. 2. Algebra. 3. Statistics. 1. Manohar, N. II. Title.

Exercise 3:

Shared Authorship—Three Authors An Introduction to Economics

By W. Philips James

Boylan

and J. Longmead

Praeger New
York
1996

Call No. X N6

Accn. No. 2345 Pages

: IX, 245

Size: 16*22.5 cm

ISBN: 0 - *275* - 3**3680 - 8**

***M*ain Entry**

X N6

2345

Philips, W.

| An introduction to economics / by W. Philips, James Boylan and J. Longmead, New York : Praeger , 1996.
ix, 245p.; 16*22.5 cm. ISBN: 0- *275* – 33680 – 8.

1. Economics. I. Boylan, James. II. Longmead, J. III. Title.

.

)

Subject Added Entry

ECONOMICS. Philips, W.

N6

An introduction to economics / by W. Philips**, James Boylan and** J. Longmead, New York : Praeger , 1996.
ix, 245p.; 16*22.5 cm. **ISB**N : 0 - *275* - 33680 - 8.
1. Economics. I. Boylan, James. | II. Longmead, J. III. Title.

182

Library Classification and Cataloguing

Author Added Entries

Boylan, James. Philips, W.

N6

| An introduction to economics / by W. Philips , James Boylan and J. Longmead, New York : Praeger ; 1996.

ix, 245p.; 16*22.5 cm. ISBN: 0- 275 - 33680 - 8.

1. Economics. I. Boylan, James. II. Longmead, J. III. Title.

*L*ongmead, *J*. Philips, W.
X

N6
ElAn introduction to economics / by W. Philips, James Boylan and *J*. Longmead, New York : Praeger , 1996.
ix , 245p.; 16*22.5 cm. ISBN: 0 - 275 - 33680 - 8.
1. Economics. I. Boylan, James. ***II***. *Lo*ngme*ad, J.* I*II*. Title.
Library Cataloguing and Indexing

183

Tit**le Added Entry**

An introduction to economics.

X. Philips, W.

N6
An introduction to economics / by W. Philips , James Boylan and J. Longmead, New York : Praeger , 1996.

ix, 245p.; 16*22.5 cm. ISBN: 0 - *2*75 - 33680 - 8.

1. Economics. I. Boylan, James. II. Löngmead, J. III. Title.

Exercise 4:

Shared Authorship/Four Authors

An introduction to Chemistry

By D. L. Jean G. S. Stephens E. S. Dexter J. D. Henry

Translated by

Kenneth Hagin

First Edition **American Book Company.**

New York

2003

Call No. T: 3 *(*E) Pages:
X, 263

P3

Accn. No. 10806

Size: 16*23

Library Classification and Cataloguing

184

Main Entry

m.277)

Teaching of Chemistry / D. L. Jean... [et al.1:

translated by Kenneth Hagin, 1st ed., New York: American Book Company, 2003.

P3

10806

X, 263p.; 16*23 cm.

1. Chemistry teaching. 2. Teaching technique.

I. Jean, D. L... [et al.] II. Hagin, Kenneth tr. **Subject Added Entries**

CHEMISTRY TEACHING. T:3(E) Teaching of Chemistry / D. L. Jean... [et al.]:

translated by Kenneth Hagin, 1st ed. New York: American Book Company, 2003.

P3

x, 263p.; 16*23 cm.

1. Chemistry teaching. 2. Teaching technique. I. Jean, D. L... [et al.] II. Hagin, Kenneth tr.

P3

TEACHING TECHNIQUE. T: 3(E)| Teaching of Chemistry / D. L. Jean... Leland*e* translated by Kenneth Hagin, 1st ed. New York: American Book Company, 2003.

X, 263p. ; 16*23 cm. 1. Chemistry teaching. 2. Teaching techniqu *', D*. L... [et al.] II. Hagin, Kennethị tr.

Added Entry

| Jean, D. L... [et al.]. T: 3*(*E) | Teaching of Chemistry / D. L. Jean... [etal.]: translated by Kenneth Hagin, 1st ed. P3 New York: American Book Company, 2003.

