

**LIBRARY CATALOGUING –PRACTICES**  
**(DDC & CC)**  
**B.L.I.Sc., Semester – II**

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# **B.L.I.Sc.**

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## **FOREWORD**

*Since its establishment in 1976, Acharya Nagarjuna University has been forging ahead in the path of progress and dynamism, offering a variety of courses and research contributions. I am extremely happy that by gaining 'A' grade from the NAAC in the year 2016, Acharya Nagarjuna University is offering educational opportunities at the UG, PG levels apart from research degrees to students from over 443 affiliated colleges spread over the two districts of Guntur and Prakasam.*

*The University has also started the Centre for Distance Education in 2003-04 with the aim of taking higher education to the door step of all the sectors of the society. The centre will be a great help to those who cannot join in colleges, those who cannot afford the exorbitant fees as regular students, and even to housewives desirous of pursuing higher studies. Acharya Nagarjuna University has started offering B.A., and B.Com courses at the Degree level and M.A., M.Com., M.Sc., M.B.A., and L.L.M., courses at the PG level from the academic year 2003-2004 onwards.*

*To facilitate easier understanding by students studying through the distance mode, these self-instruction materials have been prepared by eminent and experienced teachers. The lessons have been drafted with great care and expertise in the stipulated time by these teachers. Constructive ideas and scholarly suggestions are welcome from students and teachers involved respectively. Such ideas will be incorporated for the greater efficacy of this distance mode of education. For clarification of doubts and feedback, weekly classes and contact classes will be arranged at the UG and PG levels respectively.*

*It is my aim that students getting higher education through the Centre for Distance Education should improve their qualification, have better employment opportunities and in turn be part of country's progress. It is my fond desire that in the years to come, the Centre for Distance Education will go from strength to strength in the form of new courses and by catering to larger number of people. My congratulations to all the Directors, Academic Coordinators, Editors and Lesson- writers of the Centre who have helped in these endeavors.*

*Prof. P. Raja Sekhar*

*Vice-Chancellor (FAC)  
Acharya Nagarjuna University*

## **PRACTICAL**

### **204BL21- LIBRARY CATELOGUING PRACTICE (AA CR2)**

**CATALOGUING OF DOCUMENTS USING ANGLO-AMERICAN CATALOGUING RULES (2<sup>nd</sup> Edition):** Introduction: Structure of AACR2 – Subject Headings – Single Personal Author – Choice of Heading among different names, (Pseudonyms, Title of Nobility, Change of name etc); References – Shared responsibility and works under editorial direction – Corporate Body – Series; and Multipart items; Uniform Titles, etc – Serials – Explanation of AACR2 Rules.

### **LIBRARY CATELOGUING PRACTICE (AACR2 (N.B.M))**

**CATALOGUING OF DOCUMENTS USING ANGLO-AMERICAN CATALOGUING RULES (2<sup>nd</sup> Edition): NON-BOOK MATERIALS:** Introduction to Cataloguing of Non-Book Materials – Cartographic Materials – Manuscripts – Graphic Materials – Sound Recordings – Motion Pictures and Video Recordings – Microforms – Computer Files

#### **Text and Reference books::**

1. Hunter, Eric J. and Bakewell, K.G.G.: Cataloguing, 3<sup>rd</sup> ed., London, Clive Bingley, 1991.
2. Hunter, Eric J.: Computerized Cataloguing, London, Clive Bingley, 1985.
3. Haglar, Ronald: The bibliographic record and information technology, American Library Association, 1982.
4. Library of Congress: LC List of Subject Headings (Latest ed.), Washington, LC, DC.
5. Kumar, P.S.G. and M. Riaz: Cataloguing Theory and Practice, New Delhi, S. Chand, 1999.

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## **LESSON - I**

# **INTRODUCTION TO STRUCTURE OF AACR-2**

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- 1.2 Introduction**
- 1.3 Emergence of Revision of AACR-2**
  - 1.3.1 Objectives and Policies**
  - 1.3.2 Structure of Rules**
- 1.4 Structure of AACR-2: Part-1**
  - 1.4.1 Methods of Procedure**
  - 1.4.2 Options and Omissions**
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  - 1.5.1 Main Entry and Alternative Headings**
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## **1.1. Aims and Objectives**

In this unit, the structure of the AACR-2 code, describes the, importance of part-1, and part-2 of the code. Part-1 deals with the basic rules for the description of all library materials, and it starts from Chapter-1 to Chapter-13. And Part-2, which begins with Chapter-21 and runs up to Chapter-26, it describes format and its application in the practical cataloguing. The Levels of Description will help the students, and professionals, how to apply these rules in practical approach of the cataloguing of print and non-book materials. By going through this lesson, the students are able to understand:

1. What is the importance of Part-1 and Part-2 of AACR-2, and its Content.
2. The Levels of the Description gives the clues about, how to apply the Levels of Description in different types of libraries.
3. The application of [GMD] and the Specific Materials Details will Help the cataloguer, how to incorporate the Specific Information. In cataloguing the non-book materials.

## **1.2 Introduction**

The 'Anglo – American Cataloguing Rules' second edition 1988 revision, Prepared under the direction of The Joint Steering Committee for Revision of AACR, a committee of:

- 1.The American Library Association
- 2.The Australian Committee on Cataloguing
- 3.The British Library
- 4.The Canadian committee on cataloguing
- 5.The library Association
- 6.The library of Congress

Edited by Michael Gorman, and Paul W. Winkler, and Published in 1988 by; 1) American Library Association, Chicago, Canadian Library Association, Ottawa, and library association publishing limited, London. The AACR-2, arranged in two parts:

Part-1 : deals with the description of chapters from Chapter-1 to Chapter-13

- Chapter-1 General Rules for Description
- Chapter-2 Books, Pamphlets, and Printed Sheets
- Chapter-3 Cartographic Materials
- Chapter-4 Manuscripts (Including Manuscript Collections)
- Chapter-5 Music
- Chapter-6 Sound Recordings
- Chapter-7 Motion Pictures and Videorecordings
- Chapter-8 Graphic Materials
- Chapter-9 Computer Files
- Chapter-10 Three-Dimensional Artefacts and Realia
- Chapter-11 Microforms
- Chapter-12 Serials
- Chapter-13 Analysis

And Part-2 deals with ' Headings, Uniform Titles, and References:

- Chapter-21 Choice of Access Points
- Chapter-22 Headings for Persons
- Chapter-23 Geographic Names
- Chapter-24 Headings for Corporate Bodies
- Chapter-25 Uniform Titles
- Chapter-26 References

### **1.3 Emergence for Revision of AACR**

The Anglo-American cataloguing rules were first published in 1967. The clear success of the 1967 text, met all the needs of large numbers of different kinds of libraries, and its extension of catalogue processes, bibliographic services, throughout the world. For ten years, the AACR has been subjected to the extent of application over a very wide range of professional practitioners across the world. The introduction of new media into most libraries has created and intensified integrative problems on a scale unpredictable by those who wrought the 1967 texts.

At the stage, the ALA and British Library felt, that the desirability of consolidating development since 1967 and of providing standards of bibliographic control in the 1980s and beyond. There are two important factors: 1) the Library of Congress in the policy of "Superimposition" by which its adoption of AACR had been limited; and 2) The British Library of its policies of working along side the library of congress; 3) the National Library of

Canada, and other agencies, in the frame work of National Networks and standards for Bibliographic needs.

The emergence for the International Meeting of Cataloguing Experts held in Copenhagen in 1969, of a Program of International Standard Bibliographic Description (ISBD) under aegis of International Federation of Library Association and Institutions (IFLA). This progress concerned with a standard for Monographs, i.e. , ISBD (M), which has incorporated into two texts, AACR in 1974 by means of separately published reviews of Chapter-6.

### **1.3.1 Objectives and Policies**

The initiative of ALA and the British Library, the tripartite meeting was took place at ALA headquarters in Chicago in March 1974, consisting of one delegate each from the three 'Anglo-American' countries to draw up a new memorandum of agreement and to complete the planning of the project for a second edition of AACR

Objectives:

- 1.To reconcile in a single text the North American and British texts of 1967.
- 2.To incorporation in the single text all amendments and changes already agreed and implemented under the previous mechanisms.
- 3.To consider for inclusion in AACR all proposals for amendment currently under discussion between the American Library Association any new proposals put forward by these bodies and the British library; and any proposals of national committees of other countries in which AACR is in use.
4. To provide for international interest in AACR by facilitating its use in countries other the United States, Canada and the United Kingdom. This final objective was later intensified, as a condition of funding by the council of Library Resources, to one of making a contribution to the development of an International cataloguing code.

### **1.3.2 Structure of the Rules**

The rules follow the sequence of cataloguers' operations in most present-day libraries and bibliographic agencies. Part – I deals with the provision of information describing the item being catalogued and part – II deals with the determination and establishment of heading (access points) under which the descriptive information is to be presented to catalogue users, and with the making of references to those headings.

In both parts the rules proceed from the general to the specific. In part – I the specificity relates to the physical medium of the item being catalogued, to the level of detail required for each elements of the description, and to the analysis of an item containing separate parts.

The rules for description are based on the general framework for the description of library materials, the General International Standards Bibliographic Description ISBD (G) agreed between the International Federation of Library Association and Institution (IFLA) and the Joint Steering Committee for Re-vision of AACR. They follow that framework exactly in the order of elements and their prescribed punctuation. It was agreed with IFLA that it is not necessary for codes of rules to follow the terminology of the ISBD (G) exactly.

IFLA has developed, and is developing, specialized ISBDs for specific types of material, also on the basis of the ISBD (G). Close correspondence will therefore exist between chapters in part-I and the corresponding ISBD.

## **1.4 Structure of Part-1 (AACR-2)**

## 1.4 Structure of Part-1 (AACR-2)

In part-I, the basic rules for the description of all library materials are to be found in chapter – I, which sets out all the rules that are of general applicability. Then follow rules for specific types of material (chapters 2-10) and rules of partial generality (chapter 11-13). There are no chapters numbered 14-20; part – II begins with chapter –21, the paragraphs of the Introduction to part II being numbered 20.1, 20.2 etc.,

Chapter – I is a general chapter containing those rules that apply to all library materials. Where types of material demand specific treatment of a certain element, the general chapter contains only brief guidance and the user of the rules will find specific guidance in the appropriate specific chapter.

Eg: Rule 1.5 Physical Description – General

Rule 6.5 Physical Description – Motion Pictures

Rule 7.5 Physical Description – Videorecordings.

Use the chapters in part- I alone or in combination as the specific problem demands. For example, a difficult problem in describing a serial sound recording might lead the user to consult chapters –I, 6, and 12. The majority of problems, however, can be solved, once the rules have been studied comprehensively, by a single reference to a single rule. Within the chapters the rule numbering has a mnemonic structure:

Eg. 1. Rule 1.4c Place of Publication (for all Materials)

2. Rule 2.4c Place of Publication (for all Monographs)

3. Rule 3.4c Place of Publication (for Cartographic Materials)

### 1.4.1 Methods of procedure:

**Cardinal principle:** The rules in this code, under Part-1, based on the “Cardinal Approach”, which is in three areas/situations, i.e.: 1. Printed items into Microforms; it means, 2. Printed Serials into Motion Pictures/Video-recordings; 3. Under ISBD(G), rules for: a) Cartographic Materials, b) Music, c) Computer Files, d) Serial Publications and e) Microforms. The Procedures and Methods of Cardinal Principle : it mans that the description of a physical item should be based in the first instance on the chapter dealing with the class of material to which that item belongs. In short, the starting point for description is the physical form of the item in hand, not the original or any previous form. For example, describe a printed monograph in microform in such cases, use both chapters, i.e. as a microform, using the rules in Chapter-11, and consult the Chapter dealing with the original form of the item, especially when constructing notes. So, using the same example, consult the chapter.

But, in describing serials, consult chapter 12 in conjunction with the chapter dealing with the physical form in which the serial is published. For example, in describing a serial motion picture, use both chapters 12 and 7.

The ISBD (G) contains an areas for details that are special to a particular class of material or type of publication. This third area is used in these rules for cartographic materials (chapter 3), music (chapter 5), computer files (chapter 9), serial publications (see chapter 12), and in some circumstances, microforms (chapter 11). For example, in describing a serial cartographic item or a serial computer file, give details relating to the cartographic material or the computer file and those relating to its seriality (in that order).

### 1.4.2 Options and Omissions

Although the rules for description are based upon a standard (the ISBD (G), it is recognized that certain materials do not require every element of that standard. There are differences between the treatment of some materials. For example, the extent of item element is called “number of volumes and / or pagination” in the chapter on books,

pamphlets, and printed sheets (chapter 2). Again, the place of publication, etc., and the name of publisher, etc., elements are not used for manuscripts, some art originals, and some three-dimensional objects and artifacts.

### 1.4.3 Levels of Description

The Levels of Description, Contains a specification of three levels of description. Consider each of these levels as a minimum. When appropriate, add further information to the required set of data. The three levels of description allow libraries flexibility in their cataloguing policy, because they prescribe an entry that is in conformity with bibliographic standards and yet allow some materials to be described in more detail than others. Use the three levels of descriptions:

- Either*                      a)        by choosing a level of description for all items catalogued in the library  
or                          b)        by drawing up guidelines for the use of all three levels in one catalogue depending on the type of item being described.

This standardization at three levels of description will help in achieving uniformity of cataloguing, and it is recommended that each machine-readable record carry an indication of the level at which the item has been described.

### 1.4.4 Alternatives and Options

Some rules are designated as alternative rules or as optional additions and some other rules or parts of rules are introduced by optionally. These provisions arise from the recognition that different solutions to a problem and differing levels of detail and specificity are appropriate in different contexts. Decide some alternatives and options as a matter of cataloguing policy for a particular catalogue or bibliographic agency and, therefore, exercise them either always or never. All cataloguing agencies should distinguish between these two types of option and keep a record of their policy decisions and of the circumstances in which a particular option may be applied

## 1.5 Structure of Part-2 (AACR-2):

The rules in part II deal with the choice of access points for main and added entries (chapter 21), with the form of name headings and uniform titles (chapters 22-25), and with references (chapter 26). In each chapter, general rules precede special rules. Where no specific rule exists for a specific problem, apply the more general rules (s). The rules in part – II apply to works and not to physical manifestations of those works, though the characteristics of an individual item are taken into account in some instances. The rules in part – II apply to all library materials, irrespective of the medium in which they are published or of whether they are serial or non-serial in nature.

Chapter 23 deals with geographic names. Though often used as part of corporate headings, these names pose a separate problem. Distinguish between the problem of establishing geographic names in a standard form and the related but separate problem of establishing corporate headings involving such names.

In chapters 22, 23 and 24, there are rules for additions to names used as headings such additions in cases of need to distinguish otherwise identical names in catalogue. In automated catalogues, such optional additions will always be recorded in the machine-readable record, but they need not necessary form part of headings in printed entries derived from those records.

### 1.5.1 Main Entry and Alternative Headings

In Part – II the rules are based on the proposition that one *main entry* is made for each item described, and that this is supplemented by *added entries*. The question of the use of *alternative headings entries* (i.e., sets of equal entries for each item described) was discussed but not embodied in the rules. It is recognized, however, that many libraries do not distinguish between the main entry and other entries. It is recommended that such libraries use chapter 21 as guidance in determining all the entries required in particular instances. It will be necessary, however, for all libraries to distinguish the main entry from the others. In addition, the concept of main entry is considered to be useful in assigning uniform titles and in promoting the standardization of bibliographic citation.

### 1.5.2 Examples

The examples in part – II are illustrative and not prescriptive. Moreover, they illustrate only the solutions to the problems dealt with in the rule to which they are appended. Other entries (in chapter 21) or references (in chapters 22-25) may be necessary in the actual instances cited. When an example prescribes main (or added) entry under title, interpret *title*.

The presentation of the examples (their layout and typography) is only intended to help in the use of the rules. Do not take it as implying a prescribed layout or typography for headings and uniform title).

In chapters 22-25, x is used to indicate the necessity for a see reference and xx the necessity for a see also reference.

### 1.5.3 Appendices:

In Matters of general application (abbreviations, capitalization, and the treatment of numerals) are dealt with in appendices. The instructions given in those appendices are rules and must be applied consistently. A glossary is given as the final appendix.

### SUMMATION

The rules for description are based on the general framework for the description of library materials, the General International Standards Bibliographic Description - ISBD(G), agreed between the International Federation of Library Association and Institution (IFLA), and the Joint Steering Committee for Revision of AACR. Close correspondence will therefore exist between Chapters in Part-1, and the corresponding ISBD.

The rules follow the sequence of cataloguers operations in most present day libraries and bibliographic agencies. Part-1 deals with the provision of Information describing the item being catalogued. In Part-1, the basic rules for the description of all library materials are to be found in Chapter-1, which set out all the rules that are of general applicability. Then follow rules for specific types of material (Chapters 2 – 10) and rules of partial generality (Chapters 11-13). There are no chapters numbered from 14-20. In Part-1, the specificity related to the physical medium of the item being catalogued, to the level of detail required for each elements of the description, land to the analysis of item containing separate parts.

Part-2 deals with the determination and establishment of heading (Access Points) under which the descriptive information is to be presented to catalogue users, land with the making of references to those headings. In both parts the rules proceed from the general to the specific.

## 1.6 QUESTIONS TO BE ANSWERED

1. Describe the Structure of Part-1, and Part-2 of AACR-2, 2<sup>nd</sup> rev. ed. of 1988, and explain the importance of the code.
2. Explain the importance of Methods of Procedures and Levels of Description in the AACR-2 code

## 1.7 GLASSORY

**Catalogue:** A list of library materials contained in a collection, a library or a group of libraries, arranged according to some definite plan.

**Cartographic material:** Any material representing the whole or part of the earth or any celestial body at any scale. Cartographic materials include two and three-dimensional maps and plans; aeronautical, navigational, and celestial charts; atlases; globes; block diagrams; sections; aerial photographs with a cartographic purpose; bird's-eye views (map views), etc.

**Tracing:** 1. A record of the headings under which an item is represented in the catalogue. 2. A record of the references that have been made to a name or to the title of an item that is represented in the catalogue.

## 1.8 REFERENCES

1. Anglo-American Cataloguing Rules, edited by Michael Gorman and Paul W. Winkler, 2<sup>nd</sup> rev. edition, published by Oxford & IBH Publishing Co., New Delhi. 1988.
2. Eric J. Hunter & K.G.B. Bakewell: Cataloguing, 3<sup>rd</sup> rev. ed. published by Association Publishing, London, 1991.

## **LESSON – 2**

# **SEARS LIST OF SUBJECT HEADINGS**

### **2.1 Objectives**

### **2.2 Introduction**

### **2.3 Subject Headings – History and Scope**

### **2.4 Purpose of Subject Catalog**

### **2.5 Determining the Subject of the Work**

### **2.6 Basic Principles of Subject Headings**

#### **2.6.1 Specific and Direct Entry**

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#### **2.6.4 Form Headings**

#### **2.6.5 Classification and Subject Headings**

### **2.7 Grammar of Subject Headings**

#### **2.7.1 Single noun**

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#### **2.7.5 Sub division by physical form**

#### **2.7.6 Bibliography**

#### **2.7.7 Dictionaries**

#### **2.7.8 Subdivision that show special aspect or topics**

#### **2.7.9 Subdivision that show chronology**

#### **2.7.10 Subdivision geographic names**

#### **2.7.11 Subject sub divisional by place**

#### **2.7.12 Biography**

#### **2.7.13 Language and Literature**

### **2.8 Non-Book Materials**

### **2.9 Cross References**

#### **Summation**

#### **Questions to be answered**

#### **Glossary**

#### **References**

## **2.1 Objectives of the Study**

In this unit, the fifteen edition of Sears List of Subject Headings, and the principles of subject headings are described in this unit. The students are able to under various principles, and can apply these principles in written practical. After going through this unit, the students are able to:

- Describe the scope and meaning of subject headings
- Understand the importance of basic principles of subject headings
- Construct subject headings, following the principles and grammar of subject headings.

## 2.2 Introduction

A subject is the theme or topic treated by the author in a book. A subject heading is the word or phrase used in the library catalogue to express the theme or topic. The purpose of subject cataloging is to list under one uniform word or phrase all of the materials on a given subject that library has in its collection. The Subject approach is one of the important approaches among the users of documents in the library. It is also found from the experience that the majority of library users are interested in the subjects of their interest rather than in an author or title of books. The AACR-2 has not provided any rules for subject entries. Dr. S.R. Ranganathan's, Classified Catalogue Code, through Chain Indexing, one can generate the subject headings.

Number of devices has so far been evolved, among them, C.A. Cutter brought out a Code of Rules for a Dictionary Catalogue, during 1904, in which he gave few guidelines for the choice of subject headings. The American Library Association's "List of Subject Headings" also formulated some basic principles for guidance, to provide subject headings. The important and most comprehensive work is that of the "Library of Congress Subject Headings" compiled during 1909-1914. The 1st edition of "Sears List of Subject Headings" published in 1923 and the fifteenth edition is published in 1994, edited by Joseph Miller, published by H.W. Wilson Company.

## 2.3 Subject Headings -History and Scope:

Minnie Earl Sears prepared the first edition of this work in response to demands for a list of subject headings that was better suited to the needs of the small libraries. The first publication was published in the name of "List of Subject Headings for Small Libraries, published in 1923" was based on the headings used by nine small libraries. Minnie Sears used only See and "refer from" references in the first edition. In the second edition (1926), she added See also references and new feature of the fourth edition was the inclusion of Dewey Decimal Classification Numbers. In the Sixth Edition, title was changed to Sears List of Subject Headings, the symbols x and xx were substituted for the "Refer from (see ref.)" and "Refer from (see also ref.)", these phrases form to the format adopted by the Library of Congress. In the eleventh edition, the "Principles of Sears List of Subject Headings" was adopted to emphasize "principles", and section dealing with nonbook materials also. In the thirteenth edition (1986), has introduced the online database and to take the advantage of computer validation capabilities. The Sears List is intended for both adult and juvenile collections, but the Library of Congress has two different headings.

The Sears List of Subject Headings has served the needs of small and medium-sized libraries, for over seven decades. The 15<sup>th</sup> revised edition reflect developments in the world and changes in the form of the headings in the structure and display of the List of subject headings. In this fifteenth edition, all the inverted headings have been canceled in favour of the uninverted form. The Sears now conforms to the NISO standards for thesauri approved in 1993 and levels the references BT, NT, RT, SA, and UF, for broader terms, narrower terms, related

terms, See Also, and Used for. The new format will keep the essential information of the List, but only makes it more accessible to catalogers and other users. In 15<sup>th</sup> Edition of Sears List of Subject Headings, a new emphasis, in the "Principles of Sears List".

## 2.4 Purpose of Subject Cataloging:

Certain principles and practices of subject cataloging should be understood before an attempt is made to assign subject headings to library materials. The purpose of subject cataloging is to list under one uniform word or phrase, all the materials on a given subject that a library has in its collection. A subject entry is usually displayed at the top of the catalog record, above the main entry, regardless of the format of the catalog (card, book, microform, or online). A printed list of subject headings, such as the Sears List, incorporates the thought and experiences of many librarians in various types of libraries. By using the list as a basis for establishing headings, the cataloger has a standard, consistency, specificity and the form of subject headings is attained by working from an accepted list of subject headings. The cataloger will also be able to add new headings that will be compatible and to establish useful cross references.

## 2.5 Determining the Subject of the Work:

The first step in subject cataloging is to ascertain the true subject of the material and the purpose for which it was produced. The subject of work cannot always be determined from the title alone, which is often uninformative or misleading and undue dependence on it can result in error. Eg. A book entitled Great Masters in Arts immediately suggests the subject **Artists**, but closer examination reveals the book to be about painters specifically, not artists in general. Therefore, the more exact subject is **Painters**, not **Artists**. The steps to follow in deterging the subject of work are the same whether one is considering its value for a reader, classifying it, or assigning subject headings to it.

## 2.6 Basic Principles of Subject Headings:

The students or the professionals should know some of the basic principles for determining subject headings, then only a professional will be in a position to formulate correct type of subject headings. The fifteenth edition of Sears List of Subject Headings, prescribed the following Five Principles of Subject Headings:

1. Specific and Direct Entry;
2. Common Usage;
3. Uniformity;
4. Form Headings; and
5. Classification and Subject Headings.

### 2.6.1 Specific and Direct Entry:

The principle of specific entry is fundamental both in using and in making a modern subject catalog. The rule of specific and direct entry of a work directly under the most specific term (i.e. subject heading) that accurately and precisely represents its content. The Principle of

specific entry holds that work is entered under a specific term rather than under a broader heading.

Eg. If a work is about **Penguins**, it should be entered directly under the most specific heading available, that is **Penguins**, but not under the heading **Birds** or **Water Birds**. If the user wants want information about **Bridges**, the direct approach under the heading **Bridges**, not under the broader subject **engineering** subdivided by the topic **Bridges**, not indirectly under **Engineering-Bridges** or **Engineering-Civil-Engineering-Bridges**.

### 2.6.2 Common Usage:

The word or words used to express a subject must present common usage. In American spelling and terminology: **Labor** not Labour, **Color**, not Colour, **Elevators** not lifts. In British libraries these choices would be reversed. Words in contemporary use are to be preferred/used: **Home Economics** not Domestic economy, the more current term might be Homemaking or Household Management, but changing a heading is not always simple.

The general rule is to use a popular or common rather than a scientific or technical word where there is a choice. Even in the Library of Congress the popular terms are used instead of technical names, viz. '**Cockroaches**', instead of 'blattariae'. Subject Headings are chosen to fit the needs of the people, which are familiar to the majority of the users, who use the library. In the technical libraries, Eg. 'use of "**Toxicology**"', is better, but in a public library, the term "**Poisons**" may be preferred.

### 2.6.3 Uniformity:

Another important factor to be considered is that of uniformity. One uniform term must be selected from several synonyms, and this term must be applied consistently to all works on the topic. Materials on China, Chinaware, and Porcelain are all entered under **Porcelain**, If several meanings attach to one word, that word must be qualified: **Masks (Facial); Masks (Plays); Masks (Sculpture)**. When variant spellings are in use, one must be selected and uniformly applied: **Sulphur** not Sulfur. A decision also must be made whether the heading is to be in the singular or plural form.

Some descriptive words also carry various connotations, as with **Arab, Arabian, and Arabic**. It may seem inconsistent to use all three forms, but they are used consistently in the following ways: **Arab relating to the people; Arabian referring to the geographical area; and Arabic for the language, script, or literature**.

Select a subject heading that will serve the entire group of collections, with relation to other groups, in the catalog. In Cataloging; 1) Everybody's Cook Book; you may think the subject heading may be Cook Book. But there are two other books: 2) How's and Why's of Cooking, Cooking for Profit; and Cooking for the sick; here the word or term "**Cooking**", fits the three closely related items better than '**Cook Books**'.

### 2.6.4 Form Headings:

The form subject headings refer to the literary or artistic form of a work and its subject matter. Subject access to individual works of 'Fiction, Poetry, and Drama', can be expressed with the subdivisions – **Fiction, Poetry, Drama**, attached to any appropriate subject heading from the list: Eg. **Slavery-United States-Fiction**. Subject access to such materials is also available in reference sources, such as: '**Short Story Index, Play Index, Essay and General Literature Index, etc.**

In addition to the literary form headings there are some other useful form headings that are determined by the general format of the material and the purpose of the work, such as **Almanacs; Encyclopedias and dictionaries;** and **Gazetteers.** These headings are customarily assigned to individual works as well as to materials about such forms.

### 2.6.5 Classification and Subject Headings:

The cataloger should recognize a fundamental difference between classification and subject headings for the dictionary catalog. In a system of classification, which determines the arrangement of works on the shelves, have only one class number and stand in only one place, but in a catalog entries representing the work can appear, if necessary, under more than one subject. Classification is used to gather in one numerical place on the shelf, and Subject headings gather in one alphabetical place regardless of shelf location.

A work about Lemons and Oranges would be entered under **Lemon** and **Orange.** If the work also included the Grapefruits, a third entry with the heading Grapefruit would be made for the catalog. But if the work discussed Limes and Citron as well, the only subject heading assigned would be **Citrus Fruit.** As mentioned above under the principle of specific entry, it is not advisable to assign both a general heading and one of its specific aspects to the same work.

The classification is frequently less precise than the subject entries for the catalog. Eg. On specific kinds of garden flowers are classed together in 635.9. A book on flower gardening, one on perennial gardening, and one on rose gardening, will be classified in one number in a library, while in the catalog each book will have its own specific subject heading: **Flower Gardening; Perennials; Roses.** It is well to remember that books are classified by discipline, not by subject. The Dewey Classification numbers given with a heading in the Sears List are intended only to direct the cataloger to the disciplines.

## 2.7 Grammar of Subject Headings:

The basic principles of subject heads, and grammar of subjects headings are the guiding principles, in practicing the Sears List of Subject Headings. To develop correct terms to represent a subject of a document, we have to depend solely on the grammar of the language. The readymade subject headings list is called as Pre-Coordinated Indexing System. As we are using pre-coordinated indexing system, we have to depend on the language as it is, followed by the Grammar of Subject Headings:

**2.7.1 Single Noun:** A single noun is the ideal type of subject heading, such terms are not only the simplest in the form but easiest. Most of the large fields of knowledge expressed by single words (**Art; Agriculture; Education; Religion etc.**), and in many specific objects (**Apple; Chairs; Pottery; Trees; Violins etc.**). ii) Many words have synonyms, others there is a choice in spelling; further consideration is the use of the singular or plural form Eg. Pottery. Other words used are Crockery, Dishes, Earthenware, Faience and Stoneware. Pottery is chosen in Sears List of Subject Headings, and references are made from the other terms. A choice must be made between the singular and plural form of a term. The plural is the more common, but in practice both are used.

### 2.7.2 Compound Headings:

Using two nouns joined by 'and' usually groups together under one heading closely related materials that cannot easily be separated in concept. Eg. **Bow and Arrow; Cities and Towns; Publishers and Publishing.** Two different subjects that are treated in their relation to each other; (**Aeronautics and Civilization; Religion and Science; Television and Children**). Two subjects that are apposite but are discussed together viz. (**Belief and Doubt; Good and Evil; Joy and Sorrow etc.**). There are situations when a single term will not give the desired subject heading and we may have to join two nouns by "and", as above shown. However, there are no strict guide lines as to how and when the terms are to be joined. In the above examples, the reverse also stands good, they can be represented as Science and Religion or Children and Television. There is no specific rules cover all situations.

### 2.7.3 Adjective with Noun:

A specific concept is best expressed by qualifying noun with an adjective: (**American Literature; Electric Engineering; Tropical Fish**). In the past the expression was inverted. In the recent years, arguments have been in favor of the direct order of natural language.

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### 2.7.4 Sub-divisions

The use of subdivisions will strengthen the principle of specific entry; can be achieved in some cases only by subdividing a general subject:

#### **Birds**

Birds – Eggs and Nests  
Birds – Migration  
Birds – Protection

#### **Food**

Food – Analysis  
Food – Fiber content  
Food – Sodium content

#### **Music**

Music – Acoustics & Physics  
Music – Theory

The above subdivisions used are appropriate to the one heading and are not applicable to the other two. The subdivision Analysis however would be applicable to a number of other topics also.

### 2.7.5 Sub-divisions by Physical Form

Some materials present a subject not in expository or narrative form but as lists, outlines, or tables; or graphically as maps, pictures or filmstrips. The work may be a **directory of chemists, a bibliography of children's literature, a dictionary of psychology, a collection of geological maps.**

Eg: Bibliography  
Catalogs  
Dictionaries  
Directories

Gazetteers  
Hand Books, manuals  
Indexes  
Maps

Pictorial works  
Portraits  
Registers  
Statistics

**2.7.6 Bibliography: SA** (see also) subjects and names of persons and places with the subdivision Bibliography to be added as needed.

**2.7.7 Dictionaries: USE** Encyclopedias and dictionaries and names of languages and subjects with the subdivision Dictionaries, Eg: **English language–Dictionaries; Biography–Dictionaries etc.**, to be added as needed. Comparable statements are included under each of the other form headings:

Chemists-Directories  
Children's Literature-Bibliography  
Psychology-Dictionaries  
Geology-Maps

**2.7.8 Subdivisions that show special Aspects or Topics:** A subject may be presented from a particular point of view. The work may be a history of the subject or it may deal with the philosophy of the subject.

Education-History                      Radio-Law and Legislation  
Religion-Philosophy                  Mathematics-Study and Teaching  
Aeronautics-Research

**2.7.9 Subdivisions that show Chronology:** The chronological subdivisions corresponding to generally accepted periods of a country's history or to the span of time.

India-History  
United States-History-1775-1783, Revolution  
Lebanon-History-1982-1984

It has recommended further that century subdivisions be defined to insure correct numerical filing position, that 19<sup>th</sup> century, for example, be changed to 1800-1899 (19<sup>th</sup> century); and that to 1500, be changed as = 0-1500.

**2.7.10 Subdivisions-Geographic Names:** Many works limit the discussion of a general subject to a specific country, state, city or region.

The Columbia-Lippincott Gazetteer of the World,  
National Geographic Atlas of the World,  
Statesman's Year-book,  
Time Atlas of the World  
Webster's New Geographical Dictionary

**2.7.11 Subjects Subdivided by Place:** Various subject headings, especially in the fields of science, technology, and economics are followed by a parenthetical statement giving permission to subdivide the heading geographically, such as:

Agriculture-Iowa                      Greek Art  
Agriculture-France                      French Art  
Italian art-Great Britain

**2.7.12 Biography:** The Works of biography fall into two categories– viz. individual biography and collective biography. Relatively small class covered adequately by the subject heading **Biography (as a literary form).**

Asia-Biography                      California-Biography  
Arab countries-Biography              London (England)-Biography  
Women-Biography                      Civil War-Biography

Observe that the headings for area, classes, land groups are used for collective biographies only and not for the life of an individual artist, author, woman etc. However a general reference to names of individuals should be made in the catalog under the class names for example: "Artists. See also names of individual Artists".

### 2.7.13 Language and Literature:

Language and literature are closely related, but they differ considerably in their treatment in the catalog.

**Language:** English Language  
French Language  
German Language

**Literature:** The field of literature includes two classes of material that must be distinguished carefully. The subject headings for viz. i) works about the various literary forms are their specific names, Eg. **Drama; Essay; Fiction; Poetry.** ii) Works about the major literary forms of national literatures are entered under the direct phrase, Eg. Irish Drama; Italian Poetry; Russian Fiction.

The singular form is used as a topical subject heading. If it has an acceptable plural, this can be used to represent the form heading for collections, but if there is no true plural then the subdivision Collections is added to the name of the literary form:

#### Topical Heading

Essay, Parody, Short story, Drama  
Parody  
Short story  
Drama  
French drama  
Fiction  
Russian  
Literature  
German literature  
Poetry  
Japanese poetry

#### Form Heading for Collections

Essays; American essays; etc.  
Parodies  
Short stories  
Drama-Collections  
French drama-Collections  
Fiction-Collections  
Russian fiction-Collections  
Literature-Collections  
German literature-Collections  
Poetry-Collections  
Japanese poetry-Collections

## 2.8 Non-book Materials

The assignment of subject headings for audiovisual and special instructional materials should follow the same principles that are applied to books. Nonbook materials often concentrate on very small aspects of larger subjects the catalogues may not find in the list the specific heading that should be used. Eg. Biographical films; Comedy Television Programs; Science fiction; Comic books; Strips etc.

## 2.9 Cross References

References direct the user from terms not used as headings to the term that is used, and from broader and related topics to the heading chosen to represent a given subject. In the fifteenth edition of Sears List of Subject Headings, only SA (see also) item is only represented, hence the examples follows the same in this notes. The information needed to make these references is given in the list:

#### Card games

See also

**Bridge (Game)**  
**Gambling**

**Rummy(Game)****Space shuttles**

See also

**Space vehicles, Reusable**

## 2.10 Summation

A subject is the theme or topic treated by the author in a book. The purpose of subject cataloging is to list under one uniform word or phrase all of the materials on a given subject that library has in its collection. The Subject approach is one of the important approaches among the users of documents in the library. . It is also found from the experience that the majority of library users are interested in the subjects of their interest rather than in an author or title of books.

Minnie Earl Sears prepared the first edition of this work in response to demands for a list of subject headings that was better suited to the needs of the small libraries. The printed ready-made subject headings are also known as pre-coordinate subject headings, for the purpose of subject cataloguing. The 15<sup>th</sup> revised edition reflect developments in the world and changes in the form of the headings in the structure and display the List of subject headings. The Sears now conforms to the NISO standards for thesauri approved in 1993 and levels the references BT, NT, RT, SA, and UF, for broader terms, narrower terms, related terms, See Also, and Used for. The new format will keep the essential information of the List, but only makes it more accessible to catalogers and other users. In 15<sup>th</sup> Edition of Sears List of Subject Headings, a new emphasis, in the "Principles of Sears List".

## 2.11 QUESTIONS TO BE ANSWERED

1. Describe the basic principles of Sears List of Subject Headings.
2. Explain the importance of grammar of subject headings, with necessary Examples.

## 2.12 GLOSSARY

**Post-coordinate indexing:** A system of indexing in which a compound subject is analyzed into its basic concepts by the indexer but these concepts are not combined until the search stage.

**Pre-coordinate indexing:** A system of indexing in which a compound subject is analyzed into its basic elements by the indexer, who then combines these elements in a predetermined order. Examples are entries in conventional classified and alphabetical subject catalogues.

## 2.13 REFEREBCES

1. Sears List of Subject Headings, 15<sup>th</sup> ed. edited by Joseph Miller, The H.W.Wilson Company, New York, 1994.

## **LESSON – 3**

# **SHARED RESPONSIBILITY – SINGLE, TWO, THREE AND MORE THAN THREE AUTHORS**

### **3.1 Aims and objectives**

### **3.2 Introduction**

### **3.3 Shared Responsibility**

#### **3.3.1 Principal Responsibility indicated**

#### **3.3.2 Principal Responsibility not indicated**

### **3.4 Worked out examples**

### **3.5 Works with Collective Title**

### **3.6 Works without Collective Title**

### **3.7 Worked out Examples**

### **3.8 Summing up**

### **3.9 Questions to be answered**

### **3.10 Recommended Books**

### **3.11 Glossary**

## **3.1 AIMS AND OBJECTIVES**

Libraries procure varieties of books and these books are written by a personal authors or corporate bodies. Whether a book is written by a single author or corporate body, all the books acquired by the library should be classified and catalogued. In this lesson you will study the books written by two, three authors and more than three authors.

- After studying this lesson you will be able to know
- To discriminate the works produced by shared responsibility from other works
- Identify the works produced by two, three and more than three authors
- Demarcate the principal author form other authors
- Prepare title main entry and other added entries for more than three authors

## **3.2 INTRODUCTION**

A document may be written by personal author or corporate body or woks may be produced under the editorial direction. We will notice that the books written by personal authors may be classified as single, two, three and more than authors. You have already studies how to catalogue a book written by single author. Now in this lesson you will study how to catalogue the works written by two, three or more than three authors. AACR2 prescribed the rules (1.6) for cataloguing works produced under shared responsibility.

### 3.3 SHARED RESPONSIBILITY

Some times two, three or more than three authors share the responsibility for the thought content embodied in the document. The authors of such document may play important role for the out come of the document. Some times the principal responsibility is indicated by typography or some other method and some times there is no such demarcation. So the documents produced under shared responsibility may be categorized in two ways. They are

- 1) Principal responsibility indicated
- 2) Principal responsibility is not indicated

#### 3.3.1 Principal responsibility indicated

In some books the principal reconcilability for the thought content of the document is indication by some sort of indication by typography, written in Italics, or in bold face etc., for such works the main entry is provided for the author whose name is predominantly appear on the title page.

Example:     Engineering Chemistry  
   S.C.JAIN  
   P.K. Jain

From the above examples we can easily understand that the principal responsibility is indicated to S.C.JAIN.

Some times the work may produced by three authors and the title page appear as per the example

Structural Dynamics  
C.P.Wang  
V.RAMAMURTHI  
J.N.Reddy

The above example indicates that the principal responsibility is indicated to V.RAMAMURTHI

#### 3.3.2 Principal responsibility is not indicated

For some books the principal responsibility is not indicated by any form, in such cases the documents may be catalogued taking into consideration of the first mentioned author may be attributed the principal responsibility. And added entries are prepared to the other entries.

Example:     Theory of Machines  
   R. S .Khurmi  
   P.K. Guptha

In the above example the principal responsibility is not indicated to any of the works, and in such cases the main entry heading is to be given to the first mentioned author R. S. Khurmi.

For Some works the responsibility is shared by three authors and there is no clear indication for the principal responsibility of the author. In such cases the main entry heading is

to be given to the first mentioned author and added entries are provided for the second and third author. Example

OPERATIONS RESEARCH  
P.Manmohan  
J.K.Gupta  
V.Prakash

In the above example there is no mention about the principal author and main entry is to be provided to the first mentioned author and added entries are given to second and third authors

In some cases the thought content of the document is shared by more than three authors and in such cases title entry is to be provided and added entry is to be provided for first mentioned author and there is no need to provide the title main entry.

Example: Industrial Economics  
S.K.Srivastava  
B.Sahai  
R.S.Nigam  
M.Benarjee

In the above example main entry is given for title and added entry is given for the first mentioned author.

There are some works produced under the pseudonym/s and the main entry is to be prepared for the pseudonym and reference entry is to be provided to the original name of the author.

Example: Twain, Mark  
Life on the Mississippi

In the above example the main entry is provided to the pseudonym and reference entry is to be provided for original name of author.

Clemens, Samuel Langohorne  
See Twain Mark, Pseud.

In case of two author are using the same pseudonym the main entry is to be given to joint pseudonym and reference entries are to be provided to real name of two authors.

Example: Queen, Ellery  
And on the eighth day

Ellery Queen is the Joint pseudonym of Frederic Danny and Manfred Bennington Lee.

So reference entries are to be providing to the names of the authors.

Danny, Frederic  
See Queen, Ellery, pseudo.

Bennington Lee, Manfred  
See Queen, Ellery

### 3.4 WORDED OUT EXAMPLES

**Two authors principal responsibility indicated**

Projective Geometry

HERBERT BUSEMANN

Paul Kelly

Second edition

The Macmillan Press LTD

London; 1978

Call No: B6:7 N78

Pages 358; Size 23 cm

Access Number: 9584

Explanation: Here the principal responsibility is indicated by recording the first author name in capital letters. So the main entry is to be given to the first author

**Main Entry**

B6:7 N78	BUSEMAN, Herbert
9584	<p>Projective Geometry/by Herbert Buseman and Paul Kelly. – 2nd ed. – London: Macmillan press, 1978.</p> <p>358p.: 23 cm</p> <p>1. Geometry, Projective. I. Kelly, Paul. II. Title</p>

**Subject added entry**

B6:7 N78	GEOMETRY, PROJECTIVE BUSEMAN, Herbert
9584	Projective Geometry/by Herbert Buseman and Paul Kelly. – 2nd ed. – London: Macmillan press, 1978.  358p.: 23 cm  1. Geometry, Projective. I. Kelly, Paul. II. Title

**Joint author added entry**

B6:7 N78	Kelly, Paul BUSEMAN, Herbert
9584	Projective Geometry/by Herbert Buseman and Paul Kelly. – 2nd ed. – London: Macmillan press, 1978.  358p.: 23 cm  1. Geometry, Projective. I. Kelly, Paul. II. Title

**Title added entry**

B6:7 N78	Projective Geometry BUSEMAN, Herbert
9584	Projective Geometry/by Herbert Buseman and Paul Kelly. – 2nd ed. – London: Macmillan press, 1978.  358p.: 23 cm  1. Geometry, Projective. I. Kelly, Paul. II. Title

**2) Two authors principal responsibility is not indicated**

Presidential elections: Strategies of American electoral politics

Nelson W. Polsby

Aran B.Wildovsky

Third edition

New york

Scribner

1971

pages 335 size 25 cm

Accession Number 4598

Explanation: The document is written by two authors and principal responsibility is not indicated any author. The first mentioned author will be given main entry according to AACR2(21.6B1)

**Main entry**

329.023 N71	POLSBY, Nelson W
4598	<p>Presidential elections: Strategies of American Electoral politics/ by Nelson W. polsby and Aran Wildovsky. – 3<sup>rd</sup> ed. – New York: Scriber, 1971.</p> <p>335p.;25 cm.</p> <p>1. Presidents-U.S.-Elections. I. Wildovsky, Aron B. II. Title</p>

**Subject added entry**

329.023 N71	<p>PRESIDENCTS-U.S.ELECTIONS</p> <p>POLSBY, Nelson W</p>
4598	<p>Presidential elections: Strategies of American Electoral politics/ by Nelson W. polsby and Aran Wildovsky. – 3<sup>rd</sup> ed. – New York: Scriber, 1971.</p> <p>335p.;25 cm.</p> <p>1. Presidents-U.S.-Elections. I. Wildovsky, Aron B. II. Title</p>

**Joint author added entry**

329.023 N71	Wildovsky, Aron B POLSBY, Nelson W
4598	<p>Presidential elections: Strategies of American Electoral politics/ by Nelson W. polsby and Aran Wildovsky. – 3<sup>rd</sup> ed. – New York: Scriber, 1971.</p> <p>335p.;25 cm.</p> <p>1. Presidents-U.S.-Elections. I. Wildovsky, Aron B. II. Title</p>

**Title added entry**

329.023 N71	Presidential elections: Strategies of American Electoral Politics POLSBY, Nelson W
4598	<p>Presidential elections: Strategies of American Electoral politics/ by Nelson W. polsby and Aran Wildovsky. – 3<sup>rd</sup> ed. – New York: Scriber, 1971.</p> <p>335p.;25 cm.</p> <p>1. Presidents-U.S.-Elections. I. Wildovsky, Aron B. II. Title</p>

**3) Three authors; Principal responsibility indicated**

Example:

Indian economics a development oriented study

By

Kewal Krishna Dewett

G. Charan Singh  
 J.D.VERMA  
 Twenty third edition  
 New Delhi  
 S.Chand & co., Pvt.Ltd.  
 1970  
 Call No: 330.54  
 V52  
 Pages 352  
 Size 22 cm  
 Accession no. 6254

Explanation: In this example the principal responsibility of the thought content is mentioned by recording the third author's name in capital letters. Though the author name is third in serial order his name written in capital letters, so the main entry heading is to be given for third mentioned author according to the rule given in AACR2(21.6C1)

### Main entry

330.54 V52, 2 .	VERMA, J.D
6254	<p>Indian economics: A development oriented study/by            Kewal Singh Dewett, G. Charan Singh and J.D.Verma. – 23<sup>rd</sup>            ed. – New Delhi: S.Chand &amp; Co. Pvt.Ltd, 1970.</p> <p>352p.; 22cm.</p> <p>1. Economics-India. I. Dewett, Kewal Singh II. Charan            Singh G. III. Title</p>

**Subject added entry**

330.54 V52, 2 .	ECONOMICS-INDIA VERMA, J.D
6254	Indian economics: A development oriented study/by Kewal Singh Dewett, G. Charan Singh and J.D.Verma. – 23 <sup>rd</sup> ed. – New Delhi: S.Chand & Co. Pvt.Ltd, 1970.  352p.; 22cm.  1. Economics-India. I. Dewett, Kewal Singh II. Charan Singh G. III. Title

**Joint author added entry**

330.54 V52, 2 .	Dewett, Kewal Singh VERMA, J.D
6254	Indian economics: A development oriented study/by Kewal Singh Dewett, G. Charan Singh and J.D.Verma. – 23 <sup>rd</sup> ed. – New Delhi: S.Chand & Co. Pvt.Ltd, 1970.  352p.; 22cm.  2. Economics-India. I. Dewett, Kewal Singh II. Charan Singh G. III. Title

**Joint author added entry**

330.54 V52, 2 .	Charan Singh VERMA, J.D
6254	<p>Indian economics: A development oriented study/by Kewal Singh Dewett, G. Charan Singh and J.D.Verma. – 23<sup>rd</sup> ed. – New Delhi: S.Chand &amp; Co. Pvt.Ltd, 1970.</p> <p>352p.; 22cm.</p> <p>3. Economics-India. I. Dewett, Kewal Singh II. Charan Singh G. III. Title</p>

**Title added entry**

330.54 V52, 2 .	Indian economics: A development oriented study VERMA, J.D
6254	<p>Indian economics: A development oriented study/by Kewal Singh Dewett, G. Charan Singh and J.D.Verma. – 23<sup>rd</sup> ed. – New Delhi: S.Chand &amp; Co. Pvt.Ltd, 1970.</p> <p>352p.; 22cm.</p> <p>4. Economics-India. I. Dewett, Kewal Singh II. Charan Singh G. III. Title</p>

**4) Three authors Principal responsibility is not indicated****Example**

An introduction to modern economics  
 Fourth edition  
 Bahdur Khan  
 Philip Hard Wick

John Longmead  
London  
English Language Books Society  
1978  
Pages 455  
Illustrations and tables  
24 cm  
ISBN 0582-40747-8  
Price 275  
Accession Noo.25478

Explanation: In this example the principal responsibility is not indicated so the first mentioned author on the title will be given main entry heading, and added entries to the other two authors

### Main entry

330 K45	KHAN, Bahdur
25478	<p>An Introduction to Modern Economics/By Bahadur Khan, Philip Hard Wick and John Longmead. - 4<sup>th</sup> ed. – London: ELBS, 1978 .</p> <p>455p.:ill;24 cm.</p> <p>ISBN 0582-40747-8</p> <p>1. Economics. I. Wick, Philip Hard. II. Longmead, John. III. Title</p>

**Subject added entry**

330 K45	ECONOMICS KHAN, Bahdur
25478	An Introduction to Modern Economics/By Bahadur Khan, Philip Hard Wick and John Longmead. - 4 <sup>th</sup> ed. – London: ELBS, 1978 .  455p.:ill;24 cm.  ISBN 0582-40747-8  1. Economics. I. Wick, Philip Hard. II. Longmead, John. III. Title

**Joint author added entry**

330 K45	Wick, Philip hard KHAN, Bahdur
25478	An Introduction to Modern Economics/By Bahadur Khan, Philip Hard Wick and John Longmead. - 4 <sup>th</sup> ed. – London: ELBS, 1978 .  455p.:ill;24 cm.  ISBN 0582-40747-8  1. Economics. I. Wick, Philip Hard. II. Longmead, John. III. Title

**Joint author added entry**

330 K45	Longmead, John KHAN, Bahdur
25478	An Introduction to Modern Economics/By Bahadur Khan, Philip Hard Wick and John Longmead. - 4 <sup>th</sup> ed. – London: ELBS, 1978 .  455p.:ill;24 cm.  ISBN 0582-40747-8  1. Economics. I. Wick, Philip Hard. II. Longmead, John. III. Title

**Title added entry**

330 K45	KHAN, Bahdur
25478	An Introduction to Modern Economics/By Bahadur Khan, Philip Hard Wick and John Longmead. - 4 <sup>th</sup> ed. – London: ELBS, 1978 .  455p.: ill;24 cm.  ISBN 0582-40747-8  1. Economics. I. Wick, Philip Hard. II. Long mead, John. III. Title

**5) More than three authors (Title main entry)**

Example

Business Mathematics and Business Statistics

By

K.S.V.S.Narasimhan

S.Veeraraghavan

K.S.Ramkachandran

T.V.Ramana

Pages 465

Size 28 cm

Madras

K.C.S.Desikan &amp;Co

Fifth edition

Year of publication 1975

Cost Rs.450/-

Accession No. 12454

Class no. 310 B95

Explanation: If work is done by more than three authors AACR2 (21.62) prescribes to give main entry to title and added entry to first mentioned author

### Main entry

310 B95	BUSINESS Mathematics and business statistics/by K.S.V.S
12454	<p>Narasimhan...[et al.]. - 5<sup>th</sup> ed. – Madras: K.C.S.Deskin &amp; Co., 1975.</p> <p>465P.:28 cm</p> <p>1. Statistics. 2. Mathematics. I. Narasimhan, K.S.V.S.</p>

### Subject added entry

310 B95	<p>STATISTICS</p> <p>BUSINESS Mathematics and business statistics/by K.S.V.S</p>
12454	<p>Narasimhan...[et al.]. - 5<sup>th</sup> ed. – Madras: K.C.S.Deskin &amp; Co., 1975.</p> <p>465P.:28 cm</p> <p>1. Statistics. 2. Mathematics. I. Narasimhan, K.S.V.S.</p>

**Subject added entry**

310 B95	MATHEMATICS BUSINESS Mathematics and business statistics/by K.S.V.S
12454	Narasimhan...[et al.]. - 5 <sup>th</sup> ed. – Madras: K.C.S.Deskin & Co., 1975.  465P.:28 cm  1. Statistics. 2. Mathematics. I. Narasimhan, K.S.V.S.

**Author added entry**

310 B95	Narasimhan, K.S.V.S BUSINESS Mathematics and business statistics/by K.S.V.S
12454	Narasimhan...[et al.]. - 5 <sup>th</sup> ed. – Madras: K.C.S.Deskin & Co., 1975.  465P.:28 cm  1. Statistics. 2. Mathematics. I. Narasimhan, K.S.V.S.

**3.5 WORKS WITH COLLECTIVE TITLE**

AACR2, rule 21.7B describes about the multipartite items. It prescribes the rules that if a work is having collective page and with one, two or three collaborators/editors main entry will be given to the collective title and added entries are given for first second and third editors/collaborators. If there are more than three collaborators/editors added entry will be given for first mentioned one. In the note section the works contained in the document is to be

noted and name title added entry is given for first, second and third works and if there are more than three works then the first mentioned work may given added entry.

### Example

Fine arts today and tomorrow

By

James E. Walter

F.H.King

And James O. Newton

Edited by Charles J. Bunduck

Wadley and Ginn Ltd.

London

1972

Contents

Part 1-Sculpture, by James E. Walter

Part-2-Graphic, by F.H. King

Part-3-Paining, James O. Newton

Call no. F49

Accession 45689

3 parts size 25 cms

Publisher; Wadley and Ginn

Year 1972; Place of publication: ;London

### Main entry

700 F49	FINE arts today and tomorrow/edited by Charles J. Bunduck – London: Wadley and Ginn, 1972.
45689	3pts.:25 cm  Contents; Sculpture/by James E. Walter-graphic arts/ by F.H.King-Painting/by James O.Newton.  1. Art. I. Bunduck, Charles J. II.Walter, James, E. III. King, F.H. IV. Newton, O James. V.Title: Sculpture. VI. Title: Graphic arts. VII. Tilte: Painting.

**Subject added entry**

700 F49	ART FINE arts today and tomorrow/edited by Charles J. Bunduck
45689	– London: Wadley and Ginn, 1972.  3pts.:25 cm  Contents; Sculpture/by James E. Walter-graphic arts/ by F.H.King-Painting/by James O.Newton.  1. Art. I. Bunduck, Charles J. II.Walter, James, E. III. King, F.H. IV. Newton, O James. V.Title: Sculpture. VI. Title: Graphic arts. VII. Tilte: Painting.

**Editor added entry**

700 F49	Bunduck, Charles J. FINE arts today and tomorrow/edited by Charles J. Bunduck
45689	– London: Wadley and Ginn, 1972.  3pts.:25 cm  Contents; Sculpture/by James E. Walter-graphic arts/ by F.H.King-Painting/by James O.Newton.  1. Art. I. Bunduck, Charles J. II.Walter, James, E. III. King, F.H. IV. Newton, O James. V. Title: Sculpture. VI. Title: Graphic arts. VII. Tilte: Painting.

**First work author added entry**

700 F49	Walter, James E FINE arts today and tomorrow/edited by Charles J. Bunduck – London: Wadley and Ginn, 1972.
45689	3pts.:25 cm  Contents; Sculpture/by James E. Walter-graphic arts/ by F.H.King-Painting/by James O.Newton.  1. Art. I. Bunduck, Charles J. II.Walter, James, E. III. King, F.H. IV. Newton, O James. V.Title: Sculpture. VI. Title: Graphic arts. VII. Tilte: Painting.

**Second work author added entry**

700 F49	King, F.H FINE arts today and tomorrow/edited by Charles J. Bunduck – London: Wadley and Ginn, 1972.
45689	3pts.:25 cm  Contents; Sculpture/by James E. Walter-graphic arts/ by F.H.King-Painting/by James O..Newton.  1. Art. I. Bunduck, Charles J. II.Walter, James, E. III. King, F.H. IV. Newton, O James. V.Title: Sculpture. VI. Title: Graphic arts. VII. Tilte: Painting.

**Third work author added entry**

700 F49	Newton, O James FINE arts today and tomorrow/edited by Charles J. Bunduck – London: Wadley and Ginn, 1972.  3pts.:25 cm  Contents; Sculpture/by James E. Walter-graphic arts/ by F.H.King-Painting/by James O.Newton.  1. Art. I. Bunduck, Charles J. II.Walter, James, E. III. King, F.H. IV. Newton, O James. V.Title: Sculpture. VI. Title: Graphic arts. VII. Tilte: Painting.
45689	

**First name title added entry**

700 F49	Title: Sculpture FINE arts today and tomorrow/edited by Charles J. Bunduck – London: Wadley and Ginn, 1972.  3pts.:25 cm  Contents; Sculpture/by James E. Walter-graphic arts/ by F.H.King-Painting/by James O.Newton.  1. Art. I. Bunduck, Charles J. II.Walter, James, E. III. King, F.H. IV. Newton, O James. V.Title: Sculpture. VI. Title: Graphic arts. VII. Tilte: Painting.
45689	

**Second name title added entry**

700 F49	Title: Graphic arts FINE arts today and tomorrow/edited by Charles J. Bunduck – London: Wadley and Ginn, 1972.
45689	3pts.:25 cm  Contents; Sculpture/by James E. Walter-graphic arts/ by F.H.King-Painting/by James O.Newton.  1. Art. I. Bunduck, Charles J. II.Walter, James, E. III. King, F.H. IV. Newton, O James. V.Title: Sculpture. VII. Title: Graphic arts. VIII. Tilte: Painting.

**Third name title added entry**

700 F49	Title: Painting FINE arts today and tomorrow/edited by Charles J. Bunduck – London: Wadley and Ginn, 1972.
45689	3pts.:25 cm  Contents; Sculpture/by James E. Walter-graphic arts/ /by F.H.King-Painting/by James O.Newton.  1. Art. I. Bunduck, Charles J. II.Walter, James, E. III. King, F.H. IV. Newton, O James. V Title: Sculpture. VI. Title: Graphic arts. VII. Tilte: Painting.

**3.6 WORKS WITHOUT COLLECTIVE TITLE**

Some works are produced with out any collective title and two or three works are combined together and bund together for convenience sake by the publisher or by the library staff. In such cases AACR2 prescribes that the main entry is to be provided provide for the first the work

title page and added entry for the collaborator or editor. Generally the work may be in two or three parts with independent authors. Second and third part/section/chapter may be mentioned in the note section and name title added entry to be provided to the contributors.

### 3.7 WORKED OUT EXAMPLES.

#### CHEMICAL KINETICS

By

A. F Trotman dickens

Professor of chemistry

University of wales, aberystwyth

#### SURFACE AND COLLOID CHEMISTRY

Lecturer in Physical Chemistry

G.D.Parfitt

University of Nottingham

PERGAMON PRESS

Oxford, London, New York

1966.

Accession no.12456

Call

no. 532.5; T85

#### Main Entry

532 T85	TROTMAN-DICKENS, A.F
12456	<p>Chemical Kinetics/by A. F. Trotman Dickens. – Oxford: Pergamann, 1966.</p> <p>X, 170.: ill; 20 cm. – (Common Wealth and International library, Intermediate Chemistry)</p> <p>With: Surface and Colloid Chemistry/by G.D. Parfitt.</p> <p>1. Kinetics. I. Title</p>

**Subject added entry**

532 T85	KINETICS TROTMAN-DICKENS, A.F
12456	Chemical Kinetics/by A. F. Trotman Dickens. – Oxford: Pergamann,1966.  X, 170.: ill; 20 cm. – (Common Wealth and International library, Intermediate Chemistry) With: Surface and Colloid Chemistry/by G.D. Parfitt.  1. Kinetics. I. Title

**Title added entry**

532 T85	Chemical Kinetics TROTMAN-DICKENS, A.F
12456	Chemical Kinetics/by A. F. Trotman Dickens. – Oxford: Pergamann,1966.  X, 170.: ill; 20 cm. – (Common Wealth and International library, Intermediate Chemistry) With: Surface and Colloid Chemistry/by G.D. Parfitt.  1. Kinetics. I. Title

**Name title added entry**

532 T85	Surface and Colloid Chemistry/G.D.Parfitt TROTMAN-DICKENS, A.F
12456	Chemical Kinetics/by A. F. Trotman Dicken. – Oxford: Pergamann,1966.  X, 170.: ill; 20 cm. – (Common Wealth and International library, Intermediate Chemistry) With: Surface and Colloid Chemistry/by G.D. Parfitt.  1. Kinetics. I. Title

**Assignment:**

## 1) Works with Collective title

Documentation and its facets: being a symposium of seventy papers by thirty two authors  
Edited by

S.R.Ranganathan

Asia publishing house

Bombay. Calcutta. New Delhi. Madras

Half title page :Ranganathan Series in Library Science, 10

Note Chapter F6-Documentation in Social Sciences/ A case study of Labour Economics/P.N.  
Kaula

Section 9 of Chapter F6: Schedule of Classification of wages

Accession No. 42356

Call no. 029.7 R19

## 2) Works with out Collective Title

LOVE AND WORK

By Reynold Price

EXPERIMENT AT BERKELEY

By Joseph Tussman

The Movies, Mr. Griffith, and ME

By Lillian Giss with Ann Pinchot

DESALINATIO: WATER FOR THE WORLD'S FUTURE

By Roy Popkin

Vakils, Feffer and Simons Pvt. Ltd.

Bombay

1970

Accession No.24579

Call no. 823 P94

### 3.8 SUMMING UP

In this unit we have discussed about the works produced under shared responsibility i.e. single author, two authors, three authors, and more than three authors only, and works produced under editorial direction are presented as a separate chapter. Here we will come across two types they are 1) principal responsibility indicated 2) principal responsibility not indicated. In case the principal responsibility is indicated the main entry is to be provided to the person responsible as an author, and if the principal responsibility is not indicated the main entry is to be given to the first mentioned author on the title page.

### 3.9 Questions to be answered

- 1) What you mean by shared responsibility? How it is different from other works?
- 2) What are the types of that are produced under editorial direction?
- 3) Write short notes on
  - a) What do mean by Principal responsibility?
  - b) What do you mean by Collaborator?

### 3.10 Recommended books

1. Anglo American Cataloguing Rules 2<sup>nd</sup> ed. New Delhi: Oxford- IBH, 1978.
2. Krishnan Kumar, An introduction to AACR2, 3<sup>rd</sup> rev.ed. New Delhi, Vikas Pub., 1990
3. Maxwell, Margret F. Hand book of AACR2: 2<sup>nd</sup>,ed. Chicago: ALA, 1980
4. Noorul, Hasan, Kamaleswar Nath and J.L.sardana. Cataloguing Practice, New Delhi, Gitanjali Pub., 1984
5. Verma, A.k. AACR-2(Anglo American Cataloguing Rules) Entries and Procedure, Delhi: Vishwa-Kala Prakasan, 1986.

### 3.11 Glossary

- Editor : One who prepares a publication not of his own Responsibility may extend to receiving, providing commentaries and introductory matter, etc.
- Hanging Indentation : This form indentation is used under title; the title begin at first indentation and all succeeding lines of the body of the record begin in second indentation
- Shared Authorship :
- Shared Responsibility: More than one person is responsible for the work.

## Lesson- 4

# MIXED RESPONSIBILITY

- 4.1 Objectives
- 4.2 Introduction
- 4.3 Mixed Responsibility – AACR-2
- 4.4 Mixed Responsibility In New Works
- 4.5 Mixed Responsibility – Punctuation
- 4.6 Worked out Examples

Summation

Questions to be answered

References

Glossary

## 4.1 Objectives

In this lessons every student can understand, what is a' Mixed Responsibility' and how it relates to joint author and shared responsibility. In the cataloguing practice, the primary responsibilities, and the secondary responsibilities, contribute their intellectual or artistic content, in the name of editors, illustrators, revisers etc. followed by the primary responsibilities. After studying this lesson, the students are able to:

- how to render the entries in mixed responsibility,
- the use of punctuation in mixed responsibility, in each Subsequent secondary responsibility, in the cataloguing Entry etc.

## 4.2 Introduction

The practice and procedures adopted in cataloguing practice, under the Mixed Responsibility, is closely related to the rules and conditions of Joint Author, and Shared Responsibility. The important area to be remembered by the cataloguer is, that every subsequent secondary responsibility, proceeds with (;), within the same secondary responsibility, the (,) will precede it. The relation between the Mixed Responsibility, Joint Author and the Shared Responsibility is described here.

**Mixed Responsibility.** A work of mixed responsibility is one in which different persons or bodies contribute to its intellectual or artistic content by performing different kinds of activities (e.g. adapting or illustrating a work written by another person).

**Joint Author.** A person who collaborates with one or more other persons to produce a work in relation to which the collaboration performs the same function

**Shared Responsibility.** Collaboration between two or more persons or bodies performing the same kind of activity in the creation of the content of an item or document. The contribution of each may form a separate and distinct part of the item, or the contribution of each may not be separable from that of the other(s).

### 4.3 Works of Mixed Responsibility –AACR-2

The work of a Mixed Responsibility is one, wherein different persons or bodies make intellectual or artistic contributions by performing different kinds of activity, e.g. Editors, translators, illustrators, and updaters etc.

The rules in this section are divided into the following two types of mixed responsibility.

- a) previously existing works that have been modified (e.g. translations, musical arrangements, adaptations).(Rules 21.9 to 21.23)
- b) New works to which different persons or bodies have made different kinds of contributions (e.g. collaborative works by a writer and an artist, works reporting interviews, (Rules 21.24 to 21.27).

### 4.4 Mixed Responsibility in New Works

**21.24A Collaboration between Artist and Writer:** Enter a work that is, or appears to be, a work of collaboration between an artist and a writer under the heading for the one who is named first in the chief source of information of the item being catalogued unless, the other's name is given greater prominence by the working or the layout. Make an added entry under the heading for the other one. For instructions on illustrated texts, see 21.11A.

Eg. A color guide to familiar garden and field birds, eggs, and nests / by  
Jiri Felix ; illustrated by Kvetoslav Hisek  
(A collaborative work)

Main entry under the heading for Felix  
Added entry under the heading for Hisek

### 4.5 Mixed Responsibility - Punctuation

Title : Sub-title

Primary Responsibility= single, two, three & more than three authors

/ Author { Secondary Responsibility= ;editor ; Illustrator ; translator ; reviser  
(for every subsequent secondary responsibility (;) precedes the  
Secondary responsibility)

- . - Edition Statement (Eg. . - 1<sup>st</sup> ed )  
 . – Place of Publication (Place Name) (Eg. . – New Delhi)  
 : Name of the Publisher ( Publishing Company name) ( : Vikas Publishers)  
 , Year (2000) ( , 2000)  
 II. Physical Description  
 III. Note Area  
 IV. ISBN  
 V. Tracings.

## 4.6 Worked out Examples

Humanism and Social Change  
 By

Benjamin Franklin

Edited by Merton Babcook, illustrated by Erwin, Fream

1st edition, New York, Patten Pauper Press, 1967

Other Information: 025 N67 Size:x, 620p., 23cm. Acc.No.21267

Title – 1: Main Entry

025 N67	Frankalin, Benjamin
21267	<p>Humanism and Social Change / by Benjamin Frankalin; edited by Merton Babcook; illustrated by Erwin Fream. – 1<sup>st</sup> ed.- New York: Patten Pamper Press, 1967.</p> <p>x,620p.;23cm.</p> <p>Special Bibliographies at the end</p> <p>1. BiographyI. Title II. Babcook, Merten III. Freeam Erwin</p>

## Added Entry - Subject

025 N67	BIOGRAPHY Frankalin, Benjamin
21267	Humanism and Social Change / by Benjamin Frankalin; edited by Merton Babcook; illustrated by Erwin Fream. – 1 <sup>st</sup> ed.- New York: Patten Pamper Press, 1967.  (Rest as in the main entry)

## Added Entry - Title

025 N67	Humanism and Social Change Frankalin, Benjamin
21267	Humanism and Social Change / by Benjamin Frankalin; edited by Merton Babcook; illustrated by Erwin Fream. – 1 <sup>st</sup> ed.- New York: Patten Pamper Press, 1967.  (Rest as in the main entry)

## Added Entry - Editor

025 N67	Babcook, Merton Frankalin, Benjamin
21267	Humanism and Social Change / by Benjamin Frankalin; edited by Merton Babcook; illustrated by Erwin Fream. – 1 <sup>st</sup> ed.- New York: Patten Pamper Press, 1967.  (Rest as in the main entry)

## Added Entry - Illustrator

025 N67	Fream, Erwin Frankalin, Benjamin
21267	Humanism and Social Change / by Benjamin Frankalin; edited by Merton Babcook; illustrated by Erwin Fream. – 1 <sup>st</sup> ed.- New York: Patten Pamper Press, 1967.  (Rest as in the main entry)

## Title-2

## Guide to Mushroom Plants

By Giovanni, Pacani

Edited by Garry Lincon, Illustrated by Abraham John

2<sup>nd</sup> edition, New Delhi, Fireside Book Publishers,

Copyright, 1981

Other Information : 570 G10

Pages:xii, 220p.;23cm.

Acc.No.2345

## Title – 2: Main Entry

570 G10	Pacani, Giovanni
2345	<p>Guide to Mushroom Plants / by Giovanni, Pacani; edited by Garry Lincon; illustrated by Abraham John.- 2<sup>nd</sup> ed.- New York: Fireside Book Publishers, c1981.</p> <p>xii,220p.;23cm.</p> <p>1. Biotechnolgy. Title II. Lincon, Garru III. John Abraham</p>

## Added Entry - Subject

570 G10	BIOTECHNOLOGY Pacani, Giovanni
2345	<p>Guide to Mushroom Plants / by Giovanni, Pacani; edited by Garry Lincon; illustrated by Abraham John.- 2<sup>nd</sup> ed.- New York: Fireside Book Publishers, c1981.</p> <p>(Rest as in the main entry)</p>

## Added Entry - Title

570 G10	Guide to Mushroom Plants Pacani, Giovanni
2345	Guide to Mushroom Plants / by Giovanni, Pacani; edited by Garry Lincon; illustrated by Abraham John.- 2 <sup>nd</sup> ed.- New York: Fireside Book Publishers, c1981.  (Rest as in the main entry)

## Added Entry - Editor

570 G10	Lincon, Garry Pacani, Giovanni
2345	Guide to Mushroom Plants / by Giovanni, Pacani; edited by Garry Lincon; illustrated by Abraham John.- 2 <sup>nd</sup> ed.- New York: Fireside Book Publishers, c1981.  (Rest as in the main entry)

## Added Entry - Illustrator

570 G10	John, Abraham Pacani, Giovanni
2345	<p>Guide to Mushroom Plants / by Giovanni, Pacani; edited by Garry Lincon; illustrated by Abraham John.- 2<sup>nd</sup> ed.- New York: Fireside Book Publishers, c1981.</p> <p>(Rest as in the main entry)</p>

## Title-3

The Road Mender and other Short Stories

By Michael Pairless

Edited by M.E. Dawson, Introduction by Frederick Breretone

Illustrated by Lennox Patterson

1st editors, London : Collier Publishers, 1950

Other Information: 820 N50 Pages: x, 254, 25 cm.

Acc.No.2345

## Title – 3:

## Main Entry

820 N50	Fairless, Michael
2345	<p>The Road Mender and other short stories / by Michael Pairless; edited by M.E. Dawson; introduction by Federick Breretone; Illustrated by Lennox Patterson.- 1<sup>st</sup> ed.- London; Collier Publishers, 1950.</p> <p>x,256p.;25cm.</p> <p>1. Literature. I. Title II. Dawson, M.E. III. Breretone Frederick. IV. Petterson Lennox.</p>

## Added Entry - Subject

820 N50	LITERATURE Fairless, Michael
2345	The Road Mender and other short stories / by Michael Pairless; edited by M.E. Dawson; introduction by Federick Breretone; Illustrated by Lennox Patterson.- 1 <sup>st</sup> ed.- London; Collier Publishers, 1950.  (Rest as in the main entry)

## Added Entry – Title

820 N50	The Road Mender & Other Short Stories Fairless, Michael
2345	The Road Mender and other short stories / by Michael Pairless; edited by M.E. Dawson; introduction by Federick Breretone; Illustrated by Lennox Patterson.- 1 <sup>st</sup> ed.- London; Collier Publishers, 1950.  (Rest as in the main entry)

## Added Entry - Editor

820 N50	Dowson, M.E., Fairless, Michael
2345	The Road Mender and other short stories / by Michael Pairless; edited by M.E. Dawson; introduction by Federick Breretone; Illustrated by Lennox Patterson.- 1 <sup>st</sup> ed.- London; Collier Publishers, 1950.  (Rest as in the main entry)

## Added Entry - Introductory

820 N50	Breretone, Frederic Fairless, Michael
2345	The Road Mender and other short stories / by Michael Pairless; edited by M.E. Dawson; introduction by Federick Breretone; Illustrated by Lennox Patterson.- 1 <sup>st</sup> ed.- London; Collier Publishers, 1950.  (Rest as in the main entry)

## Added Entry - Illustrator

820 N50	Patteerson, Lennox Fairless, Michael
2345	<p>The Road Mender and other short stories / by Michael Pairless; edited by M.E. Dawson; introduction by Federick Breretone; Illustrated by Lennox Patterson.- 1<sup>st</sup> ed.- London; Collier Publishers, 1950.</p> <p>(Rest as in the main entry)</p>

## Title-4

**Industrial Progress and Development**

An Industrial Accounts Study

By P.K. Bose, and P.C. Rakshit

Illustrated by S.C. Gupta

New Delhi, S.Chand Publishers, 1991

Other Information: 657 N91

Pages:x, 776p., 20cm.

Acc.No.2345

## Title – 4: Main Entry

657 N91	Bose, P.K.
2345	<p>Industrial Progress and development; An industrial accounts study / by P.K. Bose and P.C. Rakshit; edited by B.Saha, and N. Purohit; Illustrated by S.C. Guptha,- New Delhi; S. Chand Publishers, 1991.</p> <p>x,776p.;20cm.</p> <p>1. Industrial Accounts. I. Title II. Rakshit P.C. III. Saha, B.. IV. Purohit, N. V. Guptha, S.C</p>

## Added Entry - Subject

657 N91	INDUSTRIAL ACCOUNTS Bose, P.K.
2345	Industrial Progress and development; An industrial accounts study / by P.K. Bose and P.C. Rakshit; edited by B.Saha, and N. Purohit; Illustrated by S.C. Guptha,- New Delhi; S. Chand Publishers, 1991.  (Rest as in the main entry)

## Added Entry - Title

657 N91	Industrial Progress...Study Bose, P.K.
2345	Industrial Progress and development; An industrial accounts study / by P.K. Bose and P.C. Rakshit; edited by B.Saha, and N. Purohit; Illustrated by S.C. Guptha,- New Delhi; S. Chand Publishers, 1991.  (Rest as in the main entry)

## Added Entry – Author 2

657 N91	Rakshit, P.C. Bose, P.K.
2345	Industrial Progress and development; An industrial accounts study / by P.K. Bose and P.C. Rakshit; edited by B.Saha, and N. Purohit; Illustrated by S.C. Guptha,- New Delhi; S. Chand Publishers, 1991.  (Rest as in the main entry)

## Added Entry – Editor 1

657 N91	Saha, B. Bose, P.K.
2345	Industrial Progress and development; An industrial accounts study / by P.K. Bose and P.C. Rakshit; edited by B.Saha, and N. Purohit; Illustrated by S.C. Guptha,- New Delhi; S. Chand Publishers, 1991.  (Rest as in the main entry)

## Added Entry – Editor 2

657 N91	Purohit, N Bose, P.K.
2345	Industrial Progress and development; An industrial accounts study / by P.K. Bose and P.C. Rakshit; edited by B.Saha, and N. Purohit; Illustrated by S.C. Guptha,- New Delhi; S. Chand Publishers, 1991.  (Rest as in the main entry)

## Added Entry – Illustrator

657 N91	Guptha, S.C. Bose, P.K.
2345	Industrial Progress and development; An industrial accounts study / by P.K. Bose and P.C. Rakshit; edited by B.Saha, and N. Purohit; Illustrated by S.C. Guptha,- New Delhi; S. Chand Publishers, 1991.  (Rest as in the main entry)

## 4.7 Summation

Works of mixed responsibility is one to which different persons or bodies make intellectual or artistic contributions by performing different kinds of activity, e.g. writing, adapting, illustrating, editing, arranging, translating.

There are two broad categories:

- 1) Works that are modifications of other works – If, however, the modification is ;merely an updating, abridgement, revision, arrangement etc., enter under the heading appropriate to the original.

Eg.1: Enter a dramatization of novel under the playwright

Eg.2: Enter an engraving from an original painting under the engraver.

Eg.3: Enter a translation under the heading for the original work.

Eg.4: Enter a revision under the heading for the original unless the wording of the chief source of information indicates that the person or body responsible for the original is no longer considered to be so; entry is then under the heading for the revision.

- 2) Mixed Responsibility in new works (examples of mixed responsibility in new works include: collaboration between artist and writer; reports of interviews, etc.) – Enter a work which is, or appears to be a work of collaboration between two or more people under the heading for the one who is named first in the chief source of information (e.g. the title page of la book, or the label of sound disc) unless the other's name is given greater prominence by the wording or layout.

There are still some special rules for certain kinds of publications such as laws, or sacred scriptures. However, as indicated earlier, there are no rules for such works as encyclopedias, directories, etc. Because these may represent one of a number of conditions. The Added Entries supplement the main entry. Added entries should be made under any persons or corporate bodies associated with a publication if it is believed that catalogue users might consult the catalogue under these headings. Added entries are also made under titles and series when necessary.

## 4.8 Questions to be Answered

1. Explain how to render a Mixed Responsibility, and distinguish with the punctuation under Primary and Secondary Responsibilities.
2. Describe the application of punctuation while rendering the entry when the subsequent secondary responsibility.

## 4.9 References

1. Eric J. Hunder and K.G.B. Bakewell (1991). Cataloguing. 3<sup>rd</sup> edition, revised and expanded. Library Association Publishing, Longdon.
2. Anglo-American Cataloging Rules. Edited by Michael Gorman and Paul W. Winkler. Oxford & IBH Publishing Co., New Delhi.

## 4.9 Glossary

**Mixed Responsibility.** A work of mixed responsibility is one in which different persons or bodies contribute to its intellectual or artistic content by performing different kinds of activities (e.g. adapting or illustrating a work written by another person).

## **Lesson - 5**

# **SERIES STATEMENTS**

### **5.1 Objectives**

### **5.2 Introduction**

### **5.3 Books Published under Series**

### **5.4 Series Area**

#### **5.4.1 Elements of Series**

#### **5.4.2 Punctuation of Series Information**

### **5.5 Worked out examples**

### **5.6 Summation**

### **5.7 Questions to be answered**

### **5.8 Glossary**

### **5.9 References**

## **5.1 Objectives**

In this unit we are learning about the 'Series Statement' and the transcribing series statement, and how to present the formatting in the cataloguing practice, Under AACR-2. The Series Statement generally demands one or more added entries, and reference entries, to provide access points to the user. After studying this unit, you will be able to understand:

- How to prepare added and reference entries for books published under Series Statements
- The formatting and sequencing of various elements in a series, while present the cataloguing entries.

## **5.2 Introduction**

In the previous lessons we have covered cataloguing of single authors, two authors, and more than three personal authors etc. In this lesson we will discuss about the books published with Series Statement, the various elements of Series Statements and its arrangement and punctuation are described in this unit. The Series Statements are originated in the names of the popular publishers in the names of authors, some times on the subject names, and it also covers the geographical names also in the form of Series Statements.

Generally the most of the popular book publisher's play a very important role in brought out the publications under the names of Series Statements, viz. Penguin Series, and McGraw-Hill Series etc. The AACR-2 had discussed about the Series Statements under the rule 1.6 made a provision for the description of a series and its formatting in the cataloguing practice.

### 5.3 Books Published Under Series Statement

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The series may be in two types i.e. single series and double series, each series statement have various elements i.e. series title, other title information, statement of responsibility and its number etc. All these areas are described thoroughly and presented the format of series statement for the benefit of the students in this lesson. The Series Statements are originated in different forma viz.

1. Series Statements on the Person Name: **Dr. S.R. Ranganathan Series in Library and Information Science.**
2. Series Statements in the name of Publishers: **Penguin Series, McGraw-Hill Series.**
3. Series Statements in the name of Organizations: **University of Illinois Language and Literature Series**
4. Memorial lecture Series: **Hepsey Ely Sulliman Memorial Lecture Series**
5. In the name of a Subject: **Cambridge Tracts in Mathematics and Physics Series**
6. In the name of generic names: **Everyman's Library Historical Series**
7. In the name of Geographical Areas: **Madras Oriental Library Series**

All these Series Statements contain different elements, while rendering the series statement under AACR-2, provided certain standards how to present them, while cataloguing the documents with Series Statements.

### 5.4 Series Area

#### 5.4.1 Series Area: Elements of Series Statement:

- Title proper of series
- Parallel titles of series
- Other title information series
- Statements of responsibility relating to series
- Numbering within series
- More than one series statement

#### 5.4.2 Punctuation:

- Precede this are by a full stop, klspace, dash, lspace.
- Enclouse each series statementj in parentheses
- Precede each parallel title by an equals sign
- Precede other title information by a colon
- Precede other title information by a colon
- Precede the first statement of responsibility by a diagonal slash
- Precede each subsequent statement of responsibility of a semicolon
- Precede the numbering within a series or sub series by a semicolon

Precede the title a sub series by a full stop.

Eg. . - ( English linguistics, 1500-1750 : a collection of reprints/edited by  
Thomas Mann; no.78)

**Explanation:** (Within the circular brackets, the main title of the series, the sub-title of the series, precedes with (:), after the sub-title, followed by (/), then the editors name (;) no.78)

Eg. **More than one series statement:**

.- (Video marvels ; no.33) (Educational progress series ; no.3)

## 5.5 Worked Out Examples

Title-1

**Management of Knowledge in Libraries**

An Introduction to Storage of Information

By

C.D. Needham, edited by S.N. Singh

2<sup>nd</sup> edition, London, Sterling Publication, 1965

---

Other Information:: 025 N65

Pages::x, 350p., 23cm.

Acc.No.4959

Series Statement: Knowledge Management in Libraries Series, No.3

-----

Title: 1 (Series with number)

**Main Entry**

025 N65	Needam, C.D.
4959	<p>Management of Knowledge in Libraries; An introduction to storage of Information / by C.D. Needam: edited by S.N. Singh. – 2<sup>nd</sup> ed. – London: Sterling Publications, 1965.</p> <p>x,350p.;23cm.- (Knowledge Management in Libraries Series; no.3)</p> <p>1. Information Storage I. Title II. Sing, S.N. III. Series</p>

Added Entry – Subject

025 N65	<p>INFORMATION STORAGE</p> <p>Needam, C.D.</p>
4959	<p>Management of Knowledge in Libraries; An introduction to storage of Information / by C.D. Needam: edited by S.N. Singh. – 2<sup>nd</sup> ed. – London: Sterling Publications, 1965.</p> <p>(Rest as in the main entry)</p>

## Added Entry - Title

025 N65	Management of...Information Needam, C.D.
4959	Management of Knowledge in Libraries; An introduction to storage of Information / by C.D. Needam: edited by S.N. Singh. – 2 <sup>nd</sup> ed. – London: Sterling Publications, 1965.  (Rest as in the main entry)

## Added Entry - Editor

025 N65	Singh, S.N. Needam, C.D.
4959	Management of Knowledge in Libraries; An introduction to storage of Information / by C.D. Needam: edited by S.N. Singh. – 2 <sup>nd</sup> ed. – London: Sterling Publications, 1965.  (Rest as in the main entry)

## Added Entry - Series

025 N65	Knowledge Management...Series;no.3 Needam, C.D.
4959	<p>Management of Knowledge in Libraries; An introduction to storage of Information / by C.D. Needam: edited by S.N. Singh. – 2<sup>nd</sup> ed. – London: Sterling Publications, 1965.</p> <p>(Rest as in the main entry)</p>

## Title-2

Agriculture and Nuclear Chemistry

By Abraham Brown,

Illustrated by William Dickenson,

1st edition, London, George Allen and Unwin, 1955

Other Information:

Pages: xii, 450p., 22cm.

Acc.No.5868

550 Series Statement: 1. Nuclear Technology and Agriculture, No.1

N55

2. Nuclear Chemistry Applications in Agriculture, No.3

## Title:2 (Double Series)

**Main Entry**

550 N55	Brown, Abraham
5868	<p>Agriculture and Nuclear Chemistry / by Abraham Brown; Illustrated by William Dickenson.- 1<sup>st</sup> ed.- London; George Allen and Unwin, 1955.</p> <p>xii,450p.;22cm.- (Nuclear Technology and Agriculture; no.1) (Nuclear Chemistry Applications in Agriculture; no.3)</p> <p>1. Nuclear Chemistry I. Title II. Dickenson William. III. Series IV. Series: Nuclear Chemistry Applications in Agriculture.</p>

## Added Entry – Subject

550 N55	NUCLEAR CHEMISTRY Brown, Abraham
5868	Agriculture and Nuclear Chemistry / by Abraham Brown; Illustrated by William Dickenson.- 1 <sup>st</sup> ed.- London; George Allen and Unwin, 1955.  (Rest as in the main entry)

## Added Entry - Title

550 N55	Agriculture and Nuclear Chemistry. Brown, Abraham
5868	Agriculture and Nuclear Chemistry / by Abraham Brown; Illustrated by William Dickenson.- 1 <sup>st</sup> ed.- London; George Allen and Unwin, 1955.  (Rest as in the main entry)

## Added Entry - Illustrator

550 N55	Dickenson, William Brown, Abraham
5868	Agriculture and Nuclear Chemistry / by Abraham Brown; Illustrated by William Dickenson.- 1 <sup>st</sup> ed.- London; George Allen and Unwin, 1955.  (Rest as in the main entry)

## Added Entry – Series - 1

550 N55	Nuclear Technology...;no.1. Brown, Abraham
5868	Agriculture and Nuclear Chemistry / by Abraham Brown; Illustrated by William Dickenson.- 1 <sup>st</sup> ed.- London; George Allen and Unwin, 1955.  (Rest as in the main entry)

Library Cataloguing Practice	5.9	Series Statements
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### Added Entry – Series - 2

550 N55	Nuclear Chemistry...;no.3. Brown, Abraham
5868	Agriculture and Nuclear Chemistry / by Abraham Brown; Illustrated by William Dickenson.- 1 <sup>st</sup> ed.- London; George Allen and Unwin, 1955.  (Rest as in the main entry)

### Title-3

Analytical Mathematics  
By  
Herbert Hudson,  
New York, Wilson Publications, 1958

#### Other Information:

570 N58      Pages: xii, 250p., 23cm.      Acc.No.7898  
Series Statement: 1 **Classical and Applied Mathematics** Series of Textbooks, edited by  
Herbert Buseman, No.3

-----

### Title: 3 (Series with Editor)

#### Main Entry

570 N58	Hudson, Herbert
7898	Analytical Mathematics / by Herbert Hudson.- New York; Wilson Publications, 1958.  Xii,250p.-23cm.- (Classical and Applied Mathematics: Series of Textbooks / edited by Herbert Buseman; no.3)  1. Descriptive Mathematics I. Title II. Series.

\*Note: When there is in editor in this series techniques in such cases the catalogue has in provide reference editor series entry.

Added Entry - Subject

570 N58	DESCRIPTIVE MATHEMATICS Hudson, Herbert
7898	Analytical Mathematics / by Herbert Hudson.- New York; Wilson Publications, 1958.  (Rest as in the main entry)

Added Entry - Title

570 N58	Analytical Mathematics Hudson, Herbert
7898	Analytical Mathematics / by Herbert Hudson.- New York; Wilson Publications, 1958.  (Rest as in the main entry)

## Added Entry - Series

570 N58	Classical and Applied...Textbooks Hudson, Herbert
7898	Analytical Mathematics / by Herbert Hudson.- New York; Wilson Publications, 1958.  (Rest as in the main entry)

## Reference Editor Series

570 N58	Busemann, Herbert
7898	See Classical Applied Mathematics Series of Textbooks.

## Title-4

## Space Sciences and Astrophysics

By

Brown Parker, Edited by Thomas Watson

2<sup>nd</sup> edition, New York, Van Nostrand Co., 1965

Other Information: 560 N65 Pages: viii, 450p., 23 Cm. Acc.No:7898

Series Statement:1. Lecture Series in Astrophysics, edited by James Ford, No.3

2. Text Book Series of Space Series, edited by Thomas Winston, No:4

Title :4 (double series with editor)

**Main entry**

560 N65	Parker, Brown
7898	<p>Space Sciences and Astrophysics / by Brown Parker; edited by Thomas Watson.- 2<sup>nd</sup> ed.- New York; Van Nostrand Co., 1965.</p> <p>viii,450p.-23cm.- (Lecture series in Astrophysics / edited by James Ford; no.3) (Text book series of Space Sciences / edited by Thomas Winston; no.4)</p> <p>1. Astrophysics I. Title II. Series; III. Series; Textbook series of Space Sciences</p>

\* Note: When there are double series with editor, provide two reference series editor and entries for the two series statements

## Added Entry - Subject

560 N65	ASTROPHYSICS Parker, Brown
7898	Space Sciences and Astrophysics / by Brown Parker; edited by Thomas Watson.- 2 <sup>nd</sup> ed.- New York; Van Nostrand Co., 1965.  (Rest as in the main entry)

## Added Entry - Title

560 N65	Space Science and Astrophysics Parker, Brown
7898	Space Sciences and Astrophysics / by Brown Parker; edited by Thomas Watson.- 2 <sup>nd</sup> ed.- New York; Van Nostrand Co., 1965.  (Rest as in the main entry)

## Added Entry: Series - 1

560 N65	Lecture Series in Astrophysics; no.3 Parker, Brown
7898	Space Sciences and Astrophysics / by Brown Parker; edited by Thomas Watson.- 2 <sup>nd</sup> ed.- New York; Van Nostrand Co., 1965.  (Rest as in the main entry)

## Added Entry: Series 2

560 N65	Textbooks Series Space Sciences; no.4 Parker, Brown
7898	Space Sciences and Astrophysics / by Brown Parker; edited by Thomas Watson.- 2 <sup>nd</sup> ed.- New York; Van Nostrand Co., 1965.  (Rest as in the main entry)

Reference Editor Series – 1

560 N65	Ford, James
7898	See  Lecture series in Astrophysics

Reference Editor Series 2

560 N65	Winston, Thomas
7898	See  Textbook Series of Space Sciences.

## 5.6 Summation

In an item is issued in a series, transcribe the title proper of the series as instructed in the above notes. If different forms of the series appear, choose the title given in the first of the prescribed sources for the series area as the title proper of the series.

If the title of the series does not appear in the first of the prescribed sources of information and different forms appear elsewhere in the title, choose the title given in the other prescribed sources in the order of the preferences for the sources (e.g. if different forms appear in the second and third sources, choose the one appearing in the second sources)

Give other title information of a series only if it provides valuable information identifying in the series. Regarding the statements of responsibility relating to series, transcribe statements of responsibility appearing in conjunction with the series title only if they are considered to be necessary for identification of the series.

Give the numbering of the item within the series with terms given in the item. In the case of more than one series statement, the information relating to one series or series and sub series, constitutes one series statements. If an item belongs two or more series and or two or more series and sub series, give separate series statement and enclose each statement in parentheses

## 5.7 Question to be Answered

1. Describe the series statement in cataloguing practice.
2. Explain how to Wright of the double series followed by Editor and Number

## 5.8 Glossary

**Series :** 1. A Group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. 2. Each of two or more volumes of essays, lectures, articles, or other writings, similar in character and issued in sequence (e.g., Lowell's *Among my books*, second series). 3. A separately numbered sequence of volumes within a series or serial (e.g., *Notes and queries*, 1<sup>st</sup> series, 2<sup>nd</sup> series, etc.)

**Series Title Page:** An added title page bearing the series title proper and usually, thought not necessarily, other information about the series (eg. Statement of responsibility, numeric designation, data relating to publication, title of the item within series)

## 5.9 References

1. Anglo-American Cataloguing Rules, 2<sup>nd</sup> revised edition, edited by Michael Gorman and Paul W. Winkler, Canadian Library Association, New Delhi, 1988.

## Lesson-6

# HEADINGS FOR PERSONS – PSEUDONYMS – CHANGE OF NAMES

- 6.1 Objectives
- 6.2 Introduction
- 6.3 Choice among Different Names
  - 6.3.1 Predominant Name
  - 6.3.2 Pseudonyms
  - 6.3.3 Change of name
  - 6.3.4 Married women
- 6.4 Worked out Examples
- 6.5 Summation
- 6.6 Question to be answered
- 6.7 Glossary
- 6.8 References

## 6.1 Objectives

In this unit, the students learn, how to catalogue the Pseudonyms names, it will explain the procedure and problems involved, while cataloguing the religious scriptures and literary items. The cataloguer has to bring the works of a particular author, at one place while preparing the cataloguing information. After studying this unit, one should be able to:

- differentiate between a real name and a change of name
- The importance of pseudonym and the real name of the author
- Importance of reference entries to real name and pseudonym

## 6.2 Introduction

In the previous lessons, so far learnt about personal authors, i.e. single author, two authors, three authors, and more than three authors. Here in this unit, one peculiar thing is that the authors publish their works, not on their real names, and publish their works in some assumed names, which is called as '**pseudonymous authors**'. In some cases authors will change their names, generally it is true in case of a women authors. Women authors they will publish their works in their real names, before marriage, and after marriage, they adopt the surname of their husbands. In this regard, the AACR-2 has prescribed some rules, which will help us to bring together the works of same author, at one place. The reference entries, with see and see also help the user to find out the further details about the real name and the pseudonyms, in tracing the information.