X, 263p.; 16*23 cm.

1. Chemistry teaching. 2. Teaching technique. | 1. Jean, D. L... [et al.] II. Hagin, Kenneth tr.

Translator Added Entry

T: 3(E)

| Kenneth Hagin tr. Teaching of Chemistry / D. L. Jean... [et al.]: translated by Kenneth Hagin, 1st ed. New York: American Book Company, 2003.

P3

X, 263p.; 16*23 cm.

1. Chemistry teaching. 2. Teaching technique. I. *J*ean, D. L... [et al.] II. Hagin, Kenneth tr.

As per provision of Rule 1.6C2, “If responsibility is shared between *m*ore than three persons or corporate bodies and principal responsibility

not attributed to any one, two or three, enter under title. Make an added entry under the heading for the first person, corporate body named”.

. In the author's area, write the name of the first author and put mark Tom*i*ssion 3 dots. (...) and write the word et al in square brackets ... [et al.].

Series without Editor

Exercise 5:

Classified Catalogue Code With additional rules for Dictionary Catalogue Code

на By

S.R. Ranganathan

Assisted by

A. Neelameghan

DRTC

Bangalore

Edition 5 Asia Publishing House

Chennai.

1964 Call No. 2:

559 K4

Accn. No. 098 **Pages: XV+644**

Size: 16*23 cm **Half Title Page : Ranganathan series in Li**brary Science No. *2*

Main Entry

2:55

Ranganathan, S.R.

q K4

098

| Classified Catalogue Code: With additional . rules for Dictionary Catalogue Code / by

S. R. Ranganathan; assisted by A. Neelameghan, 5th ed., Chennai: Asia Publishing House, 1964.

xv, 664 p.; 16*23 cm. - (Ranganathan series In Library Science; No. 2).

1. Library science. 2. Cataloguing Rules. 1. Neelamegham, A assis. II. Title. **III. Seri**es.

Library Cataloguing and Indexing

187

187

Sub*jec*t Ad*ded* Entries

LIBRARY SCIENCE Ranganathan, S. R.

2:55

q K4

| Classified Catalogue Code: With additional rules for Dictionary Catalogue Code / by S. R. Ranganathan ; assisted by A. Neelameghan, 5th ed., Chennai: Asia Publishing House, 1964.

| xv, 664 p.; 16*23 cm. - (Ranganathan series In Library Science; No. 2).

| 1. Library science. 2. Cataloguing Rules . I. Neelamegham , A assis. II. Title. III. Séries.

CATALOGUING RULES.

2:55

Ranganathan, S. R.

qK4

Classified Catalogue Code: With additional rules for Dictionary Catalogue Code / by S. R. Ranganathan; assisted by A. Neelameghan, 5th ed., Chennai: Asia Publishing House, 1964.

XV, 664 p.; 16*23 cm. - (Ranganathan series In Library Science; No. 2).

| 1. Library science. 2. Cataloguing Rules. I. Neelamegham, A assis. II. Title. III. Series.

Colloborator Added Entry

2:55

Neelamegham, A assis. Rangaiħathan, S. R.

qK4

| Classified Catalogue Code: With additional rules for Dictionary Catalogue Code / by S. R. Ranganathan; assisted by A. Neelameghan, 5th ed., Chennai: Asia Publishing House, 1964.

XV, 664 p.; 16*23 cm. - (Ranganathan series In Library Science; No. 2).

1. Library science.2. Cataloguing Rules . I. Neelamegham, A assis. II. Title. III. Series.

Series Added Entry

2:55

Ranganathan series in library science; No. 2 Ranganathan, S. R.

qK4

Classified Catalogue Code: With additional rules for Dictionary Catalogue Code / by S.R. Ranganathan; assisted by A. Neelameghan, 5th ed., Chennai: Asia Publishing House, 1964.

XV, 664 p.; 16*23 cm. - (Ranganathan series in Library Science; No.2).