### 6.3 Choice among Different Names:

#### 6.3.1 (22.2A.) Predominant name:

22.2A1. If a person (other than one using a pseudonym or pseudonyms, see 22.2B) is known by more than one name, choose the name by which the person is clearly most commonly known, if there is one. Otherwise, choose one name or form of name according to the following order of preference:

- a) the name that appears most frequently in the person's works
- b) the name that appears more frequently in reference sources
- c) the latest name.

#### 6.3.2 (22.2B.) Pseudonyms

**One Pseudonym.** If all the works by one person appear under one pseudonym, choose the pseudonym. If the real name is known, make a reference from the real name to the pseudonym.

Yukio Mishima  
Not Kimitake Hiraoka

George Orwell  
Not Eric Aurthur Blair

Nevil Shute  
Not Nevil Shute Norway

**6.3.3 (22.2C1) Change of name:** If a person (other than one using a pseudonym or pseudonyms) has changed his or her name, choose the latest name or form of name unless there is reason to believe that an earlier name will persist as the name by which the person is better known. Follow the same rule for a person who has acquired and become known by a title of nobility (see also 22.6).

Dorothy Belle Hughes  
Not Dorothy Belle Flanagan  
(Name used in works before author's marriage)

Ford Madox Ford  
Not Ford Madoax Hueffer  
(Name changed from Hueffer to Ford)

**6.3.4 (22.5C5.) Married women whose surname consists of surname before marriage and husband's surname.** Enter under the first element of the compound surname (regardless of its nature) if the person's language is Czech, French, Hungarian, Italian, or Spanish. In all other cases, enter under the husband's surname.

## 6.4 Worked out Examples:

Title:1(Pseudonym is the predominant name)

A Connecticut Yankee in King Arthurs court  
by  
Mark Twin  
Illustrated by Warren Reller, edited by Abraham Brown, New York  
New York, Heritage Press

-----

Other information:

102.3 N89                      pages:xx, + 390                      20X18cm    Acc. No.234353

Note: The real name of the author" Samuel Langhorne Clemens, predominantly identified as Mark Twin.  
Copyright year 1889.

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### Main Entry

102.3 N89	Twain , Mark
234353	<p style="text-align: center;">A Connecticut Yankee in King Arthur Court Warren / by Mark Twain; Illustrated by Warren Reller . – New York: Heritage Press, C1889. xx,390p.: 18cm</p> <p style="text-align: center;">The real name of author is Samuel Langhorne Clemens. 1.Literature I.Reller Warren II. Title</p>

## Added Entry - Subject

102.3 N89	LITERATURE Twain , Mark
234353	A Connecticut Yankee in King Arthur Court Warren / by Mark Twain; Illustrated by Warren Reller . – New York: Heritage Press, C1889.  (Rest as in the main entry)

## Added Entry – Illustrator

102.3 N89	Reller, Warren Twain , Mark
234353	A Connecticut Yankee in King Arthur Court Warren / by Mark Twain; Illustrated by Warren Reller . – New York: Heritage Press, C1889.  (Rest as in the main entry)

## Added Entry – Title

102.3 N89	A Connecticut Yankee King...Court. Twain , Mark
234353	A Connecticut Yankee in King Arthur Court Warren / by Mark Twain; Illustrated by Warren Reller . – New York: Heritage Press, C1889.  (Rest as in the main entry)

## Reference Real name to Pseudonym

102.3 N89	Clemens, Samuel Langhorne
234353	See Twain Mark

## Pseudonym to Real Name

102.3 N89	Twain Mark
234353	See Clemens, Samuel Langhorne

Title-2 (Change of name):

**Early Social and Political Revolution**

A political change in America

By Dorothy Belle Huges

New York, Rinehart and Winston, 1970

Other Information:

823 N70      Pages:viii,620      Size:18x20cm.      Acc.No.7869

Note: The author is previously known as **Dorothy Belle Flanagan** and changed her name as **Dorothy Belle Huges**, and he is know better known with this latest name.

**Main Entry**

823 N70	Hughes,Dorothy Belle
	<p>Early Social and Political Revolution: A change in America / by Dorothy Belle Hughes.- New York: Rinehart and Winston, 1970.</p> <p>Viii,620p.;20cm The previously known as Dorothy Belle Flanagan and changed her name as Dorothy Belle Hughes.</p> <p>1.Politics I. Title</p>

**Added Entry: subject**

823 N70	<p>POLITICS</p> <p>Hughes,Dorothy Belle</p>
	<p>Early Social and Political Revolution: A change in America / by Dorothy Belle Hughes.- New York: Rinehart and Winston, 1970.</p> <p>(Rest as in the main entry)</p>

**Added entry: Title**

823 N70	<p>Early Social and Political Revolution: A Change in America</p> <p>Hughes,Dorothy Belle</p>
	<p>Early Social and Political Revolution: A change in America / by Dorothy Belle Hughes.- New York: Rinehart and Winston, 1970.</p> <p>(Rest as in the main entry)</p>

## Reference Pseudonym to Real Name

823 N70	Hughes,Dorothy Belle
	See Flanagan, Dorothy Belle

## Reference Real Name to Pseudonym

823 N70	Flanagan,Dorothy Belle
	See Hughes, Dorothy Belle

## Title-3 (Married Women – Change of name)

**Information Sources, Services & Facilities**

A standard reference manual

By

Kochrani Atherton

2<sup>nd</sup> Revised Edition,

New York, Macmillan Publishers, 1982

Other Information:

Class No:025 N82      Pages: xii, 560p.      Size:23x18cm.      Acc.No:6786

Note: The present authors' real name: Pauline Atherton, changed her name as Kochrani Atherton, and this name is a latest, appeared in all her writings.

**Main Entry**

025 N82	Atherton Kocharani
6787	<p>Information Sources Services and Facilities: A Comprehensive Work / by Pauline Kocharani. – New York: Macmillan Publishers, 1982. xii,560p.;23cm</p> <p>The author Pauline Atherton changed her name after marriage as Kocharani Atherton.</p> <p>1.Library Science I. Title</p>

**Added Entry - Subject**

025 N82	<p>LIBRARY SCIENCE</p> <p>Atherton Kocharani</p>
6787	<p>Information Sources Services and Facilities: A Comprehensive Work / by Pauline Kocharani. – New York: Macmillan Publishers, 1982.</p> <p>(Rest as the Main Entry)</p>

**Added Entry - Title**

025 N82	<p>Information Sources, Services and Facilities: A Comprehensive Work</p> <p>Atherton Kocharani</p>
6787	<p>Information Sources Services and Facilities: A Comprehensive Work / by Pauline Kocharani. – New York: Macmillan Publishers, 1982.</p> <p>(Rest as the Main Entry)</p>

**Reference Real Name to Pseudonym**

025 N82	Atherton Kocharani
6787	See Paulin Atherton

**Reference Pseudonym to Real Name**

025 N82	Paulin Atherton
6787	See Kocharani Atherton

Title-4 (Two authors used a joint pseudonym)

The Reading Habits and other Writings  
By  
John Bretley

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London, Sage Publications, 1969

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Other Information:

Class No: 025 N69 Pages :xi, 395, Size:18x23cm. Acc.No:3456

Note: The real names of the authors found outside the document are Robert Smith and Manning Bonn. All the works written together by them under one joint pseudonym.

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**Main Entry**

025 N69	Bretley John
3456	<p>The Reading Habits and other Writings / by John Bretley. – London: Sage Publications, 1969. xi,395p.;23cm</p> <p>The real name of the authors found out side the sources as Robert Smith and Manning Bonn.</p> <p>1.Library Science I. Title</p>

**Added Entry - Subject**

025 N69	Bretley John	LIBRARY SCIENCE
3456	Bretley.	The Reading Habits and other Writings / by John – London: Sage Publications, 1969.  (Rest as in the main entry)

**Added Entry - Title**

025 N69	Bretley John	The Reading Habits other Writings
3456	Bretley.	The Reading Habits and other Writings / by John – London: Sage Publications, 1969.  (Rest as the main entry)

**Explanatory Reference**

025 N69	Smith, Robert
3456	For works of this author written in collaboration with Bonn, Manning,  See Evans, Frederick

**Explanatory Reference**

025 N69	Bonn, Manning
3456	For works of this author written in collaboration with Bonn, Manning,  See Evans, Frederick

## 6.5 Summation

A name assumed by author to conceal or obscure his or her identity.

Having decided about the description of the item, the next step is concerned with determination of the choice of access point or headings, under which a bibliographic description is to be entered in a catalogue. Chapter 21 of AACR2 provides rules for choice of heading for main and added entries followed by the reference entries. The heading for the main entry may be a person or corporate body or title proper or uniform title, however in this chapter we are concerned with the personal authors only.

## 6.6 Question to be answered

1. Define pseudonym and explain the type of pseudonyms as per AACR2?
2. Explain the cataloguing practice about the pseudonyms entries, reference entries when single author having two pseudonyms names.

## 6.7 Glossary

Pseudonym: a name assumed by an author to conceal or obscure his or her identity.

Predominant name: The name or form of name of a person or corporate body that appears most frequently (a) in the Person's works or works issued by the corporate body, or (2) reference sources in that order of preference.

## 6.8 References

1. Sharp, H.S. Comp. *Handbook of pseudonyms and personal nick-names*, Scarecrow Press, 2 Volumes, 1972, Supplement, 1975, 2 Vols.
2. Mossman, J. ed.: *Pseudonyms and nick-name dictionary* Gale, 1980.

## Lesson-7

# UNIFORM TITLES

- 7.1 Objectives
- 7.2 Introduction
- 7.3 General Rules-Literary Items
- 7.4 Sacred Scriptures
- 7.5 Worked out examples
- 7.6 Summation
- 7.7 Question to be
- 7.8 answeredGlossary
- 7.9 References

### 7.1 Objectives

In this lesson of the students able to understand the manifestations of the arrangement and sequencing of sacred scriptures and popular literary items may be grouped at one place to provide information at one place by using this uniform titles. After studying this lesson the students able to understand:

1. How to catalogue the titles of sacred scriptures Vedas and other religious scriptures and uniform titles.
2. The student is able to present the popular literary items by projecting the short form titles to bring the uniformity providing the information.

### 7.2 Introduction

**25.1A.** A uniform title provides the means for bringing together all catalogue entries for a work, when various manifestations (e.g. editions, translations) of it have appeared under various titles. A uniform title also provides identification for a work when the title by which it is known differs from the title proper of the item being catalogued. The need to use uniform titles varies from one catalogue to another and varies within one catalogue. Base the decision whether to use a uniform title in a particular instance on:

- 1) how well the work is known
- 2) how many manifestations of the work are involved
- 3) whether the main entry is under title (see 21.1C)
- 4) whether the work was originally in another language
- 5) the extent to which the catalogue is used for research purposes.

Although the rules in this chapter are stated as instructions, apply them according to the policy of the cataloguing agency.

### 7.3 General Rule – Literary Items

**25.2A.** When the manifestations (other than revised editions, see 25.2B) of a work appear under various titles, select one title as the uniform title as instructed in 25.3 – 25.4.

Use a uniform title for an entry for a particular item if:

- 1) The work has appeared (in other than revised editions) under different titles proper, and the item being catalogued bears a title proper that differs from the uniform title.  
OR
- 2) The title proper needs the addition of other element(s) (see 25.5) to organize  
OR
- 3) The title used as the main or added entry heading for a work needs to be distinguished from the title used as the main or added entry heading for a different work (see also 25.5B)  
OR
- 4) The title of the work is obscured by the working of the title proper (e.g., because of introductory words or statements of responsibility present in the title; see also 25.3B).

Enclose the uniform title in square brackets, and give it before the title proper. If the work is entered under title, give the uniform title as the heading with square brackets. Optionally record a uniform title used as a main entry heading without square brackets.

**Dickens, Charles**

[Martin Chuzzlewit]

The life and adventures of Martin Chuzzlewit

**Dickens, Charles**

[Martin Chuzzlewit]

Martin Chuzzlewit's life and adventures

### 7.4 Sacred Scriptures

#### 25.17 General Rule

**25.17A.** Use as the uniform title for a sacred scripture (see 21.37) the title by which it is most commonly identified in English-language reference sources dealing with the religious groups to which the scripture belongs. If so such source is available, use general reference sources.

Avesta..

Koran...

Bible...

Talmud...

Tripitaka...

## 25.18 Parts of Sacred Scriptures and Additions

**25j.18A4. Groups of books.** Enter an item consisting of one of the following groups of books under the name given here as a subheading of the appropriate testament. For other groups of books, follow the instructions in 25.18A8 – 25.18A9.

**Bible.** OT. Apocrypha...

**Bible.** N.T. Corinthians

In case of Shrimad Bhagavadgita, we may use uniform title Bhagavadgita. It is a part of Mahabharata. Therefore, uniform title should be preceded by Mahabharata. The language form of the text shall be added as an indication of individualizing the item.

**Mahabharata.** Bhagavadgita. English

**25.18F1. Buddhist Scriptures:** Enter a component division of the Pali canon (Abhidhammapitaka, Suttapitaka, Vinayapitaka) as a subheading of Tipitaka.

Enter a separately published part of one of these component divisions as a subheading of the appropriate **Pitaka** or of the appropriate division.

**Tipitaka.** Abhidhammapitaka. Dhatukatha

**Tipitaka.** Vinayapitaka. Khandhaka. Mahavagga.

**25.18G1.** Enter one of the four standard collections of Vedas (Atharvaveda, Rgveda, Samaveda, Yajurveda) as a subheading of Vedas. If the item is a particular version of one of these collections, add the name of the version in parentheses. Make other additions as instructed in 25.5 and 25.6B3.

**Vedas.** English. Selections

**Vedas.** Rgveda. English. Selections

**25.18H1. Aranyakas, Brahmanas, Upanishads.** Enter a component of the Aranyakas, Brahmanas, or Upanishads as a subheading of the title of the appropriate larger collection. Make other additions as instructed in 25.5 and 25.6B3.

**Aranyakas.** Aitareyanyaka

**Brahmanas.** Adbhutabrahmana

**Upanishads.** Chandogyanisad

## 7.5 Worked out Examples

Title-1

BHAGAVATGITA  
The song celestial from Sanskrit text  
Translated into English  
By  
Edwin Arnold

Introduction by Srirama Prakash  
Illustrated by Y.G. Srimathi  
Heritage Press, New York, 1965

Other information: 294.5 MAP Pages: xx, 128, Acc.No:5878

Main Entry

294.5 MAH	Mahabharata. Bhagavatgita. English
5878	<p>Bhagavatgita: The song celestial from Sanskrit text / translated in to English by Edwin Arnold; introduction by Srirama Prakash; illustrated by Y.G. Srimathi. – New York: Heritage Press, 1965.</p> <p>xx, 128p.;26cm.</p> <p>1. Bhagavatgita – English I. Arnold Edwin II. Prakash Srirama III. Srimathi, Y.G. IV. Title</p>

## Added Entry

294.5 MAH	BHAGAVATGITA ENGLISH Mahabharata. Bhagavatgita. English
5878	Bhagavatgita: The song celestial from Sanskrit text / translated in to English by Edwin Arnold; introduction by Srirama Prakash; illustrated by Y.G. Srimathi. – New York: Heritage Press, 1965.  (Rest as in the main entry)

## Added Entry - Translator

294.5 MAH	Arnold Edwin Mahabharata. Bhagavatgita. English
5878	Bhagavatgita: The song celestial from Sanskrit text / translated in to English by Edwin Arnold; introduction by Srirama Prakash; illustrated by Y.G. Srimathi. – New York: Heritage Press, 1965.  (Rest as in the main entry)

## Added Entry – Introductor

294.5 MAH	Prakash Srirama Mahabharata. Bhagavatgita. English
5878	Bhagavatgita: The song celestial from Sanskrit text / translated in to English by Edwin Arnold; introduction by Srirama Prakash; illustrated by Y.G. Srimathi. – New York: Heritage Press, 1965.  (Rest as in the main entry)

## Added Entry – Illustrator

294.5 MAH	Srimathi Y.G. Mahabharata. Bhagavatgita. English
5878	Bhagavatgita: The song celestial from Sanskrit text / translated in to English by Edwin Arnold; introduction by Srirama Prakash; illustrated by Y.G. Srimathi. – New York: Heritage Press, 1965.  (Rest as in the main entry)

Library Cataloguing Practice	7.7	Uniform Titles
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Title- 2

THE SONG OF SOLOMAN  
 Commentary and Homiles  
 Translated and annotated  
 By  
 R.B. Lawson  
 West Minister, New Man Press, 1957

-----  
 Other information:110.2. N57 Pages: v, 388p.;23cm Acc.No:2737

**Series statement: Ancient Christian Writings** the works of fathers in translation No.26.

Main Entry

110.29 N57	Bible.O.T. Song of Soloman. English
2737	<p>The Song of Songs: Commentary and Homiles / translated and annotated by R.P. Lawson.- Westminster: Newman Press, 1957.</p> <p>v,388p.:23cm.- (Ancient Christian Writings: the works of the fathers in translation; no.26)</p> <p>1. Bible O.T. Song of Soloman I. Lawson R.P. II. Title III. Series</p>

## Added Entry - Subject

110.29 N57	Bible Song of Soloman Bible.O.T. Song of Soloman. English
2737	<p>The Song of Songs: Commentary and Homiles / translated and annotated by R.P. Lawson.- Westminster: Newman Press, 1957.</p> <p>v,388p.:23cm.- (Ancient Christian Writings: the works of the fathers in translation; no.26)</p> <p>1. Bible Song of Soloman I. Lawson R.P. II. Title III. Series</p>

## Added Entry – Translator

110.29 N57	Lawson, R.P. Bible.O.T. Song of Soloman. English
2737	<p>The Song of Songs: Commentary and Homiles / translated and annotated by R.P. Lawson.- Westminster: Newman Press, 1957.</p> <p>(Rest as in the main entry)</p>

## Added Entry – Title

110.29 N57	The Song of Songs...Homiles Bible.O.T. Song of Soloman. English
2737	The Song of Songs: Commentary and Homiles / translated and annotated by R.P. Lawson.- Westminster: Newman Press, 1957.  (Rest as in the main entry)

## Added Entry – Title

110.29 N57	Ancient Christain...in translation;no.26 Bible.O.T. Song of Soloman. English
2737	The Song of Songs: Commentary and Homiles / translated and annotated by R.P. Lawson.- Westminster: Newman Press, 1957.  (Rest as in the main entry)

## Title 3

Al-Quran Al-Karim  
Translated to English by  
Muhammed Mainaduke Pickthell  
Introductory note by S.M. Zaman  
Islamabad, Islamic Research Institute, 1988

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Other information: 822.5 QRN Pages:xiii, 448p.; 28cm. Acc.No.5868  
Series statement: Islamic Research Institute Publication Series, No.7.

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## Main Entry

822.S QRN	Quran. English
5868	<p>Al-Quran al-kabir / translated in to English by Muhammad Mainaduka Pickthell; introductory note by S.M. Zanam. – Islamabad; Islamic Research Institute, 1988.</p> <p>Xiii,448p.;28cm. – (Islamic Research institute publication series; no.7)</p> <p>1.Quran – Al-Kabir I. Pickthell, Muhammad Mainaduka II. Title III. Series</p>

## Added Entry - Subject

822.S QRN	Quran – AlKabir
5868	<p>Quran. English</p> <p>Al-Quran al-kabir / translated in to English by Muhammad Mainaduka Pickthell; introductory note by S.M. Zanam. – Islamabad; Islamic Research Institute, 1988.</p> <p>(Rest as the main entry)</p>

## Added Entry - Title

822.S QRN	Al-Quran al-kabir Quran. English
5868	Al-Quran al-kabir / translated in to English by Muhammad Mainaduka Pickthell; introductory note by S.M. Zanam. – Islamabad; Islamic Research Institute, 1988.  (Rest as the main entry)

## Added Entry - Translator

822.S QRN	Pickthell Muhammad Mainaduka Quran. English
5868	Al-Quran al-kabir / translated in to English by Muhammad Mainaduka Pickthell; introductory note by S.M. Zanam. – Islamabad; Islamic Research Institute, 1988.  (Rest as the main entry)

## Added Entry - Introductor

822.S QRN	Zanam S.M. Quran. English
5868	Al-Quran al-kabir / translated in to English by Muhammad Mainaduka Pickthell; introductory note by S.M. Zanam. – Islamabad; Islamic Research Institute, 1988.  (Rest as the main entry)

## Title-4

Sri Narada Pancharatnam Jnana Mitra Sarasamhita  
Translated into English by  
Swami Vijayananda,  
Allahabad, Panini Office, 1975

Other Information: 294.5 PAN Pages: xx, 536p.; Acc.No:7353  
Series Statement: Hindu Sacred Book Publication Series, No.23

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## Title – 4 Main Entry

294.5 PAN	Pancharatnam. Sri Narada Pancharatnam.
7353	English  Sri Narada Pancharatnam: Jnana Mitra Sarasamhita / translated in to English by Swami Vijayananda. – Allahabad: Panini Office, 1975.  Xx,536p.;26cm.- (Hindu Sacred Book Publications Series; no.23)  1. Sri Narada Pancharatnam I. Vijnanda Swamy II. Title III. Series

## Added Entry – Subject

294.5 PAN	Sri Narada Pancharatnam Pancharatnam. Sri Narada Pancharatnam.
7353	English  Sri Narada Pancharatnam: Jnana Mitra Sarasamhita / translated in to English by Swami Vijayananda. – Allahabad: Panini Office, 1975.  (Rest as in the main entry)

Library Cataloguing Practice	7.13	Uniform Titles
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Added Entry – Title

294.5 PAN	Sri Narada Pancharatnam...Sarasamhita Pancharatnam. Sri Narada Pancharatnam.
7353	English  Sri Narada Pancharatnam: Jnana Mitra Sarasamhita / translated in to English by Swami Vijayananda. – Allahabad: Panini Office, 1975.  (Rest as in the main entry)

Added Entry – Translator

294.5 PAN	Vijayananda Swamy Pancharatnam. Sri Narada Pancharatnam.
7353	English  Sri Narada Pancharatnam: Jnana Mitra Sarasamhita / translated in to English by Swami Vijayananda. – Allahabad: Panini Office, 1975.  (Rest as in the main entry)

Title – 5

MUNTAKHOBU TAWARIK  
By  
Abdul Quadeer Muluk Shah  
Translated from Parisian text in to English by  
George Ranking  
Revised by Brahmadeva A. Prasad  
Patna, Academic Press, 1975

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Other information: 803. N75 Pages: xiii, 320p.;23cm Acc.No:5676

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## Main Entry

803 N75	Muluk Shah, Abdul – Quadeer [Al-Badani]
5676	<p>Muntakhobu Tawarik / by Abdul Quadeer Muluk Shah; translated from Parisian text in to English by George Ranking; revised by Brahmadev A. Prasad. – Patna: Academic Press, 1975.</p> <p>xviii,320p.;23cm</p> <p>I. India – History I. Ranking George II. Prasad, Brahmadev A.</p>

## Added entry - Subject

803 N75	India History Muluk Shah, Abdul – Quadeer [Al-Badani]
5676	<p>Muntakhobu Tawarik / by Abdul Quadeer Muluk Shah; translated from Parisian text in to English by George Ranking; revised by Brahmadev A. Prasad. – Patna: Academic Press, 1975.</p> <p>(Rest as in the main entry)</p>

## Added Entry - Translator

803 N75	Ranking, George Muluk Shah, Abdul – Quadeer
5676	[Al-Badani]  Muntakhobu Tawarik / by Abdul Quadeer Muluk Shah; translated from Parisian text in to English by George Ranking; revised by Brahmadev A. Prasad. – Patna: Academic Press, 1975.  (Rest as in the main entry)

## Added Entry – Reviser

803 N75	Prasad, Brahmadev, A. Muluk Shah, Abdul – Quadeer
5676	[Al-Badani]  Muntakhobu Tawarik / by Abdul Quadeer Muluk Shah; translated from Parisian text in to English by George Ranking; revised by Brahmadev A. Prasad. – Patna: Academic Press, 1975.  (Rest as in the main entry)

## 7.6 Summation

In the AACR-2, the chapter-25 deals with uniform titles, followed with few rules of optional nature. The basic rule 25.2 states that a uniform title should be used, for instance, if an item bears a different title proper from the uniform title or if the addition of another element, such as the name of the language of the item, is needed to organize the file. This is followed by rules for individual titles, stating that, in general, the title in the original language should be used as the uniform title, and rules for collective titles, legal materials, sacred scriptures, music and other works. The rules for collective titles are very useful and important, because they allow selected or complete works of a prolific author to file together regardless of the title proper of the particular item.

The utility of the uniform titles when handling materials other than books e.g. films, manuscripts, or music should be highly helpful and useful in the electronic libraries.

## 7.7 Question to be answered

1. Describe, what is uniform title, what is the importance of uniform titles in organizing the cataloguing information.
2. Explain the types of rendering of uniform titles while doing cataloguing practice.

## 7.8 Glossary

1. Uniform title: A title by which an item which has appeared under varying titles is identified for cataloguing purposes. Also, a collective title used to collocate complete works, selections, etc., of an author or composer.

## 7.9 References

1. Singh and Prasad, H.N.(1985). Cataloguing Manual AACR-2. B.R. Publishing Corporation, Delhi.
2. Hunter, Eric J(1991)Cataloguing. 3<sup>rd</sup> rev. edition. Library Association Publishing, London.

## **Lesson :8**

# **MULTI VOLUME DOCUMENTS**

### **8.1 Aims and Objectives**

### **8.2 Introduction**

### **8.3 Peculiarities in Multi Volumes**

#### **8.3.1 Number of volumes and / of pagination**

#### **8.3.2 Publication in More than One Volume**

### **8.4 Worked out Examples**

### **8.5 Summing up**

### **8.6 Recommended Books**

### **8.7 Glossary**

## **8.1 Aims and Objectives**

Generally books are published in a single volume. The AACR-2 defines, that the Multipart item or volume, as a monograph may be complete or intended to be completed in finite number of volumes or parts. The multi volumes are in various forms i.e., with common title page, each volume may have its own title / common title, and continuous pagination, or separate pagination for individual volume. In this unit, you can learn about the cataloguing practice of multi volumes, and you are able to identify the:

- Items with common title page to all the volumes
- Each volume may have its own title / common
- Volumes may have separate pagination or continuous pagination etc.

## **8.2 Introduction**

The AACR-2, under second revised edition, 1988, provides the Multi-volume is “a printed Monograph in more than one physical part is described in number of volumes or parts”. The application of these rules 2.5B17 to 2.5B24, which deal with multi – volumed books under the heading the ‘Publications in more than one volume’.

In this unit we will learn, how to catalogue the Multi – volume documents, Which are having certain peculiarities in comparing with the simple monograph. The peculiarities may occur at Title, Pagination, and Date of Publication. In the Multi – volume Documents, there are two types of titles:

- 1) Common title in all the volumes, and ;
- 2) Separate title for each volume, besides the common title.
- 3) The pagination and Data of Publication are also varied in multiple volumes.

All these peculiarities are discussed in this unit, under the heading 'Publications in more than one volume'.

### 8.3 Peculiarities in Multi Volumes

AACR-2 calls multi volumed books are: publications in more than one volume, it is also known as multipart item. The peculiarities in the Multi-volume are in various forms, such as:

- i) The common title page to all the volumes,
- ii) Some times, each volume may have its own title, besides the common title,
- iii) The volumes may have continuous pagination or separate pagination for individual volume,
- iv) Date of publication of each volume may be varied.

These are the areas of peculiarities or differences in comparing with the printed monographs. The entry format of these areas have had few changes in rendering the catalogue entries. The entry format of these areas are discussed in this unit with necessary examples. The code elaborated these peculiarities under the heading 'Publications in more than one volume', in tow board areas, viz. i. Number of volumes and/or pagination and ii) Publication in more than one volume.

#### 8.3.1 Number of volumes and / or pagination:

2.5B17. Give the number of volumes of a printed monograph in more than one physical volume.

Eg. 3v.

2.5B19. IF the number of bibliographic volume differs from the number of physical volumes, give the number of bibliographic volumes followed by in and the number of physical volumes.

Eg. 8v. in 5

2.5B20. If a set volumes is continuously paged, give the pagination in parentheses after the number of volumes. Ignore separately paged sequences of preliminary matter in volume other than the first.

Eg. 2v. (xxxi, 999)

3v. (xx, 800p)

(Pages numbered: xx, 1-202; xx, 202-513; xxi, 514-800p.)

2.5B21. Optional addition : If the volumes in a multivolume set are individually paged, give the pagination of each volume in parentheses after the number of volumes.

Eg. 2v. (xvi, 319; xx, 412p.)

### 8.3.2 Publications in More than One Volume:

2.5B.22. If a publication was planned to be in more than one volume, but not all have been published and it appears that publication will not be continued, describe the incomplete set as appropriate (i.e. give paging for a single volume or number of volumes for multiple volumes). Make a note to the effect that no more volumes have been published.

2.5B.23. Braille or other tactile systems. If an item consists of leaves or pages of Braille or another tactile system, add an appropriate term (e.g. of Braille, of Moon type, of jumbo braille, of press Braille, of computer Braille, of solid dot braille) to the statement of the number of volumes, leaves, or pages.

Eg. 310 leaves of Braille  
125 leaves of Moon type  
4v. of jumbo Braille  
320 leaves of computer Braille  
300p. of press Braille  
40 leaves of solid dot Braille

If an item consists of eye-readable print and Braille or another tactile writing system, or of two or more tactile writing system use of concise description of the combination (e.g., of print and braille, of braille and Nemeth code).

Eg. 300p. of print and Braille  
205 leaves of braille and Nemeth code  
If an item is a thermoform copy, add (thermoform).  
64 leaves of Braille (thermoform)

2.5B.24. Large Print: If an item is in large print intended for use by the visually impaired, add, to the statement of the number of volumes, leaves, or pages, (large print).

Eg. 3v. (large print)  
342p. (large print)

### 2.8.4 Worked out Examples

Example-1: WILD LIFE IN AFRICAN FORESTS  
World wide life protection  
By  
Hans K. William  
Translated by  
Peter Jeffery  
Edited by  
L. Koeinag  
2<sup>nd</sup> Edition  
World Wide Life Protection Association  
South Africa, 1992

Call No:

Centre for Distance Education	8.4	Acharya Nagarjuna University
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Classification No: N92, N93, N94

Size: 26cm x 17 cm

Acc. No: 6313-6315

Pages: 3v

V1 (viii, 481);

V2 (ix, 580);

V3 (xii, 1440)

Contents: 1. Flora of South Africa, 2. Animal Habitation, 3. Nature

Example – 1

### Main Entry

Class No. Book No.	William, Hans K.
6313-6315	Wild life in African Forests: World wild life protection/ by Hans K. William; translated by Peter Jeffery; edited by L. Koeinag – 2 <sup>nd</sup> ed. – South Africa: word wild life protection Association, 1992.  3v.; (VIII, 481; 1x, 580; XII., 1440 p.);26cm

(Card 2 Contd...)

### M.E . (Card –2)

	William, Hans K.
6313-6315	Wild life in African Forests: World wild life protection..., 1992.  Contents: IV. Flore of South Asia – 2v. Animal Habitation –3v. Nature. 1. Wild life I.Jeffery, Peter II Koeinag, L. III Title.

### Added Entry – Subject

	WILD LIFE William, Hans K.
6313-6315	Wild life in African Forests: World wild life protection..., 1992.  (Rest as in the Main Entry)

**Added Entry – Translator**

	Jeffery Peter William, Hans K.
6313-6315	Wild life in African Forests: World wild life protection..., 1992.  (Rest as in the Main Entry)

**A.E - Editor**

	Karing, L William, Hans K.
6313-6315	Wild life in African Forests: World wild life protection..., 1992.  (Rest as in the Main Entry)

**A.E - Title**

	Wild life in African Forests: World wild life protection. William, Hans K.
6313-6315	Wild life in African Forests: World wild life protection..., 1992.  (Rest as in the Main Entry)

## Example-2

**Overview of Mathematical Theory**

Statistical Inference

By

J.R. Norman

P.C. Tenison

P.O. Lowdin

Pergamon Press, Oxford, 1980

Other Information:

Call No. 310 OMT

Acc. No. 5149-5150

Pages: Vol.I (xiv, 516), Vol.2(xv, 551)

The book is in two volumes with common title –

Contents: Vol. 1. Probability and probability distribution

Vol. 2. Statistical Inference

Example – II

### MAIN ENTRY

310 N80	Norman, J.R.
5149-5150	<p>Over view of Mathematical Theory: Statistical Inference /by J.R. Norman, P.C.Tenison, P.O.Lowidin</p> <p>-Oxford: Perganon press, 1989.</p> <p>2v.; (XIV, 516; XV, 551P); 22 cm.</p> <p>Contents: IV Probability and Probability Distribution –</p> <p>2. V Statistical Inference</p> <p>1. Mathematics I. Norman, J.R. II. Tension, P.C.</p>

(Card 2 Contd..)

### M.E. (Card-2)

310 N80	Norman, J.R.
5149-5150	<p>Over view of Mathematical Theory: Statistical Inference ....., 1980.</p> <p>P.C.III Lawadin, P.O. IV. Title</p>

### Added Entry - Subject

310 N80	MATHEMATICS Norman, J.R.
5149-5150	<p>Over view of Mathematical Theory: Statistical Inference ....., 1980.</p> <p>(Rest as in the Main Entry)</p>

**Added Entry – Author 2**

310 N80	Tension, P.C Norman, J.R.
5149- 5150	Over view of Mathematical Theory: Statistical Inference ....., 1980.  (Rest as in the Main Entry)

**Added Entry – Author 3**

310 N80	Tension, P.C Norman, J.R.
5149- 5150	Over view of Mathematical Theory: Statistical Inference ....., 1980.  (Rest as in the Main Entry)

**Added Entry – Title**

310 N80	Over view of Mathematical ... Inference. Norman, J.R.
5149- 5150	Over view of Mathematical Theory: Statistical Inference ....., 1980.  (Rest as in the Main Entry)

**Example –3****Agro Industry and Rural Development in A.P**

By

Vikas Publishing House  
Bombay, Delhi, Nagpur, 2002.

-----  
Other Information:

Call No. 307.72 DES

Size: 26x18 cm

Pages : x, 758

Acc.No. 7054-7058

This book is in Six Volumes and each volume had its title besides the common title of the book.

Contents: V1. Problems and solutions  
V2. Programmes and Strategies  
V3. Organisation and Management  
V4. Experiments in Rural Development  
V5. Rural Development through Five Year Plan  
V6. Rural Development in the Seventh Plan.

Example-III This book is in six values with common title – in addition each value has its own individual title.

**Main Entry**

307.72 RS.1	Sudarsan, Rockkam
7054 – 7058	<p>Agro Industry and Rural Development in A.P/By Rokkam Sudarsan – Bombay: Vikas Publishing House, 2002. 6v (x, 758p.); 23 cm.</p> <p>Contents: IV Problems and Solutions – 2V. Programmes and strategies – 3v. organization and Management – 4v. Ex-Perinets in Rural Development – 5v. Rural.1</p>

(Card 2 Contd..)

**M.E . (Card –2)**

307.72 RS.1	Sudarsan, Rockkam
7054 – 7058	<p>Agro Industry and Rural Development in A.P/By Rokkam Sudarsan – Bombay: Vikas Publishing House, 2002</p> <p>Development through five year plans – 6V. Rural Development in Seventh Plan.</p> <p>1. Rural Development I. Title</p>

**Added Entry – Subject**

307.72 RS.1	RURAL DEVELOPMENT Sudarsan, Rockkam
7054 – 7058	Agro Industry and Rural Development in A.P..., 2002  (Rest as in the Main Entry)

**Added Entry – Title**

307.72 RS.1	Agro Industry and Rural Development in A.P. Sudarsan, Rockkam
7054 – 7058	Agro Industry and Rural Development in A.P..., 2002  (Rest as in the Main Entry)

**Added Entry – Special Title of 1<sup>st</sup> Volume**

307.72 RS.1	Problems and Solutions Sudarsan, Rockkam
7054 – 7058	Agro Industry and Rural Development in A.P..., 2002  (Rest as in the Main Entry)

**Added Entry – Special Title of 2<sup>nd</sup> Volume**

307.72 RS.1	Programmes and Strategies Sudarsan, Rockkam
7054 – 7058	Agro Industry and Rural Development in A.P..., 2002  (Rest as in the Main Entry)

## Example-2

**Overview of Mathematical Theory**

Statistical Inference

By

J.R. Norman

P.C. Tenison

P.O. Lowdin

Pergamon Press, Oxford, 1980

## Other Information:

Call No. 310 OMT

Acc. No. 5149-5150

Pages: Vol.I (xiv, 516), Vol.2(xv, 551)

The book is in two volumes with common title –

Contents: Vol. 1. Probability and probability distribution

Vol. 2. Statistical Inference

## Example – II

310 N80	Norman, J.R.
5149- 5150	<p>Over view of Mathematical Theory: Statistical Inference /by J.R. Norman, P.C.Tenison, P.O.Lowidin -Oxford: Perganon press, 1989.</p> <p>2v.; (XIV, 516; XV, 551P); 22 cm.</p> <p>Contents: IV Probability and Probability Distribution –2. V Statistical Inference 1. Mathematics I. Norman, J.R. II. Tension</p>

(Card 2 Contd..)

**M.E. (Card-2)**

310 N80	Norman, J.R.
5149- 5150	<p>Over view of Mathematical Theory: Statistical Inference ....., 1980.</p> <p>P.C.III Lawadin, P.O. IV. Title</p>

**Added Entry - Subject**

310 N80	MATHEMATICS Norman, J.R.
5149- 5150	Over view of Mathematical Theory: Statistical Inference ....., 1980.  (Rest as in the Main Entry)

**Added Entry – Author 2**

310 N80	Tension, P.C Norman, J.R.
5149- 5150	Over view of Mathematical Theory: Statistical Inference ....., 1980.  (Rest as in the Main Entry)

**Added Entry – Author 3**

310 N80	Tension, P.C Norman, J.R.
5149- 5150	Over view of Mathematical Theory: Statistical Inference ....., 1980.  (Rest as in the Main Entry)

**Added Entry – Title**

310 N80	Over view of Mathematical ... Inference. Norman, J.R.
5149- 5150	Over view of Mathematical Theory: Statistical Inference ....., 1980.  (Rest as in the Main Entry)

**Example –3****AGRO INDUSTRY AND RURAL DEVELOPMENT IN A.P**

By

Vikas Publishing House

Bombay, Delhi, Nagpur, 2002.

-----  
Other Information:

Call No. 307.72      DES

Size: 26x18 cm

Pages : x, 758

Acc.No. 7054-7058

This book is in Six Volumes and each volume had its title besides the common title of the book.

Contents:      V1.      Problems and solutions  
                     V2.      Programmes and Strategies  
                     V3.      Organisation and Management  
                     V4.      Experiments in Rural Development  
                     V5.      Rural Development through Five Year Plan  
                     V6.      Rural Development in the Seventh Plan.

Example-III      This book is in six values with common title – in addition each value has its own individual title.

**Main Entry**

307.72 RS.1	Sudarsan, Rockkam
7054 – 7058	Agro Industry and Rural Development in A.P/By Rokkam Sudarsan – Bombay: Vikas Publishing House, 2002. 6v (x, 758p.); 23 cm.  Contents: IV Problems and Solutions – 2V. Programmes and strategies – 3v. organization and Management – 4v. Ex-Perinets in Rural Development – 5v. Rural.1

(Card 2 Contd..)

Library Cataloguing Practice	8.13	Mixed Responsibility
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**M.E. (Card-2)**

307.72 RS.1	Sudarsan, Rockkam
7054 - 7058	<p align="center">Agro Industry and Rural Development in A.P., 2002</p> <p align="center">Development through five year plans – 6V. Rural Development in Seventh Plan.</p> <p align="center">1. Rural Development I. Title</p>

**Added Entry – Subject**

307.72 RS.1	<p align="center">RURAL DEVELOPMENT</p> <p align="center">Sudarsan, Rockkam</p>
7054 - 7058	<p align="center">Agro Industry and Rural Development in A.P., 2002</p> <p align="center">(Rest as in the Main Entry)</p>

**Added Entry – Title**

307.72 RS.1	<p align="center">RURAL DEVELOPMENT</p> <p align="center">Sudarsan, Rockkam</p>
7054 - 7058	<p align="center">Agro Industry and Rural Development in A.P., 2002</p> <p align="center">(Rest as in the Main Entry)</p>

**Added Entry – Special title of 1<sup>st</sup> Volume**

307.72 RS.1	<p align="center">Problems and Solutions</p> <p align="center">Sudarsan, Rockkam</p>
7054 - 7058	<p align="center">Agro Industry and Rural Development in A.P., 2002</p> <p align="center">(Rest as in the Main Entry)</p>

**Added Entry – Special title : 2<sup>nd</sup> Vol.**

307.72 RS.1	Problems and Solutions Sudarsan, Rockkam
7054 - 7058	Agro Industry and Rural Development in A.P., 2002  (Rest as in the Main Entry)

## Example-4

Alexander's Empire 323 B.C.

By

Waltair Wallbank

Chicago

A.J.Nystrom &amp; Co.,

1976

-----  
Other Information :

Call No:937 WW.1

Pages: 2V:

Vol.1 (ix, 250p.)

Acc.No.3210-3211

Vol.2 (x, 340p.)

Contents: V1 Kingdoms of Alexander's 200BC/Daniel C.Knowlton  
V2 Growth of Macedonia 359BC-334BC/Arthur Brown

## Example: IV

**Main Entry**

937 WW1	Wallbank, Walter
3210 - 3211	Alexander's Empire 323 BC/by Walter Wallbank – Chicago:A.J.Nystrom & Co., 1976. 2V(ix,250;x,340p.);26cm. Contents: iv. Kingdom's of Alexander's 200BC/by Daniel C. Knowlton-2V. Growth of Meedonia 359-334 BC/by Arthur Brown.  1. Alexandar's History 1. Title

**A.E. Subject**

937 WW1	ALEXANDER'S HISTORY Wallbank, Walter
3210 - 3211	Alexander's Empire 323 BC/by Walter Wall bank – Chicago:A.J.Nystrom & Co., 1976.  (Rest as in the Main Entry)

**Added Entry - Title**

937 WW1	Alexander's Empire 323 BC Wallbank, Walter
3210 - 3211	Alexander's Empire 323 BC..., 1976.  (Rest as in the Main Entry)

**Added Entry-Special title Vol.1**

937 WW1	Kingdom of Alexander's 200BC Wallbank, Walter
3210 - 3211	Alexander's Empire 323 BC., 1976.  (Rest as in the Main Entry)

**Added Entry-Special title Vol.2**

937 WW1	Growth of Mcedonia 359-334 BC. Wallbank, Walter
3210 - 3211	Alexander's Empire 323 BC., 1976.  (Rest as in the Main Entry)

**A.E. Editor (1<sup>st</sup> Vol.)**

937 WW1	Knowlton Daniel C. Kingdoms of ..., 200 BC Wallbank, Walter
3210 - 3211	Alexander's Empire 323 BC., 1976. (Rest as in the Main Entry)

**A.E. Editor-(Vol.2)**

937 WW1	Brown, Arther. Growth of Mcedonia 359-334 BC. Vol.2 Wallbank, Walter
3210 - 3211	Alexander's Empire 323 BC., 1976. (Rest as in the Main Entry)

**8.5 Summing Up**

In this unit you will understand how to render the entries in 'multivolumes'. The Multivolumes or Multipart is a common type of publication. The AACR-2, 2<sup>nd</sup> revised edition, elaborated, the peculiarities of multivolumes under rules 2.5 B17 to 2.5 B24 which deal with Multi-volumes books, in comparing to the printed monographs in the catalogue entry format.

The multivolume document is a publication in more than one volume, complete or intended to be completed in a finite number of separate parts. The peculiarities identified according to the code are: i) the common title to all the volumes, ii) sometimes, each volume may have its own title besides the common title. And the volumes may have continuous pagination or separate pagination for individual volumes.

It was noted all these peculiarities, are clarified with necessary worked out examples. The worked out example-3 and example-4 explains the 'special title of individual volumes', and its entry format at the added entries, and the 'special title of individual volumes with authors/editors' and its entry format with necessary added entries are shown under exaple-4. The worked out examples will given the general idea about the cataloguing practice of multivolumes.

## 8.6 Recommended Books

1. Michael Gorman and Paul W. Winkler. Anglo-American Cataloguing Rules 2<sup>nd</sup> rev. edition 1988.
2. Singh and Prasad. Cataloguing Manul –AACR-II B.R. Publishing Corporation, Delhi-110052, 1985.
3. Krishna Kumar. An Introduction to AACR-2. Vikas Publishing House Pvt. Ltd., Reprint, 1992.

## 8.7 Glossary

Multivolume Monograph:	An item containing two or more categories of material, no one of which is identifiable as the predominant constituent of the item;
Multipart item:	A monograph complete, or intended to be completed, in a finite number of separate parts.

## **Lesson: 9**

# **COLLECTIONS AND WORKS PRODUCED UNDER EDITORIAL DIRECTION**

## **9.1 Aims and Objectives**

## **9.2 Introduction**

## **9.3 Works produced under Editorial Direction – Scope**

### **9.3.1 Editorial works' with Collective Title'**

### **9.3.2 Editorial works' without Collective Title'**

## **9.4 Worked out Examples**

## **9.5 Summing up**

## **9.6 Readings**

## **9.6 Glossary**

## **9.1 Aims and Objectives**

Libraries generally acquire variety of documents, whatever the type of authorship may be. These items should be catalogued for the benefit of the user community. In this unit you will learn how to catalogue the works produced under editorial direction, with collective title and without collective title. After going through the rules of editorial works, you should be able to:

- identify the editorial works from the other shared responsibility
- distinguish the editorial work from other secondary responsibilities
- identify and catalogue the editorial works, with collective title and without collective title.
- prepare the analytical entries, and entries for the component parts, produced under editorial direction .

The Festschrift or the memorial volume, was also treated under the editorial works, which represents a work produced under editorial direction.

## **9.2 Introduction**

In this unit, we can learn about the 'works produced under editorial direction'. In the cataloguing practice, the editorial works are treated separately, 'with collective title' and 'without collective title'. As the rules under AACR –2, Second revised edition deals with the rule 21.7B and 21.7C, with collective title and without collective title respectively. These rules and the scope of the entry provides a comprehensive idea about the entry format of the editorial works, and how to catalogue the works 'with collective title' and 'without collective title'.

The entry format of the 'Main Entry' and the 'Added entries' of the editorial works, are shown with necessary examples. In the editorial works, the hanging indentation format has to be followed in rendering the editorial works. Where the title occupies the leading section, in

general entire under the, hanging indentation format should be observed in preparing the main entry, particularly in the case of collective title in the editorial works.

### 9.3 Works Produced Under Editorial Direction: Scope

- a) collective of independent works by different persons or bodies.
- b) collections consisting of extracts from independent works by different persons or bodies.
- c) work consisting of contributions of by different persons or bodies produced under editorial direction.
- d) works consisting partly of independent works by different persons or bodies and partly of contributions produces under editorial direction.

Do not apply this rule to works emanating from a corporate body that fall into one or more of the categories give in i.e. papers or proceedings of conferences etc. is named prominently in the item being catalogued.

#### 9.3.1 Editorial works 'with collective title'

21.7B1 rule explains the entry format of the editorial works 'with Collective Title':

Enter a work falling into one of the categories gives in 21.7A under its title if it has a collective title. Make added entries under the headings for the compilers / editors if there are not more than three and if they are more than compilers / editors if there are not more than three and if the are named prominently in the item being catalogued. If there are more than three compilers / editors if there are not more than three and if they are named prominently in the item being catalogued. If there are more than three compilers / editors named prominently, make an added entry under the heading for the principal compiler / editors and / or for the one named first.

Eg. Economic of the environment: Selected Readings / edited b Robert Dorfman and Nancy S. Dorfman.

- Main entry under title
- Added entry under the heading for Keating.

Eg. Journal of research of the U.S. Geological Survey

- Main entry under title
- Added entry under the heading for Survey

If such a work included tow or three contributions or independent works, make name-title added entries for each of them.

Eg. Classic Irish drama / introduced by W.A. Armstrong

(contains / W.B. Yeats. The playboy of the western world / J.M. Synge. Cock-a-doodle dandy / Sean O' Casey).

- Main entry under title
- Added entries (name - title) under the headings for Yeats, Synge, and O' Casey
- Added entry under the heading for Armstrong.

If more than three contributors are named in the chief source of information, make an added entry under the first contributor named there.

- Eg. Cricket '94 / contributors include Mike Brearley .... (et al)  
(Seven other contributors named in the chief sources;  
editors, J.A. Bailey and P.J. Rao, named on first page of text)
- Main entry under title
  - Added entry under the heading for Brearly.

### 9.3.2 Editorial Works: without collective title

The 21.7C rule will define the entry format of the editorial works 'without collective title'.

If a work falling into one of the categories given in 21.7A1 lacks a collective title, enter it under the heading appropriate to the first work or contribution named in the chief source of information of the item being catalogued. If the item lacks a collective chief source of information, enter it under the heading appropriate to the first work or contribution in the item. Make added entries for editors / compilers and for the other works or contributors as instructed in 21.7B1, in so far as it applies to works without a collective title.

- Eg. In praise of older women / Stephen Vizinczey, Feramontov/  
Desmond Cory. The graveyard shift. Harry Patterson
- Main entry under the heading for Vizinczey
  - Added entries (name - title) under the headings for Cory and Patterson.

- E.g History of the elementary school contest in England / Francis Adms. Together with the struggle for national education / John Morley; edited, with an introduction, by Asa Briggs
- Main entry under heading for Adams
  - Added entry (name - title) under the heading for Morley
  - Added entry under the heading for Briggs.

If more than three contributors are named in the chief source of information, make an added entry under the first contributor named there.

- Eg. Cricket' 94 / contributors include Mike Brearley ... (et al)  
(Seven other contributors named in the chief source; editors, J.A. Bailey and P.J. Roe, named on first page of text).
- Main entry under title
  - Added entry under the heading for Brearly

## 9.4 Worked out Examples

The worked out examples of 'works produced under editorial direction, with necessary Main entry and Added entries are presented here. The examples 1to 4 explains about the details of the entry format, how to render the Main entry and Added entries, under the collective title the examples under 4-6 deals with editorial works without collective title are as followed.

## Example – 1

Work produced under editorial direction : 'Festschrift in honour of Two persons by three editors.  
On important contribution, None- Title'

Teaching of English Language and Literature  
Memorial volume to Rose Mary and John Mary  
Edited by  
John Mitford  
James Bacon  
A. Anderson  
&  
English Language & literature Publishers  
Cambridge, 1985.

---

Call No. T:3,  
Pages: IX, 625

N75

Size: 26 x 18 cm  
ACC. No: 7890

Other Information: Contains contributions from different authors. One important contribution is by James A. Watson, entitled 'Multimedia Approach for English Teaching, having Class No. 7:3:1 and pages, 590 to 620.

## Example – 1

**Main Entry**

T: 3 N73	Teaching of English language and literature: Memorial
7890	<p>volume in honour of Rose Mary and John May/edited by John Mitford, James Bacon, A. Anderson – Cambridge: English Language and literature publishers, 1985</p> <p>lx, 624 p. ; 26 cm.</p> <p>Contents: Multimedia Approach for English Teaching / by James A. Waston</p>

(Card-2; Contd.....)

**Main Entry (Card-2)**

T: 3 N73	Teaching of English language and literature: Memorial
7890	<p>volume in honour....., 1985</p> <p>1. English Language I. Mitford, John II- Becon, James III Anderson, A.IV. Waston, James A. Multimedia.</p>

**Add Entry – Subject**

T: 3 N73	<p>ENGLISH LANGUAGE</p> <p>Teaching of English language and literature: Memorial</p>
7890	<p>volume in honour....., 1985</p> <p>(Rest in the Main Entry)</p>

**Add Entry – Editor (1)**

T: 3 N73	<p>Mitford, John</p> <p>Teaching of English language and literature: Memorial</p>
7890	<p>volume in honour....., 1985</p> <p>(Rest in the Main Entry)</p>

**Add Entry – Editor (2)**

T: 3 N73	<p>Bacon, James</p> <p>Teaching of English language and literature: Memorial</p>
7890	<p>volume in honour....., 1985</p> <p>(Rest in the Main Entry)</p>

**Add Entry – Editor (3)**

T: 3 N73	Aderson, A. Teaching of English language and literature: Memorial
7890	volume in honour....., 1985  (Rest in the Main Entry)

**Example – 5 (page-3) Added Entry (Festschrift):1**

T: 3 N75	Mary, Rose Teaching of English language and literature: Memorial
7890	volume in honour....., 1985  (Rest in the Main Entry)

**Added Entry (Festschrift): 2**

T: 3 N75	Mary, Rose Teaching of English language and literature: Memorial
7890	volume in honour....., 1985  (Rest in the Main Entry)

**Added Entry – None Title**

T: 3 N75	Waston, James A. Multimedia Approach ..... teaching Teaching of English language and literature: Memorial
7890	volume in honour....., 1985  (Rest in the Main Entry)

## Example –2

## The Systems Analysis for Information Retrieval

Edited by

Helen M. Townley

Institute of Information Scientists London

-----  
Other Information:

Class No: 025 T2

Acc. No: 1080

Pages: v + 121

Size: 23 x 18 Cm.

Copyright year: 1978

Note: Reading list and Indexes provided at pages : 111 to 121

Series State: Management Information : Monography Series – No. 6

**Main Entry**

025 T2	The Systems Analysis for Information Retrieval/
	edited by Helen, M. Townley. – London: Institute of Information Scientists, c 1978. v. 121 p. ; 23 cm. – (Management Information): Monography Series; no.6) Reading list and indexes: p 111-121 1. Information Retrieval I. Townley, Helen M. II. Series

**Added Entry - Subject**

025 T2	INFORMATION RETRIEVAL
	The Systems Analysis for Information Retrieval/
1080	edited by Helen, M. Townley. – London: Institute of Information Scientists, c 1978.  (Rest as in the Main Entry)

**Added Entry – Editor**

025 T2	Townely, Helen M.  The Systems Analysis for Information Retrieval/
1080	edited by Helen, M. Townely. – London: Institute of Information Scientists, c 1978.  (Rest as in the Main Entry)

**Added Entry – Series**

025 T2	Management information : Monographic series; No.6  The Systems Analysis for Information Retrieval/
1080	edited by Helen, M. Townely. – London: Institute of Information Scientists, c 1978.  (Rest as in the Main Entry)

## Example –3

GRAY'S ANATOMY  
Descriptive and Applied

Edited By  
D.V.DAVIS  
F. DAVIS & JOHN DAVIS  
London  
Longman Publishers  
C 1962

Call No. L : 2, N62

Size: 23 cm

Note: Special Bibliographies and Indexes are provided at the end.

Pages: xv + 1632

Acc. No. 29468

## Example- 3

**Main Entry**

L:2 N62	Gray's Anatomy: Descriptive and Applied / edited by
42812	D.V. Davis, E.Devis and John Devis – London Lonnans Publishers, c1962 xv, 1632 p; 23 cm , Bibliographies and Indexes are provided at the end 1. Medical Sciences I Devis, D.V.II Devis, F III. Devis John

**Added Entry – Subject**

L:2 N62	MEDICAL SCIENCES  Gray's Anatomy: Descriptive and Applied / edited by
42812	D.V. Davis, E.Devis and John Devis – London Lonnans Publishers, c1962  (Rest as in the Main Entry)

**Added Entry – Editor(1)**

L:2 N62	Davis, D.V. Gray's Anatomy: Descriptive and Applied / edited by
42812	D.V. Davis, E.Devis and John Devis – London: Lonnans Publishers, c1962  (Rest as in the Main Entry)

**Added Entry – Editor(2)**

L:2 N62	Davis, F Gray's Anatomy: Descriptive and Applied / edited by
42812	D.V. Davis, E.Devis and John Devis – London: Lonnann Publishers, c1962  (Rest as in the Main Entry)

**Added Entry – Editor(3)**

L:2 N62	Davis, John Gray's Anatomy: Descriptive and Applied / edited by
42812	D.V. Davis, E.Devis and John Devis – London: Lonnann Publishers, c1962  (Rest as in the Main Entry)

Example – 4

**INFORMATION TECHNOLOGY**

The Breaking Wave

Edited by

Dennie P. Curtin

Kin Foley

Kunal Sen

Cathellen Morin

Tata Mc Graw- Hill Publishing Co., Ltd.,  
New Delhi

Call No: 004, N98

Size: 30 x 22 cms. Contains, Illustrations

Acc. No. 42812

Back of the title page: Copy right 1998.

Pages: XX + 300

Price: Rs. 150/-

ISBN 0-07-463538-1

**Main Entry**

004 N98	Information Technology : The Breaking wave / edited by
42812	by Dennis P. Curtin ... [et al.], - New Delhi : Tata Mc Grow – Hill Publishing, C 1998.  xx, 300p. : ill.; 30 cm. ISBN 0-07-463538-1: Rs. 150/- 1. Information Technology I. Curtin, Dennis P.

**Added Entry – Subject**

004 N98	INFORMATION TECHNOLOGY  Information Technology : The Breaking wave / edited by
42812	by Dennis P. Curtin ... [et al.], - New Delhi : Tata Mc Grow – Hill Publishing, C 1998.  (Rest as in the Main Entry)

**Added Entry – Editor**

004 N98	Curtin, Dennis P.  Information Technology : The Breaking wave / edited by
42812	by Dennis P. Curtin ... [et al.], - New Delhi : Tata Mc Grow – Hill Publishing, C 1998.  (Rest as in the Main Entry)

## 9.5 Summing up

In this unit, we have discussed how to catalogue the works produced under editorial direction in general. The collections of independent works by different persons or bodies, and works consisting of contributions by different persons or bodies are produced under the direction of editor is known as editorial works. Enter a work falling into one of the categories given in 21.7A, under its title as a main entry element, with collective title. And make added entries under the headings for the compilers/editors. If a work falling into one of the categories given in 21.7A1, lacks a collective title, enter it under the heading appropriate to the first work or contribution names in chief source.

In the case of three editors, and more than editors, under the collective title, and the catalogue entry format was shown in example two and three. In the case, there is information about the constituent parts, if such works, includes two or three contributions of independent works, in such case make 'name – title added, should be given was shown under example-4'.

## 9.6 Recommended Books

1. Anglo-American Cataloguing Rules, edited by Michael Gorman and Paul W. Winkler, second revised edition, 1988.
2. Krishna Kumar (1990): An Introduction to AACR-2, 3<sup>rd</sup> Rev. ed. New Delhi Vikas Publishers, 1990.
3. Madwell, Margaret F. Handbook for AACR-2, 2<sup>nd</sup> ed. Chicago, ALA, 1980.

## 9.7 Glossary

1. **Editor** One who prepares for publication, an item not his or her own. The editorial work may be limited to the preparation of the Item for the or elucidation of the content of the item, and the Addition of an introduction, notes and other critical matter. In some cases, it may involve the technical direction of a staff of person engaged in creating or compiling the content of the item.
2. **Hanging Indention:** The Hanging Indention formation is used when the Title occupies the leading section. The titles, starts from the first indentation, about the horizontal line, and all the succeeding lines of the entry will touches the second indentation only, upto year of publication.

## **Lesson-10**

# **ANALYTICAL ENTRIES AND REFERENCES**

### **10.1 Aims and Objectives**

### **10.2 Introduction**

### **10.3 Scope, Analytical added Entries**

#### **10. 3.1 'IN' Analytics -**

#### **10.3.2 Multilevel Description**

### **10.4 Worked Out Examples**

### **10.5 Summing Up**

### **10.6 Glossary**

### **10.7 Self Assessment Questions**

### **10.8 Recommended Books**

### **10.1 Aims and Objectives**

Preparation of Analytical Entries are very important to guide the user with more information about the author and title/through the analytical entry. Several books are published by different contributions. Such books are treated under editorial works, where the main entry is made under the title of the document, with an added entry the editor. The nature of these books fall under three categories, viz. i) Collections of independent works by different persons, ii) Collections consisting of extracts from independent works by different persons and , iii) Works consisting of contributions by different persons produced under editorial. The real contributors or real authors are not represented anywhere in the catalogue. To represent the real contribution of a work, the 'Analysis' is the process of preparing a bibliographic record that describes a part or parts of an item for which a comprehensive entry has been made. An Analytical entry for a part of an item for which a comprehensive entry is also made. After studying this unit, you will be in a position to identify the types of works and the entry format:

- how to provide the entry format of /analytical entry,
- the author and title analytical entry format structure,
- the rules under this unit will guide the student how to render the main and added analytical entries.

## 10.2 Introduction

Preparation of Analytical entries are very important to guide the user with more information about the real authors and titles through the analytical entries. Chapter –13 'Analysis', under AACR-2 deals with 'Analytical Entries'. Analytical entry has been defined 'as an entry for a part of an item for which, a comprehensive entry has been made'. To represent the real authors of a larger work, found to be the solution to represent the authors names through the analytical entries. Analysis is the process of preparing a bibliographic record that describes a part or parts of a larger item. Analytical entry can be prepared for authors, titles and subjects etc.

The analytical entries are applicable in the case of Multi-volumes, where the individual volumes, have their own titles. The rules under Chapter-13, deals with 'In' Analytical and Multilevel Description. The worked out examples will guide the student how to render the author and title analytical entries and the 'IN' analytical entries.

## 10.3 Scope of Analysis

13.1A. Analytical is the process of preparing a bibliographic record that describes a part or parts of an item for which a comprehensive entry has been made. Some of these methods of analysis are collected here with general guidelines to assist in the selection of one of the means of analysis. Cataloguing agencies have their own policies affecting analysis; in particular, a policy predetermining the creation of separate bibliographic records may override any other consideration.

### 13.2A. Analytical Added Entries:

If, in a comprehensive entry for a larger work, a part is named either in the title and statement of responsibility area or in the note area, make an added entry for that part. The heading for the added entry consists of the main entry heading (which may include or consist of a uniform title) or title proper of the part. This method is appropriate when direct access to the part is wanted without creating an additional bibliographic record for the part.

### 10.3.1 "IN" Analytics

13.5A. If more bibliographic description is needed for the part than can be obtained by displaying it in the note area, make an "In" analytic entry.

The descriptive part of an "In" analytic entry consists of a description of the part analyzed followed by a short citation of the whole item in which the part occurs.

Make a description of the part analyzed consisting those of those of the following elements that apply to the part:

title proper, other title information, statement(s) of responsibility  
edition

numeric or other designation (in the case of a serial)

publication, distribution etc., details

extent and specific material designation (when appropriate, in terms of its physical position within the whole item)

other physical details

dimensions

notes

Begin the citation of the whole item with *In* (italicized, underlined, or otherwise emphasized). Follow *In* by:

name and/or uniform title heading (see part II) of the  
whole item, if appropriate

title proper

statement(s) of responsibility when necessary for identification

edition statement

numeric or other designation (of a serial) or publication details (of a monographic item)

The moving toyshop [GMD]: a detective story / by Edmund Crispin. – p. 210-450 : 30 cm.

*In* The Gollancz detective omnibus. – London: Gollancz, 1951

The Horizon. – Vol. 17. no. 98 (Feb. 1948)

Index numbers of road traffic and inland good transport [GMD]. – Feb 1960-

*In* Monthly digest of statistics / British Central Statistical Office. – No. 170 (Feb. 1960)-

Nonbook materials (NBM) [GMD] / Ronald Hagler – on side B of tape 2 of 3 sound cassettes : analog, mono.

*In* [Heading], Institute on International Standards as Related to Universal Bibliographic Control. – [Los Angeles] : Development Digest, c1976.

### 13.5B. Parts of “In” analytics

**13.5B1.** In making an “In” analytic entry for a part of an item that is itself catalogued by means of an “In” analytic entry, make an “In” analytic note containing information about the whole item and about the part containing the part being analyzed. Give information about the smaller item first, and then information about the comprehensive item in the form of a series statement.

The Tao the king. or. The Tao and its characteristics [GMD], - p. [45]-124 : 23 cm.

*In* The Texts of Taoism / translated by James Legge. Part 1. – Oxford : Clarendon Press, 1891, - (The Sacred books of the East. The Sacred books of China : v. 39)

### 10.3.2 Multilevel Description

13.6A. Multilevel description is normally used by national bibliographies and those cataloguing agencies that prepare entries needing complete identification of both part and comprehensive whole in a single record that shows as its primary element the description of the whole. Use it as an alternative to “In” analytic entries.

Divide the descriptive information into two or more levels. Give at the first level only information relating to the item as a whole. Give at the second level information relating to a group of parts or to the individual part being described. If information at the second level relates to a group of parts, give information relating to the individual part at a third level. Make the levels distinct by layout and/or other means.

The Sacred books of the East [GMD] / translated by various  
Oriental scholars and edited by F. Max Muller. – Oxford :  
Clarendon Press, 1879-1910. – 50 v. : 23 cm.

Vols. 39-40. : The Texts of Taoism / translated by James Legge.  
- 1891. – (The Sacred books of China)

Pt. 1: The Tao the king. The writings of Kwang-tsze, Books I-XVII. – 1891. – xxii, 396 p.

## 10.4 Worked out Examples

Example: 1

Combustion and extinguishments Engineering  
Edited by  
Rayon Brady and Barry Brady  
John Wiley & Sons.  
New York, London, Toronto

---

Call No. 301.24 N 85

Pages : vii, + 375p

Size: 22.5 cm x 18.5 cms

Acc No. 1762

Copyright Year 1985

ISB No. 470 – 09532-6

**Main Entry**

301.24 N 85	Combustion and Extinguishing Engineering /
1769	<p>Edited by Rayon Brady and Barry Brady. – New York : John Wiley &amp; Sons, C 1985.</p> <p>vii, 375p. ; 23 cm.</p> <p>I. Heat Engines I. Brady Rayon II. Brady Berry .</p>

**Added Entry – Subject**

301.24 N 85	<p>HEAT ENGINES</p> <p>Combustion and Extinguishing Engineering /</p>
1769	<p>Edited by Rayon Brady and Barry Brady. – New York : John Wiley &amp; Sons, C 1985.</p> <p>(Rest as in the Main Entry)</p>

**Added Entry – Editor -I**

301.24 N 85	<p>Brady Reyon</p> <p>Combustion and Extinguishing Engineering /</p>
1769	<p>Edited by Rayon Brady and Barry Brady. – New York : John Wiley &amp; Sons, C 1985.</p> <p>(Rest as in the Main Entry)</p>

**Added Entry – Editor -II**

301.24 N 85	Brady Berry Combustion and Extinguishing Engineering /
1769	Edited by Rayon Brady and Barry Brady. – New York : John Wiley & Sons, C 1985.  (Rest as in the Main Entry)

Example: 2

Contribution to Earth Sciences  
 Edited by  
 Gallimore Jordon  
 International Science Publishers,  
 New York,  
 1980

Call No.

Pages : v, +425p

Size: 26 cm x 14 cms

Acc No. 2345

Other Information: The work contains contributions by different authors. There is one significant contribution by J.W. Boggs, entitled Modern Earth Physics, page: 345-425.

**Main Entry**

	Contribution to Earth Sciences / Edited by
2345	Gallimore Jordon. - New York : International Science Publishers, 1980. v, 425p. ; 26 cm. Contents: Modern Earth Physics / by J.W. Boggs.  I. Earth Sciences I. Jordon Gallimore II. Boggs, J.W. III Title : Modern Earth Physics. Boggs.

**Added Entry – Subject**

	EARTH SCIENCES Contribution to Earth Sciences / Edited by
2345	Gallimore Jordon. - New York: International Science Publishers, 1980.  (Rest as in the Main Entry)

**Added Entry – Editor**

	Jordon Gallimore Contribution to Earth Sciences / Edited by
2345	Gallimore Jordon. - New York: International Science Publishers, 1980.  (Rest as in the Main Entry)

**Analytical Entry – Author**

	Boggs, J.W.
2345	Modern Earth Physics / by J.W. Boggs. – p 345-425.; 26 cm.  In contributions to earth sciences / edited by Gallimore Jordon. – New York : International Science Publisers , 1980

**Analytical Entry – Title**

	Modern Earth Physics / by J.W. Boggs.- p 345-
2345	425.; 26 cm.  In contributions to earth sciences / edited by Gallinore Jordor. – New York : International Science Publisers , 1980

Example: 3

Adult Education and Literacy

Edited by

Stephen Schafer

Paramount Publications

New York,

1980

-----  
Call No. 374 N 80

Pages : vii, 486p

Size: 23 cm x 18 cms

Acc No. 5321

Half Title Page : Advances in Adult Education No. 6

Contents :

- i) Self education / by Richard Tendron p. 1-208
- ii) Classroom and Group education by Rankin John, P. 209-386.
- iii) School of Distance Education by Labons, Herbert, p. 387-486.

**Main Entry**

374 N 80	Adult Education and Literacy / edited by
5321	<p>Stephen Schafer. - New York : Paramount Publications, 1980.</p> <p>vii, 486 p. ; 23 cm.</p> <p>Contents: Self Education / by Richard Tenden – Classroom and Group Education / by Rankin John . School of Distance Education / by Labons Herbert.</p> <p>I. Education and Literacy I. Schafer Stephen II – Tenden Richard. Self III. John</p>

(Card-2, Contd...)

**Main Entry (Contd..2)**

374 N 80	Adult Education and Literacy / edited by
5321	<p>Stephen Schafer..., 1980..</p> <p>I. Education and Literacy I. Schafer Stephen II – Tenden Richard. Self III. John Rankin. Class IV. Herbert, Labons. School V. Title: Self Education. Tenden VI. Class Room and group Education. John VII. School of Distance Education. Herbert.</p>

**Added Entry – Subject**

374 N 80	EDUCATION AND LITERACY Adult Education and Literacy / edited by
5321	Stephen Schafer..., 1980..  (Rest as in the Main Entry)

**Added Entry – Editor**

374 N 80	Schafer Stephen Adult Education and Literacy / edited by
5321	Stephen Schafer..., 1980..  (Rest as in the Main Entry)

**Analytical Entry – Author I**

374 N 80	Tenden, Richard
5321	Self Education / by Tenden Richard . – 1-208; 213 cm.  In Adult Education and Literacy / edited by Stephen Schafer . – New York: Paramount Publication, 1980.

**Analytical Entry – Author II**

374 N 80	John Rankin
5321	<p>Classroom and Group Education / by Rankin John. – 209-386; 23 cm.</p> <p>In Adult Education and Literacy / edited by Stephen Schafer . – New York: Paramount Publication, 1980.</p>

**Analytical Entry – Author III**

374 N 80	Herbert Labons
5321	<p>School of Distance Education / by Labons Herbert. –387-486; 23 cm.</p> <p>In Adult Education and Literacy / edited by Stephen Schafer . – New York: Paramount Publication, 1980.</p>

**Analytical Entry – Title -I**

374 N 80	Self Education / by Richard Tender.- p.1-208;
5321	23 cm.  In Adult Education and Literacy / edited by Stephen Schafer . – New York: Paramount Publication, 1980.

**Analytical Entry – Title -II**

374 N 80	Classroom and Group Education by Rankin
5321	John.- p. 209-386.: 23 cm.  In Adult Education and Literacy / edited by Stephen Schafer . – New York: Paramount Publication, 1980.

**Analytical Entry – Title -III**

374 N 80	School of Distance Education by Labons,
5321	Herbert.- p. 387-486.: 23 cm.  In Adult Education and Literacy / edited by Stephen Schafer . – New York: Paramount Publication, 1980.

Example: 4

Workers and Occupation Diseases

Edited by

Slander Geoff

Oxford University Press

New York,

1975

Call No. 301.55 N 75

Pages : x, 379p

Size: 26 cm x 18 cms

Acc No. 2476

There are 10 contributions (Some of the are):

1. Jordon Salman: The Sociology of work place (p.1-87)
2. Frank Peter : Social Theory and Concept of work (p.88-209)
3. Anne David : Choice and Placement (P. 210-379).

**Main Entry**

301.55 N 75	Workers and Occupational Diseases / edited by
2476	Slander Geoff .- New York : Oxford University Press, 1975. x, 379 p. ; 26 cm. Contents: The Sociology of work place / by Jordon Salman - Social Theory and Concept of work / by Frank Peter - Choice and Placement / by Anne David

(Card-2.. Contd..)

**Main Entry (Card -2)**

301.55 N 75	Workers and Occupational Diseases / edited by
2476	<p>Slander Geoff .- New York : Oxford University Press, 1975.</p> <p>I. Labons Ecows I. Geoff Slander II. Salmon, Jordan, III Peter Frank IV. David Anne V. Title : The Sociology of work place. Solman VI. Title : Social Theory and concept of work . Peter VII. Choice and Placement David.</p>

**Main Entry –Subject**

301.55 N 75	<p>LABOUR ECONOMICS</p> <p>Workers and Occupational Diseases / edited by</p>
2476	<p>Slander Geoff .- New York : Oxford University Press, 1975.</p> <p>(Rest as in the Main Entry)</p>

**Added Entry – Editor**

301.55 N 75	<p>Geoff Slander</p> <p>Workers and Occupational Diseases / edited by</p>
2476	<p>Slander Geoff .- New York : Oxford University Press, 1975.</p> <p>(Rest as in the Main Entry)</p>

**Analytical Entry – Author -I**

301.55 N 75	Solman, Jordan
2476	<p>The Sociology of work Place / by Jordan Solaman. – p. 1-87; 26 cm.</p> <p>In works and occupational Disease / edited by Slander Geoff . – New York. Oxford University Press 1975.</p>

**Analytical Entry – Author -II**

301.55 N 75	Peter Frank
2476	<p>Social Theory and concept of work / by Frank Peter . – p. 88-209.; 26 cm.</p> <p>In works and occupational Disease / edited by Slander Geoff . – New York. Oxford University Press 1975.</p>

**Analytical Entry – Author -III**

301.55 N 75	David Anne
2476	<p>Choice and Placement.-p. 210-379.; 26 cm.</p> <p>In works and occupational Disease / edited by Slander Geoff . – New York. Oxford University Press 1975.</p>

**Analytical Entry – Title -I**

301.55 N 75	The Sociology of Work place / by Jordon
2476	Solman. – p. 1-87.; 26 cm.  In works and occupational Disease / edited by Slander Geoff . – New York. Oxford University Press 1975.

**Analytical Entry – Title -II**

301.55 N 75	Social Theory and concept of work / by
2476	Frank Peter . – p. 88-209.; 26 cm  In works and occupational Disease / edited by Slander Geoff . – New York. Oxford University Press 1975.

**Analytical Entry – Title -III**

301.55 N 75	Choice and Placement.-p. 210-379.; 26 cm.
2476	In works and occupational Disease / edited by Slander Geoff . – New York. Oxford University Press 1975.

## 10.5 SUMMING UP

Books are published by different contributors, such books are treated under editorial works. The nature of these books are fall under three categories, viz. a) Collections of independent works by different persons, b) Collections consisting of extracts from independent works by different persons and, c) Works consisting of contributions by different persons produced under editorial direction. Analysis is the process of preparing a bibliographic record that describes a part or parts of an item for which a comprehensive entry has been made. If more bibliographic description is needed for the part than can be obtained by displaying it in the note area, make an 'IN' analytic entry. IN analytic entry consists of a description of the part analyzed followed by a short citation of the whole item in which the part occurs. The 'In' analytic entries, with title and authors will give a comprehensive idea about the total contributors of an item. The students can follow and under the importance and outlets of the analytic entries, by the practical cataloguing, in this unit.

## 10.6 Glossary

**Analytical Entry:** An entry for a part of an item for which a comprehensive entry is also made.

**Analytical Note:** The statement in an analytical entry relating the part being analyzed to the item of which it is a part.

**'In' Analytic Entry:** Consists of a description of the part analyzed followed by a short citation of the whole item in which the part occurs.

## 10.7 SELF ASSESSMENT QUESTIONS

1. Describe the importance of analytical and In analytical added entries.
2. Illustrate the 'In' Analytic added entries with title and author, with examples.

## 10.8 REFERENCES & BOOKS

1. Anglo-American Cataloguing Rules, 2<sup>nd</sup> rev. ed., Oxford & I.B.M. Publishing Co., Pvt. Ltd., New Delhi.
2. Hunter, Eric J., and Bakewell, KGB., Cataloguing, Clive Bingley; London, 1983.
3. Girija Kumar and Krishna Kumar; Theory of Cataloguing. Vikas Publishing House, Delhi, 1975.

## **Lesson- 11**

# **SERIALS**

### **11.1 Aims and Objectives**

### **11.2 Introduction**

### **11.3 What is a serial?**

### **11.4 Different areas of description**

### **11.5 Headings**

### **11.6 Worked out examples**

### **11.7 Summing up**

### **11.8 Glossary**

### **11.9. Self Assessment Questions**

### **11.10 Recommended books**

## **11.1 Aims and Objectives**

Serials or periodicals are published at regular or irregular intervals. AACR2 has prescribed certain rules for cataloguing of periodicals. In this lesson we will discuss some of the problems in cataloguing the serials. After studying this lesson you will be able to distinguish the difference between serials and other publications Identify special features of serials in the description area of the catalogue entry: and Prepare necessary catalogue entries for serial publication

## **11.2 Introduction**

Periodicals or Serials are very important components of library collection, and they contain nascent information and they are very useful for teaching and research. Since the periodical collection of library they should procured and processed very carefully and efficiently and make them available for the readers.

## **11.3 What is a Serial**

According to AACR2 a Serial or Periodical is “a publication in any medium in successive parts bearing numerical or chronological designations and intended to be continued indefinitely” Serial include periodicals, newspapers, annuals,(reports, year books, etc.), journals, memoirs, proceedings, transactions etc., of societies and numbered monographic series.

The important components of a library are books, periodicals and non book materials. Unlike books which are completed in single volume or in some cases multivolume in a definite set of volumes serial publication is a continuous process and some periodicals will stop the publication in such the periodical is completed one, and others are in continuous process. In the process of continuation of periodical publication they may undergo changes. Each volume of periodical is designated by year of publication and numeric or alphabetic designation.

The description of periodical publication poses some problems especially in the case of change of title, periodicity, sponsors or volume numbering. Problems may also occur when the periodical is split into two or more periodicals. Some times some periodicals are clubbed together and form as new periodical or continue with one of the title of the merged titles. These variations in periodicals are called complexities in periodicals. A serial is catalogued with one main entry and with necessary added entries. While cataloguing the periodical the title page of the first entry will be taken as chief source information, if the first issue is not available in the library the issue available in the library it will be taken as chief source of information. Generally the outer cover of the periodical will be taken as title page of that issue. If the publication of serial is completed then it is called as completed serial and when a serial is not completed it will be known as incomplete serial. The description of these types of serials varies slightly. We will go in detail the description of these two types of serials with worked out examples.

## 11.4 Different Areas of Description

Description of various areas in periodical publication is prescribed by AACR2 chapter 12 with general framework of ISBD details are as follows.

1. Title and Statement of Responsibility
2. Edition area
3. Numeric/ and alphanumeric, chronological designation
4. Publication, Distribution area
5. Physical Description area
6. Series area
7. Notes
8. Standard Number

### 1) Title and statement of responsibility

**a) Title:** Title proper of the serial is to be recorded exactly what is available on the title page in typography wording order and spelling but not necessarily punctuation and capitalization.

Examples

UNESCO bulletin for libraries

Annals of Botany

Local self- Government Quarterly

### b) Statement of Responsibility

The statement of responsibility for the thought and expression of a periodical will be recorded in the main entry and a punctuation mark slash "/" should be preceded the statement of responsibility. There is no need to record the editor's serials in the statement of responsibility

Example

Bulletin of the chemical society of Japan

## 2) Edition

Edition statement for a periodical may include local edition, special interest edition statements, Special format or physical presentation statements, language edition statements or reprint or reissue statement

Examples

Eenadu city edition.

Business India: Air mail edition.

For rendering the edition statement standard abbreviations and Arabic numerals are to be used. But statements indicating volume number and designation of chronological coverage should be taken as edition statements.

## 3) Numeric and or alphabetic, chronological or other Designation area

After recording the title of the serial the numeric or alphabetic designation is given to the serial to denote the volume no. and issue no. and year is to be given with in parenthesis

Example

Library Quarterly vol.1 no.1 (1948)

Some times there will be one volume or issue for a serial, and in such cases the information may be recorded as

Example

Sociological Review. – No.1-

If the first issue of the serial is identified with chronological designation then there is no need record the year in parenthesis

Example

Sports week. – 1958

If the serial is still in publication the information about the serial has to be recorded as title of the serial, volume no. issue no. year followed by a hyphen"-“with four spaces

Example

Journal Biological society of India. – vol.1, no.1 (1954)-

If the serial is closed one the starting no. and ending number is to be recorded

Example

Journal Indian Zoological society. – vol.1, no.1(1945)-v.24(1969)

## 4) Publication, distribution etc., Area

General rule prescribe to publication and distribution area is applied to serials also. To show the continuity of the publication the date of publication should be followed by a hyphen and four spaces.

Example

Social history. – vol.1,no.1(1976). – London: Methun, 1976. –

In case if the publication is completed the first number dash “-” and last issue number will be recorded

Example

Chess Mate. – vol.1, no.1(1947)-v.13(1959). – Chennai: Chess Mate, 1947-1959

### **5 Physical Description areas**

The physical description area include

Extent of the item

Other physical details

Dimensions i.e. size of the item

In case of books the page numbers will be continuously given, but in case of serials there may or may not be continuous number so the prescribed way of recording information is with “v” and if the publication is ceased then the information will be recorded as the chronological no with which the publication is ceased and an alphabet “v” is to be given after the volume number

Example

v.: ill: 28 cm in case of in complete serial

25v. ill; 22 cm in case of completed serial

### **6. Series area**

Series statement to which the serial belongs should be recorded with in brackets as in the case of books.

Example

(Rastogi series)

If each issue with in series is having separate number an this number need not record in the series area

### **7. Note area**

Note area is very important component in the main entry of serial .The information which is not covered in the main entry may be recorded in this area. The important components of note area are

a) Frequency

b) Holdings of the library

#### **a) Frequency**

First area to be recorded in the note area is frequency of periodicity of the serial publication. Some times the periodicity of the serial will appear on the title page. In such cases there is no need to mention the frequency again in the note area.

Example

News Week-1990-

We will come across the following periodicities

Daily

Weekly

Fortnightly issued twice a month

Monthly

Quarterly  
Half yearly  
Annual  
Bi-annual  
Irregular  
Frequency varies

**b) Holdings of the library**

Some times the library may not possess all the volumes/issues of a serial publication, in such case the information about what the library subscribed should be recorded. If the library is regular subscription then the starting volume, number, year should written in pencil, it helps to make modifications when ever necessary

example

Library has vol.1(1985)

In case the publication is ceased the starting and ending date should be recorded.

Example

Library has vol.1-(1990)-V.10 (1999)

**c) Item described**

In case the first volume and issue is not available in the library, then the decryption should made on the basis the issue available in the library, and a note is to be note section

Example

Description based on vol.9, no.5(1995)

**8) Standard Number**

International Standard Serial Number (ISSN) given to the serial if it is available on the serial publication. The ISSN should be entered as it is, that appear on the publication.

Example

ISSN 0075-2363

**Tracings**

The usual procedure followed to give tracings will be followed in periodicals also. If serial is entered under title there is no need to give title added entry

**Accession number**

Accession numbers are given to the completed volume after binding and these are mentioned in the holding section with inclusive notation

Example

1101-11

If they are not in continuous order the broken order will be recorded with a punctuation mark semicolon “;”between them

Example:

1201-14; 1215-19

## 11.5 Headings

Heading for serial based on the condition of author ship

Example

The word of a professional golf/by Mark H. McCormack

This is an annual publication, principal responsibility for the thought content lies with McCormack. Hence this serial should be entered under the name of the author British library Bibliographic Services Division of the British Library. As the content is of administrative in nature it can be considered as the heading of the corporate body.

ILA Bulletin

Though the serial is published by ILA the thought content of the publication is not dealing with administrative activities of the ILA. So ILA heading cannot be taken as the heading of the publication. The title page does not indicate any principal responsibility. In the absence of the personal author and corporate author the title can be taken as main entry. More the publication contains articles contributed by more than three authors, so there are three authors so the authorship is diffused and main entry should be given for title.

## 11.6 Worked Examples

AACR2 prescribed rule that information for cataloguing the serial is to be taken from chief source of information (12.1B1). Some periodicals are given separate title page and in some cases there will be no title page and the cover page will be taken as chief source of information.

Example-1

Library Review

Official Publication of British Columbia Library Association

Volume 1 Number 1 January 1973

Editor

BRITISH COLUMBIA LIBRARY ASSOCIATION

Vancouver

Class no. 2m72, N73

Book no of volume 1 N73 use inclusive notation of other book numbers

Size 30\*18

Accession Number: Accession Number of volume is 4334 and use of inclusive notation for other accession numbers.

### Other Information:

Library Review is a quarterly. It is started in 1973 and completes one volume in one calendar year. The library subscribe to periodicals regularly. It does not have volume 4. The information appearing on title page of v.1 no 1 has remained same in latter volumes.

**Main entry**

2m72 N73	Library Review/Official Journal of British Columbia
	<p>Library Association. – Vol.1,no.1(Jan. 1973)- Vancour: The Association,1973-</p> <p>v.:30 cm Quarterly Editor:1973-Joseph Berger Library set lacks v.4</p> <p>1. Library science-Periodicals. I. British Columbia Library Association II. Berger Joseph</p>

**Subject added entry**

2m72 N73	LIBRARY SCIENCE-PERIODICALS Library Review/Official Journal of British Columbia
	<p>Library Association. – Vol.1,no.1(Jan. 1973)- Vancour:The Association,1973-</p> <p>v.:30 cm Quarterly Editor:1973-Joseph Berger Library set lacks v.4</p> <p>1. Library science-Periodicals. I. British Columbia Library Association II. Berger Joseph</p>

**Sponsoring body added entry**

2m72 N73	British Columbia Library Association Library Review/Official Journal of British Columbia
	Library Association. – Vol.1,no.1(Jan. 1973)- Vancour:The Association,1973-  v.:30 cm Quarterly Editor:1973-Joseph Berger Library set lacks v.4  1. Library science-Periodicals. I. British Columbia Library Association II. Berger Joseph

**Editor added entry**

2m72 N73	Berger, Joseph Library Review/Official Journal of British Columbia
	Library Association. – Vol.1,no.1(Jan. 1973)- Vancour:The Association,1973-  v.:30 cm Quarterly Editor:1973-Joseph Berger Library set lacks v.4  1. Library science-Periodicals. I. British Columbia Library Association II. Berger Joseph

**Example-2**

Journal of the Australian Chemical Society

Volume 12 number 1 June 1979

New Pergamon press;

Sydney

Call number: Em8, N68

Book number for volume 1: N68 use inclusive notation other book numbers

**Other information:**

The journal is a quarterly one. It was started in 1968 and completes one volume in non-calendar year. Library does not have volumes 9 and 10

**Explanation:**

Name of the sponsoring body is part of the title, one volume is completed in one non calendar year Library does not have two volumes.

**Main entry**

Em8 N68	Journal of Australian Chemical Society. – vol.1, no.1
	June 1968)-. – Sydney: New Pergamon Press,1968-  V;25 cm Quarterly Library set Lacks v.9-10.  1.Chemistry-Periodicals I. Australian Chemical Society

**Subject Added entry**

Em8 N68	CHEMISTRY-PREIODICALS Journal of Australian Chemical Society. – vol.1, no.1
	June 1968)-. – Sydney: New Pergamon Press,1968-  V;25 cm Quarterly Library set Lacks v.9-10.  1.Chemistry-Periodicals I. Australian Chemical Society

**Added entry sponsoring body**

Em8 N68	Australian Chemical Society Journal of Australian Chemical Society. – vol.1, no.1
	June 1968)-. – Sydney: New Pergamon Press,1968-  V;25 cm Quarterly Library set Lacks v.9-10.  1.Chemistry-Periodicals I. Australian Chemical Society

**Example-3**

Journal of Physical Chemistry  
American Chemical Society  
Washington  
The Society  
1897  
76v.  
Physical Chemistry  
American Chemical Society  
Call No. 543.05  
J35  
Size 25 cm  
Biweekly  
Accession Numbers:  
For vol.1 is 201

**Main Entry**

540.35 J35	Journal of Physical Chemistry/American Chemical Society. – vol.1(1901-v. 80(1980). – Washington; The Society, 1901
201-280	80v.;25 cm  1. Physical Chemistry-Periodicals. I. American Chemical Society

**Subject added entry**

540.35 J35	PHYSICAL CHEMISTRY-PERIODICALS Journal of Physical Chemistry/American Chemical
201-280	Society. – vol.1(1901-v. 80(1980). – Washington; The Society, 1901  80v.;25 cm  1. Physical Chemistry-Periodicals. I. American Chemical Society

**Sponsoring body added entry**

540.35 J35	Journal of Physical Chemistry/American Chemical
201-280	Society. – vol.1(1901-v. 80(1980). – Washington; The Society, 1901  80v.;25 cm  1. Physical Chemistry-Periodicals. I. American Chemical Society

**11.7 SUMMING UP**

Periodicals like newspapers journals magazines are published by various organizations for different purposes. Some of them are dailies, weeklies, monthlies, quartiles; and so on .Serials

constitutes significant components of the library collection besides other materials. The types of journals subscribed will depend on the type and library and nature of its clientele

AACR2 includes in the umbrella of serials means newspapers, annual (reports, Year books etc.), memoirs, proceedings, transactions etc. of societies, periodicals. The peculiar nature of periodicals gives problem for cataloguers. The rules prescribed by AACR2 (chap.12) helps us in cataloguing such a complex publications. Other area of description is as same for that of monograph. Only extra area called numeric and or/alphanumeric chorological designation area is to be included in the serial publication. Serials are of two types they are completed and incomplete, in case of completed serial the information about first issue and last issue will be recorded and in case of incomplete serial after completion information a Hyphen and four space are given. Note area will be covered with frequency, holdings of the serial and changes of the serial will be recorded.

## 11.8 Glossary

- Periodical: Publication with a distinctive title, which appears in successive numbers or parts at stated or regular intervals and which is intended to continue indefinitely
- Serial: A publication issued in successive parts at a regular intervals intended to be continue indefinitely

## 11.9 Self Assessment Questions

1. What is the meaning of the serial and what are the various types serials?
2. What are the complications you will come across while cataloguing the serials?  
Give you answer with suitable examples
3. Write short note on the following
  - a) Chronological/alphabetical designation
  - b) Frequency and holdings section
  - c) Inclusive notation

## 11.10 Recommended Books

ANGLO-AMERICAN Cataloguing Rules, 2n2 ed. Chicago: American Library Association; Ottawa: Canadian Library Association, 1978

Maxwell Margaret F., Hand book for AACR2:Expalining and Illustration Anglo-American Cataloguing rules, second edition, Chicago: American Library Association,1980

S.N. Singh and H.N. Prasad, Cataloguing Manual AACR-II, Delhi: B.R.Publishing corporation, 1985.

A.K. Verma, . AACR2(Anglo-American Cataloguing Rules) Entries and Procedure , Delhi: Viswa-Kala Prakasan,1986

## **Lesson- 12**

# **CORPORATE BODIES: GOVERNMENT BODIES AND OFFICIALS**

### **12.1 Aims and Objectives**

### **12.2 Introduction**

### **12.3 Government Bodies and Officials**

### **12.4 Heads of Government and Heads of State**

### **12.5 Legislative Bodies, Courts, Armed Forces, Embassies, Consulates etc., Delegations to International and Intergovernmental Bodies. Religious Bodies and Officials.**

### **12.6 Worked out Examples**

### **12.7 Summing Up**

### **12.8 Question for Self Study**

### **12.9 Recommended Books**

### **12.10 Glossary**

## **12.1 Aims and Objectives**

In this Unit, we are going to study the documents produced by Government Agencies, Government Officials, Heads of State, Legislative Bodies, Courts, Armed Forces, Embassies, Consulates and Religious bodies. These corporate bodies are having some inherent variations by authority and type of body. The entry format of these purdied of difficult corporate bodies may have slight changes from body to body, as per the code, while rendering the catalogue entry. The main aim of this unit is to explain, how to catalogue these different types of works and its catalogue entry format. The rules enumerated in this unit will guide the student, how to cataloguing these variety of documents produced different organizations and institutions. After studying this unit, you will be in a position to:

- To observe and follow the enumerated rules related to each type of corporate body.
- Identify the Government agencies and study how to enter subordinately.
- The entry format o the Government Officials, Heads of State etc. and Legislative Bodies etc.
- Identify the style of writing a catalogue entry format and other added entries.

## **12.2 Introduction**

In this unit we are discussing about the importance of documents produced by government agencies, government officials, heads of state and, legislative bodies etc. in the

libraries. These government publications have had good reference and research value in the libraries. The cataloguing of these documents, produced by variety of institutions and organizations are very essential. The rules coded under the 'Government Agencies entered subordinately (Type-1 to Type-11) are enumerated under (24.17 and 24.18). The 'Government Officials', Heads of State etc. and Legislative Bodies are dealt under rules (24.20 to 24.21D). The rules relating these institutions are presented in this unit to guide the student, how to catalogue these items are presented in this unit with necessary examples.

## 12.3 Government Bodies and Officials

### 24.17 GENERAL RULE

**24.17A.** Enter a body created or controlled by a government directly under its own name unless it belongs to one or more of the types listed in 24.18. However, if a body is subordinate to a higher body that is entered under its own name, formulate the heading for the subordinate body according to 24.12-24.14. 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.

**American Battle Monuments Commission**

x United States. *American Battle Monuments Commission*

**Arts Council of Great Britain**

x United Kingdom. *Arts Council*

### 24.18 GOVERNMENT AGENCIES ENTERED SUBORDINATELY

**24.18A.** Enter a Government agency subordinately to the name of the government if it belongs to one or more of the following types. Make it a direct to or indirect subheading of the heading for the government as instructed in 24.19. Omit from the subheading the name or abbreviation of the name of the government in noun form unless such an omission would result in a heading that does not make sense.

**Canada.** *Agriculture Canada*

*not* Canada. *Agriculture*

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).

**Vermont.** *Department of Water Resources*

**United States.** *Division of Wildlife Services*

TYPE 2. An agency with a name containing a word that normally implies administrative subordination in the terminology of the government concerned (e.g., *Committee*, *Commission*), provided that the name of the government is required for the identification of the agency.

**Australia.** *Bureau of Agricultural Economics*

**Canada.** *Royal Commission on Banking and Finance*

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 subdivision of the government or of one of its agencies entered subordinately.