1. Library science. 2. Cataloguing Rules. *1*. Neelamegham, A assis. II. Title. III. Series.

Title Added Entry

Classified Catalogue Code. Ranganathan, S. R.

2:55

q K4

Classified Catalogue Code: With additional rules for Dictionary Catalogue Code / by S.R. Ranganathan; assisted by A. Neelameghan, 5th ed., Chennai: Asia Publishing House, 1964.

XV, 664 p.; 16*23 cm. - (Ranganathan series in Library Science; No. 2).

1. Library science. 2. Cataloguing Rules. I. Neelamegham, A assis. II. Title. III. Series.

Exercise 6:

a

Series with Editor

LE

Descriptive Geometry

By : H . Buseman

P. J. Kelley Academic Press

London 2002

P2

Call No. B6: 5 **Pages:**
vii + 332
Accn. No. 5965 Size: 16 * 22 cm

H. T. P: Pure and applied Mathematical Series
Edited by P. A. Smith
190

Library Classification and Cataloguing

Main Entry

B6:5 Buseman, H.

P2

Descriptive geometry / by H. Buseman, P. J. Kelly, London; Academic Press, 2002.
5965

vii, 332p.; 16 *22cm. (Pure and applied mathematics series / edited by P. A. Smith).

1. Mathematics. 2. Geometry. I. Kelly , P. J. | II. Title. III. Series.

Subject Added Entries

| MATHEMATICS. B6:5
Buseman, H.

P2

Descriptive geometry / by H**. Buseman ,** P. J. Kelly, London; Academic Press, 2002.
vii, 332p.; 16*22 cm.- (Pure and applied mathematics series / edited by

P. A. Smith).

1. Mathematics. 2. Geometry. I. Kelly , P. J. II. Title. III. Series.

B6:5

GEOMETRY. Buseman, H.

Descriptive geometry / by H. Buseman, P. J. Kelly, London; Academic Press, 2002.

P2

vii, 332p.; 16*22 cm.- (Pure and applied mathematics series / edited by P. A. Smith).

1. Mathematics. 2. Geometry. I. Kelly , P. J. II. Title. III. Series.

Library Cataloguing and Indexing

191

ਤ

Author Added Entry

| Kelly, P. J. B6:5 |

Busemán, H.

P2

| Descriptive geometry / by H. Buseman , P. J. Kelly, London; Academic Press, 2002.

1

vii, 332p.; 16*22 cm.- (Pure and applied mathematics series / edited by P. A. Smith).

1. Mathematics. 2. Geometry. I. Kelly , P. J. II. Title. III. Series. **Title**

Added Entry

Descriptive geometry. B6:5
Buseman, H.

P2

Descriptive geometry / by H. Buseman , P. J. Kelly, London; Academic Press, 2002.

vii, 332p.; 16*22 cm.- (Pure and applied mathematics series / edited by P. A. Smith).

I 1. Mathematics. 2. Geometry. I. Kelly , P. J. II. Title. III. Series.

Series Added Entry

Pure and applied mathematics series. B6:5 Buseman, H.
P2

Descriptive geometry / by H. Buseman, P. J. Kelly, London; Academic Press, 2002. i

1 vii, 332p.; 16*22 cm.- (Pure and applied mathematics series / edited by P. A. Smith).

1. Mathematics. 2. Geometry. I. Kelly , P. J. **II. Title. III. Series.**

Tracing at the back of the series entry

Smith, P. A. ed.

Reference Entry

Smith , P. A. ed.
See Pure and applied mathematics series.

Pseudonym

As per the Rule 22.2CI, “If all the works by a person appear under one pseudonym or if the person is predominantly identified in reference sources by one pseudonym. Choose the pseudonym; If the real name is known make a reference for the real name to the pseudonym”.

Cross-reference entry is given for the real name, as follows:

Real name

See

Pseudonym

Exercise *7*

The Mill on the Floss

George Elliot Collier

Books, New York

1992

; Call No. 0111, 3M19,4 N2 **Pages: vi, 584 p.** H.T.P: The real name of the author is Marian Evans.