**United States.** *National Labor Relations Board. Library*

(Name : Library)

**Niger.** *Commission general au developement. Centre de documentation*

(Name: Centre de documentation)

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 government.

**Illinois.** *Bureau of Employment Security. Research and Analysis*

(Name: Research and Analysis)

**Lower Saxony (Germany).** *Landevermessung*

(Name: Landesvermessung)

TYPE 5. An agency that is a ministry of similar major executive agency (i.e., one that has no other agency above it) as defined by official publication of the government in question.

**United Kingdom.** *Home Office*

**United Kingdom.** *Ministry of Defence*

TYPE 6. A legislative body (see also 24.21).

**Chicago (Ill.).** *City Council*

**France.** *Assemblée nationale*

TYPE 7. A court (see also 24.23)

**Ontario.** *High Court of Justice*

**United States.** *Supreme Court*

TYPE 8 . A principal service of the armed forces of a government (see also 24.24).

**Canada.** *Canadian Armed Forces*

**Germany.** *Heer*

TYPE 9. A head of state or head of government (see also 24.20).

**United Kingdom.** *Sovereign*

**Montreal (Quebec).** *Mayor*

TYPE 10. An embassy, consulate, etc (see also 24.25).

**Canada.** *Embassy (U.S.)*

**United Kingdom.** *Consulate (New York, N.Y.)*

TYPE 11. A delegation to an international or intergovernmental body (see also 24.26).

**United Kingdom.** *Delegation to the United Nations.*

## 24.19 DIRECT OR INDIRECT SUBHEADING

**24.19A.** Enter an agency belonging to one or more of the types listed in 24.18 as a direct subheading of the heading for the government unless the name of the agency has been, or is likely to be, used by another agency entered under the name of the same government. In that case, interpose the name of the lowest element in the hierarchy that will distinguish between the agencies.

**United States.** *Office of Human Development Services*

*Hierarchy:* United States

Department of Health, Education, and Welfare

Office of Human Development Service.

**United Kingdom.** *Nationality and Treaty Department*

*Hierarchy:* United Kingdom

Foreign and Commonwealth Office

Nationality and Treaty Department

Refer from the name in the form of a subheading of the name of its immediately superior body when the heading does not include the name of that superior body (see 26.3A7).

**California.** *Employment Data and Research Division*

*Hierarchy:* California

Health and Welfare Agency

Employment Development Data and Research Division

x California. *Employment Development Department. Employment Data and Research Division.*

## 12.4 Heads of Government & Heads of State

### 24.20. Government Officials

#### 24.20A. Scope

**24.20A1.** Apply this rule only to officials of countries and other states that have existed in postmedieval times and to officials of international intergovernmental organization

#### 24.20 B. Heads of state, etc.

**24.20B1.** Enter a sovereign, president, other head of a state, or governor acting in an official capacity (see 21.4D1) under the heading for the jurisdiction, followed by the title of the official in English (unless there is no equivalent English term). 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)*

**Papal States.** *Sovereign (1846-1870 ; Pius IX)*

If the title varies with the gender of the incumbent, use a general term (e.g., *Sovereign* rather than *King* or *Queen*).

**United Kingdom.** *Sovereign (1837-1901: Victoria)*

**Spain.** *Sovereign (1886-1931: Alfonso XIII)*

If there are two or more nonconsecutive periods of incumbency, use separate headings.

**United States.** *President (1885-1889 : Cleveland)*

**United States.** *President (1893-1897 : Cleveland)*

If the heading applies to more than one incumbent do not add the dates and names.

**United States.** *President*

**24.20B2.** If a heading is established for an incumbent head of state, etc., as a person in addition to the heading as a head of state, etc., make an explanatory reference under the heading for the head of state.

#### **24.20C. Heads of government and of international intergovernmental bodies**

**24.20C1.** Enter a head of government acting in an official capacity who is not also a head of state under the heading for the jurisdiction, followed by the title of the official in the vernacular. Do not add dates or names.

**India.** *Prime Minister*

**United Kingdom.** *Prime Minister*

**24.20C2.** Enter a head of an international intergovernmental organization acting in an official capacity under the heading for the organization, followed by the title of the official in the language of the heading for the organization.

**United Nations.** *Secretary – General*

#### **24.20D. Governors of dependent or occupied territories**

**24.20D1.** Enter a governor of a dependent territory (e.g., a colony, protectorate, etc.) or of an occupied territory (see 24.6D) acting in an official capacity under the heading for the colony, territory, etc., followed by the title of the governor in the language of the governing power.

**Hong Kong.** *Governor*

**Jersey (Channel Islands)** *(Territory under German occupation, 1940-1945).  
Militarischer Befehlshaber*

#### **24.20E. Other officials**

**24.20E1.** Enter any other official under the heading for the ministry or agency that the official represents.

**United States.** *General Accounting Office*

**United States.** *Comptroller General*

**24.20E2.** Enter an official who is not part of a ministry, etc., or who is part of a ministry, etc., that is identified only by the title of the official, under the heading for the jurisdiction, followed by the title of the official.

**United Kingdom.** *Lord Privy Seal*

## 12.5 Legislative Bodies

**24.21A.** Enter a legislature under the name of the jurisdiction for which it legislates.

**Iceland.** *Althing*

If a legislature has more than one chamber, enter each as a subheading of the heading for the legislature. Refer from the name of the chamber as a direct subheading of the jurisdiction.

**United Kingdom.** *Parliament. House of Commons*

x **United Kingdom.** *House of Commons*

**United Kingdom.** *Parliament. House of Lords*

x **United Kingdom.** *House of Lords*

**24.21B.** Enter a committee or other subordinate unit (other than a legislative subcommittee of the United States Congress, sec 24.21C) as a subheading of the legislature or of a particular chamber, as appropriate.

**India.** *Parliament. Joint Committee on the Library*

**United States.** *Congress. House of Representatives. Select Committee on Government Organization*

**24.21C.** Enter a legislative subcommittee of the United States Congress as a subheading of the committee to which it is subordinate.

**United States.** *Congress. Senate. Committee on Foreign Relations. Subcommittee on Canadian Affairs.*

**United States.** *Congress. Senate. Subcommittee on Canadian Affairs.*

**24.21D.** If successive legislatures are numbered consecutively, add the ordinal numeral and the year or years to the heading for particular legislature or one of its chambers.

**United States.** *Congress (87<sup>th</sup> : 1961-1962)*

**United States.** *Congress (87<sup>th</sup> : 1961-1962) House of Representatives.*

If, in such a case, number sessions are involved, add the session and its number and the year or years of the session to the number of the legislature.

**United States.** *Congress (87<sup>th</sup>, 2<sup>nd</sup> session : 1962). House of Representative.*

**COURTS :-****24.23A. Civil and criminal courts**

**24.23A.1.** Enter a civil or criminal court under the heading for the jurisdiction whose authority it exercises, followed by the name of the court.

**Vermont.** *Court of Chancery*

Omit the name (or abbreviation of the name) of the place in which the court sits or the area which it serve unless the omission would result in objectionable distortion. If the name of the place or the area served is required to distinguish a court from others of the same name, add it in a conventionalized form.

**United Kingdom.** *Crown Court (Manchester)*

(Name: Manchester Crown Court)

**United States.** *Court of Appeals (2<sup>nd</sup> Circuit)*

(Name: United States Court of Appeals for the Second Circuit)

**California.** *Municipal Court (Los Angeles Judicial District)*

(Name: Municipal Court, Los Angeles Judicial District)

**ARMED FORCES****24.24A. Armed forces at the national level**

**24.24A1.** Enter a principal service of the armed forces of a national government under the heading for the government, followed by the name of the service. Omit the name (or abbreviation of the name) of the government in noun form unless the omission would result in objectionable distortion.

**Canada.** *Canadian Armed Forces*

**United Kingdom.** *Royal Navy*

Enter a component branch, command district, or military unit, large or small, as a direct subheading of the heading for the principal service of which it is a part.

**United Kingdom.** *Army. Royal Gloucestershire Hussars*

**United Kingdom.** *Royal Air Force. Central Interpretation Unit.*

If the component branch, etc., is identified by a number, follow the style of numbering found in the name (spelled out, roman numerals, or Arabic numerals) and place the numbering after the name.

**United Kingdom.** *Army. Infantry Regiment, 57<sup>th</sup>*

**United States.** *Army. Infantry Division, 27<sup>th</sup>*

**EMBASSIES, CONSULATES, ETC.**

**24.25A.** Enter an embassy, consulate, legation, or other continuing office representing one country in another under the heading for the country represented, followed by the name of

he embassy, etc. Give the subheading in the language (see 24.3A) of the country represented, and omit from it the name of the country.

If the heading is for an embassy or legation, add the name of the country to which it is accredited.

**United Kingdom.** *Embassy (U.S.)*

**United States.** *Legation (Bulgaria)*

**Canada.** *Embassy (Belgium)*

If the heading is for a consulate or other local office, add the name of the city in which it is located.

**France.** *Consulate (Buenos Aires, Argentina)*

**United Kingdom.** *Consulate (Cairo, Egypt)*

## RELIGIOUS BODIES AND OFFICIALS

### 24.27A. Council, etc., of a single religious body

**24.27A1.** Enter a council, etc., of the clergy and/or membership (international, national, regional, provincial, state, or local) of a single religious body under the heading for the religious body, followed by the name of the council, etc. When appropriate, make additions to the heading as instructed in 24.7B.

In this Unit, we are going to study the documents produced by Government

## 12.6 Worked out Examples

### Example – 1

U.G.C. and Higher Education  
Perspective in Education  
Government of India, Ministry of Education  
Department of Higher Education  
Manager of Gent Press,  
New Delhi  
1989

-----  
Other Information:

Class No.: 379.17 N 89

Acc No.: 7890

Pages: xi, 601p; Cal. Illustrations

Size: 26 cm x 18 cm

**Main Entry**

379.17 N 89	India. Minister of Education. Department of
4342	Higher Education.  U.G.C. and Higher Education: Perspective in Education . – New Delhi: Manager of Gent Press, 1989.  xi,601p. : Cal. Ill. 26 cm.  1. Education Higher I. Title.

**Added Entry – Subject**

379.17 N 89	EDUCATION - HIGHER India. Minister of Education. Department of
4342	Higher Education.  U.G.C. and Higher Education: Perspective in Education..., 1989.  (Rest as in the Main Entry)

**Added Entry – Title**

379.17 N 89	U.G.C. and Higher Education: Perspective in Education India. Minister of Education. Department of
4342	Higher Education.  U.G.C. and Higher Education: Perspective in Education..., 1989.  (Rest as in the Main Entry)

**Example – 2**

Jawaharlal Nehru's Speeches  
1947 – 1953  
Manager of Gent Press,  
Ministry of Information and Broadcasting (MIB)  
New Delhi  
1954

## Other Information:

Class No.: 923.25 N

Acc No.: 4986

Pages: ix, 787p; Cal. Illustrations

Size: 26 cm x 18 cm

**Main Entry**

923.25 NEH	Indian. Prime Minister of (1947-1964: Nehru)
4342	<p style="text-align: center;">Jawaharlal Nehru's Speeches, 1947-1953. – Delhi: Manager Gent Press, 1954.</p> <p style="text-align: center;">ix, 787p. : Cal. Ill. 26 cm.</p> <p style="text-align: center;">Jawaharlal Nehru, Prime Minister of India (1947-1964</p> <p style="text-align: center;">1. Nehru – Speeches I. Title</p>

**Main Entry – Subject**

923.25 NEH	<p style="text-align: center;">NEHRU SPEECHES</p> <p style="text-align: center;">Indian. Prime Minister of (1947-1964: Nehru)</p>
4342	<p style="text-align: center;">Jawaharlal Nehru's Speeches, 1947...,1953.</p> <p style="text-align: center;">(Rest as in the Main Entry)</p>

Library Cataloguing Practice	12.11	Mixed Responsibility
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### Added Entry – Title

923.25 NEH	Jawaharlal Nehru's Speeches, 1947...,1953. Indian. Prime Minister of (1947-1964: Nehru)
4342	Jawaharlal Nehru's Speeches, 1947...,1953 ..., 1954  (Rest as in the Main Entry)

### Example – 3

#### Natural Information Policy

Perspectives of Information Technology in India

Lok Sabha Secretariat

New Delhi

1997

Other Information:

Acc No.: 7531

Class No.: 351.07 IND

Size: 26 cm x 18 cm

Pages: x, 150p; Cal. Illustrations

Special Index and Bibliographies

### Main Entry

391.07 IND	India. Parliament. Lok Sabha.
7531	National Information Policy : Perspectives of Information Technology in India.-New Delhi: Lok Sabha Secretariat, 1997  x,150p.; 26 cm. Special Index and Bibliography 1.Information Policy I. Title

**Added Entry Subject**

391.07 IND	INFORMATION POLICY India. Parliament. Lok Sabha.
7531	National Information Policy : Perspectives of..., 1997  (Rest as in the Main Entry)

**Added Entry –Title**

391.07 IND	National Information Policy : Perspectives of Information ... India. India. Parliament. Lok Sabha.
7531	National Information Policy : Perspectives of..., 1997  (Rest as in the Main Entry)

**Example – 4****Education and Socio-economic conditions of India**

Selected Political Speeches

By

Smt. Indira Gandhi

Prime Minister of India

Government of India

Ministry of Education and Social Welfare

New Delhi

1987

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Other Information:

Class No.: 370.954 E 87

Acc No.: 1789

Library Cataloguing Practice	12.13	Mixed Responsibility
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Pages: vii, 307p;

Size: 26 cm x 18 cm

Note: Indira Gandhi, Prime Minister of India. (Between 1967-1977 & 1980-1984)

### Main Entry

370.954 E 87	India. Prime Minister (1967-1977; 1980-1984:
4342	Indira Gandhi).  Education and Socio-economic conditions of India : Selected Political Speeches / by Indira Gandhi.- New Delhi : Ministry of Education and Social Welfare, 1987  vii,307: 26 cm.  1. Education - India I. Indira Gandhi II. Title.

### Added Entry Subject

370.954 E 87	EDUCATION - INDIA India. Prime Minister (1967-1977; 1980-1984:
4342	Indira Gandhi).  Education and Socio-economic conditions of India ..., 1987  (Rest as in the Main Entry)

**Added Entry Author**

370.954 E 87	Indira Gandhi India. Prime Minister (1967-1977; 1980-1984:
4342	Indira Gandhi).  Education and Socio-economic conditions of India ..., 1987  (Rest as in the Main Entry)

**Added Entry Title**

370.954 E 87	Education and Socio-economic conditions ... speeches India. Prime Minister (1967-1977; 1980-1984:
4342	Indira Gandhi).  Education and Socio-economic conditions of India ..., 1987  (Rest as in the Main Entry)

**Example – 5**

An Intergovernmental Report of  
Indian Delegation to Switzerland  
On Agro-Tech. Co-Operatives

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Other Information:

Class No.: 334.68 N 67

Pages: vii, 345p;

Acc No.: 6789

Size: 26 cm x 18 cm

**Main Entry**

334.68 N67	India. Delegation to Switzerland on Agro-Tech.
6789	<p>Co-operatives..</p> <p>An Intergovernmental report of Indian Delegation to Switzerland on Agro Tech. Cooperatives.-New Delhi: Planning Commission, 1967.</p> <p>vii, 34p.; 26 cm.</p> <p>Head of the Delegation : Dr. K.L. Rao</p> <p>1. Agro-Tech. Cooperatives I. Rao, K.L.</p>

**Added Entry – Subject**

334.68 N67	<p>AGRO- TECH. CO-OPERATIVES</p> <p>India. Delegation to Switzerland on Agro-Tech.</p>
6789	<p>Co-operatives.</p> <p>An Intergovernmental report of Indian Delegation..., 1967.</p> <p>(Rest as in the Main Entry).</p>

**Added Entry – Head of Delegation**

334.68 N67	<p>Rao, K.L.</p> <p>India. Delegation to Switzerland on Agro-Tech.</p>
6789	<p>Co-operatives.</p> <p>An Intergovernmental report of Indian Delegation..., 1967.</p> <p>(Rest as in the Main Entry).</p>

## 12.7 SUMMING UP

In this unit “Government Bodies and Officials”, enter a body directly under its own name, unless it belongs to one or more of the types listed in 24.18. There are 11 types of Government Bodies, discussed under this head, which are presented in this unit, with suitable examples. The important areas, viz. Government agencies entered subordinately; Government Officials and heads of state etc., and Legislative Bodies, delegations and International and Intergovernmental bodies etc. are also discussed in this unit. The rules in the above types of corporate bodies will guide the student towards the practical cataloguing. The worked out examples in this unit, will demonstrate the importance of entry elements, and the catalogue entry format, will help the student, how to render main entry and added entries. The rules provided in this unit will guide the student how to follow the practical cataloguing.

The examples from one to three cover the areas of Government Agencies, Government Officials, and heads of state etc; the delegations to international and intergovernmental was covered by the example four. The worked out example will certain create awareness to the student, how to render a catalogue entry under Government Bodies and Officials.

## 12.8 Questions to be answered

- 1) Explain the rules for rendering of Headings for corporate bodies like Government Bodies & Officials.
- 2) Discuss about the data elements for headings under, Legislative Bodies, Courts, and Armed Forces etc.

## 12.9 Recommended Books

1. Gorman Michael and Winkler, Paul W. : Anglo-American Cataloguing Rules, 2<sup>nd</sup> rev. ed. Oxford & IBH Publishing Co. New Delhi. 1988.
2. Hunter, J. Eric and Bakewell, K.G.B. Cataloguing. London, Clive Bingley, 1979.
3. Mann, Morgaret; Introduction to Cataloguing and Classification of Books, 2<sup>nd</sup> ed. London. Library Association, 1943.
4. Viswanathan, C.G. Cataloguing : Theory and Practice, 5<sup>th</sup> ed. Lucknow, Print House, 1983.

## 12.10 Glossary

**Corporate Body:** An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.

**Subordinate and Related Bodies:** Distinguish cases in which the subordinate body's name includes the names of higher bodies from cases in which the names of higher bodies appear only in association with the subordinate body's name.

**International Inter governmental body:** An international body created by intergovernmental action.

## **Lesson-13**

# **CORPORATE BODIES: CONFERENCES, CONGRESSES, MEETINGS etc.**

### **13.1 Aims and Objectives**

### **13.2 Introduction**

### **13.3 'Conferences, Congresses, Meetings etc.**

#### **13.3.1 Exhibitions, Fairs, Festivals etc.**

#### **13.3.2 Local Churches etc.**

#### **13.3.3 Radio and Television Stations**

### **13.4 Worked out Examples**

### **13.5 Summing Up**

### **13.6 Glossary**

### **13.7 Self Assessment Questions**

### **13.8 Recommended Books**

## **13.1 Aims and Objectives**

Libraries acquire variety of documents with personal authors, mixed responsibility, uniform titles etc. and some times several organizations and institutions etc. will publish books under their names. The books authored by several agencies are known as Corporate Bodies. The types of Corporate bodies in general are, viz. a) Conferences, Congresses, Meeting etc., b) Subordinate and Related Bodies, and c) Government Bodies and Officials, Religious bodies and Officials. Thus the corporate bodies are broadly classified into three major areas, for the purpose of the cataloguing practice in corporate bodies. The main aim of this unit is to explain, how to catalogue these different types of works and its cataloguing entry formats are presented in this unit.

The 'Conferences, Congresses, Seminars, Symposia and meetings' which are covered under 24.7 to 24.11 rules, and provide guidelines, how to catalogue these items. The research articles discussed in conferences and seminars published in the form of proceedings / books. These seminar volumes have a constant demand in the libraries. After studying this unit you will be in a position to catalogue these items, and you are able to:

- Identify the books related to Conferences, Congresses, Seminars, and Meetings etc.
- How to provide a main and added entries etc.

- Distinguish the catalogue entry formats among different models under Conferences, Seminars and Symposiums etc.

## 13.2 Introduction

Definition: The glossary of AACR-2, says that ; an organization or group of persons that identified by a particular name, and that acts, may act as an entity. The typical examples of Corporate bodies are associations, Institutions, Business Firms, non-profit organizations, government agencies, Conferences, Congress, Seminars and Symposiums, Religions organizations, local churches etc.

Generally books are authored by individual authors, some times the governments, government agencies, and institutions also publish books under their names. In Cataloguing practice, they are called as Corporate bodies or Corporate Authors. This unit is dealing with Conferences, Congresses, Meetings, Seminars, Symposiums, Workshops, Exhibitions, Fairs Festivals, Local Churches, Radio and Television Stations. How to catalogue the documents produced by these corporate bodies, the catalogue entry format, and added entries are discussed in this unit with suitable examples.

## 13.3 Conferences, Congresses, Meetings Etc.

24.7A1. Omit from the name of a conference, etc., indications of its number, frequency, or year (s) of convocation.

Eg. Conference on Co-ordination of Galactic Research...

*not* Second Conference on-Co-ordination of Galactic Research...

Analogies Symposium ...

*not* 1986 Analogies Symposium ...

24.7B2. **Number.** If a conference, etc. is stated or inferred to be one of a series of numbered meetings of the same name, add the original numeral in its English form.

Conference of British Teachers of Marketing at Advanced Level

(3<sup>rd</sup> : ...)

24.7B3. **Date.** If the heading is for a single meeting, add the year or years in which the conference, etc., was held.

Conference on Library Surveys (1965 : ...)

Conference in Technical Information Administration

(3<sup>rd</sup>: 1966 : ...)

Add specific dates if necessary to distinguish between two or more meetings held in the same year.

Conference agricole Interallies (1<sup>st</sup> : 1919 Feb. 11-15 : ...)

Conference agricole Interallies (2<sup>nd</sup> : 1919 Feb. 17-19 : ...)

24.7B4. **Location.** Add the name of the local place or other location in which the conference, etc, was held. Give a local place name. Give any other location in the nominative case in the language and form in which it is found in the item being catalogued.

Education in Hospital (1959 ; Chicago, Ill.)

Louisiana Cancer Conference (2<sup>nd</sup> : 1958 : New Orleans, La. )

### 13.3.1 Exhibitions, Fairs, Festivals, Etc.

24.8B1 As instructed, add to the name of an exhibition, fair, festival, etc. its number, date and location. Do not add the date and /or location if they are integral parts of the name.

World's Columbian Exposition (1893 : Chicago, Ill.)

24.9 CHAPTERS, BRANCHES, Etc.

24.9A If a chapter, branch, etc. entered subordinately, carries out the activities of a corporate body in a particular locality or within a particular institution, add the name of the locality or institution, unless it is part of the name of the chapter, branch, etc.

Freemasons. United Grand Lodge (England)

Knights Templar (Masonic order). Grand Commandery (Me.)

### 13.3.2 Local Churches, Etc.

24.10A. If the name of a local church, etc., does not convey the idea of a church, etc., add a general designation in English.

24.10 B. Add to the name of a local church, etc., the name of the place or local jurisdiction in which it is located, unless the location is clear from the name itself.

All Saints Church (Birchington, England)

St. Mary (Church: Aylesbury Vale, England)

If there are two or more local churches, etc. with the same name in the same locality, and a further suitable designation.

St. James' Church (Mahattan, New York, N.Y. : Catholic)

St. James' Church (Mahattan, New York, N.Y. : Episcopal)

### 13.3.3 Radio and Television Stations:

24.11A If the name of a radio or television station consists solely or if its name does not convey the idea of a radio or television, add 'Radio Station' or 'Television Station', and the name of the place in which the station is located.

HVJ (Radio station : Vatican City )

WCIA (Television station : Champaign, Ill.)

AIR (All India Radio : Visakhapatnam)

## 13.4 Worked out Examples

### Example-1

Proceedings of the Seventh International Conference on Information Services,

Held at Huston,

March 28-30, 1966

Edited by

Winifred B. Linderman

Chicago,

American Library Association

Other Information:

Class No. 025.52

Pages : x, 1958

Acc. No. 24012

Size: 23 cm. X 16 cm.

Copy right 1966

### Example – 1

#### Main Entry

025.52 N66	International Conference on Information Services
24012	<p>(7<sup>th</sup> : 1966 : Huston)</p> <p>Proceedings of the Seventh International Information Services Conference, Huston, March 28-30, 1966/ edited by Winifred B. Linderman. – Chicago: American Library Association, C1966.</p> <p>x, 1958p.; 23 cm.</p> <p>1. Information Services I. Lindernan, Winnifred B. II. Title.</p>

**Added Entry Subject**

025.52 N66	INFORMATION SERVICES International Conference on Information Services
24012	(7 <sup>th</sup> : 1966 : Huston)  Proceedings of the Seventh International Information..., C1966.  (Rest as in the Main Entry )

**Added Entry Editor**

025.52 N66	Linderman, Winifred, B. International Conference on Information Services
24012	(7 <sup>th</sup> : 1966 : Huston)  Proceedings of the Seventh International Information..., C1966.  (Rest as in the Main Entry )

**Added Entry Title**

025.52 N66	Proceedings of the Seventh International Conference ... Services. International Conference on Information Services
24012	(7 <sup>th</sup> : 1966 : Huston)  Proceedings of the Seventh International Information..., C1966.  (Rest as in the Main Entry )

Example-2

Proceedings of the Ninety All India Congress of Cytology and Human Genetics  
Held at Gaziabad,  
October 7-10, 1994  
Society of Cytology and Human Genetics  
New Delhi, 1994

Other Information:

Class No. 574.87 ALL

Pages: xix, 890

Acc. No. 5049

Size: 28 cm. X 16 cm.

Example – 2

**Main Entry**

574.87 ALL	All India Congress of Cytology and Human
5049	Genetics (7 <sup>th</sup> : 1994 : New Delhi)  Proceedings of the Nineth All India Congress of Cytology and Human Genetics, held at Gaziabad from October, 7-10, 1994. – New Delhi: Society of Cytology and Human Genetics, 1994.  xix,890 P.; 28 cm.  1. Cytology & Genetics I. Title

**Added Entry Subject**

574.87 ALL	CYTOLOGY AND GENETICS All India Congress of Cytology and Human
5049	Genetics (7 <sup>th</sup> : 1994 : New Delhi)  Proceedings of the Nineth All India Congress..., 1994.  (Rest as in the Main Entry)

**Added Entry Title**

574.87 ALL	Proceedings of the Nineth All India Congress ... Genetics. All India Congress of Cytology and Human
5049	Genetics (7 <sup>th</sup> : 1994 : New Delhi)  Proceedings of the Nineth All India Congress..., 1994.  (Rest as in the Main Entry)

**Example-3**

Andhra Handloom Cloth Exhibition

Held at Hyderabad

1 -30, April 2002

State Fashion Parade

Organized by

Indian Chamber of Commerce & Management (ICCM)

Hyderabad.

Other Information:

Class No.678.05 N 02

Pages: x, 261 p.; Color, Illustrations

Acc. No. 5432

Size: 26 cm. X 13 cm.

## Example – 3

**Main Entry**

678.05 N02	Andhra Handloom Cloth Exhibition (2002 : Hyd-
5049	erabad)  State Fashion – Parade / organized by Indian Chamber of Commerce & Management. – Hyderabad : Indian Chamber of Commerce & Management, 2002.  x,261 P: Col. Ill.; 28 cm. Special Bibliographic and Indexes at the end 1. Handloom Cloth – Exhibition I. Indian Chamber of Commerce & Management.

**Added Entry Subject**

678.05 N02	HANDLOOM CLOTH EXHIBITION Andhra Handloom Cloth Exhibition (2002 : Hyd-
5049	erabad)  State Fashion – Parade / organized by Indian Chamber..., 2002.  (Rest as in the Main Entry)

**Added Entry Corporate Body.**

678.05 N02	Indian Chamber of Commerce & Management Andhra Handloom Cloth Exhibition (2002 : Hyd-
5049	erabad)  State Fashion – Parade / organized by Indian Chamber..., 2002.  (Rest as in the Main Entry)

## Example-4

The Medieval Records of a London  
City Church (St. Mary at Hill), A.D. 1420-1559  
Edited by  
Henry Littlehales  
Early English Text Publishers.  
London.  
1923

## Other Information:

Pages: xx, 170 p.; Illustrations

Size: 23 cm. X 16 cm.

Example – 4

Class No.250 ST 23

Acc. No.2630

**Main Entry**

250 ST 23	St. Mary at Hill (Church : London, England)
2630	<p>The Medieval Records of a London City Church (St. Mary at Hill), A.D. 1420 – 1559 / edited by Henry Littleheals. – London: Early English Text Publishers, 1923.</p> <p>xx,170 P: Ill.; 23 cm.</p> <p>1. Local Churches I. Littleheals, Henry II. Title.</p>

**Added Entry**

250 ST 23	LOCAL CHURCHES St. Mary at Hill (Church : London, England)
2630	<p>The Medieval Records of a London City Church (St. Mary at Hill)...., 1923.</p> <p>(Rest as in the Main Entry)</p>

**Added Entry Editor**

250 ST 23	Littleheals, Henry St. Mary at Hill (Church : London, England)
2630	<p>The Medieval Records of a London City Church (St. Mary at Hill)...., 1923.</p> <p>(Rest as in the Main Entry)</p>

**Added Entry Title**

250 ST 23	The Medieval records of a London City... A.D. 1420 – 1559. St. Mary at Hill (Church : London, England)
2630	The Medieval Records of a London City Church (St. Mary at Hill)...., 1923.  (Rest as in the Main Entry)

## Example-5

National Gallery of Art  
An Illustrated Catalogue of American Sculpture and Paintings  
Washington  
National Gallery of Art, 1980.

Other Information:

Class No. 708 N 80

Note: Includes Special bibliographies and Indexes Acc. No. 2980

Pages: x, 202 p.; Colour Illustrations

Size: 26 cm. X 13 cm.

## Example – 5

**Main Entry**

708 N 80	National Gallery of Art.
2630	An Illustrated catalogue of American Sculpture and Paintings. – Washington : The National Gallery of Art, 1980.  x,202 p: Col. Ill.; 26 cm.  Include Special Bibliographies and Index 1. National Art Gallery - USA I. Title.

**Added Entry Subject**

708 N 80	NATIONAL ART GALLERY- USA National Gallery of Art.
2630	An Illustrated catalogue of American Sculpture and Paintings..., 1980.  (Rest as in the Main Entry)

**Added Entry Title**

708 N 80	An illustrated Catalogue... Paintings. National Gallery of Art.
2630	An Illustrated catalogue of American Sculpture and Paintings..., 1980.  (Rest as in the Main Entry)

**GENERAL RULE:** Enter a government agency under its own name if its name is unique and if it does not contain terms that suggest dependent status. The Library of Congress has a name that is unique. Likewise, the 'National Gallery of Art' has a name that sounds independent. Reference will be name under example- 5.

**13.5 SUMMING UP**

In this unit, we have discussed variant forms of conference name appearing in the chief source of information and its entry formats are shown in the examples. And the variant forms of the names of local church, cathedral, monastery convent, temple, mosque etc. appear in the chief source of information, and the predominant form is shown with an example, the other areas are elaborated in the rules part. Generally the main entry heading is to be made under the name of the conference and the year and place are to be added in circular brackets after it. As to conference papers are edited by some one else added entries to be made for the editors. You can understand the forms of headings by following the worked out examples.

## 13.6 Glossary

### **Government :**

Is used here to mean the totality of corporate bodies (executive, legislative and judicial) exercising the powers of jurisdiction. Treat as a government agency a corporate body known as government, or its equivalent in other language, or a term with similar meaning, that is an executive element of a particular jurisdiction. **Geographic name:**

The Place name usually used in reference to geographic area, as per the AACR-2, Code.

### **Political name:**

The proper name of a geographical area represented according to the rule of law.

## 13.7 Self Assessment Questions

1. Explain the importance of documents produced under Conferences, Congress, and Meetings etc. in the library and how to catalogue – (with examples).
2. Illustrate the Main Entries and Added Entries under Conferences, Congresses and Meetings.

## 13.8 Recommended Books

1. Anglo-American Cataloguing Rules, 2<sup>nd</sup> rev. ed. Chicago: American Library Association; Ottawa: Canadian Library Association, 1978.
2. Krishna Kumar, Introduction to AACR-2, 3<sup>rd</sup> rev. ed. New Delhi: Vikas Publishing House, 1990.
3. Wynar, Bohdan S. Introduction to Cataloguing and Classification. 7<sup>th</sup> ed. Littleton: Libraries Unlimited, 1985.

## **Lesson-14**

# **CORPORATE BODIES: SUBORDINATE AND RELATED BODIES ENTERED SUBORDINATELY**

## **14.1 Aims and Objectives**

## **14.2 Introduction**

## **14.3 Subordinate and Related Bodies Entered Subordinately**

## **14.4 Joint Committees, Commissions**

## **14.5 Worked out Examples**

## **14.6 Summing Up**

## **14.7 Glossary**

## **14.8 Self Assessment Questions**

## **14.9 Recommended Books**

## **14.1 Aims and Objectives**

Books are usually written by individual authors. Occasionally we may come across the names of Committees, Commissions, the Subordinate and related bodies, under corporate authorship. Thus the documents produced by Committees and Commissions, and Subordinate and Related bodies comes under the Corporate authorship. The main aim of this unit is, how to catalogue these works produced by Subordinate bodies, Commissions and Committees etc. After studying this unit, you will be in a position to understand:

- The rules provided in the code, which will guide the student how to catalogue these items.
- Identify the items produced by subordinate and related bodies; and the Committees and Commissions.
- Differentiate the style of making a catalogue entry in the case of subordinate and related bodies, Committees and Commissions.
- Additional entries may be provided under the name of the chairman and / or on the title of committee or commission.

## 14.2 Introduction

In this unit, we are going to discuss two important areas, the subordinate and related bodies; and the second area is 'the Committees and Commissions'. Particularly in the case of Committees and Commissions which are generally appointed by the Central and State Governments to enquire into certain areas of administrative problems. After the enquiry, they will submit reports to the governments. The published Commission reports, as well as the documents produced by Subordinate bodies play a very important role in the libraries. The Committees and Commissions reports are become popular by the Commissions name, sometimes very popular by the name of the Chairman name. In such cases the added entries may be provided in the name of the Chairman and Editor etc. The rules enumerated in this unit will guide the student, how to catalogue these items. The practical catalogue entry formats of the main and added entries are followed with necessary examples.

## 14.3 Subordinate and Related Bodies

**24.12 General Rule: 24.12A.** Enter a subordinate body or a related body directly under its own name, unless its name belongs to one or more of the types listed in 24.13. Refer to the name of a subordinate body entered directly from this name in the form of a subheading of the higher body.

**Association of College and Research Libraries:**

x American Library Association. *Association of College and Research Libraries*

**BBC Symphony Orchestra**

x British Broadcasting Corporation. *Symphony Orchestra*

### 24.13 SUBORDINATE AND RELATED BODIES ENTERED SUBORDINATELY

**24.13A.** Enter a subordinate or related body as a subheading of the name of the body to which it is subordinate or related if its name belongs to one or more of the following types. Make it a direct or indirect subheading as instructed in 24.14. Omit from the subheading the name or abbreviation of the name of the higher or related body in noun form unless the omission would result in a heading that does not make sense.

TYPE 1. A name containing a term that by definition implies that the body is part of another (e.g, *Department, Division, Section, Branch*)

**British Broadcasting Corporation.** *Engineering Division*

**Stanford University.** *Department of Civil Engineer*

TYPE 2. A name containing a word that normally implies administrative sub-ordination (e.g *Committee, Commission*) provided that the name of the higher body is required for the identification of the subordinate body.

**International Council on Social Welfare.** *Canadian Committee*

**University of Wales.** *University Commission*

(Name: University Commission)

TYPE 3. A name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of a parent body.

**American Dental Association.** *Research Institute*

(Name: Research Institute)

**International Labour Organisation.** *European Regional Conference*

(2<sup>nd</sup> : 1968 : Geneva, Switzerland)

(Name: Second European Regional Conference)

TYPE 4. A name that does not convey the idea of a corporate body.

**British Library.** *Collection Development*

(Name: Collection Development)

**Bell Canada.** *Corporate Public Relations*

(Name: Corporation Public Relations)

TYPE 5. A name of a university faculty, school, college, institute, laboratory, etc., that simply indicates a particular field of study.

**Princeton University.** *Bureau of Urban Research*

**Syracuse University.** *College of Medicine*

TYPE 6. A name that includes the entire name of the higher or related body.

**American Legion.** *Auxiliary*

(Name: American Legion Auxiliary)

**Labour Party** (*Great Britain*). *Conference (72<sup>nd</sup> : 1972 : Blackpool, England)*

## 24.14 DIRECT OR INDIRECT SUBHEADING

**24.14A.** Enter a body belonging to one or more of the types listed in 24.13 as a subheading of the lowest element in the hierarchy that is entered under its own name.

**Public Library Association.** *Audiovisual Committee*

*Hierarchy:* American Library Association

Public Library Association

Audiovisual Committee

**American Library Association.** *Cataloging and Classification*

*Section. Policy and Research Committee**Hierarchy:* American Library Association

Resources and Technical Services Division

Policy and Research Committee

**14.4 Joint Committees, Commissions, Etc**

24.15A. Enter a body made up of representatives of two or more other bodies directly under its own name.

**Joint Committee on Individual Efficiency in Industry**

*(A joint committee of the Department of Scientific and Industrial Research and the Medical Research Council)*

**Canadian Committee on MARC**

*(A joint committee of the Association pour l'avancement des sciences et des techniques de la documentation, the Canadian Library Association, and the National Library of Canada)*

**14.5 Worked out Examples****Example – 1****Solar Energy utilization in India**

A Survey on domestic use

National Counsel of Solar Energy

Vikas Publishing House

Bombay, Calcutta, Delhi. 1937.

-----  
Other Information:

Class No.: 338.39 N 37

Acc No.: 5678

Pages: x, 267 p.; Col. Illustrations

Size: 22 cm x 14 cm

**Main Entry**

338.39 N 27	National Counsel on Solar Energy
5678	<p>Solar Energy utilization of India: A Survey on Domestic use. – Bombay: Vikas Publishing House, 1937.</p> <p>x,267 p: Col. Ill.; 22 cm.</p> <p>1. Solar Energy I. Title.</p>

**Added Entry Subject**

338.39 N 27	<p>SOLAR ENERGY</p> <p>National Counsel on Solar Energy</p>
5678	<p>Solar Energy utilization of India: A Survey on Domestic use. – Bombay: Vikas Publishing House, 1937.</p> <p>(Rest as in the main entry)</p>

**Added Entry Title**

338.39 N 27	<p>Solar Energy utilization in India : A. Survey... use.</p> <p>National Counsel on Solar Energy</p>
5678	<p>Solar Energy utilization of India: A Survey on Domestic use. – Bombay: Vikas Publishing House, 1937.</p> <p>(Rest as in the main entry)</p>

**Example – 2**

Manuscripts and Records in the University of Madras Central Library

Centre for Distance Education	14.6	Acharya Nagarjuna University
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By  
Albert B Jones  
University of Madras  
Central Library  
Chennai  
1960

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Other Information:

Class No.: 091 J 60

Acc No.: 9876

Pages: vii, 79p; Col. Illustrations

Size: 26 cm x 16 cm

**Main Entry**

091 J60	University of Madras. Central Library
9876	<p>Manuscripts and Records in the University of Madras Central Library / Albert B. Jones .- Chennai: Central Library, 1960.</p> <p>vii, 79p.: Col. Ill.; 26 cm.</p> <p>1. Manuscripts I. Jones, Albert B. II. Title.</p>

**Added Entry – Subject**

091 J60	<p>MANUSCRIPTS</p> <p>University of Madras. Central Library</p>
9876	<p>Manuscripts and Records in the University of Madras Central Library ...,1960.</p> <p>(Rest as in the Main Entry)</p>

**Added Entry – Author**

091 J60	Jones, Albert B University of Madras. Central Library
9876	Manuscripts and Records in the University of Madras Central Library ...,1960.  (Rest as in the Main Entry)

**Added Entry – Title**

091 J60	Manuscripts and Records in the University of ...,1960 University of Madras. Central Library
9876	Manuscripts and Records in the University of Madras Central Library ..., 1960.  (Rest as in the Main Entry)

Example – 3

**Catalogue of Audiovisual materials**

In A.P. Public Librarians  
A.P. Public Librarian Association  
Audiovisual Committee  
Published by  
Directorate of Public Libraries  
Hyderabad,  
2004

-----  
Other Information:

Class No.: 025.347 C 04

Acc No.: 3456

Pages: ix, 357 p,

Size: 26 cm x 16 cm

**Main Entry**

025.347 C04	A.P. Public Library Association. Audiovisual
5678	<p>Committee</p> <p>A Catalogue of Audiovisual materials: In A.P. Public Libraries . – Hyderabad: Directorate of Public Libraries, 2004.</p> <p>ix,357 p: 26 cm.</p> <p>1. Audiovisual materials I. Title.</p>

**Added Entry Subject**

025.347 C04	<p>AUDIOVISUAL MATERIALS</p> <p>A.P. Public Library Association. Audiovisual</p>
5678	<p>Committee</p> <p>A Catalogue of Audiovisual materials: In A.P. Public Libraries . – Hyderabad: Directorate of Public Libraries, 2004.</p> <p>(Rest as in the Main entry)</p>

**Added Entry Title**

025.347 C04	<p>A Catalogue of Audiovisual Materials in.... Libraries.</p> <p>A.P. Public Library Association. Audiovisual</p>
5678	<p>Committee</p> <p>A Catalogue of Audiovisual materials: In A.P. Public Libraries... 2004.</p> <p>(Rest as in the Main entry)</p>

**Example – 4**

Proceedings of Science Congress on Satellite Technology in India

Held at Visakhapatnam

From 8-10 Sept. 1976

Colleges of Science & Technology, Andhra University,

Visakhapatnam, 1976

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Other Information:

Class No.: 550.51 N 76

Acc No.: 4342

Pages: xiii, 454p;

Size: 26 cm x 14 cm

**Main Entry**

550.51 N 76	Science Congress on Satellite Technology in
4342	<p>India (1976 : Visakhapatnam)</p> <p>Proceedings of Science Congress on Satellite Technology in India held at Visakhapatnam, 8-10 Sept., 1976. – Visakhapatnam: Colleges of Science and Technology, A.U. 1976</p> <p>xiii, 454p: 26 cm.</p> <p>1. Satellite Technology I. Colleges of Science and Technology, A.U. I. Title.</p>

**Added Entry Subject**

550.51 N 76	<p>SATELLITE TECHNOLOGY</p> <p>Science Congress on Satellite Technology in</p>
4342	<p>India (1976 : Visakhapatnam)</p> <p>Proceedings of Science Congress on Satellite Technology..., 1976</p> <p>(Rest as in the Main Entry) .</p>

**Added Entry Corporate Body**

550.51 N 76	Colleges of Science Technology, A.U. Science Congress on Satellite Technology in
4342	India (1976 : Visakhapatnam)  Proceedings of Science Congress on Satellite Technology..., 1976  (Rest as in the Main Entry) .

**Added Entry Title**

550.51 N 76	Proceedings of Science Congress on Satellite..., 1976 Science Congress on Satellite Technology in
4342	India (1976 : Visakhapatnam)  Proceedings of Science Congress on Satellite Technology..., 1976  (Rest as in the Main Entry) .

**Example – 5****Proceedings of the 72<sup>nd</sup> Annual Conference Of Labour Party**

A Study of Economic Growth in General Public

Organized by

Labour Party, Great Britain

Held at Blackpool between 1-3 May, 2004

Published by

Labour Party England

2004

Other Information:

Class No.: 324.24 P. 04

Pages: x, 240p;

Acc No.: 2616

Size: 26 cm x 16 cm

**Main Entry**

324.24 P 04	Labour Party (Great Britain). Conference (72 <sup>nd</sup> :
4342	<p>1972: Blookpool).</p> <p>Proceedings of the 72<sup>nd</sup> Annual Conference of the Labour Party : Study on Academic Growth in General Public, held at Blackpool, 1-3<sup>rd</sup> May, 2004.- England : Labour Party, 2004</p> <p>x, 240p.; 26 cm.</p> <p>1. Labour Party – Great Britain I. Title.</p>

**Added Entry Subject**

324.24 P 04	<p>LABOUR PARTY-GREAT BRITAIN</p> <p>Labour Party (Great Britain). Conference (72<sup>nd</sup> :</p>
4342	<p>1972: Blookpool).</p> <p>Proceedings of the 72<sup>nd</sup> Annual Conference of the Labour Party..., 2004.</p> <p>(Rest as in the Main Entry)</p>

**Added Entry-Title**

324.24 P 04	<p>Proceedings of the 72<sup>nd</sup> Annual Conference of ..., 2004</p> <p>Labour Party (Great Britain). Conference (72<sup>nd</sup> :</p>
4342	<p>1972: Blookpool).</p> <p>Proceedings of the 72<sup>nd</sup> Annual Conference of the Labour Party..., 2004.</p> <p>(Rest as in the Main Entry)</p>

#### 4.14.6 SUMMING UP

The 'subordinate and related bodies entered subordinately' is discussed in this unit. The practical cataloguing of document produced through Committees and Commissions, and Subordinate and Related bodies are presented here with necessary examples. The rules and the examples provided in this unit, will guide the student how to catalogue these items. The structures examples will guide the student, how render the Main and necessary added entries.

### 14.7 Glossary

#### **Corporate bodies:**

An organisation or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conference.

#### **Subordinate body:**

A corporate body that forms an integral part of a larger body in relation to which it holds and inferior hierarchical rank.

### 14.8 Self Assessment Questions

- 1) Discuss about the subordinate and Related bodies and explain the entry formats
- 2) Differentiate the entry format of Subordinate & Related bodies and Committees & Commissions

### 14.9 Recommended Books

1. Anglo-American Cataloguing Rules, Edited by Michael Gorma and Paul W. Winkler. Second Rev. Ed., Oxford and IBH Publishing Co., New Delhi, 1988.
2. Krishna Kumar, Introduction to AACR-2, 2<sup>nd</sup> rev. ed. New Delhi: Vikas Publishing House, 1990.
3. Sehgal, R.L. Cataloguing Manual ; AACR-II, New Delhi: ESS Ess. 1993.

## **Lesson: 15**

# **EXPLANATION TO AACR - 2**

### **15.1 Aims and Objectives**

### **15.2 Introduction**

### **15.3 Choice among different names**

#### **15.3.1 Predominant name**

#### **15.3.2 Pseudonyms**

#### **15.3.3 Change of name**

### **15.4 Choice among different forms of the same name**

#### **15.4.1 Fullness**

#### **15.4.2 Language**

#### **15.4.3 Spellings**

### **15.5 References**

#### **15.5.1 See References**

#### **15.5.2 See also References**

#### **15.5.3 Explanatory Reference**

### **15.6 Additions to Names:**

#### **15.6.1 Title of Nobility**

#### **15.6.2 Terms of address of Married Women**

### **15.7 Indic names**

### **15.8 Summing up**

### **15.9 Glossary**

### **15.10 Self Assessment Questions**

### **15.11 Recommended Books**

## **15.1 Aims and Objectives**

Chapter 22, of AACR-2 deals with the choice of headings for persons. In this unit, while describing a document, one has to determine the heading, and other access points of an item. While identifying the choice among different names, one has to remember two aspects: i) Choice of heading and ii) Rendering of selected heading. In this we will discuss about the rules for choice and rendering headings for persons. After studying this unit you will be in a position to:

- differentiate the /real name and change of name
- recognize the alternative names used by the same author
- necessity of providing 'see' and 'see also' references.

## 15.2 Introduction

While preparing the catalogue entries, one has to understand about the personal authorship and corporate authorship. The AACR-2 rules, provide the direction to identify the principal author, the main entry and other added entries. Few authors publish their works under pseudonyms names, instead of using their real names. In some cases authors change their names after marriage, and adopt the surnames of their husbands. These changes create problems in cataloguing, and their works may be entered under different names, thus the works of the same author may be scattered into different alphabets. The AACR-2 has taken special care, and prescribed necessary rules, to organise the catalogue in helpful sequence.

The second important area, we are discussing in the unit is 'references'. The reference entries will direct the user through 'see and see also, to the appropriate information, they need. While considering the choice of headings for persons, there are three basic aspects to be remembered, viz. Choice of name heading, choice of form and choice of entry element.

## 15.3 Choice among Different Names

In general, choose, as the basis of the heading for a person, the name by which he or she is commonly known. This may be the person's real name, pseudonym, title of nobility, nickname, initials, or other appellation. For the treatment of names of authors using one or more pseudonyms or a real name. Determine the name by which a person is commonly known from the chief sources of information of works by that person issued in his or her language.

Jimmy Carter

*not* James Earl Carter

S.R. Ranganathan.

*not* Shiyali Ramamrita Ranganathan.

### 15.3.1 Predominant Name

If a person (other than one using a pseudonym or pseudonyms, is known by more than one name, choose the name by which the person is clearly most commonly known, if there is one. Otherwise, choose one name or form of name according to the following order of preference:

- a) the name that appears most frequently in the person's works
- b) the name that appears most frequently in reference sources
- c) the latest name.

### 15.3.2 a) Pseudonyms :

One pseudonym. If all the works by one person appear under one pseudonym, choose the pseudonym. If the real name is known, make a reference from the real name to the pseudonym.

Eg: George Orwell

*not* Eric Arthur Blair

Nevil Shute

*not* Nevil Shute Norway.

#### **b) Shared Pseudonyms:**

If two or more persons collaborate and use a single pseudonym, use the pseudonym as the heading for a work produced by their collaboration. Refer to the pseudonym from their names. If headings for one or more of the persons are also established in the catalogue, refer also from the pseudonym to those headings.

Deadly weapon / Wade Miller

*(Wade Miller is the joint pseudonym of Bill Miller and Bob Wade)*

*Main entry under the pseudonym*

*Reference to the pseudonym from the headings for Miller and Wade*

### **15.3.3 Change of Name**

If a person (other than one using a pseudonym or pseudonyms) has changed his or her name, choose the latest name or form of name unless there is reason to believe that an earlier name will persist as the name by which the person is better known. Follow the same rule for a person who has acquired and become known by a title of nobility

Eg: Sister Mary Just

*not* Florence Didiez David

Mahmmad Ali

*not* Cassius Clay

*(None changed from Cassius clay to Mahmmad Ali)*

## **15.4 Choice among Different forms of the Same Name**

If the forms of a name vary in fullness, by long ways and spelling. The AACR-2 code elaborated these areas as follows:

### **15.4.1 Fullness**

If the forms of a name vary in fullness, choose the form most commonly found. As required, make references from the other form(s).

Eg: Barbey d'Aurevilly

*(Most common form: J. Barbey d'Aurevilly)*

*(Occasional forms: Jules Barbey d'Aurevilly; Jules-Amedee*

*Barbey d'Aurevilly)*

*(Rare form: J.-A. Barbey d'Aurevilly)*

Morris West

*(Most common form: Morris West)*

*(Occasional form: Morris L. West)*

**15.4.2 Language:**

Persons using more than one language. If the name of a person who has used more than one language appears in different language forms in his or her works, choose the form corresponding to the language of most of the works.

Eg: George Mikes  
*not* Gyorgy Mikes  
Philippe Garigue  
*not* Philip Garigue

**15.4.3 Spelling:**

If variant spellings of a person's name are found and these variations are not the result of different romanizations, choose the form resulting from an official change in orthography, or, if this does not apply, choose the predominant spelling. In case of doubt, choose the spelling found in the first item catalogued.

Eg: Ravindranath Tagore  
Raveendranath Tagore  
Rabindranath Tagore

**15.5 References**

The AACR-2 made a separate provision for the references, under Chapter 26 of Part-II. The references are mainly used to direct the user from one entry to another related entry, to collect more information. The reference entries are used to bring the alternative names of authors to the users notice. There are three kinds of references are used to explain the relationship among alternative names of authors. There are 'See References', see also references and explanatory references. In making references, ensure that:

- a) There is an entry in the catalogue under the name heading of uniform title to which the reference is made and / or from which a see also reference is made.
- b) There is a record of every reference under the name heading or uniform title to which it refers in order to make possible the correction or deletion of the reference.

**15.5.1 See References:**

Make a see reference from a form of the name of a person or a corporate body or title of a work that might reasonably be sought to the form that has been chosen as a name or uniform title heading, or as a title entry. This can be made clear with these examples.

- i) Clemons, Samuel Langhorne  
See  
Twain Mark
- ii) Freda, Josephine  
See  
Baker, Josephine

The item No.1 is pseudonyms. The author is predominately known by pseudonyms and not by his original name.

The example no ii) Freda Josephine was a popular dancer, and wrote number of books, on dance and performing art. After her marriage with Baker, was known by her husbands' name 'Bakers'.

### 15.5.2 See also references:

Make a see also reference from one name or title heading to another related name heading, uniform title, or title. There may be several entries by the previous names in your catalogue but if you want to link them up, follow the examples given below.

#### Simple situations (usually two headings involved):

- a) India. Ministry of Human Resource Development  
See also  
India. Ministry of Education  
India. Ministry of Education and Youth Welfare

#### Name change :

- a) American Material Handling Society  
See also *later heading*  
International Materials Management Society
- b) International Material Management Society  
See also *earlier heading*  
American Material Handling Society.

### 15.5.3 Explanatory references:

If a see or see also reference does not give adequate guidance to the user of the catalogue make an explanatory reference giving more explicit guidance.

#### Form of references:

In making a reference, give the name of a person, place, or corporate body from which reference is made in the same structure as it would have as a heading.

Eg. Gand (Belgium)

See Ghent (Belgium)

In making a reference to two or more different headings or titles from the same form, make one reference, listing all headings to which reference is being made.

Eg. Pennsylvania. Department of Public Welfare

See also

Pennsylvania. Department of Public Assistance

Pennsylvania. Department of Welfare.

## 15.6 Additions to Names

In this unit, title of nobility and terms of Honour and the terms of addresses of married women are mainly discussed.

### 15.6.1 Titles of nobility and Terms of Honour

Titles of nobility: 22.12A1. Add, to the name of a nobleman or noblewoman not entered under title, the title of nobility in the vernacular if the title or part of the title or substitute for the title commonly appears with the name in works by the person or in reference sources. In case of doubt, add the title:

In UK, the title nobility, like : Baron, Baron Glanavy, conte di Modrone, Lord, Lady, Viscount, Duchess, Sir, Countess etc.

Bismarck, Otto, First Von

Nagy, Pal, Felsobuki

*But*

Buchan, John

(Title Baron Tweedsmuir not used in the majority of his works)

Campbell, Patrick

(Title Baron Glenavy not used in his works)

Names of authors like:

Sir Winston Churchill

Sir Walter

**15.6.2 Terms of address of married women:** 22.15B1. Add the term of address of a married woman if she is identified only her husband's name. Married women who change their maiden name and adopt the surname of their husbands:

Before Marriage:

Anna Katherine Gree

After Marriage with Rohlf, is the surname of her husband (Charles Rohlf)

After marriage, her name is:

Rohlf, Anna Katherine

In Telugu names:

Koduri Kausalya Devi, is her popular and predominant name, before marriage –

After marriage, she adopted the surname of her husband – as : Arikepudi Kausalya Devi.

## 15.7 Indic Names

**Early Names:** 22.25A1. Enter an Indic name borne by a person who flourished before the middle of the nineteenth century under the first element of the personal name, ignoring honorifics and religious terms of address that may precede it (e.g. Shri, Sri, Swami, Charya, Muni Bhikkhu). For such terms and integral parts of names, see below. Do not include the enclitic – ji (or - jee) sometimes added to the personal element of the name.

Kalidasa  
Panini  
Isvara Kaula  
Narmadashankar Lalshahkar

Enter the name of an ancient or medieval Sanskrit author or an author of a Prakrit text under the Sanskrit form of the name.

Aryabhata  
x Arya Bhata  
Asvaghosa  
x Assaghosa  
x Ashwa Ghoshu  
x Acvaghosha

Include a title (e.g. Shri (Sri), Swami, Sastri, Charya Bhatta, Sarswati, Muni Gani) as an integral part of the name if it usually appears with the name in reference sources:

Narain Swami  
Sankaracarya  
*but* Ramanuja  
(Sometimes appears as : Ramanujacarya)

Enter the name of the Buddhist author of a Pali text under the Pali form of the name. Refer from any significantly different form:

Dhammakitti  
x Dharmakirti  
Nanamoli, Bhikkhu

Modern names:

22.25B1. Enter an Indic name of a person flourishing after the middle of the nineteenth century under the surname or the name that the person is known to have used as a surname. If there is no surname, enter under the last name

Dtt, Romesh Chunder  
Krishna Menon, V. K.  
Singh, Indraj  
(For Sikh names ending in Singh)  
Das Gupta, Hemendra Nath  
Shastri, Lal Bahadur

**22.25B2. Kanada, Malayalam, Tamil and Telugu names:** If a name in one of these languages does not contain a surname or a name known to have been used by the person who bears the name as a surname, enter under the given name. Given names in these languages are normally preceded by a place name and occasionally by the father's given name and may be followed by a caste name.

Kirusna Ayyankar, Tittai  
(Give name : Kirusna)

(Caste name: Ayyankar)

(Place name: Tittai)

Radhakrishnan, S

(Given name: Radhakrishnan)

(Initial of place name: S. (Sarvepalli))

**22.25B3.** Sikh names. Enter the Sikh name of a person who does not use Singh or Kaur as a surname under the first of his or her names (the given name).

Amrit Kaur

Mehtab Singh

**22.25B4.** Religious names: Enter a modern persons of religious vocation (whether Hindu, Buddhist, or Jain) under the religious name. Add the religious title.

Chinmayananda, Swami

Ramana, Maharshi

Punyavijaya, Muni

Sangharakshita, Bhikshu

## 15.8 Summing Up

Chapter 22, of AACR-2 deals with the choice of headings for persons. In this unit, while describing a document, one has to determine the heading, and other access points of an item. In general, the basis of the heading for a person, the name by which he or she is commonly known. This may be the person's real name, pseudonym title of nobility, nickname, initials, or other appellation. Determine the name by which a person is commonly known from the chief sources of information of works by that person issue in his or her language. If a person using a pseudonym or pseudonyms, is known by more than one name, choose the name by which the person is clearly most commonly known. When there are two or more persons collaborate, and use a single pseudonym, use the pseudonym as the heading for a work produced by their collaboration. This unit is also discussed about the references, i.e., see references, and see also references and it's important in the cataloguing practice. The explanatory references which are very important and give adequate and more explicit guidance to the user of the catalogue in locating the information of his choice. The Indic names are also covered in brief with suitable examples, to provide awareness, so that the student can deal with India names and headings. All the areas discussed in this unit is illustrated with necessary examples to guide the student.

## 15.9 Glossary

**Heading:** A name, word, or phrase placed at the head of a catalogue entry to provide access point

**Pseudonym:** A name assumed by an author to conceal or obscure his or her identity.

**Reference source:** Any publication from which authoritative information may be obtained. Not limited to reference works.

**Explanatory reference:** An elaborated see or see also reference that explain the circumstances under which the headings involved should be consulted.

### 15.10 Self Assessment Questions

- 1) Describe the choice of headings among different names.
- 2) Explain the importance of see references see also references and explanatory reference entries.
- 3) Discuss about the change of name, change of nobility and pseudonyms, with necessary examples.

### 15.11 Recommend Books

1. Anglo – American Cataloguing Rules, edited by Michael Gorman and Paul W. Winkler, 2<sup>nd</sup> rev. ed., 1988.
2. Eric. J. Hunter and Bakewell, K.G.B. Cataloguing: 3<sup>rd</sup> ed. Library Association Publishing, London, 1983.
3. Krishna Kumar (1990): In Introduction AACR-2, 3<sup>rd</sup>, rev. ed. New Delhi Vikas Publishers.
4. Taylor, Margaret S. : Fundamentals of Practical Cataloguing, London, and George Allen & Unwin, 1954.

## **Lesson: 16**

# **INTRODUCTION TO CATALOGUING OF NON-BOOK MATERIALS**

## **STRUCTURE**

### **16.1 Aims and Objectives**

### **16.2 Introduction**

### **16.3 General Rules**

### **16.4 Punctuation**

### **16.5 Levels of Details in the Description**

#### **16.5.1 1<sup>st</sup> Level Description**

#### **16.5.2 2<sup>nd</sup> Level Description**

#### **16.5.3 3<sup>rd</sup> Level Description**

### **16.6 Organisation of the Description (Non-Book Materials)**

#### **16.6.1 Title and statement of Responsibility Area & GMD**

#### **16.6.2 Edition Area (1.2)**

#### **16.6.3 Material Specific Details Area (1.3)**

#### **16.6.4 Chapter-3 to Chapter-12**

#### **16.6.5 Comparison of Material Specific Details Area**

#### **16.6.6 Publication, Distribution, etc. Area (1.4)**

#### **16.6.7 Physical Description Area (1.5)**

#### **16.6.8 Series Area (1.6)**

#### **16.6.9 Note Area (1.7)**

#### **16.6.10 Standard Number (1.8)**

### **16.7 Summation**

## **16.1 Aims and Objectives**

In this lesson an attempt is made, to create the general awareness, about the Non-book materials, and how to catalogue the non-book materials as per the AACR-2 code. The levels of cataloguing in this describes the various areas of the Non-Book Materials and it helps the cataloguers, how to catalogue the Non-Book Materials. After studying this unit, the students are able to understand.

1. The variations in the organization of description
2. How to apply the "Material (or type of publication) Specific Details Area

3. The “Punctuation” to be adopted and how to structurise the Cataloguing information of Non-Book Materials.

## 16.2 Introduction

The primary sources for the development of rules for non book materials are: 1. Non-book Materials Cataloguing Rules, prepared by the Library Association Media Cataloguing Rules Committee. 2. National Council for Educational Technology, 1973. 3. Non-Book Materials; the Organization of Integrated Collections by Jean Riddle Weihs, Shirley Lewis, Janet Mecdonald 4. Canadian Library Association 1973, and Association for Educational Communications and Technology, 1976.

The working group on the General International Standard Bibliographic Description, setup by IFLA Committee on Cataloguing 1974, prepared the ISBD (G), the relevant sections Part-I of the code is closely related to ISBD (G). The rules for description are based on the general framework for the description of library materials, and the General International Standard Bibliographic Description ISBD(G), agreed between the International Federation of Library Associations and Institutions (IFLA) and the Joint Steering Committee for revision of AACR. IFLA has developed, and is developing, specialized ISBDs for specific types of material, also on the basis of the ISBD (G). Close correspondence will therefore exists between chapters in Part-I and the corresponding ISBD.

The basic rules for the description of all library materials are to be found in Chapter-I, which sets out all the rules that are of general applicability. Then follow rules for specific types of Non-Book Materials (chapter 2-10) and rules of partial generality (chapter 11-13). Chapter – I is a general chapter contains those rules that apply to all library materials. The items listed in the part - I, of AACR – 2 code under Non-Book Materials are; Cartographic Materials, Manuscripts, Music, Sound Records, Motion Pictures and Video Recordings, Graphic Materials, Computer Files, Three-Dimensional Artefacts and Relia, Microforms and Serials.

The general rule, organization of the description of the non-book materials, punctuation and levels of description, will create good understanding about the rules of cataloguing of Non-Book Materials.

## 16.3 General Rules

Each chapter in Part-I of AACR-2 code contains a specification of the chief source of Information for each material or type of publication covered by that chapter, and the same was described in this lesson with suitable examples. Prefer the information found in that chief source to information found elsewhere. Enclose in square brackets, the information taken from outside the prescribed sources. If no part of the item supplies date that can be used as the basis of the description take necessary information from any valuable source, whether this be a reference work or the content of the item itself.

## 16.4 Punctuation

The punctuation prescribed under ISBD(NBM) has to be observed in the NBMs in preparing the cataloguing entries. Every area begins with a new paragraph, and enclose each

occurrence of an element of area with standard punctuation prescribed under ISBD(G) and ISBD(NBM).

Precede each mark of prescribed punctuation by a space and follow it by a space. The comma, full stop, hyphen, and closing parentheses and square brackets, are not preceded by a space. But, the hyphen and the opening

parenthesis and brackets are not followed by a space. Indicate an interpolation (i.e. data taken from outside the prescribed sources of information) by enclosing it in square brackets. Indicate a conjectural interpolation by adding a question mark within the square brackets. Indicate the omission of part of an element by the mark of omission (...), precede and follow the mark of omission by a space.

## 16.5 Levels of Description

The AACR-2, code sets out three recommended levels of description, each containing those elements that must given as a minimum level of description by librarian and other cataloguing agencies. The first level of description include minimum set of elements for items catalogued at the chosen level, and this schematic illustration:

### 16.5.1 1st Level

Title proper / first statement of responsibility, if different from main entry heading in form or number or if there is no main entry heading . – Edition statement. –Material (or type of publication) specific details. – First publisher, etc., date of publication, etc. – Extent of item. – Note(s). – Standard number.

### 16.5.2 2<sup>nd</sup> Level

Title proper [General Material Designation] = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility . – Edition statement / first statement of responsibility relating to the edition . – Material (or type of publication) specific details . – First place of publication, etc. : first publisher, etc., date of publication, etc. – Extent of item : other physical details ; dimensions . – (Title proper of series / statement of responsibility relating to series, ISSN of subseries ; numbering within subseries). –

### 16.5.3 3<sup>rd</sup> Level

For the third level of description, include all elements set out in the following rules that are applicable to the item being described.

## 16.6 Organization of the Description of NBM

The description is divided into the following eight areas;

1. Title and statement of responsibility
2. Edition
3. Material (or type of publication) Specific Details
4. Publications, Description, etc.
5. Physical Description

6. Series
7. Notes
8. Standard number and ten of availability

Further, each of these areas is divided into a number of elements as set out in the AACR-2, rules and describing the non-book materials (NBMs) in particular in the following chapters:

Chapter – 3: Cartographic Materials

Chapter – 4: Manuscripts (including Manuscript Collections)

Chapter – 5: Music

Chapter – 6: Sound Recordings

Chapter – 7: Motion Pictures and Videorecordings

Chapter – 8: Graphic Materials

Chapter – 9: Computer Files

Chapter -10: Three-dimensional Artefacts and Relia

Chapter – 11: Microforms

Chapter – 12: Serials

### 16.6.1 Title and statement of responsibility area

In the Non-Book Materials, the title proper followed by the sub-title, second title or other title information, followed the(:)

**Colon (:)** as punctuation, and **diagonal slash (/)** precede the statement of responsibility:

Eg: **Variations on a Czech love song : for piano solo and woodwind choir/by Fats Wller**

#### **General Material Designation (Optional addition):**

Choose one of the lists of General Material Designations given below and use terms from the chosen lists in all descriptions for which general material designations are desired. If General Material Designations are to be used in cataloguing, British Agencies should use terms for List-1, and agencies in Australia, Canada, and the United States should use terms from List-2.

#### **List-1**

Braille

#### **List-2**

art original

Art reproduction

Braille

Chart

computer file	diorama	filmstrip	flash card	game	globe	kit	manuscript	map	microform
microscope slide	model	motion picture	music	picture	realia	slide	sound		
recording	technical drawing	text	toy	transparency		videorecording			

Cartographic material

Computer file

Graphic

Manuscript

Microform

Motion picture

Multimedia

Music

Object

Sound recording

Text

Videorecording

**16.6.2 Edition area(1.2):** Transcribe the edition statement as found on the item, use abbreviations as instructed.

**16.6.3 Material (or type of publication) Specific Details Area (1.3):** Precede this area by full stop, space, dash, space. This area is used in the description of Cartographic Materials (Chapter-3), Music (Chapter-5), Computer Files (Chapter-9), Serial Publications (Chapter-12), and in some circumstances Microforms (Chapter-II). The sequencing and the changes that are occurred in the above said chapters are presented here for better understanding of the students. Please observe the changes that occurred in the following chapter-3, Chapter-12, which are useful for the approach of practical cataloguing of Non-Book Materials, are as follows:

**16.6.4 CHAPTER-3 : Cartographic Materials:**

3.1 Title and Statement of Responsibility area

3.2 Edition area

3.3 Mathematical Data Area:

Eg: 3.3B. . - Statement of Scale  
3.3C ; Statement of Projection  
3.3D Statement of Coordinates and Equinox  
(E15 00' 00" – E17 30' 45"/N 1 30' 12")

**CHAPTER-4 : Manuscripts (Including Manuscript Collections):**

4.1 Title and Statement of Responsibility Area

4.2 Edition area

4.3 Material (or type of publication) Specific Details Area

**This area is not used for manuscripts.**

**CHAPTER-5 : Music:**

5.1 Title and Statement of Responsibility Area

5.2 Edition Area

5.3 Musical presentation Statement Area

5.3B Precede this area by a Full Stop, Space, Dash, Space.

Transcribe a statement found in the chief source of information indicating the physical presentation of the music:

Eg: . – Orchestral Partitur  
. – Score and Set of Parts  
. – Miniature score

**CHAPTER-6 : Sound Recordings:**

6.1 Title and Statement of Responsibility Area

6.2 Edition Area

6.3 Material (or type of publication) Specific Details Area

**This area is not used for 'Sound Recordings.**

**CHAPTER-7 : Motion Pictures and Videorecordings:**

7.1 Title and Statement of Responsibility Area

7.2 Edition Area

7.3 Material (or type of publication) Specific Details Area

**This area is not used for 'Motion Pictures and Videorecordings'**

#### **CHAPTER-8 Graphic Materials:**

8.1 Title and Statement of Responsibility Area

8.2 Edition Area

8.3 Material (or type of publication) Specific Details Area

**This area is not used for 'Graphic Materials'**

General Material Designation: If a **Graphic Item** contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either **Multimedia** or **Kit** as the **GMD**.

Extent of item (including Specific Material Designation): Record the number of physical units of a graphic item by giving the number of parts in arabic numerals and one of the following terms as appropriate:

Eg:    Art original            Filmstrip    Photograph    Radiograph  
        Art print                Flashcard    Picture        Slide  
        Technical drawing    Transparency                    Wall chart

#### **CHAPTER-9 :Computer Files:**

9.1 Title and Statement of Responsibility Area

9.2 Edition Area

9.3 File Characteristics Area

Eg.                    9.3B1 Designation: Use one of the following terms:  
                               . – Computer data  
                               . - Computer programs  
                               . - Computer data and programs  
                               9.B2 Number of records, statement etc.

a) Data: give the number or approximate number of records and / or bytes.

Eg: Computer data (1 file : 350 records)  
       Computer data (550 records)  
       Computer data (1 file : 600 records, 2400 bytes)

b) Programs: Give the number or approximate number of statements and / or Bytes.

Eg. Computer program (1 file : 200 statements)  
       Computer program (2150 statements)

c) Multipart files: Give the number or approximate number of records and / or bytes, or statements and or bytes, in each part.

Eg. Computer data (3 files : 100, 460, 550 records)

Computer data (2 files : 800, 1250 records) and programs (3 files : 7260, 3490, 5076 bytes)

## CHAPTER-10 : Three-Dimensional Artefacts and Realia:

10.1 Title and Statement of Responsibility Area

10.2 Edition Area

10.3 Material (or type of publication) Specific Details Area

This area is not used for Three-Dimensional Artefacts and Relia.

a) **Optional Addition:** General Material Designation: If an item contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either **Multimedia** or **Kit** as the designation.

b) **Extent of the item (including Specific Material Designation):** Record the number of physical units of a Three-Dimensional Artefact or object by giving the number of parts in arabic numerals and one of the terms listed below, as appropriate:

Eg. Art original	Diorama	Microscope slide
Art reproduction	Exhibit	Mock-up

## CHAPTER-11 : Microforms:

11.1 Title and Statement of Responsibility Area

11.2 Edition Area

11.3 Optional area.. Musical Presentation Statement Area

11.3A1. Give the Mathematical Data of a cartographic item in microform as instructed in 3.3 of the Code.

11.3B. Music

11.3B1. Give the physical presentation of music in microform

as instructed in 5.3 of the Code.

## CHAPTER-12 : Serials:

12.1 Title and Statement of Responsibility Area

12.2 Edition Area

12.3 Numeric and / or Alphabetic, Chronological, or Other Designation Area.

**16.6.5 12.3B1. Numeric and / or Alphabetic designation:** Give the numeric and / or alphabetic designation of the first issue of a serial as given in that issue. Follow the hyphen with four spaces:

Eg. Population Trends [GMD] .- Vol1, no.1(Jan./Mar.1974) - ... -

**16.6.6 Publication, Distribution, etc. are (1.4):** This area covers the "Place of Publication, Distribution etc., Place of Manufacturers, Name of Manufacturer, Date of Manufacture.

**16.6.7 Physical Description Area (1.5):** This area particularly, in Non-Book Materials, if an item is available in different formats (e.g. as text and microfilm; as sound disc and sound tape reel), give the physical description of the format in hand. And give the details of other formats in which the content of the item has been issued.

**Extent of item (including Specific Materials Description):** Record the extent of the item by giving the number of physical units in arabic numerals and the specific material designation, dealing with the type of material to which the item belongs:

Eg. 3 microscope slides  
25 identical maps  
1 microfiche (150 fr.)  
310 leaves of braille

**Other Physical Details:**

Eg. 1 filmstrip (70 fr.): b & w  
5 microscope slides : stained  
1 sound disc (20 min.) : Analog, 33 rpm., mono.

**Dimensions:**

Eg. 1 wall chart : col.; 24x48cm.  
321p.:ill.(some col.); 23 cm.  
2 sound discs (1hr., 15 mins.):analog.;33 1/3 rpm., stereo.;10-12 in.

**Accompanying materials:** Precede each statement of accompanying material by a plus (+), and give the number of physical units in arabic numerals and present the accompanying material at the end of the physical description.

Eg. 387p.:ill.;27cm. + 1 set of teacher's notes  
200p.:ill.;25cm. + 2 computer disks.  
1 computer disk; 5 1/4 in. + 1 demonstration disk + set of user's notes.

**Enclose physical details of accompanying material in parentheses:**

Eg. 1 stereograph reel (12 pairs of fr.): col. + 1v.(12p.:ill.;18cm.)  
1 filmstrip (70 fr.): Col.; 35mm. + 1v.(39p.;22cm.)  
271p.:ill.;21 cm. + 1 atlas (95p:85 col. Maps ; 32 cm.)

**16.6.8 Series Area (1.6):** Precede this area by a full stop, space, dash, space. Enclose each series statement in parentheses ( ). Precede other title information by a colon, the first statement of responsibility by a diagonal slash, the numbering within a series by a semicolon, and close the parentheses.

Eg. . – (title of series : sub-title of series/statement of responsibility;no.1).  
. – (Russian titles for Specialist/Statement of responsibility;no.78).

**16.6.9 Note area (1.7):** Start a new paragraph for each note or precede each note by a full stop, space, dash. Use square brackets [ ] only for interpolations with quoted material.

**16.6.10 Standard Number and Terms of Availability area (1.8):** Start a new paragraph, and precede terms of availability by a colon: These terms consist of the price (given numbers with standard symbols):

Eg. ISBN 0-684-14258 (bound):\$12.50  
ISBN 0-684-14257-0 (pbk.):\$6.95  
\$ 1.00 (\$0.50 to members)

## 16.7 SUMMING UP

The AACR – 2, second edition, 1988 revision provides all the necessary rules and guide lines, how to approach the practical cataloguing of Non-Book Materials. The application of General Material Designation (GMD) immediately after title proper, is important area in approaching the practical cataloguing of Non-Book Materials. The GMD guides the user, to findout the type of document /material, and information available. The Material Specific Details Area, guides the cataloguers, and indicate the sequential area, how to translate and present the specific details, the standard format its punctuaion, the in the catalogue card, followed by the areas like, Place of Publication and name of the publisher, Year of Publication. The cataloguer can understand the implications of the presentatjion of specific details, without any confusion. The physical description area called as the extent of the materials, in the context of Non-Book Materials. The keen observation of this rules under Part – I from Chapter – 3 to Chapter – 12 will help the cataloguers with the practical approach, how to catalogue the Non- Book materials.

## **Lesson: 17**

# **CARTOGRAPHIC MATERIALS**

## **17.1 Aims and Objectives**

## **17.2 Introduction**

## **17.3 Scope and Sources of Information**

### **17.3.1 Description of Whole or Part**

### **17.3.2 Extent of the Item: other physical details**

### **17.3.3 Choice of Access Points - Main and Added Entries**

## **17.4 Worked out examples**

## **17.5 Summing up**

## **17.6 Glossary**

## **17.7 Self Assessment Questions**

## **17.8 Recommended Books**

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## **17.1 Aims and Objectives**

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The basic objective of this unit is to explain the bibliographic and physical features of cartographic materials and how to describe the globes, maps and atlases under AACR-2. The main aim of this unit is, how to interpret and render the main and added entries of the cartographic materials. After studying this unit, one should be able to:

- understand the rules, and how to describe the cartographic materials,
- understand how to render the main and added entries, in cartographic materials
- the relevance of 'extent of the item' in comparing to the physical description, etc., particularly in the case of atlases.

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## **17.2 Introduction**

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Cartographic materials, representing the whole or part of the earth or any celestial body at any scale. Cartographic materials include two- and three-dimensional maps and plans (including maps of imaginary places); aeronautical, navigational, and celestial charts; atlases; globes; block diagrams; sections; aerial photographs with a cartographic purpose; bird's-eye views (map views), etc.

The basic geographic information and collections of a library furnish precise information about different places, towns, lakes, rivers and mountains, etc. through the cartographic materials. The cataloguing of cartographic materials reflects the actual contents and features of cartographic information.

## 17.3 Scope and Sources of Information

### Scope

The rules in this chapter cover the description of cartographic materials of all kinds. Cartographic materials include all materials that represent the whole or part of the earth or any celestial body. These include two- and three-dimensional maps and plans (including maps of imaginary places); aeronautical, navigational, and celestial charts; atlases; globes; block diagrams; sections; aerial photographs with a cartographic purpose; bird's-eye views (map views); etc. They do not cover in detail the description of early or manuscript cartographic materials. For items falling within the scope of other chapters but presenting cartographic information (e.g. some wall charts, some playing cards), consult the rules in this chapter in conjunction with those of the chapter appropriate to the item.

### Sources Of Information

*Chief source of information.* The chief source of information for other than a printed atlas (in order to preference) is:

- a) the cartographic item itself; when an item is in a number of physical parts, treat all the parts (including a title sheet) as the cartographic item itself
  - b) container (e.g., portfolio, cover, envelope) or case, the cradle and stand of a globe, etc.
- If information is not available from the chief source, take it from any accompanying printed material (e.g., pamphlets, brochures).

*Prescribed sources of information.* The prescribed source(s) of information for each area of the description of cartographic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

Area	Prescribed sources of Information
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying printed material
Mathematical data	Chief source of information, accompanying printed material
Publication, distribution, etc.	Chief source of information, accompanying printed material
Physical description	Any source
Series	Chief source of information, accompanying printed material
Note	Any source
Standard number and items of availability	Any source

### 17.3.1 Description of Whole or Part

In describing a collection of maps, describe the collection as a whole or describe each map (giving the name of the collection as the series), according to the needs of the cataloguing agency. If the collection is catalogued as a whole and descriptions of the individuals parts are considered desirable. If, in doubt whether to describe the collection as a whole or to describe each separately, describe the collection as a whole.

*Description of the collection as a whole:*

Ordnance Survey of Great Britain one inch to one mile map [GMD] : seventh series . – Scale 1:63,360 . – Chessington : The Survey, 1952-1974 . – 190 maps : col. ; 71 x 64 cm.

*Description of one map-separate description:*

Banbury [GMD] / Ordnance Survey . – [Ed.] B. – Scale 1:63,600 . – Southampton : The Survey, 1968. – 1 map : col. ; 71 x 64 cm. – (Ordnance Survey of Great Britain one inch to one mile map : seventh series ; sheet 145). – “Fully revised 1965-66”.

*Description of one map-multilevel description:*

Ordnance Survey of Great Britain one inch to one mile map [GMD] : seventh series . – Scale 1:63,360 . – Chessington : The Survey, 1952-1974 . – 190 maps : col. ; 71 x 64 cm. Sheet 145 : Banbury . – [Ed.] B. – 1968. – 1 map : col.; 71 x 64 cm. – “Fully revised 1965-66”.

### Mathematical Data Area

Contents

- B Statement of scale
- C Statement of projection
- D Statement of coordinates and equinox

#### A Punctuation

- . – Precede this area by a full stop, space, dash, space
- ; Precede the projection statement by a semicolon.
- ( ) Enclose the statement of coordinates and equinox in one pair of parentheses.
- ; If both coordinates and equinox are given, precede the statement of equinox by a semicolon.
- , Precede the statement of epoch by a comma

#### B1. Statement of scale

Give the scale of cartographic item (except as noted below) as a representative fraction expressed as a ratio (1: ). Precede the ratio of by *Scale*. Give the scale even if it is already recorded as part of the title property or other title information.

Eg. Scale 1:63,360

Eg. Scale ca. 1:36,000,000

(*Scale as it appears on the item*)

Bartholomew one inch map of the Lake District [GMD]. – Rev.

If a scale statement found in the chief source of information or accompanying material is not expressed as a representative fraction, give it as a representative fraction in square brackets.

Scale [1:253,440]

*Scale statement reads: 1 inch to 4 miles)*

If a representative fraction or other scale statement is found in a source other than the chief source of information or accompanying material (e.g., on a container or case not used as the chief source), give the scale as a representative fraction in square brackets.

Scale [1:63,360]

If no scale statement is found in the chief source of information or accompanying material or on the item's container or case, compute a representative fraction from a bar graphs or a grid or by comparison with a map of known scale, and give it in square brackets preceded by *ca.*

Scale [ca. 1:63,360]

If no scale can be determined by any of the above means, give *Scale indeterminable*.

- B.1. *Optional addition.* Give additional scale information that is found on the item (such as a statement of comparative measures or limitation of the scale to particular parts of the item). Use standard abbreviations and numerals in place of words. Precede such additional information by a full stop.

Eg.3: Scale 1:250,000. 1 in. to 3.95 miles. 1 cm. to 2.5 km.

Quote the additional scale information if:

- a) the statement presents unusual information that cannot be verified by the cataloguer, or
- b) a direct quotation is more precise than a statement in conventional form, or
- c) the statement on the item is in error or contains errors.

Eg.4: Scale 1:59,403,960. "Along meridians only, 1 inch = 936 statute miles"  
Scale [ca. 1:90,000] not "1 inch to the mile"

- B3. If the scale within one item varies and the outside values are known, give both scales connected by a hyphen.

Eg.5 Scale 1:15,000-1:25,000

If the values are not known, give *Scale varies*

- B4. If the description is of a multipart item with two scales, give both. Give the larger scale first.

Eg.6 Scale 1:100,000 and 1:200,000

- B5. If the description is of a multipart item with three or more scales, give *Scales vary*.

- B6. In describing a cartographic item in which all the main maps are of one or two scales, give the scale or both scales (in the latter case give the larger scale first). If the main maps are of three or more scales, give *Scales vary*.

- B7. Give a statement of scale for celestial charts, maps of imaginary places, views (bird's-eye views or map views), and maps with nonlinear scales only if the information appears on the item. If the item is not drawn to scale, give *Not drawn to scale*.

Scale 1' per 2 cm.

- B8. In describing a relief model or other three-dimensional item, give the vertical scale (specified as such) after the horizontal scale if the vertical scale can be ascertained.

Eg.7 Scale 1:744,080. 1 in. to ca. 28 miles. Vertical scale ca.1:96,000

Scale 1:250,000. Vertical exaggeration 1:5

C. *Statement of projection*

- C1 Give the statement of projection if it is found on the item, its container or case, or accompanying printed material. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

Eg. ; conic equidistant proj.

- C2 *Optional addition.* Give phrases associated with the projection statement in the source of information that concern, for example, meridians, parallels, and/or ellipsoid.

Eg. ; transverse Mercator proj. Everest spheroid

Eg. ; azimuthal equidistant proj. centered on Nocosia, N 35° 10' E 33° 22'

D. *Statement of coordinates and equinox*

- D1 For terrestrial maps, etc., give the coordinates in the following order:

westernmost extent of area covered by item (longitude)

easternmost extent of area covered by item (longitude)

northernmost extent of area covered by item (latitude)

southernmost extent of area covered by item (latitude)

Express the coordinates in degrees (°), minutes ('), and second (") of the sexagesimal system (360° circle) taken from the Greenwich prime meridian. Precede each coordinate by W, E, N or S, as appropriate. Separate the two sets of latitude and longitude by a diagonal slash neither preceded nor followed by a space. Separate each longitude to latitude from its counterpart by a dash.

(E 79° - E 86° / N 20° - N 12°)

(E 15° 00' 00" - E 17° 30' 45" / N 1° 30' 12" - S 2° 30' 35")

(W 74° 50' - W 74° 40' / N 45° 05' - N 45° 00')

Optically, give other meridians found on the item in the note area (see 3.7B8).

### 17. 3.2 Extent of Item: Other Physical Details

Give the extent of a cartographic item. In the case of atlases and globes, give the number of physical units. In the case of other cartographic items, give the number of maps, etc. Use Arabic numerals and one of the following terms. If the item is a manuscript, precede the term by *ms.*

Atlas

Diagram

Globe

Map

Map section

Profile

Relief model

Remote-sensing image

View

1 globe

1 map

1 ms. Map

3 diagrams

10 identical maps

If a cartographic item is not comprehended by one of the above terms, use an appropriate term taken from sub-rule 3.5B of one of the chapters of part I.

7 wall charts

52 playing cards

If the parts of an item are very numerous and the exact number cannot be readily ascertained, give an approximate number.

ca. 800 maps

If a cartographic item contains, or consists of, tactile data, follow the instructions in 3.5B5.

B2 If there is more than one map, etc., on one or more sheets, specify the number of maps, etc., and the number of sheets.

6 maps on 1 sheet

8 map sections on 3 sheets

B3 Add, to the statement of extent for an atlas, the pagination or number of volumes as instructed in 2.5B

1 atlas (3 v.)

1 atlas (xvii, 37 p., 74 leaves of plates)

C. *Other physical details*

C1 Give the following details, as appropriate, in the order set out here:

number of maps in an atlas

colour

material

mounting

C2 Give the number of maps in an atlas as instructed in 2.5C

1 atlas (xvi, 97, 100 p.): 35 col. maps

1 atlas (330 p.) : 100 col. maps (some folded)

1 atlas (207 p.) : ca. 190 maps

C3 Colour. If the item is coloured or partly coloured, indicate this. Disregard coloured matter outside a map, etc., border.

1 map : col.

4 maps : 2 col.

1 globe : col.

1 ms. map : col.

10 maps : some col.

C4 Material. Give the material of which the item is made if it is considered to be significant (e.g., if a map is printed on a substance other than paper).

- 1 map : col., plastic
- 1 map : col., silk
- 1 globe : col., wood
- 1 ms. map : col., vellum

C5 Mounting. If a map, etc., is counted, indicate this. Indicate the mounting of a globe.

- 1 map : col., mounted on linen
- 1 globe : col., wood, on brass stand
- 1 globe : plastic, on metal stand

#### *D Dimensions*

D1 Maps, Plans, etc. give the height x width in centimeters, to the next whole centimeter up, of a two-dimensional cartographic item (e.g. if a measurement is 37.1 centimeters, record it as 38 cm.)

- 1 map : col. ; 25 x 35 cm.
- 1 wall chart ; 40 x 23 cm.
- 1 ms. map ; 123.5 x 152.4 cm.
- 1 map : col. ; 45 cm. in diam.
- 1 map : col. ; on sheet 45 x 33 cm.

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#### **17.3.3 Choice of Access Points Main and Added Entries**

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In the non-book materials, the person who is chiefly responsible for the intellectual and the artistic content of the item will be considered as the principal responsible person or corporate body. Chapter-3, Cartographic Materials of AACR-2, 2<sup>nd</sup> revised edition under 3.1F1 explains how to transcribe statements of responsibility relating to persons or bodies in the code. If no statement of responsibility appears prominently in the item, the title occupies the leading section in the main entry. The tracings of the main entry will reflect the other added entries of the catalogue entry.

## **17.4 Worked Out Examples**

### **Example 1**

#### **GLOBE**

World Agro Globe  
Scale 1:20,860,000  
Orthographic Projection  
New York  
Rand McNally, C1976

---

#### **Other Information:**

Call No.912, G67

Acc No.1001

Colour Globe, mounted on brass stand, 30 cm. diameter. 8 cm x 5 cm

Accompanying material: 1 Manual, v, 10p.

Series: Randmark World Agro Globe Series, No.2

Note: Showing world agro and Vegetation data

#### Main Entry

912, G67	World Agro Globe [Cartographic Material].—Scale 1:20,860,000
1001	<p>Orthographic Projection .— New York: Rand McNally, c1976.</p> <p>1 Globe: col., mounted on brass stand; 30 cm. in diam. + 1 manual (v,10p.); 8 cm.— (Randmark World Agro Globe Series; no.2).</p> <p>Shows World Agro and Vegetation Data</p> <p>1. Agro Vegetation 2. World Vegetation Data I. Series</p>

#### A.E. Subject

912 G67	<p>AGRO VEGETATION</p> <p>World Agro Globe [Cartographic Material] .— Scale 1: 20,860,</p>
1001	<p>000; Orthographic Projection .— New York: Rand McNally, C1976.</p> <p>(Rest as in the main entry)</p>

**A.E. SUBJECT – 2**

912 G67	WORLD VEGETATION DATA World Agro Globe [Cartographic Material] .– Scale 1: 20,860,
1001	000; Orthographic Projection .– New York: Rand Mcnally, C1976.  (Rest as in the main entry)

**A.E. SERIES**

912 G67	Randmark World Agro Globe Series World Agro Globe [Cartographic Material] .– Scale 1: 20,860,
1001	000; Orthographic Projection .– New York: Rand Mcnally, C1976.  (Rest as in the main entry)

**Example 2****GLOBE**

Solar Cycle Globe  
 Scale 1:30,178,300  
 1 cm to 410 km  
 Lampart Conical Project  
 Chicago, Replogle  
 1969

**Other information**

Class No.910, G69 Acc No.2001

1 Solar Globe, Colour Plastic, mounted on metal stand, 31 cm in diameter

Accompany material: 1 Solid Cassette, 50 min, 33 ¼ ips., mono

Solar Geophysical System Series, No.7

Free ball globe in transparent plastic with metal cradle on which cardinal points of compass are given.

**Main Entry**

910 G69	Solar Cycle Globe [Cartographic Material].–Scale 1:30,178,300.
2001	<p>1 cm. to 410 km.; Lambert Conical Projection .– Chicago: Replogle, 1969.</p> <p>1 Solar Globe: col., plastic mounted on metal stand; 31 cm in diam. + 1 solid cassette (50 mm. 33 ¼ ips., mono.) .– (Solar Geophysical System Series; no.7)</p> <p>Free ball globe in transparent plastic with metal cradle on which cardinal points of compass are given</p> <p>Title on cassette: using the Solar Cycle Globe.</p> <p>1. Solar System I. Series</p>

## A.E. Subject

910 G69	<b>SOLAR SYSTEM</b> Solar Cycle Globe [Cartographic Material].–Scale 1:30,178,300.
2001	1 cm. to 410 km.; Lambert Conical Projection .– Chicago: Replogle, 1969.  (Rest as in the Main Entry)

## A.E. SERIES

910 G69	Solar Geophysical System Series, no.7 Solar Cycle Globe [Cartographic Material].–Scale 1:30,178,300.
2001	1 cm. to 410 km.; Lambert Conical Projection .– Chicago: Replogle, 1969.  (Rest as in the Main Entry)

**Example 3****MAP**

Canada World Map  
 Scale 1:30,000,000  
 Orthographic Projection  
 by  
 Survey and Map Division, Department of Energy, Mines and Resources  
 New Westminster, Richmond  
 1967

---

Class No.912 M67

Acc No.3001

1. Map Colour, Plastic 78 cm x 115 cm

Accompanying material: 1 Booklet (iv,16p, 15 cm x 10 cm)

Note: includes Candian Air Distance, between Cardion Ports in nautical miles – Insects. Arctic; Antarctica; The Southern Sky; The Northern Sky

**MAIN ENTRY**

912 M67	Canada World Map [Cartographic Material] / Survey and Map
3001	<p>Division, Department of Energy, Mines and Resources .– Scale 1:30,000,000; Orthographic Projection .– New Westminster: Richmond, 1967.</p> <p>1 Map: col., Plastic; 78 x 115 cm + 1 booklet (iv, 16 p.), 15 cm.</p> <p>Includes Candian Air Distance, between Candian Ports in nautical miles – Insets. Arctic; Antarctica; The Southern Sky; The Northern Sky</p> <p>1. World Map I. Surveys and Map Division, Dept. of Energy</p>

**A.E. SUBJECT**

912 M67	WORLD MAP Canada World Map [Cartographic Material] / Survey and Map
3001	Division, Department of Energy, Mines and Resources .-- Scale 1:30,000,000; Orthographic Projection .-- New Westminster: Richmond, 1967.  (Rest as in the main entry)

A.E. Corporate Body

**Example 4****MAP**

The Solar Earth Moon Map  
Scale Calculated to 1: 10,000,000  
Lambert Conformal Conical Projection  
Ottawa, Nystrom, 1957

---

**Other Information:**

Call No.523; SEM; Acc No.4001

3 Maps on one sheet, colour, 66 cm in diameter; each sheet 84 x 116 cm. Accompanied by 1 sound tape cassette

Half title page: Man on Moon series, No.9

Shows near and far sides of moon

Near side adopted based on Air force photographs;

For side, original art based on U.S.A.F. Lunar Chart

**MAIN ENTRY**

523 SEM	The Solar Earth Moon Map [Cartographic Material] .– scale
4001	<p>Ca.1:10,000,000; Lambert Conformal Conical Projection .– Ottawa: Nystrom, 1957.</p> <p>3 maps on one sheet: Col., 66 mm. in diam. each sheet 84 x 116 cm + 1 sound tape cassette .– (Man on Moon Series; no.9)</p> <p>Shows near and far sides of moon. Near side adopted based on U.S. Air Force Photographs; far sides original art based on U.S.A.F. Lunar Chart.</p> <p>1. Earth's Moon I. Series</p>

A.E. Subject  
A.E. Series

**Example–5**  
**ATLAS**

Cambridge Economic Atlas of the World  
prepared by  
Economic Intelligence Unit and Cartographic Department of Clarendon, 2<sup>nd</sup> rev. Ed.  
Scale 1:63,630,000  
Cambridge equal–area projection  
New York, Cambridge University Press, 1956

---

**Other Information:**

Call No.912 WA 56

Acc No.5001

1 Atlas, Pages v+264p. 26cm x 18 cm

Series: World Economic Development Series – No.2.