*A*ccn. No. 532 Si*ze: 16*2*2.5 cm

Main Entry

0111,3M19, 4

N2

Elliot, George.

| The mill on the floss / *G*eorge Elliot. - New York; Collier, 1992. vi, 584p. ; 16*23 cm.

532

| 1. English Literature. 2. English Fiction.

I. Title.

Library Cataloguing and Indexing

193

Subject A**dded Entries**

| ENGLISH LITERATURE. 0111,3M19,4 Elliot, George.

N2

The mill on the floss / George Elliot, New York; Collier, 1992.

vi, 584p. ;16 * 23 cm.

1

| 1. English Literature. 2. English Fiction. I. Title.

ENGLISH FICTION. Elliot, George.
0111,3M19,4

N2
| The mill on the floss / George Elliot. - New York; Collier, 1992.

vi, 584p. ; 16*23 cm.

e
| 1. English Literature. 2. English Fiction. | 1. Title.

Title Added Entry

| | The mill on the floss. 0111,3M19,4 Elliot, George.

N2
The mill on the floss / George Elliot. - New York; Collier, 1992.

vi, 584p. ; 16*23 cm.

1. English Literature. 2. English Fiction.
I. Title.

Reference Entry

Evans, Marian

See

Elliot, George.

WORKS PRODUCED UNDER EDITORIAL DIRECTION

Exercise 8

Glimpses of Botany

Edited by Peter
S. K. Jain
Fifth Edition Oxford University
Press
New York
1990

Call No. I NO Pages: xi,
104p.

TRI

Accn. No. 13585 Size: 15.5*23 cm.

Main Entry

Il Glimpses of botany / edited by S. K. Jain .

NO
5th ed., New York: Oxford University Press, 1990. 13585 xi, 104p.; 16*23 cm.

| 1. Botany. I. Jain, S. K. ed.
Library Cataloguing and Indexing

195

Subject added Entry

BOTANY. Glimpses of botany / edited by S. K. Jain .

NO
5th ed., New York : Oxford University Press, 1990. xi,104p., 16*23 cm.

| 1. Botany. I. Jain, S. K. ed.

Editor Added Entry

Jain, S. K. ed. Glimpses of botany / edited by S. K. Jain .

NO

5th ed., New York: Oxford University Press, 1990. xi, 104p.; 16*23 cm.

1. Botany. I. Jain, S. K. ed.

Exercise 9 Works of mixed Responsibility

Physical Chemistry **An intermediate text**
C. W. Wood
Edited by E. W. Kenyon Third Edition

ELBS London R

2005

MED

Call No. E:2 Page : iii, 351p.

P51

Accn: No. 7788 **Size: 16*23 cm**

196

Library Classification and Cataloguing

Main Entry

Wood, C. W.

E:2 P5

Physical chemistry : an intermediate text / C. W. Wood; edited by E. W. Kenyon. 3rd ed., London : ELBS, 2005.

.7788

| iii, 351p; 16*23 cm.

| 1. Chemistry. I. Kenyon, E. W. ed. II. Title.

Subject Added Entry

P5

| CHEMISTRY. E:2| Wood, C. W..

Physical chemistry : an intermediate text / C. W. Wood; edited by E. W. Kenyon, 3rd ed., London : ELBS, 2005.

| iii, 351p; 16*23 cm.

1. Chemistry. I. Kenyon, E. W. ed. II. Title.

Kenyon, E. W. ed. E:2| Wood, C. W. P5 Physical chemistry : an intermediate

text / C. W. Wood; edited by E. W. Kenyon, 3rd ed., London : ELBS, 2005.

iii, 351p; 16*23 cm. **1. Chemistry. I. K**enyon, E. W. ed. *II. Titl*e.

197

E:2

Library Cataloguing and Indexing

_ Physical chemistry. Wood, C. W.

Physical chemistry : an intermediate text / C. W. Wood; edited by E. W. Kenyon, 3rd led., London : ELBS, 2005.

P5

| iii, 351p; 16*23 cm.

1. Chemistry. I. Kenyon, E. W. ed. II. Title.

Exercise 10:

Multi Volumed Printed Monographs A manual of Zoology
By M. Ekambaranatha Ayyar
Third Edition S. Viswanathan
& Co
Chennai
1999
CH*I*C

N9.1 - N9.2

Call No.
K **Page: xii, 987**

Accn. Nos. 96549, 96550
Size: 15.5*23 cm

Part 1 - Invertebrata. Part II –
Chordata

U

Main entry

K

N9.1 – N9.2

Ekambaranatha Ayyar, M.

A manual of zoology / b*y* M. Ekambaranatha Ayyar, 3rd ed.,
Chennai : S. Viswanathan, 1999.

96549,
96550

2 pt. (xii, 987p.); 16*23 cm. med

Contents : pt. 1. Invertebrata - pt. 2. Chordata.

1. Zoology. 2. Inver*t*ebrata. 3. *Chordat*a. I. Title.

Subject Added Entries

K

| ZOOLOGY. Ekambaranatha Ayyar, M.

N9.1 – N9.2

A manual of zoology / by M. Ekambaranatha Ayyar, 3rd ed.,
Chennai : S. Viswanathan , 1999.

2 pt. (xii. 987p.); 16*23 cm.

| Contents : pt. 1. Invertebrata – pt. 2. Chordata .

adanyonOM

1 1. Zoology. 2. Invertebrata. 3. Chordata. I. Title.

LEASED

INVERTEBRATA; pt. 1: Ekambaranatha Ayyar, M.

N9.1 – N9.2

A manual of zoology / by **M. Ekambaranatha Ay**yar, 3rd ed.,
Chennai : S. Viswanathan , 1999.

2 pt. (xii, 987p.); 16*23 cm.

Contents: pt. 1. Invertebrata – pt. 2] Chordata . ei

rol

1. Zoology. 2. Invertebrata. 3. Chordata.

I. Title

CHORDATA; pt.2: Ekambaranatha Ayyar, M.

-

N9.1 – N9.2

A manual of zoology / by M. Ekambaranatha Ayyar, 3rd ed., Chennai : S. Viswanathan , 1999.

I 2 pt. (xii, 987p.); 16*23 cm.
Contents : pt.1. Invertebrata - pt. 2. Chordata

1. Zoology. 2. Invertebrata. 3. Chordata.
1. Title

Title Added Entry

A manual of Zoology; 2 pt. Ekambaranatha Ayyar, M.
K

A manual of zoology / by
M. Ekambaranatha Ayyar, 3rd ed., N9.1 – N9.2
| Chennai : S. Viswanathan, 1999.

2 pt. (xii, 987p.); 16*23 cm.
Contents : pt. 1. **Invertebrata –** pt. 2. Chordata.

1. Zoology. 2. Invertebrata. 3. Chordata.
I. Title.

CORPORATE AUTHORS AACR II defines as "*A* Corporate body is an organization or a group of persons that is identified by a particular name and that acts or may act, as an entity".

Identification of Different Type

(1) Government.
(2) Institution.
(3) Conference.

Government Bodies and Officials

According to Rule No. 24.17A, "Enter a body created or controlled by a Government directly under its own name. Refer to the name of a Government agency entered directly from its name in the form of a

subheading of the name of the Government".

The Rule No. 24.18A, "Enter a Government agency subordinately to the name of the Government if it belongs to one or more of the following types."

Type 1

An Agency with a name containing a term that by definition implies that the body is part of another.

E.g. Department, Division, Section, Branch and their equivalents in other languages.

Tamilnadu. Department of Finance.

Type 2

An Agency with a name containing a word that normally implies administrative subordination in the terminology of the Government concerned *(*Committe*e/C*ommission) provided that the name of the Government is required for the identification of the agency.

India, Finance Commission.

Type 3

An Agency with a name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered sub-division of the government or of one of its agencies entered subordinately.