Accompanying Material: 1 microfilm

- Note: 1. Set of 10 maps dealing with Agrobases Land Development, Forestry, Annual Rain  
Fall and Temperature  
2. Includes Statistical Tables and Index

**MAIN ENTRY**

912 WAS 6	Cambridge Economic Atlas of the World [Cartographic
5001	Material] / prepared by Economic Intelligence Unit and Cartographic Department of Claredon .– 2 <sup>nd</sup> rev. ed.– Scale 1:63,630,000; Cambridge Equal–area Projection .– New York: Cambridge University Press, 1956.  1. Atlas (v, 264p): Col.; 26 cm. + 1 microfilm .– (World Economic Development Series; no.2)  Set of 10 maps dealing with Agrobases Land Development, Forestry, Annual Rain Fall and Temperature.  Includes statistical Tables and Index.  1. Economic World Atlas I. Economic Intelligence Unit & Cartographic Dept. of Claredon II. Series.

**A.E. SUBJECT**

912 WAS 6	ECONOMIC WORLD ATLAS Cambridge Economic Atlas of the World [Cartographic
5001	Material] / prepared by Economic Intelligence Unit and Cartographic Department of Claredon .– 2 <sup>nd</sup> rev. ed.– Scale 1:63,630,000; Cambridge Equal–area Projection .– New York: Cambridge University Press, 1956.  (Rest as in the Main Entry)

**A.E. CORPORATE BODY**

912 WAS 6		Economic Intelligence Unit & Cartographic Dept. of Claredon
	Cambridge	Economic Atlas of the World [Cartographic
5001		Material] / prepared by Economic Intelligence Unit and Cartographic Department of Claredon .– 2 <sup>nd</sup> rev. ed.– Scale 1:63,630,000; Cambridge Equal–area Projection .– New York: Cambridge University Press, 1956.  (Rest as in the Main Entry)

**A.E. SERIES**

912 WAS 6		World Economic Development Series; no.2
	Cambridge	Economic Atlas of the World [Cartographic
5001		Material] / prepared by Economic Intelligence Unit and Cartographic Department of Claredon .– 2 <sup>nd</sup> rev. ed.– Scale 1:63,630,000; Cambridge Equal–area Projection .– New York: Cambridge University Press, 1956.  (Rest as in the Main Entry)

**17.5 SUMMING UP**

Cataloguing of cartographic materials require special treatment, because of certain distinctive characteristics. Unlike books, cartographic materials, may not have the title page, except in the case Atlases. To the physical description area may be known as the extent of the item, the student has to concentrate on this area while rendering the entry. The 'Mathematical Data Area', which carries; statement of scale; statement of projection; statement of coordinates

and equinox, will keep all the details of the cartographic materials. Usually, the other variables of ISBD will be followed, in the entry. The mathematical data area will be uncommon in comparing to the other entries in the practice.

## 17.6 Glossary

**Cartographic materials:** Any material representing the whole or part of the earth of any celestial body at any scale. Cartographic materials include two- and three-dimensional maps and plans (including maps of imaginary places); aeronautical, navigational, and celestial charts; atlases; globes; block diagrams; sections; aerial photographs with a cartographic purpose; bird's-eye views (map views), etc.

**Atlas:** A volume of maps, plates, engravings, tables, etc. with or without descriptive text. It may be an independent publication or it may have been issued as accompanying material.

**Chart:** An opaque sheet that exhibits data in graphic or tabular form (e.g. a wall chart)

**Globe:** A model of the earth or other celestial body, depicted on the surface of a sphere.

## 17.7 Self Assessment Questions

1. Explain the ISBD (G) and ISBD (CF)
2. What is the basic difference between the Atlases and Globes and Maps?

## 17.8 Recommended Books

1. Hunter, Eric J (1988): An introduction to AACR-2: a programmed guide to the second edition of the Anglo-American Cataloguing Rules, 1988 Revision. Oxford and IBH Publishing Co., New Delhi.
2. Sengupta, B (1974): Cataloguing: its theory and practice, The World Press, Calcutta, 1974.

## **Lesson-18**

# **MANUSCRIPTS**

### **18.1 Aims and Objectives**

### **18.2 Introduction**

### **18.3 Scope and Sources of Information**

#### **18.3.1 Title and statement of responsibility**

#### **18.3.2 General material designation**

#### **18.3.3 Extent of item**

#### **18.3.4 Nature, scope or forms and language**

### **18.4 Worked out examples**

### **18.5 Summing up**

### **18.6 Glossary**

### **18.7 Recommended Books**

## **18.1 Aims and Objectives**

The basic aim of this unit is to describe the manuscript (including type script) materials of all kinds, including manuscript books, dissertations, letters, speeches and printed forms completed in manuscript and collections of such manuscripts. Writing including musical scores, maps, etc.) made by hand, type scripts and inscriptions on clay tablets, stone, etc. This unit will explain, how to catalogue the manuscripts, and how to provide access points. After going through this unit, you are able to:

- Catalogue the various kinds of manuscripts and holographs
- Catalogue the legal documents (Wills, Deeds, Mortgage, Lease Agreements, etc.)
- How to treat the 'single manuscripts' and 'collection of manuscripts', under the extent of item.

## **18.2 Introduction**

The scope and the general rules of AACR-2 under Chapter-4 describe the manuscripts, which guides the student and how to cataloguing the manuscripts. The description of manuscript materials, including manuscript books, dissertations, letters, speeches, the legal papers and collections of such manuscripts are also covered under this chapter. The cataloguing practice of the manuscripts are covered under rule 4.0 to 4.8 of the code.

The scope of the general rules explains the sources of information and punctuations, etc. The application of 'General Material Designation', particularly in the case of cataloguing manuscripts are optional as per the code. And the treatment of 'Single Manuscript', and 'Collection of Manuscripts', under the 'extent of item; was discussed with suitable examples, to bring clarity to the student, how to present, extent of material in the practice. After the 'note area', the important and special areas like nature, scope or form and language has to be

rendered while cataloguing the manuscripts. The main and added entries of manuscripts are completely governed by the general catalogue rules of AACR-2, which are applicable to the printed monographs.

The structuring of information under AACR-2, and the areas like 4.2 Edition area, 4.3 Material (or type of publication) Specific Details area, 4.4 Data area, 4.6 Series area, and 4.8 Standard Number and Terms of Availability area are not applicable in the practical cataloguing of manuscripts. In the case of added entries, only names, and titles occupies the prime importance. Other added entries may be made, if the cataloguer believes that a patron may search for an item under a particular heading. Regarding the subject analysis, systems chosen by a library for its book collection should be used for all media.

### 18.3 Scope and Sources of Information

#### Scope

4.0A1 The rules in this chapter cover the description of manuscript (including typescript) materials of all kinds, including manuscript books, dissertations, letters, speeches, etc., legal papers (including printed forms completed in manuscript), and collections of such manuscripts. For reproductions of manuscripts published in multiple copies.

#### Sources of Information

*Chief Source of Information:* The chief source of information for manuscripts is the manuscript itself. Within manuscripts, use (in this order of preference) information from the

- title page
- colophon
- caption, heading, etc.
- content of the manuscript

However, prefer a source that is part of the original manuscript to sources that have been supplied later. If information is not available from the chief source, take it from the following sources (in this order of preference):

- another manuscript copy of the item
- a published edition of the item
- reference sources
- other sources

For collections of manuscripts, treat the whole collections as the chief source.

*Prescribed sources of information:* The prescribed source(s) of information for each area of the description of manuscripts is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

#### Area

#### Prescribed sources of Information

Title and statement of responsibility

Chief source of information, published copies of manuscript

Edition

Chief source of information, published copies of manuscript

Library Cataloguing Practice	18.3	Manuscripts
------------------------------	------	-------------

Date	Chief source of information, published copies of manuscript
Physical description	Any source
Note	Any source

## 2.1 Title and Statement of Responsibility Area:

- A Preliminary rule
- B Title proper
- C General material designation
- D Parallel titles
- E Other title information
- F Statement of responsibility
- G Items without a collective title

Enclose the general material designation in square brackets

Precede each parallel title by an equals sign

Precede each unit of other title information by a colon

Precede the first statement of responsibility by a diagonal slash

Precede each subsequent statement of responsibility by a semicolon

For the punctuation of this area for items without a collective title

Transcribe the title proper as instructed in 1.1B.

Life of Romney

A Declaration of the Representatives of the United States of America in Congress Assembled

The waste land

Death in Lamington Spa

If the title proper is not taken from the chief source of information, give the source of the title in a note (see 4.7B3).

If a manuscript or manuscript collection lacks a title, supply one as instructed below. Give the source of a supplied title (other than one composed by the cataloguer) in the note area (see 4.7B3).

## 2.2 General Material Designation

Give immediately following the title proper the appropriate general material designation.

Gondal poems [GMD]

### 1. Statement of responsibility

### 2. Transcribe statements of responsibility relating to persons or bodies appearing on the manuscript

Exil [GMD] / St.J. Perse

[Letter] 1899 Jan. 3, Dorking, Surrey [to] H.G. Wells, Worcester Park, Surrey

[GMD] / George Gissing

Three sonnets of Shakespeare [GMD] / written in the italic hand by Pamela Thomson.

### 3. *Optional addition.* If the name appended to, or the signature on, a manuscript is incomplete, complete the name,

[Letter] 1929 Feb. 8, New York to F. Scott Fitzgerald, Wilmington, Del. [GMD] / Zelda [Fitzgerald]

[Letter] 1898 July 19, Dorking, Surrey [to] H.G. Wells, Worcester Park, Surrey [GMD] / G.G. [George Gissing]

4. If a manuscript lacks a signature or statement of responsibility, supply the name(s) of the person(s) responsible for it, if known,

Speech, Trafalgar Square, London [GMD] / [William Morris]

The waste land [GMD] / T.S. Eliot; [with ms. Amendments by Ezra Pound]

### 2.3 Extent of Item

Simple manuscripts. Give the number of leaves or pages as instructed:

23 leaves

iv, 103 leaves

[63] leaves

[4] p.

[4], 103 p.

leaves 51-71

If the manuscript has been bound, add *bound* at the end of the statement of extent.

[70] leaves, bound

3, [40], 30 p., bound

Add, to the pagination, etc. of ancient, medieval and renaissance manuscripts, the number of columns (if more than one) and the average number of lines to the page

[208] leaves (41 lines)

[26] leaves (2 columns, 45-47 lines)

*Optional addition.* If a pagination is given, add the number of leaves

[2] p. on 1 leaf

[5] p. on 3 leaves

### 2.4 Nature, Scope or Form

Make notes on the nature or a collection of manuscripts unless it is apparent from the rest of the description. Use one of the following terms, as appropriate:

holograph(s) (for manuscripts handwritten by the person(s) responsible for the work(s) contained therein)

ms. (for all other handwritten manuscripts)

mss. (for all other collections of handwritten manuscripts)

typescript(s)

Holograph

Ms.

Typescripts.

If the item is signed, add *signed*

Holograph, signed

If the item or collection being described a copy or consists of copies, add (*carbon copy*), (*photocopy*), if (*transcript*), or the plural of one of these. If a photocopy is negative, add *negative*. Add *handwritten* or *typewritten* to *transcript(s)*.

Holograph (carbon copy)

Ms. (photocopy, negative)

Ms. signed (photocopy)

Mss. (transcripts, handwritten)

Typescript (photocopy)

If the items in a collection are not all of the same nature, word qualification to indicate this.

Mss. (some photocopies)

Mss. (transcripts, handwritten, and photocopies)

Mss. (photocopies, some negative)

If the item is a copy, add the location of the original if this can be readily ascertained.

### Language

Make notes on the language(s) of the item, or on the fact that it is a translation or adaptation, unless this is apparent from the rest of the description.

In Swedish

Latin with English marginalia

Some items in English, some in French

English with typewritten French translation

## 18.4 Worked Out Examples

### Example—1

Palukani Padmavathi Kathalu

The original palm leaf manuscript is available in the Government Oriental Manuscript Library  
Madras

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### Other Information

Call No.894.82 N24

Acc. No.R782

The Work is in 52 leaves, 8 lines a leaf. Produced during 1924–25

Size: 30 x 5 cm

Manuscript is in Telugu Language

Manuscript contains Telugu Stories by Palukani Padmavathi

**MAIN ENTRY**

894.82 N 24	Padmavathi, Palukani
R784	<p>Palukani Padmavathi Kathalu [Manuscript]/by Palukani Padmavathi .– 1924–25.</p> <p>52 leaves (8 lines in a leaf): palm leaf; 30 x 5 cm. Ms. In Telugu The original palm leaf manuscript is available in the Government Oriental Manuscript Library, Madras</p> <p>1. Telugu Fiction. I. Title</p>

**A.E. SUBJECT**

894.82 N 24	<p>TELUGU FICTION</p> <p>Padmavathi, Palukani</p>
R784	<p>Palukani Padmavathi Kathalu [Manuscript]/by Palukani Padmavathi .– 1924–25.</p> <p>(Rest as in the main entry)</p>

**A.E. TITLE**

894.82 N 24	Palukani Padmavathi Kathalu Padmavathi, Palukani
R784	Palukani Padmavathi Kathalu [Manuscript]/by Palukani Padmavathi .– 1924–25.  (Rest as in the main entry)

## Example–2

Bhasya Irudayam  
By  
Brahmananda Venkateswara Swamigal  
1949–50

---

Other Information:

Call No.181.4 N2

Acc No.4959

The manuscript in leaf form contains 28 leafs with 8 lines in each leaf.

Size 30 x 6 cm

The manuscript is available with Sri C. Krishnamurthy Mudaliar, North Car Street, Shiyali, Tanjore

Palm leaf, in Tamil

**MAIN ENTRY**

181.4 N 2	Venkateswara Swamigal, Brahmananda
4959	Bhasya Irudayam [Manuscript]/by Brahmananda Venkateswara Swamigal .– 1949–50.  28 leafs (8 lines in a leaf): palm leaf; 30 x 6 cm. Ms. In Tamil Owned by C. Krishnamurthy Mudaliar, North Car Street, Shiyali, Tanjore  1. Indian Philosophy. I. Title

## A.E. SUBJECT

181.4 N 2	INDIAN PHILOSOPHY Venkateswara Swamigal, Brahmananda
4959	Bhasya Irudayam [Manuscript]/by Brahmananda Venkateswara Swamigal .– 1949–50.  (Rest as in the main entry)

## A.E. TITLE

181.4 N 2	Bhasya Irudayam Venkateswara Swamigal, Brahmananda
4959	Bhasya Irudayam [Manuscript]/by Brahmananda Venkateswara Swamigal .– 1949–50.  (Rest as in the main entry)

## Example–3

Thihar  
30<sup>th</sup> October, 1938

My Dear Priyadarshini,

.....  
.....  
.....

Yours lovingly,  
(Sd. Jawaharlal Nehru)

## Other Information

Call No.354.540 N 38

Acc No.325

One letter containing 15 lines, size: 23 x 15 cm

The addressee is ascertained as: Priyadarshini, Oxford University, Oxford

Holograph–transcript, photocopy, letter by Jawaharlal Nehru, written to his daughter Indira Gandhi

Note: Original manuscript is available in Andhra Bhavan, Allahabad

## MAIN ENTRY

354.540 N 38	Nehru, Jawaharlal
325	<p>[Letter] 1938 October 30, Thihar [to] Priyadarshini, Oxford University, Oxford/by Jawaharlal Nehru.</p> <p>1 letter (15 lines); 23 x 15 cm.</p> <p>Holograph (transcript, photocopy), Original manuscript is available in Andhra Bhavan, Allahabad</p> <p>Title supplied by Cataloguer</p> <p>1. Nehru, Jawaharlal – Letter</p>

## A.E. SUBJECT

354.540 N 38	<p>NEHRU, JAWAHARLAL – LETTER</p> <p>Nehru, Jawaharlal</p>
325	<p>[Letter] 1938 October 30, Thihar [to] Priyadarshini, Oxford University, Oxford/by Jawaharlal Nehru.</p> <p>(Rest as in the main entry)</p>

Example-4  
LEASE AGREEMENT

Date: August 28, 1958  
Vithankudi, Mumbai

Lease Agreement  
Executed by  
R.N. Ramagopal  
with  
L.K. Srinivas – Velankani Taluk

Other information:  
Call No.520.9 N 49

Acc. No.438

4 leafs (16 lines on each leaf); size 95 x 20 cm

Registered on 28<sup>th</sup> August, 1958 at 14.50 hrs.

The original in the Sub-Registrar Office (South), Mumbai

Transcript in Photocopy

Witnesses: Muthuswamy, Bulli Sitaram and Mani Ratnam

### MAIN ENTRY

520.9 N 49	Ramagopal, R.N.
438	<p>[Lease] 1958 August 28, Vithankudi, Mumbai [to] L.K. Srinivas, Velankani Taluk / by R.N. Ramagopal.</p> <p>4 leafs (16 lines on each leaf), original in the Sub-Registrars Office (South) Mumbai. Title supplied by Cataloguers</p> <p>Witnesses: Muthuswamy, Bulli Sitaram and Mani Ratnam</p> <p>1. Ramagopal, R.N. – Lease</p>

### A.E. SUBJECT

520.9 N 49	<p>RAMAGOPAL, R.N. – LEASE</p> <p>Ramagopal, R.N.</p>
438	<p>[Lease] 1958 August 28, Vithankudi, Mumbai [to] L.K. Srinivas, Velankani Taluk / by R.N. Ramagopal.</p> <p>(Rest as in the main entry)</p>

Example–5  
WILL

[Will]  
by  
Joseph Owen  
On May 20<sup>th</sup>, 1777  
Signed indicating his future property right

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Other information

Call No.823 N77      Acc. No.408

4 pages, size: 31 x 20 cm

(Holograph, transcript, handwritten) original written in Lydiate, Lancashire

Witnesses: Henry Holland, Elizabeth Holland and John Molyneux

MAIN ENTRY

823 N 77	Owen, Joseph
408	<p>[Will] 1977 May 28 / Joseph Owen. 4 p.; 31 x 20 cm. Holograph (transcript, handwritten) original written in Lydiate, Lancashire, Indicating his future property rights Title supplied by Cataloguer Witnesses: Henry Holland, Elizabeth Holland and John Molyneux 1. Owen, Joseph–Will</p>

A.E. SUBJECT

823 N 77	OWEN, JOSEPH–WILL Owen, Joseph
408	<p>[Will] 1977 May 28 / Joseph Owen.  (Rest as in the main entry)</p>

## 18.5 SUMMING UP

The rules under Chapter-4 of AACR-2, 2<sup>nd</sup> revised edition, deals with the manuscripts (including manuscript collections) and describe the manuscripts (including type script), materials of all kinds, including manuscript books, dissertations, letters, speeches, etc., the legal papers (including the printed forms, completed in manuscript) and collections of such manuscripts. The sources of information, about the manuscripts, supply a brief title indicating the nature of the material for literary manuscripts, diaries, journals, memoranda books, accounts books, etc. are also covered in this unit. The legal documents (Wills, Deeds, Mortgages, Leases, Warrants, Commission, etc.), the 'General Managerial Designation', was discussed here to create awareness among the students and its optional application of GMD in manuscripts. The extent of the items with 'single manuscripts', and 'collection of manuscripts' are discussed with necessary examples, to create awareness among the students. The general rules which are considered for printed monographs and pamphlets are applicable for manuscripts. There are no special rules for headings in rendering the Main Entry and Added Entries.

## 18.6 Glossary

**Manuscript:** Writings (including musical scores, maps, etc.) made by hand, type scripts and inscriptions on clay tablets, stone, etc.

**Leaf:** One of the units into which the original sheet or half sheet of paper, parchment, etc., is folded to form part of a book, pamphlet, journal, etc., each leaf consists of two pages, one on each side, either or both of which may be blank.

## 18.7 Recommended Books

1. Michael Gorman and Paul W. Winkler: Anglo-American Cataloguing Rules, 2<sup>nd</sup> Rev. Ed. Oxford & IBH Publishing Co. Pvt. Ltd., New Delhi, 1988.
2. Hunter Eric J: AACR-2, Illustrated Examples, London, Library Association, 1989.
3. Maxwell, Margaret F: Handbook for AACR-2, Chicago: ALA, 1989.

## **Lesson: 19**

# **GRAPHIC MATERIALS**

### **19.1 Aims and Objectives**

### **19.2 Introduction**

### **19.3 Graphic Materials – Scope**

### **19.4 Sources of Information**

### **19.5 General material Designation**

### **19.6 Extent of Item (including specific material designation)**

### **19.7 Other Physical Details – Medium – Specific Details**

### **19.8 Worked out examples**

### **19.9 Summing up**

### **19.10 Glossary**

### **19.11 Self Assessment Questions**

### **19.12 Recommended Books**

## **19.1 Aims and Objectives**

This unit aims to explain the description of graphic materials of all kinds, whether opaque or intended to be projected or viewed (e.g. film strips, radiographs, slides), and collections of such graphic materials. After going through this unit, you will be able to:

- identify the differentiate different types of graphic materials.
- Select and render the appropriate headings for the main and added entries
- Interpret and distinguish graphic materials from other materials, etc.

## **19.2 Introduction**

The AACR-2 Code, Chapter-8 describe the Graphic Materials, for the purposes of cataloguing of Graphic Materials. The physical units of a graphic item by giving the numbers of parts in Arabic numbers with the following terms as appropriate:

- Art original
- Art print
- Art reproduction
- Chart
- Film-slip
- Filmstrip
- Flash card
- Flip chart

Photograph  
Picture  
Postcard  
Poster  
Radiograph  
Slide  
Stereograph  
Study print  
Technical drawing  
Transparency  
Wall chart

The above terms covers all kinds of still pictures, both opaque and transparent. The rules for filmstrips, which are coordinated with rules for motion pictures (AACR-1, Chapter-12, Motion Pictures and Filmstrips), are now included with other two-dimensional (flat) media, such as art originals, charts, flash cards, slides, technical drawings, and transparencies.

The rules given in Chapter-8, as in other sections of AACR-2, are appropriate only for the description and identification of materials felt to be of significance and of some permanent importance to the library's collections. Some of the kinds of graphic materials included in chapter-8 may be ephemeral in nature.

The general rules for main and added entries as given in AACR-2 Chapter-21 apply to graphic as they do to the other types of library materials. For example, in cataloguing an original art work, the artist is regarded as the 'author' of the work. Entry will be under the name of the artist (21.1A1). Likewise, a photographic or other photomechanical reproduction of an art work will be entered under the original artists (21.16B). The general rules in Chapter-8, under AACR-2, revised edition, gives the clear idea about, how to catalogue the Graphic Materials.

## 19.3 Graphic Materials - Scope

The rules in this chapter cover the description of graphic materials of all kinds, whether opaque (e.g. two-dimensional art originals and reproductions, charts, photographs, technical drawings) or intended to be projected or viewed (e.g. filmstrips, radiographs, slides), and collections of such graphic materials.

For unpublished graphic materials, see also the instructions in Chapter-4, for visual material recorded on film and intended to be projected so as to create the illusion of movement, see Chapter-7, for microfilms, see chapter-11, for maps, etc. see chapter-3, for microscope slides, see chapter-10.

### 2.1 Sources of information

*Chief Source of Information.* The chief source of information for graphic materials is the item itself including any labels, etc., that are permanently affixed to the item or a container that is an integral part of the item. If the item being described consists of two or more separate physical parts (e.g. slide set), treat a container that is the unifying element as the chief source of information if it furnishes a collective title and the items themselves and their labels do not. In this case, make a note (see 8.7B3) indicating the source of information. If information is not available from the chief source, take it from the following sources in this order of preference:

Container (e.g., box, frame)

Accompanying textual material (e.g., manual, leaflets)  
Other sources

*Prescribed sources of Information.* The prescribed source of information for each area of the description of graphic materials is set out below. Enclose information taken from outside the prescribed source in square brackets.

Area	Prescribed Sources of Information
Title and statement of responsibility	Chief Source of Information
Edition	Chief Source of Information, Container, Accompanying material
Publication, distribution, etc.	Chief source of information, container, accompanying material
Physical description	Any source
Series	Chief source of information, container, accompanying material
Note	Any source
Standard number and terms of availability	Any source

## 2.2. General Material Designation

Give immediately following the title proper the appropriate general material designation.

If a graphic item contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either multimedia or kit as the designation.

## 2.3 Extent of Item (including specific material designation)

Record the number of physical units of graphic item by giving the number of parts in Arabic numerals and one of the following terms as appropriate:

Art original	Art print
Art reproduction	Chart
Film-slip	Filmstrip
Flash card	Flip chart
Photograph	Picture
Postcard	Poster
Radiograph	Slide
Stereograph	Study print
Technical drawing	Transparency
Wall chart	
Eg. 1 wall chart	
100 slides	
1 filmstrips cartridge	
3 stereograph reels	

1 filmstrip (41 fr., 4 title fr.)

1 transparency (5 attached overlays)

## 2.4 Other Physical Details

Medium-Specific Details. Give for each of the media listed below, the details specified.

- a) Art original. Give the medium (e.g., chalk, oil, pastel) and the base (e.g. board, canvas, fabric).  
1 art original : oil on canvas
- b) Art Prints. Give the process in general terms (e.g. engraving, litho graph) or specific terms (e.g., copper engraving, chromolithograph)  
2 part prints : engraving  
1 art print : sugar lift aquatint
- c) Art reproductions - 1 art reproduction : photogravure
- d) Filmstrips and film slips - 1 film strip (41 fr., 4 title fr.) : sd.
- e) Charts and flip charts - 1 flip chart (8 sheets) : double sided
- f) Flash cards - 200 flash cards : sd.
- g) Photograph - 3 photographs : negative
- h) Slides - 12 slides : sd.
- i) Technical drawings - 1 technical drawing : blue print

## 19.4 Worked out Examples

Example-1  
FILMSTRIP

TEACHING TECHNIQUES IN BOTANY  
Basics of staining and stemming  
by  
George Victor and Henymann Francis  
New York  
Institute of Nirmal Education  
1954

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### Other information:

Call No.578 FS 54 Acc. No.4001

One filmstrip, Colour, 137 Frames in 35 mm

Half Title Page: The Microscopic Studies on Basics of Botany Series, No.3

Note: The subject headings are following with text, data, description and figures.

## MAIN ENTRY

578 FS 54	Victor, George
4001	<p>Basics of Staining and Steming [Filmstrip]: Teaching Techniques in Botany / by George Victor and Henymann Francis .– New York: Institute of Nirmal Education, 1954.</p> <p>1 filmstrip: (137 fr.): col., 35 mm .– (The Microscopic Studies on Basics of Botany series; no.3).</p> <p>The subject headings are following with text, data, description and figures.</p> <p>1. Staining and Steming I. Francis, Henymann II. Series III. Title</p>

## A.E. SUBJECT

578 FS 54	<p>STAINING AND STEMING</p> <p>Victor, George</p>
4001	<p>Basics of Staining and Steming [Filmstrip]: Teaching Techniques in Botany / by George Victor and Henymann Francis .– New York: Institute of Nirmal Education, 1954.</p> <p>(Rest as in the main entry)</p>

## A.E. AUTHOR-2

578 FS 54	Francis, Henymann Victor, George
4001	Basics of Staining and Steming [Filmstrip]: Teaching Techniques in Botany / by George Victor and Henymann Francis .– New York: Institute of Nirmal Education, 1954.  (Rest as in the main entry)

## A.E. SERIES

578 FS 54	The Microscopic Studies on Basics of Botany series Victor, George
4001	Basics of Staining and Steming [Filmstrip]: Teaching Techniques in Botany / by George Victor and Henymann Francis .– New York: Institute of Nirmal Education, 1954.  (Rest as in the main entry)

## A.E. TITLE

578 FS 54	Basics of Staining and Steming Victor, George
4001	Basics of Staining and Steming [Filmstrip]: Teaching Techniques in Botany / by George Victor and Henymann Francis .-- New York: Institute of Nirmal Education, 1954.  (Rest as in the main entry)

Example-2  
SLIDE

Christian Art and Symbolism  
by  
Vinci Leonard  
Toronto  
Winston & Rinehart  
C1972

## Other information:

Call No.709 CA 72

Acc. No.4002

12 slides, Colour Chart.

Accompanying material: 1 Art Guide

Date on slide, 1972

## MAIN ENTRY

709 CA 72	Leonard, Vinci
4002	Christian Art and Symbolism [Slide]/ by Vinci Leonard .-- Toronto: Winston and Rinehart, C1972.  12 slides: col., chart + 1 art guide  Date on slide: 1972  1. Painting--Symbolism. I. Title

## A.E. SUBJECT

709 CA 72	PAINTING--SYMBOLISM Leonard, Vinci
4002	Christian Art and Symbolism [Slide]/ by Vinci Leonard .-- Toronto: Winston and Rinehart, C1972.  (Rest as in the main entry)

## A.E. TITLE

709 CA 72	Christian Art and Symbolism Leonard, Vinci
4002	Christian Art and Symbolism [Slide]/ by Vinci Leonard .-- Toronto: Winston and Rinehart, C1972.  (Rest as in the main entry)

Example-3  
Art Original

Man with Seal  
by  
Robert Christie  
Chicago  
Ideal School  
1962

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Other information:

Call No.900 AO 62 Acc. No.4003

1 sculpture, soapstone, 23 cm high

Note: Date on work April 24<sup>th</sup> 1962

Only identifying mark: 3-7-730

## MAIN ENTRY

900 AO 62	Christie, Robert
4003	<p>Man with Seal [Art Original] / by Christie Robert .– Chicago: Ideal School, 1962.</p> <p>1 sculpture: Soapstone; 23 cm. high.</p> <p>Date on work: 24<sup>th</sup> April, 1962</p> <p>Only identifying mark: 3–7–730</p> <p>1. Eskimo–sculpture. I. Title</p>

## A.E. SUBJECT

900 AO 62	<p>ESKIMO–SCULPTURE</p> <p>Christie, Robert</p>
4003	<p>Man with Seal [Art Original] / by Christie Robert .– Chicago: Ideal School, 1962.</p> <p>(Rest as in the main entry)</p>

## A.E. TITLE

900 AO 62	<p>Man with Seal</p> <p>Christie, Robert</p>
4003	<p>Man with Seal [Art Original] / by Christie Robert .– Chicago: Ideal School, 1962.</p> <p>(Rest as in the main entry)</p>

Example–4  
Chart

The Space and Astronomy  
by  
Donald Gerald  
designed by Abraham Brain  
Art Consultant Sherwin Glassur  
Chicago, Amerald Publications, C1961

Other information:

Call No.912 SA 61

Acc. No.4004

2 charts, Colour, 57 x 44 cm. folded to 28 x 22 cm in descriptive case of 23 x 24 cm.

Series Statement: Science Concept Model Chart Series, No.801

MAIN ENTRY

912 SA 61	Gerald, Donald
4004	<p style="text-align: center;">The Space and Astronomy [Chart] / by Donald Gerald; designed by Abraham Brain; Art Consultant Sherwin Glassur .– Chicago: Amerald Publications, c1961.</p> <p style="text-align: center;">2 charts: Col.; 57 x 44 cm. folded to 28 x 22 cm. in descriptive case of 23 x 24 cm.– (Science Concept Model Chart Series; no.801)</p> <p style="text-align: center;">1. Science Charts I. Title. II. Series. III. Brain, Abraham IV. Glassur, Sherwin.</p>

## A.E. SUBJECT

912 SA 61	SCIENCE CHARTS Gerald, Donald
4004	The Space and Astronomy [Chart] / by Donald Gerald; designed by Abraham Brain; Art Consultant Sherwin Glassur .-- Chicago: Amerald Publications, c1961.  (Rest as in the main entry)

## A.E. TITLE

912 SA 61	The Space and Astronomy Gerald, Donald
4004	The Space and Astronomy [Chart] / by Donald Gerald; designed by Abraham Brain; Art Consultant Sherwin Glassur .-- Chicago: Amerald Publications, c1961.  (Rest as in the main entry)

## A.E. SERIES

912 SA 61	Science Concept Model Chart Series Gerald, Donald
4004	The Space and Astronomy [Chart] / by Donald Gerald; designed by Abraham Brain; Art Consultant Sherwin Glassur .– Chicago: Amerald Publications, c1961.  (Rest as in the main entry)

## A.E. DESIGNER

912 SA 61	Brain, Abraham Gerald, Donald
4004	The Space and Astronomy [Chart] / by Donald Gerald; designed by Abraham Brain; Art Consultant Sherwin Glassur .– Chicago: Amerald Publications, c1961.  (Rest as in the main entry)

## A.E. ART CONSULTANT

912 SA 61	Glassur, Sherwin Gerald, Donald
4004	The Space and Astronomy [Chart] / by Donald Gerald; designed by Abraham Brain; Art Consultant Sherwin Glassur .– Chicago: Amerald Publications, c1961.  (Rest as in the main entry)

Example–5  
PICTURE

A Picture of Indians in the Eastern Forests  
prepared by  
John Lidstone,  
edited by David Lewis – Associate Editor: Hunter Anthony  
Chicago, Winston & Rinehart  
1957

Other information:

Call No.707 IEF

Acc. No.4005

32 study points, black and white, 58 x 45 cm.

Accompanying Material: 1 manual (iii + 16 pages) & 13 cm.

Series Statement: Visual Aids for Art Teachers; No.6

Contents: 1. Field Pointing by Jasper John, 2. Geometry by Joe Tilson, 3. Forestry by Mustang Sally

Summary: Indians are depicted in typical dress, shelter, activities and environment

MAIN ENTRY

707 IEF	A picture of Indians in the Eastern Forests [Picture] /
4005	<p>prepared by John Lidstone; edited by David Lewis; associate editor by Hunter Anthony .– Chicago: Winston &amp; Rinehart, 1957.</p> <p>32 study points: b&amp;w; 58 x 45 cm. + 1 manual (iii, 16p.); 12 cm.– (Visual Aids for Art Teachers; no.6).</p> <p>Contents: 1. Field Pointing /by Jasper John – 2. Geometry /by Joe Tilson – 3. Forestry /by Mustang Sally.</p> <p>Summary: Indians are depicted in typical dress, shelter, activities and environment.</p> <p>1. Art–Study and Teaching. I. Lidstone, John II. Lewis, David III. Anthony, Hunter IV. Series.</p>

## A.E. SUBJECT

707 IEF	ART–STUDY AND TEACHING A picture of Indians in the Eastern Forests [Picture] /
4005	prepared by John Lidstone; edited by David Lewis; associate edited by Hunter Anthony .– Chicago: Winston & Rinehart, 1957.  (Rest as in the main entry)

## A.E. AUTHOR

707 IEF	Lidstone, John A picture of Indians in the Eastern Forests [Picture] /
4005	prepared by John Lidstone; edited by David Lewis; associate edited by Hunter Anthony .– Chicago: Winston & Rinehart, 1957.  (Rest as in the main entry)

## A.E. EDITOR

707 IEF	Lewis, David A picture of Indians in the Eastern Forests [Picture] /
4005	prepared by John Lidstone; edited by David Lewis; associate edited by Hunter Anthony .– Chicago: Winston & Rinehart, 1957.  (Rest as in the main entry)

## A.E. ASSOCIATE EDITOR

707 IEF	Anthony, Hunter A picture of Indians in the Eastern Forests [Picture] /
4005	prepared by John Lidstone; edited by David Lewis; associate edited by Hunter Anthony .– Chicago: Winston & Rinehart, 1957.  (Rest as in the main entry)

## Example–6

## TECHNICAL DRAWING

Delhi Regional Hospital Laundry Technical Drawing  
by  
King and Queen Consultants  
New Delhi  
Tender Drawings Corporation  
C1989

-----  
Other information:

Call No.725 TD 89 Acc. No.4006

7 Architectural Drawings, 2 Structural Drawings, 6 Mechanical Drawings,  
4 Electrical Drawings, 3 Process Drawings: white prints;  
89 x 112 cm. folded to 21 x 29 cm

Note: Scale vary from 1:50 to 1:200 from one drawing to the other

## AIN ENTRY

727 TD 89	Delhi Regional Hospital Laundry Technical Drawing [Techni-
4006	cal Drawing] / by King and Queen Consultants .– new Delhi: Tender Drawings Corporation, c1989.  7 Architectural Drawings, 2 Structural Drawings, 6 Mechanical Drawings, 4 Electrical Drawings, 3 Process Drawings: white prints; 89 x 112 cm. folded to 21 x 29 cm.  Scale vary from 1:50 to 1:200 from one drawing to the other.  1. Laundries–Hospitals. I. King & Queen Consultants

## A.E. SUBJECT

727 TD 89	LAUNDRIES–HOSPITALS Delhi Regional Hospital Laundry Technical Drawing [Techni-
4006	cal Drawing] / by King and Queen Consultants .– new Delhi: Tender Drawings Corporation, c1989.  (Rest as in the main entry)

## A.E. CORPORATE BODY

727 TD 89	King & Queen Consultants Delhi Regional Hospital Laundry Technical Drawing [Techni-
4006	cal Drawing] / by King and Queen Consultants .— new Delhi: Tender Drawings Corporation, c1989.  (Rest as in the main entry)

## 19.9 SUMMING UP

This unit aims to explain the description of graphic materials of all kinds, whether opaque or intended to be projected or viewed of graphic materials, listed (in the introduction) are used as GMD. The general rules for main and added entries as given in AACR-2, Chapter-21 apply to graphics as they do to other types of library materials. The rules given Chapter-8 may be amorphous in nature, but guides us for the description and identification of graphic materials.

## 19.10 Glossary

- Graphic:** A two-dimensional representation whether opaque (e.g. art originals and reproductions, flash cards, photographs, technical drawings) or intended to be viewed, or projected without motion, by means of an optical device (e.g. filmstrips, stereographs, slides)
- Flash Card:** A card or other opaque materials printed with words, numerals, or pictures and designed for rapid display.
- Chart:** An opaque sheet that exhibits data in graphic or tabular form (e.g. a wall chart)
- Picture:** A two-dimensional visual representation accessible to the naked eye and generally on an opaque backing, used when a more specific term (e.g. art original, photograph, study print) is not appropriate.

## 19.11 SELF ASSESSMENT QUESTIONS

1. Explain, how to identify the author of the original art work.
2. Describe the appropriate terms of GMD of graphic materials.

## 19.12 Recommended Books

1. Maxwell, Margaret, F: Handbook for AACR-2, Chicago, ALA, 1989.
2. Sengupta, B: Cataloguing: Its Theory and Practice, The World Press, Calcutta, 1974.
3. Hunter, Eri J: An Introduction to AACR-2: a programme guide to the second edition of Anglo-American Cataloguing Rules, 1988 Rev. Oxford and IBH Publishing Co., New Delhi.

## **Lesson: 20**

# **SOUND RECORDING**

### **20.1 Aims and Objectives**

### **20.2 Introduction**

### **20.3 Sound Recordings – Scope**

#### **20.3.1 Sources of Information**

#### **20.3.2 Publication Distribution, etc.**

#### **20.3.3 Extent of Item (including specific material designation)**

#### **20.3.4 Other Physical Details**

### **20.4 Worked out examples**

### **20.5 Summing up**

### **20.6 Glossary**

### **20.7 Self Assessment Questions**

### **20.8 Recommended Books**

## **20.1 Aims and Objectives**

This unit aims to provide an understanding about the Sound Recordings, and its practical cataloguing. The Anglo-American Cataloguing Rules, 2<sup>nd</sup> edition (AACR-2) guides, how to render the main and added entries of the sound recordings, in a catalogue entry. After studying this unit, you are able to:

- how to catalogue the 'Sound Recordings' with necessary main and added entries
- how to render various descriptive elements in the note area
- the punctuation and the rendering of publication distribution, extent of item and other physical details.

## **20.2 Introduction**

Sound Recording is, recording of sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced. Sound recordings cover, in all media, i.e. tapes, cartridges, cassettes, piano rolls and sound recordings on film. Chapter 6, AACR-6 cover rules for the description of all types of sound recordings. For rendering the main and added entries will be guided by the rules provided in the Chapter 21, under 'choice of access points'. Particularly, the main entry for sound recordings is guided on the principles of authorship governing other types of library materials. The main entry will be under the person chiefly responsible for the creation of the intellectual or artistic content of a work. The main entry will be under the composer of musical work, or the writer of a book by applying the rules 21.2 through 21.22 as appropriate. In some cases, an individual performer or performing group is regarded as the author of sound a sound recording and will be given main entry (21.23C). A single work of a composer in sound recordings will be entered under the name of the composer.

## 20.3 Sound Recordings - Scope

### 20.3.1 Sources of Information

*Chief Source of Information.* The chief source of information for each major type of sound recording is set out here.

Type	Chief Source
Disc	Disc and label
Tape (open reel-to-reel)	Reel and label
Tape cassette	Cassette and label
Tape cartridge	Cartridge and label
Roll	Label
Sound recording on film	Container and label

If there are two or more chief sources of information as defined above (e.g., two labels on a disc), treat these as a single chief source. Treat accompanying textual material or a container as the chief source of information if it furnishes a collective title and the parts themselves and their labels do not. In this case, make a note indicating the source of information. If information is not available from the chief source, take it from the following sources (in this order of preference):

- Accompanying textual material
- Container (e.g., sleeve, box)
- Other sources

Prefer textual data to sound data. For example, if a sound disc has a label and also information presented in sound form on the disc, prefer the label information.

*Prescribed Sources of Information.* The prescribed source(s) of information for each area of the description of sound recordings is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

Area	Prescribed Sources of Information
Title and statement of responsibility	Chief Source of Information
Edition	Chief Source of Information, Container, Accompanying material
Publication, distribution, etc.	Chief source of information, container, accompanying material
Physical description	Any source
Series	Chief source of information, container, accompanying material
Note	Any source
Standard number and terms of availability	Any source

**20.3.2 Publication, Distribution, etc., area****A** *Preliminary rule***4A1** Punctuation:

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C  
Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma

Enclose the details of manufacture (place, name, date) in parentheses

Precede the name of a manufacturer by a colon

Precede the date of manufacture by a comma.

**B** *General Rule*

**B1** Follow the instructions in 1.4B for items with multiple or fictitious places and names of publishers, distributors, etc.

**C** *Place of publications, distribution, etc.*

**C1** Give the place of publication, distribution, etc., of a published sound recording as instructed in 1.4C.

**C2** Do not record a place of publication, distribution, etc., for a non-processed sound recording. Do not record s.l. in such a case.

**D** *Name of Publisher, Distributor, etc.*

**D1.** Give the name of the publisher, etc., and *optionally* the distributor, as instructed in 1.4D.

[London] : Warner

New York: RCA Victor

London : Gandalf Records : Distributed by Middle Earth Co.

**E** *Optional addition. Statement of function of publisher, distributor, etc.*

**E1** Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

New York: Sunflower; [London] : Virgin Records [distributor]

**G** *Place of manufacture, name of manufacturer, date of manufacture*

**G1** If the name of the publisher is unknown and the place and name of the manufacturer are found in the item, give the place and name as instructed in 1.4G.

[S.l. : s.n.], 1970 (London : High Fidelity Sound Studios)

**20.3.3 Extent of item (Including specific material designation)**

Record the number of physical units of a sound recording by giving the number of parts in Arabic numerals and one of the following terms as appropriate:

sound cartridge

sound cassette

sound disc

sound tape reel

sound track film

1 sound cartridge

2 sound cassettes

Add *reel, cassette, etc.* as appropriate, to *sound track film*

1 sound track film reel

Use [name of instrument] roll, as appropriate, for rolls.

2 piano rolls

If none of these terms is appropriate, give the specific name of the item as concisely as possible.

*Optionally*, if general material designations are used (see 1.1C1), omit *sound* from the specific material designation unless it is needed to make the designation understandable (as with *sound track film*).

Give the playing time of a sound recording as instructed as above.

1 sound disc (50 min.)

1 sound tape reel (ca. 90 min.)

3 sound cassettes (40 min. each)

If the description is of a separately titled part of a sound recording lacking a collective title, express the fractional extent in the form *on side 3 of 2 sound discs, on reel 3 of 4 sound tape reels*, etc. (if the parts are numbered or lettered in a single sequence) or *on 1 side of 2 sound discs, on 1 reel of 3 sound tape reels*, etc. (if there is no sequential numbering). Add the duration of the part to such a statement.

On 1 side of 1 sound disc (13 min.)

On cassettes 3-4 of 4 sound cassettes (67 min.)

On 1 side of 2 sound discs (ca. 25 min.)

#### 20.3.4 Other Physical Details

Give the following details, as appropriate, in the order set out here:

Type of recording

Playing speed

Groove characteristics (analog discs)

Track configuration (sound track films)

Number of tracks (tapes)

Number of sound channels

Recording and reproduction characteristics

Type of recording. Give, for a disc or tape, the type of recording (i.e., the way in which the sound is encoded on the item).

1 sound disc (45 min.) : analog

1 sound disc (56 min.) : digital

1 sound cassette (90 min.) : analog

1 sound cassette (60 min.) : digital

Give, for a sound track film, the type of recording (e.g., optical, magnetic).

1 sound track film reel (10 min.) : magnetic

Playing speed. Give the playing speed of an analog disc in revolutions per minute (rpm).

1 sound disc (45 min.) : analog, 33 1/3 rpm

Give the playing speed of a digital disc in metres per second (m. per sec.). Give the playing speed of an analog tape in inches per second (ips).

1 sound tracks film reel (10 min.) : magnetic, 24 fps

Do not give the playing speed if it is standard for the type of item (e.g. 1 7/8 inches per second for an analog tape cassette; 1.4 metres per second for a digital discs).

Groove characteristic. Give the groove characteristic of an analog disc if it is not standard for the type of disc.

1 sound disc (7 min.) : analog, 78 rpm, microgroove

Track configuration. For sound track films, give the track configuration (e.g., center track, edge track).

1 sound track film reel (10 min.) : magnetic, 25 fps, center tracks

Number of tracks. For tape cartridges, cassettes, and reels, give the number of tracks, unless the number of tracks is standard for the item (e.g. the standard number of tracks for a cartridge is 8 and for an analog cassette 4).

Number of sound channels. Give the number of sound channels, if the information is readily available, using one or more of the following terms as appropriate.

Mono.

Stereo.

Quad.

1 sound disc (56 min.) : digital stereo

1 sound tape reel (ca. 60 min.) : analog. 7 ½ ips, 2 track, mono.

2 sound discs (66 min.) : analog, 33 1/3 rpm, mono, stereo.

*Optional addition.* Recording and reproduction characteristics. Give the recording and reproduction characteristics (e.g., Dolby processed, NAB standard).

1 sound cassette (60 min.) : analog, stereo, Dolby processed

#### Dimensions

Give the dimensions of a sound recording as set out in the following rules. If the sound recordings in a multipart item differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

Sound discs. Give the diameter of a disc in inches

1 sound disc (20 min.) : analog, 33 1/3 rpm, stereo ; 12 in.

1 sound disc (56 min.) : digital, stereo. ; 4 ¾ in.

5 sound disc : analog, 33 1/3 rpm, stereo ; 10-12 in.

Sound track films. Give the gauge (width) of a film in millimeters.

1 sound track film reel (10 min.) : magnetic, 25 fps, center track ; 16 mm.

Sound tape reels. Give the diameter of a reel in inches. Give the width of a tape in fractions of an inch if other than the standard width (¼ in.)