Illinois: Environmental Protection Agency.

Type 4

An agency with a name that does not convey the idea of a corporate body and does not contain the name of the gov*e*rnment.

India, Ministry of Education.

Type 5

An agency that is a ministry or similar major executive agency (i.e. One that has no other agency above it) as defined by official publications of the government in question.

United Kingdom. Ministry of Defence.

Type 6 Legislative Bodies.

United States, Congress

Type 7 Courts

India, Supreme Court.

Type 8 A Principal service of the armed forces of a Government.

India, Air force.

***Type* 9** A head of state or head of Government.

India, President

Type 10 An embassy, consulate, etc.

India, High Commission (UK)

Type 11 *A* Delegation to an international or inter-governmental body.

United Kingdom, Delegation to the United Nations.

Government Officials

24.2031 "Enter a sovereign, President, other head of state or Governor acting in an official capacity under the heading for the jurisdiction, followed by the title of the official in English. Add the inclusive years of the reign or incumbency and the name of the person in a brief form and in the language of the heading for that person".

United States, President (1953-1961: Eisenhower)

Exercise: 13

Corporate Author-Government

Government of India

Social Survey

2000-2001 Manager of Publications

New Delhi

2001 **Call No.**

Yt4 P1 Pages: vii, 516 Illustrations are provided.

Accn. No. 54987

Size: 12*19

Main Entry

Yt4

India

P1 :

Social survey: 2000 - 2001 / Government of India, New Delhi: Manager of Publications, 2001.

54987

vii, 516p. : ill. ; 12 * 19 cm.

1. Sociology – Survey – India. 1. Title.

Subject added Entry

SOCIOLOGY - SURVEY - INDIA.

Yt4

India

P1

Social survey: 2000 - 2001 / Gopernment of India, New Delhi: *M*anager of Publications, 2001.

vii, 516p. : ill. ;12 * 19 cm.

1. Sociology - Survey – India. 1. Title.

Library Cataloguing and Indexing

203

Title added Entry

Social survey. India

Y14

|

Social survey: 2000 – 2001 / Government of India, New Delhi, Manager of Publications, 2001.

vii, 516p. : ill. ;12 * 19 cm.

| 1. Sociology - Survey - India. 1. Title.

Exercise 14:

Corporate Author - Government and its Administrative Department

Government of India Ministry of Education

Higher Education Manual

Illustrated

Manager of Publications
New Delhi
2003

Call No. 14.44 Pages:
iii, 281

P3
P3

Accn. No, 75621
Size: 16*21 cm.

Library Classification and Cataloguing

204 Main Entry

T4.44

India, Ministry of Education.

P3

75621
Higher education manual / Government of India, Ministry of Education, New Delhi, Manager of Publications, 2003.

iii, 28 1p.; ill.; 16 * 21 cm.

1. Higher Education – India. 2. India - Education. I. Title.

Subject Added Entries

HIGHER EDUCATION – INDIA. India, Ministry of Education.
T4.44

P3

Higher education manual / Government of India, Ministry of Education, New Delhi, Manager of Publications, 2003.

iii, 28 1p.; ill.; 16 * 21 cm.

1. Higher Education - India . 2. India - Education. I. Title.

Library Cataloguing and Indexing

205

| INDIA - EDUCATION . Iudia, Ministry of Education.
T4.44

P3

Higher education manual / Government of India, Ministry of Education, New Delhi, Manager of Publications, 2003.

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1. Higher Education – India . 2. India - Education. I. Title.

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Exercise 15:

Corporate Author – ADHOC

Committee/Commission report

Report of The Advisory Committee for Libraries
Ministry of Education
Government of India Manager of Publications
New Delhi
1959

J9

Call No. 22.44'N58t Page: iv, 252

Accn. No. 45324 **Size: 18*24 cm.**

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Library Classification and Cataloguing

as the Chairman of the

Other Informations: 1. Shri K. P. Sinha was the Chairma Committee. 2. The work is also known as Sinha Committee Report.

Main Entry

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