1 sound tape reel (60 min.) : analog. 7 ½ ips, 2 tracks, mono. ; 7 in., ½ in tape.

3 sound tape reels (ca. 60 min. each) : analog, 7 ½ ips, 4 tracks, stereo ; 5-7 in ., ½ in. tape.

## 20.4 Worked out Examples

### EXAMPLE-1

#### LADY'S CHOICE

Performed by  
Bonnie, Bramlett  
Maconga,  
Capricorn,  
C 1976

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#### Other Information

Class No.784    B 732  
Acc.No.3242  
1 Sound recording (36 min.)  
Vocalist : Bonnie Bramlett  
Available on disc on cassette,  
Capricorn : CP-0169 (Disc), MS-0169 (Cassette)

#### Main Entry

784 B732	Bramlett, Bonnie
3242	Lady's Choice [sound recording]/by Bonnie, Bramlett.- MaconGa: Capricorn, c1976. 1 sound recording (36 min.) Vocalist: Bonnie Bramlett. Avilable on disc on cassette. Capricorn: CP-0169 (disc), MS-0169 (cassette) 1. Music, Popular I. Title.

#### A.E. SUBJECT

784 B732	MUSIC POPULAR Bramlett, Bonnie
3242	Lady's Choice [sound recording]/by Bonnie, Bramlett.- MaconGa: Capricorn, c1976. (Rest as in the Main Entry)

## A.E. TITLE

784 B732	Lady's Choice Bramlett, Bonnie
3242	Lady's Choice [sound recording]/by Bonnie, Bramlett.- MaconGa: Capricorn, c1976. (Rest as in the Main Entry)

## EXAMPLE-2

An Interview with Henry David Thoreau

Composed  
By  
Henry David, Thoreau  
Edited by  
Thomas M. Johnson  
Glenview  
Scott Foresman,  
c 1964

## Other Information

Class No.B931 T4

Acc.No.4353

1 Sound disc (30 min.) : 331/2 rpm., mono.: 12 in.

A) (Accompanying Material) 1 Filmstrip, 111 frames : Col.; 35mm.

B) (Accompanying Material) 1 Reading Script 8p.; 31cm.

Disc has automatic advance signals only.

Summary: Excerpts from Thoreau's writings read by Hans Conried in answer to questions of a present day student. Illustrated with pictures of Walden and the Thoreau Memorial.

Scott Foresman: XC TV 97108-97109.

## Main Entry

B931 T 4	Thoreau, Henry David
3242	<p>An interview with Henry David Thoreau [Sound recording]/by Henry David Thoreau; edited by Thomas M. Johnson.- Glenview: Scott Foresman, c 1964.</p> <p>1 sound disc (30 min.): 331/3 rpm., mono.; 12 in. +1 filmstrip (111 fr.: col.; 35 mm.) +1 reading script (8p.; 31cm.)</p> <p>Disc has automatic advance signals only.</p> <p>Summary : Excerpts from Thoreau's writings read by Hans Conried in answer to questions of a present day student. Illustrated with pictures of Walden and the Thoreau Memorial.</p> <p>Scott. Foresman: XCTV 97108-97109.</p> <p>1. Biography I. Johnson Thomas M. II. Title.</p>

## A.E. SUBJECT

B931 T 4	BIOGRAPHY Thoreau, Henry David
	An interview with Henry David Thoreau [Sound recording]/by Henry David Thoreau; edited by Thomas M. Johnson.- Glenview: Scott Foresman, c 1964.
3242	(Rest as in the Main Entry)

## A.E. EDITOR

B931 T 4	Johnson, Thomas M. Thoreau, Henry David
	An interview with Henry David Thoreau [Sound recording]/by Henry David Thoreau; edited by Thomas M. Johnson.- Glenview: Scott Foresman, c 1964.
3242	(Rest as in the Main Entry)

## A.E. TITLE

B931 T 4	An interview with Henry David Thoreau Thoreau, Henry David
	An interview with Henry David Thoreau [Sound recording]/by Henry David Thoreau; edited by Thomas M. Johnson.- Glenview: Scott Foresman, c 1964.
3242	(Rest as in the Main Entry)

## EXAMPLE-3

I have got the music in me  
 Performed by  
 Thelma, Houston  
 Santa Barbara Calif,  
 Sheffield Lab  
 c 1975

## Other Information

Class No.M 1497 H 68

Acc.No.4959

1 Sound disc : 331/3 rpm, stereo.; 12in

Summary: Thelma Houston and Pressure Cooker – Direct to disc recording.

Contents : I have got the music in me – Pressure Cooker – Don't misunderstand me – Got to get you into my life.

No: Sheffield :SL7/SL8.

#### Main Entry

M1497 H 68	Houston, Thelma
4959	<p>I have got the music in me [sound recording]/by Thelma Houston.-Santa Barbara Calif: Sheffield Lab, c 1975.</p> <p>1 sound disc: 331/3 rpm., Stereo ; 12 in</p> <p>Summary : Thelma Houston and Pressure Cooker – Directo to disc recording.</p> <p>Contents: I have got the music in me – Pressure Cooker – Don't misunderstand me – Got to get you into my life.</p> <p>Sheffield: SL7/SL8.</p> <p>1. Music Popular I. Title.</p>

#### A.E. SUBJECT

M1497 H 68	MUSIC POPULAR Houston, Thelma
4959	<p>I have got the music in me [sound recording]/by Thelma Houston.-Santa Barbara Calif: Sheffield Lab, c 1975.</p> <p>(Rest as in the Main Entry)</p>

#### A.E. TITLE

M1497 H 68	I have got the music in me Houston, Thelma
4959	<p>I have got the music in me [sound recording]/by Thelma Houston.-Santa Barbara Calif: Sheffield Lab, c 1975.</p> <p>(Rest as in the Main Entry)</p>

## EXAMPLE-4

Centennial of the Dewey Decimal Classification  
American Library Association  
Chicago  
c 1977

## Other Information

Class No.Z696 D82

Acc.No.4959

1 Sound cassette (88 min.): 333/4 ips. Mono.

Recorded at the 100<sup>th</sup> anniversary annual ALA conference. July, 1976. Resources and Technical Services Division programme.

Contents: Mr. Dewey's Classification, Mr. Cutter's Catalogue, and Dr. Hitchcock's Chickens by Phillis A. Richmod

ALA: 76-77

## Main Entry

Z696 D82	Centennial of the Dewey Decimal Classification
4959	<p>[Soundrecording]. – Chicago: American Library Association, c 1977.</p> <p>1 Sound cassette (88 min.) :333/4ips, mono.</p> <p>Recorded at the 100<sup>th</sup> anniversary annual ALA Conference. July, 1976. Resources and Technical Services Division programme.</p> <p>Contents: Mr. Dewey's Classification, Mr. Cutter's catalogue and Dr. Hitchcock's chickens / by Phillis A. Richmod.</p> <p>ALA: 76-77</p> <p>1. Classification Dewey Decimal I.</p> <p>American Library Association.</p>

## A.E. SUBJECT

Z696 D82	<p>CLASSIFICATION – DEWEY DECIMAL</p> <p>Centennial of the Dewey Decimal Classification</p>
4959	<p>[Soundrecording]. – Chicago: American Library Association, c 1977.</p> <p>(Rest as in the Main Entry)</p>

## A.E. CORPORATE BODY

Z696 D82	American Library Association Centennial of the Dewey Decimal Classification
4959	[Soundrecording]. – Chicago: American Library Association, c 1977.  (Rest as in the Main Entry)

## 20.5 SUMMING UP

Sound recordings cover, in all media, i.e., tapes, cartridges, cassettes, piano rolls and sound recordings on film. Chapter 6, AACR-2 provided rules for description of all types of sound recordings. The statements of responsibility relating to writers of spoken words, composers of performed music, and collectors of field material for sound recordings as instructed in 1.1F. If the participation of the person(s) or body (bodies) named in a statement found in the chief source of information goes beyond that of performance, execution, or interpretation of work (as is commonly the case with 'popular', rock, and jazz music), give such a statement as a statement of responsibility. If, however, the participation is confined to performance, execution, or interpretation, give the statement in the note area. In the sound recordings, the note area plays a very important role, by describing variety of descriptive entry elements in the entry.

## 20.6 Glossary

1. Sound Recordings: A recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced.
2. Specific Material Designation: A term indicating the special class of material (usually the class of physical object) to which an item belongs (e.g. sound disc).

## 20.7 SELF ASSESSMENT QUESTIONS

1. What is sound recordings, explain the general rules and scope of the sound recordings
2. Describe the extent of item, and other physical details of a sound recordings

## 20.8 Recommended Books

1. Michael Gorman & Paul W. Winkler (1988): Anglo-American Cataloguing Rules, Second Rev. Ed. Oxford & IBH Publishing Co., New Delhi.
2. Maxwell, Margaret F (1988): Handbook for AACR-2: Explaining and Illustrating Anglo-American Cataloguing Rules, ALA, Chicago.

## **Lesson: 21**

# **MOTION PICTURES**

### **21.1 Aims and Objectives**

### **21.2 Introduction**

### **21.3 Motion pictures – Scope**

#### **21.3.1 Chief Sources of Information**

#### **21.3.2 Statement of Responsibility**

#### **21.3.3 Physical Description – Other Physical Details**

#### **21.3.4 Note Area**

### **21.4 Worked out examples**

### **21.5 Summing up**

### **21.6 Glossary**

### **21.7 Self Assessment Questions**

### **21.8 Recommended Books**

### **21.1 Aims and Objectives**

This unit, aimed to describe the various features of motion pictures and the rules under Chapter-7 of AACR-2, explains, how to catalogue the motion pictures. After going through this unit, you are able to

- describe the motion pictures, for the purpose of cataloguing practice
- how to render the headings and other added entries
- explains the special features of motion pictures
- 

### **21.2 Introduction**

The Motion Picture is a film, with or without sound, bearing a sequence of images, with motion when projected. The Loops, Cartridges, Cassettes, kinescopes, stock shots, trailers, etc., are included under this heading and designated by the term 'motion picture'. The general rules in Chapter-7, cover the description of motion pictures and videorecordings of all kinds, including complete films and programmes, compilations, trailers, newscasts and news films, stock shots and unedited material. The rules in Chapter-8, will guide for other visual materials; and for sound track film, not accompanied by visual material, will be guided by Chapter-6.

Statement of responsibility: List those persons or bodies who are considered to be of major importance to the work or to the media centre's patrons. Other persons or bodies who have contributed to the work may be listed in the note area.

## 21.3 Motion Pictures - Scope

The rules in this chapter cover the description of motion pictures of all kinds, including complete films and programmes, compilations, trailers, newscasts and new films, stock shots, and unedited material. For other visual material the rules in chapter 8 and for sound track film not accompanied by visual material chapter 6 will guide in cataloguing the motion picture.

### 21.3.1 Chief Source of Information

The chief source of information for motion pictures (in this order of preference)

- a) the item itself (e.g., the title frames)
- b) its container (and container label) if the container is an integral part of the piece (e.g. a cassette)

If the information is not available from the chief source, take it from the following sources (in this order of preference):

- accompanying textual material (e.g., scripts, shot lists, publicity material)
- container (if not an integral part of the piece)
- other sources

Prescribed sources of information

The prescribed source(s) of information for each area of the description of motion pictures is set out below. Enclose information taken from the outside prescribed source(s) in square brackets.

Area	Prescribed sources of Information
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying material
Publication, distribution, etc.	Chief source of information, accompanying material
Physical description	Any source
Series	Chief source of information, accompanying material
Note	Any source
Standard number and items of availability	Any source

### 21.3.2 State of Responsibility

Transcribe statements of responsibility relating to those persons or bodies credited in the chief source of information with participation in the production of a film (e.g., as producer, director, animator) that are considered to be of major importance. Give all other statements of responsibility (including those relating to performance) in notes.

Flowering and fruiting of papaya [GMD] / Department of Botany, Iowa State University

Classroom control [GMD] / University of London Audio Visual Centre ; produced, directed, and edited by n.c. Collins

Food [GMD] : green grow the profits / ABC News ; producer and writer, James Benjamin ; director, Al Niggemeyer

Square pegs, round holes [GMD] / director, Dan Bessie; writer, Phyllis Harvey ; animation, B. Davis ; editor, I. Dryer

Add a word or short phrase to the statement of responsibility if the relationship between the title and title person(s) or body (bodies) named in the statement is not clear.

Skaterdater [GMD] / [production by] Marshal Backlar

If a statement of responsibility names both the agency responsible for the production of a motion picture and the agency for which it is produced, give the statement as found.

New readers begin here [GMD] / University of Salford

Audiovisual Media for University of Salford University

### 21.3.3 Physical Description

Extent of item (including specific material designation)

Record the number of physical units of a motion picture by giving the number of them in Arabic numerals and one of the following terms as appropriate:

film cartridge  
film cassette  
film loop  
film reel  
video cartridge  
video cassette  
video discs  
video reel

1 film cassette  
3 film reels  
1 video reel  
2 video discs

If none of these terms is appropriate, give the specific name of the item as concisely as possible.

*Optionally*, 1 general material designation are used, and the general material designation indicates that the item is a motion picture omit *film* or *video* from the specific material designation.

1 reel  
1 discs

Give the playing time of a motion picture (other than a videodiscs, see below)

1 film loop (4 min., 30 sec.)  
2 film cassettes (25 min. each)  
1 videoreel (ca. 75 min.)

Other physical details:

Give the following details, as appropriate, in the order set out here:

aspect ratio and special projection characteristics (videocassettes)

sound characteristics

colour

projection speed (videocassettes)

*Aspect ratio and special projection characteristics*

If a film has special projection requirements, give them as succinctly as possible (e.g., *Cinerama*, *Panavision*, *Multiporjector*, and whether anamorphic, techniscope, stereoscopic or multiscreen).

14 film reels (157 min.) : Panavision

*Sound Characteristics*

Give *sd.* (sound) or *si.* (silent) to indicate the presence or absence of sound track. If a silent film is known to be photographed at the speed of sound film, give *si.* at *sd.* speed.

1 videoreel (15 min.) : *sd.*

*Colour*

Give *col.* or *b&w* to indicate whether an item is in colour or black and white. Give *b&w* for a sepia print.

1 film reel (10 min.) : *sd.*, *col.*

Give a succinct statement to indicate that an item is in a combination of colour and black and white.

1 film reel (30 min.) : *sd.*, *col.* with b&w sequences

1 videocassette (24 min.) : *sd.*, b&w with *col.* introductory sequence

*Projection speed*

Give the projection speed of a film in frames per second (*fps*), if this information is considered important

1 film reel (1 min., 17 sec.) : *si.*, *col.*, 25 *fps*

Do not give the projection speed if it is standard for the item (24 *fps* for a sound film; 16 *fps* for a silent film).

*Dimensions*

Give the dimensions of a motion picture as set out in the following rules.

Give the gauge (width) of a motion picture in millimeters. If 8 min., state whether single, standard, super, or Maurer.

1 film reel (12 min.) : *sd.*, b&w ; 16mm.

1 film cassette (21 min.) : *sd.*, *col.* ; standard 8 min.

2 film reels (ca. 30 min. each) : b&w ; 16-35 min.

Give the gauge (width) of a videotape in inches or millimeters

1 videoreel (30 min.) : *sd.*, b&w ; 16-35.

Give the diameter of a videodisc in inches.

1 videodisc (ca. 20 min.) : sd., b&w ; 8 in.

1 videodisc (38 min.) : sd., col. ; 12 in.

#### Accompanying material

Give the details of accompanying material as instructed above

1 film cassette (21 min.) : sd., col. ; standard 8 mm. + 1 teacher's guide

1 film cassette (21 min.) : sd., col. ; standard 8 mm. + 1 v. (28 p. : ill. ; 22 cm.)

2 film cassettes (30 min. each) : sd., col. ; standard 8 mm. + 1 v. (35 p. ; 24 cm.)

#### 21.3.4 Note Area

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

*Nature or form.* Make notes on the nature or form of a motion pictures unless it is apparent from the rest of the description.

Documentary

TV play

*Language.* Give the language(s) of the spoken, sung, or written content of a motion picture unless this is apparent from the rest of the description.

In French

French dialogue, English subtitles

Dubbed into English

*Credits.* List persons (other than the cast) who have contributed to the artistic and/or technical production of a motion picture and who are not named in the statements of responsibility. Do not include the names of assistants, associates, etc., or any other persons making only a minor contribution, preface each name or group of names with a statement of function.

Credits: Screenplay, Harold Pinter; music, John Dankworth;

Camera, Gerry Fisher editor, Reginald Beck

Credits: Script, John Taylor, calligraphy and design, Alan Haigh; commentator, Derek G. Holroyde

#### Edition and history

Make notes relating to the edition being described or to the history of the motion picture.

Shorter version of the 1969 motion picture of the same name

Censored version. 3 min. sequence missing on reel 3. Censorship certificate C-132, May 4, 1946, of the U.S. Dept. of the Army

Spanish version of the 1956 motion pictures entitled: Jenny's birthday book.  
Based on: Jenny's birthday book / by Esthern Averill

## 21.4 Worked out Examples

### Example–1

Suseela Music Sequence  
Director and Produced by B.R. Chopra  
Bombay  
Pyramid Film Productions  
1978

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#### Other Information

Call No.: 784 M578; Acc No.60001

1 Film Reel, 10 minutes, Sound, Black and White, 16 mm.

Note: Title and other information from distributors catalogue. Made in 1976

Summary: Still pictures and quick cuts are used to present a resume of the popular names of the 1960's

#### MAIN ENTRY

784 M578		Suseela Music Sequence [Motion Pictures] / Director
6001		and Produced by B.K. Chopra.–Bombay: Pyramid Film Productions, 1978.  1 film reel (10 min.): sd, b&w; 16 mm. Title and other information from distributors catalogue.  Made in 1976. Summary: Still pictures and quick cuts are used to present a resume of the popular names of the 1960's  1.Music–Popular I. Chopra, B.R.

#### A.E. SUBJECT

784 M578		MUSIC–POPULAR
6001		Suseela Music Sequence [Motion Pictures] / Director and Produced by B.K. Chopra.–Bombay: Pyramid Film Productions, 1978.  (Rest as in the main entry)

## A.E. - SECONDARY RESPONSIBILITY

784 M578	Suseela	Chopra, B.K. Suseela Music Sequence [Motion Pictures] / Director and Produced by B.K. Chopra.–Bombay: Pyramid Film Productions, 1978.
6001		(Rest as in the main entry)

## Example–2

Musical preface of Michael Jackson  
Directed by Francis Chapell  
New York  
Thunderbird Productions 1998

## Other Information

Class No.813; FC 98; Acc. No.6002

1 reel, 25 minutes, sound, super 70 mm

Cast: Frank Cooper, Gray Stewart and Copra Stanyak

Short views of the motion picture of Jackson Performance

Summary: A depiction on unemployed man, built into the symbol of 'the average man' by a newspaper, rebels when he realises, how he is being used.

## MAIN ENTRY

813 FC 98	Musical	dance preface of Michael Jackson [Motion Picture]/directed by Francis Chapell .– New York: Thunderbird Productions, 1998.
6002		1 Reel (25 min:) sd., super 70 mm. Cast: Frank Cooper, Gray Stewart and Capre Stanyark Shorter version of the motion picture of Jackson Performance Summary: A depiction on unemployed man, built into the symbol of 'the average man' by a newspaper, rebels when he realises, how he is being used. 1. Mystery Fiction I. Chapell, Francis

## A.E. SUBJECT

813 FC 98		MYSTERY FICTION
6002	Musical	dance preface of Michael Jackson [Motion Picture]/ directed by Francis Chapell .– New York: Thunderbird Productions, 1998.  (Rest as in the main entry)

## A.E. – SECONDARY RESPONSIBILITY

813 FC 98		MYSTERY FICTION
6002	Musical	dance preface of Michael Jackson [Motion Picture]/ directed by Francis Chapell .– New York: Thunderbird Productions, 1998.  (Rest as in the main entry)

## Example–3

The Gandhi  
Freedom Struggle against British  
By  
Aton Borrow  
New York  
Hollywood Calif.

## Other Information:

Call No.790 AB82      Acc No.6003

1 Film Reel

14 Minutes, Sound, Colours, Black and White, 70 mm. Accompanying material: 1 study guide (viii+120p; 23 cm.)

Series Statement: (Gandhian Philosophy: a Freedom Struggle, No.2)

Summary: The illegal activities of Whites at Africa, and the freedom struggle against British at India.

Cast: Aton Barrow directed Gandhi, to practiced in a Gandhi Museum, specially developed for this picture.

**MAIN ENTRY**

790 AB 82		The Gandhi [Motion Picture]: Freedom struggle against
6003		British / Aton Borrow .– New York: Hollywood Calif, C1982.  1 film reel (14 mm): sd., b & w; 70 mm. + 1 study guide (viii, 120 p.); 23 cm .– (Gandhian Philosophy: A freedom struggle; no.2)  Cart: Aton Borrow directed Gandhi to practiced in a Gandhi Museum, specially developed for this picture.  Summary: The illegal activities of Whites at Africa, and the freedom struggle against British at India.  1. Freedom Movement I. Barrow, Atom II. Series

**A.E. SUBJECT**

790 AB 82		FREEDOM MOVEMENT
		The Gandhi [Motion Picture]: Freedom struggle against
6003		British / Aton Borrow .– New York: Hollywood Calif, C1982.  (Rest as in the main entry)

**A.E. AUTHOR**

790 AB 82		Borrow, Aton
6003		The Gandhi [Motion Picture]: Freedom struggle against British / Aton Borrow .– New York: Hollywood Calif, C1982.  (Rest as in the main entry)

**A.E. SERIES**

790 AB 82	Gandhian Philosophy: A freedom struggle; no.2 The Gandhi [Motion Picture]: Freedom struggle against British
6003	/ Aton Borrow .— New York: Hollywood Calif, C1982.  (Rest as in the main entry)

Example—4

PERSONA AUTHOR

THE COLUMBUS ADVENTURES ON THE SEA

written, directed, photographed

by

Edward Peter

John Smith

Blackhawk Film

London, 1943

Other Information:

Call No.712 CA 1943 Acc No.6004

1 film reel, 10 minutes, silent

Black and White with colour sequences;

Standard 8 mm

Summary: One of the first motion picture Wasters, using cross-editing techniques

Blockhowk: 567–1943

**MAIN ENTRY**

712 CA 43	Peter Edward	
6004		<p>The Columbus Adventures on the Sea [Motion Pictures]/written, directed, photographed by Edward Peter; edited by John Smith .– London: Blackhowk Films, 1943.</p> <p>1 film reel (10 min.): Si., b&amp;w: with col. Sequences; standard 8 mm.</p> <p>Summary: One of the first motion picture Wasters, using cross–editing techniques.</p> <p>Blackhowk: 567–1943</p> <p>1. Sea Adventures I Title</p>

**A.E. SUBJECT**

712 CA 43	Peter Edward	SEA ADVENTURES
6004		<p>The Columbus Adventures on the Sea [Motion Pictures]/written, directed, photographed by Edward Peter; edited by John Smith .– London: Blackhowk Films, 1943.</p> <p>(Rest as in the Main Entry)</p>

**A.E. TITLE**

712 CA 43	The Columbus Adventures on the Sea [Motion Pictures] /	
6004		<p>written, directed, photographed by Edward Peter; edited by John Smith .– London: Blackhowk Films, 1943</p> <p>(Rest as in the Main Entry)</p>

## 21.5 SUMMING UP

A length of film, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession is motion picture. The rules in Chapter-7, deals with the cataloguing of motion pictures. For the statement of responsibility, the rules under Chapter 8, and 7 will guide the student, for the practical cataloguing.

## 21.6 Glossary

1. Motion picture: A length of film, with or without recorded sound bearing a sequence of images that create the illusion of movement with projected in rapid succession.

## 21.7 Self Assessment Questions

1. Distinguish the physical description area, and the other physical of the motion picture.
2. Explain the relation between motion pictures and video recordings

## 21.8 Recommended Books

1. Hunter, Eric J (1989): An Introduction to AACR-2: a programmed guide to the second edition of AACR rules 1988 rev. Oxford & IBH Publishing Co., New Delhi.
2. Weihs, Jean (1979): Non-book Materials: The Organization of Integrated Collections. Canadian Library Association, Canada, 1979.

## **Lesson: 22**

# **VIDEO RECORDING**

## **STRUCTURE**

### **22.1 Aims and Objectives**

### **22.2 Introduction**

### **22.3 Video Recordings - Scope**

#### **22.3.1 Chief Sources of Information**

#### **22.3.2 Statement of Responsibility**

#### **22.3.3 Physical Description – Other Physical Details**

#### **22.3.4 Note Area**

### **22.4 Worked out examples**

### **22.5 Summing up**

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### **22.7 Self Assessment Questions**

### **22.8 Recommended Books**

## **22.1 Aims and Objectives**

The rules in chapter-7, of AACR-2 for cataloguing all types of media involving a sequence of images projected in rapid succession so that they create the illusion of movement. These include video-recordings with all of their manifestations such as videotapes, videocassettes, videodiscs, video cartridges, etc. After going through this unit, you are able to:

- describe the scope of video recordings
- understand, how to render a main entry
- the general rules for authorship under 21.2 play an important role

## **22.2 Introduction**

Video recording is a recording designed for television playback on which both pictures and sound have been registered electronically. Reel-to-reel tapes, cartridges, cassettes, and discs are included under this heading and designated by the term "video recording". Videotapes which must be, or will be erased after a limited time to do not merit the expense of full cataloguing video recordings.

The video recordings with all of their manifestations such as videotapes, videocassettes, videodiscs, video-cartridges, etc. The rules for choice of access points (AACR-2, Chapter-21) make no specific mention of video recordings as such; the same rules of authorship responsibility, which govern other types of library materials are to be applied to video recordings.

## 22.3 Video Recordings - Scope

The rules in this chapter cover the description of video recordings of all kinds, including complete films and programmes, compilations, trailers, newscasts and new films, stock shots, and unedited material. For other visual material the rules in chapter 8 and for sound track film not accompanied by visual material chapter 6 will guide in cataloguing the video recording.

### 22.3.1 Sources of Information

#### Chief source of information

The chief source of information for video recordings (in this order of preference)

- a) the item itself (e.g., the title frames)
- b) its container (and container label) if the container is an integral part of the piece (e.g. a cassette)

If the information is not available from the chief source, take it from the following sources (in this order of preference):

- accompanying textual material (e.g., scripts, shot lists, publicity material)
- container (if not an integral part of the piece)
- other sources

#### Prescribed sources of information

The prescribed source(s) of information for each area of the description of video recordings is set out below. Enclose information taken from the outside prescribed source(s) in square brackets.

Area	Prescribed sources of Information
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying material
Publication, distribution, etc.	Chief source of information, accompanying material
Physical description	Any source
Series	Chief source of information, accompanying material
Note	Any source
Standard number and items of availability	Any source

### 22.3.2 Statement of responsibility

Transcribe statements of responsibility relating to those persons or bodies credited in the chief source of information with participation in the production of a film (e.g., as producer, director, animator) that are considered to be of major importance. Give all other statements of responsibility (including those relating to performance) in notes.

Flowering and fruiting of papaya [GMD] / Department of Botany, IIT State University  
 Classroom control [GMD] / University of London Audio Visual Centre ; produced, directed, and edited by n.C. Collins

Food [GMD] : green grow the profits / ABC News ; producer and writer, James Benjamin ; director, A1 Niggemeyer

Square pegs, round holes [GMD] / director, Dan Bessie; writer, Phyllis Harvey ; animation, B. Davis ; editor, I. Dryer

Add a word or short phrase to the statement of responsibility if the relationship between the title and title person(s) or body (bodies) named in the statement is not clear.

Skaterdater [GMD] / [production by] Marshal Backlar

If a statement of responsibility names both the agency responsible for the production of a video recording and the agency for which it is produced, give the statement as found.

New readers begin here [GMD] / University of Salford  
Audiovisual Media for University of Salford University

### 22.3.3 Physical Description area

Extent of item (including specific material designation)

Record the number of physical units of a video recording by giving the number of them in Arabic numerals and one of the following terms as appropriate:

film cartridge  
film cassette  
film loop  
film reel  
video cartridge  
video cassette  
video discs  
video reel

1 film cassette  
3 film reels  
1 video reel  
2 video discs

If none of these terms is appropriate, give the specific name of the item as concisely as possible.

*Optionally*, 1 general material designation are used, and the general material designation indicates that the item is a video recording omit *film* or *video* from the specific material designation.

1 reel  
1 discs

Give the playing time of a video recording (other than a videodiscs, see below)

1 film loop (4 min., 30 sec.)

2 film cassettes (25 min. each)

1 videoreel (ca. 75 min.)

#### Other physical details

Give the following details, as appropriate, in the order set out here:

aspect ratio and special projection characteristics (videocassettes)

sound characteristics

colour

projection speed (videocassettes)

#### *Aspect ratio and special projection characteristics*

If a film has special projection requirements, give them as succinctly as possible (e.g., *Cinerama*, *Panavision*, *Multiporjector*, and whether anamorphic, techno scope, stereoscopic or multiscreen).

14 film reels (157 min.) : Panavision

#### *Sound Characteristics*

Give *sd.* (sound) or *si.* (silent) to indicate the presence or absence of sound track. If a silent film is known to be photographed at the speed of sound film, give *si.* at *sd.* speed.

1 videoreel (15 min.) : *sd.*

#### *Colour*

Give *col.* or *b&w* to indicate whether an item is in colour or black and white. Give *b&w* for a sepia print.

1 film reel (10 min.) : *sd., col.*

Give a succinct statement to indicate that an item is in a combination of colour and black and white.

1 film reel (30 min.) : *sd., col. with b&w sequences*

1 videocassette (24 min.) : *sd., b&w with col. introductory sequence*

#### *Projection speed*

Give the projection speed of a film in frames per second (*fps*), if this information is considered important

1 film reel (1 min., 17 sec.) : *si., col., 25 fps*

Do not give the projection speed if it is standard for the item (24 fps for a sound film; 16 fps for a silent film).

#### Dimensions

Give the dimensions of a videorecording as set out in the following rules.

Give the gauge (width) of a video recordings in millimeters. If 8 min., state whether single, standard, super, or Maurer.

1 film reel (12 min.) : *sd., b&w ; 16mm.*

1 film cassette (21 min.) : *sd., col. ; standard 8 min.*

2 film reels (ca. 30 min. each) : *b&w ; 16-35 min.*

Give the gauge (width) of a videotape in inches or millimeters

1 videoreel (30 min.) : *sd., b&w ; 16-35.*

Give the diameter of a videodisc in inches.

1 videodisc (ca. 20 min.) : *sd., b&w ; 8 in.*

1 videodisc (38 min.) : *sd., col. ; 12 in.*

### Accompanying material

Give the details of accompanying material as instructed above

1 film cassette (21 min.) : sd., col. ; standard 8 mm. + 1 teacher's guide

1 film cassette (21 min.) : sd., col. ; standard 8 mm. + 1 v. (28 p. : ill. ; 22 cm.)

2 film cassettes (30 min. each) : sd., col. ; standard 8 mm. + 1 v. (35 p. ; 24 cm.)

### 22.3.4 Note Area

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

*Nature or form.* Make notes on the nature or form of a video recordings unless it is apparent from the rest of the description.

Documentary

TV play

*Language.* Give the language(s) of the spoken, sung, or written content of a video recording unless this is apparent from the rest of the description.

In French

French dialogue, English subtitles

Dubbed into English

*Credits.* List persons (other than the cast) who have contributed to the artistic and/or technical production of a video recording and who are not named in the statements of responsibility. Do not include the names of assistants, associates, etc., or any other persons making only a minor contribution, preface each name or group of names with a statement of function.

Credits: Screenplay, Harold Pinter; music, John Dankworth;

Camera, Gerry Fisher editor, Reginald Beck

Credits: Script, John Taylor, calligraphy and design, Alan Haigh; commentator, Derek G. Holroyde

### Edition and history

Make notes relating to the edition being described or to the history of the video recording.

Shorter version of the 1969 video recording of the same name

Censored version. 3 min. sequence missing on reel 3. Censorship certificate C-132, May 4, 1946, of the U.S. Dept. of the Army

Spanish version of the 1956 video recordings entitled: Jenny's birthday book.  
Based on: Jenny's birthday book / by Esthern Averill

## 22.4 Worked out Examples

### Example-1

Infancy  
 Childhood  
 Created by  
 Thorton, Wilder  
 National Educational Television  
 Toronto, 1970.

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#### Other Information

Class No.812 WIL

1 Reel (Shibaden SV-727) (90 min) :sd., b & w.; 1in .-

Series (Playhouse : A generation of leaves)

Cast: Fred Gwynne, Eileen Brennan.

Summary: Two one-act serio-comic plays about the failure of generations to communicate.

#### MAIN ENTRY

812 WIL	Wilder, Thorton  Infancy [Videorecording]:childhood/by Thorton Wilder.- Toronto: National Education Television, 1970.  1 reel (Shibaden SV-727) (90 min.): sd., b&w.; 1 in.- (Playhouse : A Generation of leaves)  Cast: Fred Gwynne, Eileen Brennan.  Summary: Two one-act serio-comic plays about the failure of generation to communicate.  1. Mystery and Detective programmes. I. Title II. Series. III. Gwynne, Fred IV Brennan, Eileen.
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## A.E. SUBJECT

812 WIL	MYSTERY AND DETECTIVE PROGRAMMES Wilder, Thorton
	Infancy [Videorecording]:childhood/by Thorton Wilder.- Toronto: National Education Television, 1970.  (Rest as in the Main Entry)

## A.E. TITLE

812 WIL	Infancy: Childhood Wilder, Thorton
	Infancy [Videorecording]:childhood/by Thorton Wilder.- Toronto: National Education Television, 1970.  (Rest as in the Main Entry)

## A.E. SERIES

812 WIL	Playhouse: A generation of leaves Wilder, Thorton
	Infancy [Videorecording]:childhood/by Thorton Wilder.- Toronto: National Education Television, 1970.  (Rest as in the Main Entry)

## A.E. CASTING-1

812 WIL	Gwynne, Fred Wilder, Thorton.
	Infancy [Videorecording]:childhood/by Thorton Wilder.- Toronto: National Education Television, 1970.  (Rest as in the Main Entry)

## A.E. CASTING-2

812 WIL	Brennan, Eileen Wilder, Thorton.
	Infancy [Videorecording]:childhood/by Thorton Wilder.- Toronto: National Education Television, 1970.  (Rest as in the Main Entry)

## Example-2

The Man and his Machines  
Produced and Sponsored by  
National Aeronautics Space Organization, USA.  
New York.  
National Space Television Association  
1982

## Other Information

Class No.512    MAN

Acc. No.7868

1 Video cassette (40 min.) : sd., b&amp;w.; 10 in.

Technocolour

Credits : Edited and sound recorded, Carl Sagan

Intended Audience : Public.

## MAIN ENTRY

512 MAN	The man and his machines [Video recordings]/Produced
7868	And sponsored by National Aeronautics Space Organization, USA.- New York : National Space Television Association, 1982.  1 Video Cassette (40 min.): sd., b&w., 10 in. Technocolour Credits: Edited and Sound recorded/by Carl Sagan. Intended Audience : Public 1.Flying Machines. I. National Space Television Association II. Sagan, Carl

## A.E. SUBJECT

512 MAN	FLYING MACHINES The man and his machines [Video recordings]/Produced
7868	And sponsored by National Aeronautics Space Organization, USA.- New York : National Space Television Association, 1982.  (Rest as in the Main Entry)

## A.E. CORPORATE BODY

512 MAN	National Space Television Association The man and his machines [Video recordings]/Produced
7868	And sponsored by National Aeronautics Space Organization, USA.- New York : National Space Television Association, 1982.  (Rest as in the Main Entry)

## A.E. CREDITS

512 MAN	Sagan, Carl The man and his machines [Video recordings]/Produced
7868	And sponsored by National Aeronautics Space Organization, USA.- New York : National Space Television Association, 1982.  (Rest as in the Main Entry)

## Example-3

Rare Books, Collecting, Libraries and Trade  
By  
Richard Landon  
OECA,  
Toronto, C1977

## Other Information

Class No.02075 L236

Acc.No.6757

1 Videorecording – 30 min. Sound. Black &amp; White

Series: Speaking of books with Robert Fulford Series.

Note: Available in media center as Sony U-Matic or Sony AV1/2 in.

Summary: Robert Fulford interviews R. Landon, head of the Thomas Fisher Rare Book Library, University of Toronto about book collecting, the rare book trade, and the resources of the library.

## MAIN ENTRY

020.75 L236	Landon, Richard.
6757	Rare books, Collecting Libraries and trade [Video recording]/by Richard Landon .- Toronto: OECA, C 1977. 1 Videorecording (30 min.): sd., b&w.- (Speaking of books with Robert Fulford Series). Available in media Center as Sony U-Matic or Sony AV1/2 in. Summary: Robert Fulford interviews R. Landon, head of the Thomas Fisher Rare Book Library, University of Toronto about book collecting, the rare book trade, and the resources of the library.  1.Bibliography – Rare Books. I. Fulford, Robert II. Title. III. Series.

## A.E. SUBJECT

020.75 L236	BIBLIOGRAPHY - RARE BOOKS Landon, Richard.
6757	Rare books, Collecting Libraries and trade [Video recording]/by Richard Landon .- Toronto: OECA, C 1977.  (Rest as in the Main Entry)

## A.E. SECONDARY RESPONSIBILITY

020.75 L236	Fulford, Robert Landon, Richard.
6757	Rare books, Collecting Libraries and trade [Video recording]/by Richard Landon .- Toronto: OECA, C 1977.  (Rest as in the Main Entry)

## A.E. TITLE

020.75 L236	Rare books, Collecting Libraries and trade Landon, Richard.
6757	Rare books, Collecting Libraries and trade [Video recording]/by Richard Landon .- Toronto: OECA, C 1977.  (Rest as in the Main Entry)

## A.E. SERIES

020.75 L236	Speaking of books with Robert Fulford Series Landon, Richard.
6757	Rare books, Collecting Libraries and trade [Video recording]/by Richard Landon .- Toronto: OECA, C 1977.  (Rest as in the Main Entry)

## Example-4

An Introduction to PRECIS indexing  
By  
Derek, Austin  
College Park Main  
Library Training Consultants  
C 1977

## Other Information

Call No.Z695 A86

Acc.No.9878

2 Video Cassettes, (Calculated to 56 min. each) : sd., b&w.; ¾ in.

Accompanying Material : 1 workshop handout (12 leaves ; 28 cm)

Recorded at the international PRECIS workshop, October 19, 1976. Sponsored by the college of  
Library and Information services, University of Maryland.

U Standard.

## MAIN ENTRY

Z 695 A 86	Austin, Derek
6757	An Introduction to PRECIS indexing [Videorecording]/by Derek, Austin.- college Park Main: Library Training Consultants, C 1977. 2 Videocassettes (ca. 56 min. each): sd., b&w.; ¾ in.+1 workshop handout (12 leaves ; 28 cm). Recorded at the International PRECIS workshop, October 19, 1976. Sponsored by the college of Library and Information Services, University of Maryland. U. Standard  1.PRECIS Indexing Sytstem. I. Title

## A.E. SUBJECT

Z 695 A 86	PRECIS INDEXING SYSTEM Austin, Derek
6757	An Introduction to PRECIS indexing [Videorecording]/by Derek, Austin.- college Park Main: Library Training Consultants, C 1977.  (Rest as in the Main Entry)

## A.E. TITLE

Z 695 A 86	An Introduction to PRECIS Indexing Austin, Derek
6757	An Introduction to PRECIS indexing [Videorecording]/by Derek, Austin.- college Park Main: Library Training Consultants, C 1977.  (Rest as in the Main Entry)

## 22.5 SUMMING UP

A length of film, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession is videorecording. The rules in Chapter-7, deals with the cataloguing of video recordings. For the statement of responsibility, the rules under Chapter 8, and 7 will guide the student, for the practical cataloguing.

## 22.6 Glossary

**Video recording:** A recording designed for television playback on which both pictures and sound have been registered electronically. Reel-to-reel tapes, cartridges, cassettes, and discs are included under this heading

## 22.7 Self Assessment Questions

1. Distinguish the physical description area, and the other physical of the video recording.
2. Explain the relation between motion pictures and video recordings

## 22.8 Recommended Books

1. Hunter, Eric J (1989): An Introduction to AACR-2: a programmed guide to the second edition of AACR rules 1988 rev. Oxford & IBH Publishing Co., New Delhi.
2. Weihs, Jean (1979): Non-book Materials: The Organization of Integrated Collections. Canadian Library Association, Canada, 1979.

## **Lesson: 23**

# **MICROFORMS**

### **23.1 Aims and Objectives**

### **23.2 Introduction**

### **23.3 Microforms – Scope**

#### **23.3.1 Sources of Information**

#### **23.3.2 Physical Description Area – Extent of Item and other physical details**

### **23.4 Worked out examples**

### **23.5 Summing up**

### **23.6 Glossary**

### **23.6 Self Assessment Questions**

### **23.7 Recommended Books**

### **23.1 Aims and Objectives**

This unit aims to describe all kinds of materials in microforms. Microforms include microfilm, microfiches, micro-opaques, and aperture cards, etc., The rules in Chapter 11 of AACR-2, deals with the practical cataloguing of microforms. After going through this unit you will be able to:

- identify the microforms, by describing its physical features
- able to distinguish microforms from other forms of a general materials
- the rules in chapter-11 of AACR-2, will guide the students in practical cataloguing

### **23.2 Introduction**

A generic term for any medium, transparent or opaque, bearing micro images are known as microforms. But, a medium, transparent or opaque bearing images large enough to be read easily by the naked eye, is a macro form. A microform may be defined as “a miniature reproduction of printed or other graphic matter which cannot be utilized without magnification”. Since a microform requires special equipment for its use, under AACR rules it is regarded as a special type of library material rather than as a variant type of book. AACR2 chapter-11 rules for the description of microforms and any data about the original work (except for mathematical data of a cartographic item, or numeric and or chronological or other designation item, or numeric and or chronological or other designation, will be ignored in transcribing information in the body of the card. Data about the original work are to be given in a note.

## 23.3 Microforms - Scope

The rules in this chapter cover the description of all kinds of material in microform. Microforms include microfilms, microfiches, micro-opaque, and aperture cards. Microforms may be reproductions of existing textual or graphic materials or they may be original publications.

### 23.3.1 Sources Of Information

*Chief source of information.* The chief source of information for microfilms is the title frame (i.e., a frame, usually at the beginning of the item, bearing the full title and, normally, publication details of the item). The chief source of information for aperture cards is, in the case of a set of cards, the title card, or, in the case of a single card, the card itself. The chief source of information for microfiches and micro opaque is the title frame. If there is no such information or if the information is insufficient, treat the eye-readable data printed at the top of the fiche or opaque as the chief source of information. If, however, the title appears in a shortened form on the "header" and appears in a fuller form on the accompanying eye-readable materials or the continuer, treat the accompanying eye-readable materials or the container as the chief source of information and make a note giving the source of the title proper. If information normally presented on the title frame or cards as the chief source information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

the rest of the item (including a container that is an integral part of the item)  
container

accompanying eye-readable material  
any other source

*Prescribed sources of information.* The prescribed source(s) of information for each area of the description of microforms is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

Area	Prescribed sources of Information
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, rest of the item, container
Special data	Chief source of information, rest of the item, container
Publication, distribution, etc.	Chief source of information, rest of the item, container
Physical description	Any source
Series	Chief source of information, rest of the item, container
Note	Any source
Standard number and items of availability	Any source

### 23.3.2 Physical Description Area – Extent of Item and other physical details

#### Punctuation

Precede other physical details by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

#### Extent of Item (including specific material designation)

Record the number of physical units of a microform item by giving the number of them in Arabic numerals and one of the following terms as appropriate:

aperture card

microfiche

microfilm

microopaque

Add cartridge, *cassette*, or reel, as appropriate, to *microfilm*. Add *cassette* if appropriate, to *microfiche*.

25 aperture cards

1 microfilm cassette

2 microfilm reels

3 microfiches

10 microopaques

Add the number of frames of a microfiche or microfiche set if that number can be readily ascertained.

2 microfiches (147 fr.)

1 microfiche (120 fr.)

3 microfiches (ca. 120 fr. each)

#### Other physical details

If a microform is negative, indicate this.

1 microfilm reel : negative

If a microform contains, or consists of, illustrations, indicate this as instructed:

1 microfilm cassette : ill.

1 microfiche : all ill.

1 microfiche : ill., music

1 microfiche : chiefly music

1 microfilm reel : negative, ill.

If a microform is wholly or partly coloured, indicate this by giving *col.* (for a coloured microform without illustrations), or *col. & ill.* (for a coloured microform with illustrations), or *col. ill.*, etc. (for a microform on which only the illustrations are coloured).

1 microfilm reel : col.

1 microfilm reel : col. & ill.

1 microfilm reel : col. ill., col. maps

### Dimensions

Give the dimensions of a microform as set out in the following rules. Give a fraction of a centimeter as the next whole centimeter up. If the microforms in a multipart item differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

*Aperture cards.* Give the height x width of an aperture card mount in centimeters  
20 aperture cards ; 9 x 19 cm.

*Microfiches.* If the dimensions of a microfiche are other than 10.5 x 14.8 cm., give the height x width in centimeters.

1 microfiche ; 12 x 17 cm.  
2 microfiches ; 11 x 15 cm. – 12 x 17 cm.

*Microfilms.* Give the width of a microfilm in millimeters

1 microfilm reel ; 16 mm.  
1 microfilm cartridge; 35 mm.

*Microopaques.* Give the height x width of a microopaque in centimeters.

3 microopaques ; 8 x 13 cm.

*Accompanying material.* Give the details of accompanying material as instructed below:

1 microfilm reel ; 16 mm. + 1 manual  
1 microfilm reel ; 16 mm. + 1 v. (30 p. : ill. ; 22 cm.)

## 23.4 Worked out Examples

### Example-1

A Thesaurus - Classification for the Physical forms of non-book media

By

Antony Croghan

2<sup>nd</sup> ed.

London

Coburph Publications, 1976

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Class No.025.45 C 57

Acc. No.5040

1 microfiche, 53 frames, negative, 10 x 14 cm.

Title on fiche heading : A Thesaurus Classification for forms of non-book media

## MAIN ENTRY

025.46 C 57	Croghan, Antony
5040	<p>A Thesaurus – Classification for the physical forms of non-book media [microform]/by Antony Croghan.- 2<sup>nd</sup> ed. – London: Coburgh Publications, 1976.</p> <p>1 microfiche (53 fr.) : negative; 10 x 14 cm.</p> <p>Title of fiche heading: A thesaurus – Classification for forms of non-book media.</p> <p>1. Audio-visual material I. Title</p>

## A.E. SUBJECT

025.46 C 57	<p>AUDIO-VISUAL MATERIAL</p> <p>Croghan, Antony</p>
5040	<p>A Thesaurus – Classification for the physical forms of non-book media [microform]/by Antony Croghan.- 2<sup>nd</sup> ed. – London: Coburgh Publications, 1976.</p> <p>(Rest as in the Main Entry)</p>

## A.E. TITLE

025.46 C 57	<p>A Thesaurus – Classification for the physical forms of non-book media</p> <p>Croghan, Antony</p>
5040	<p>A Thesaurus – Classification for the physical forms of non-book media [microform]/by Antony Croghan.- 2<sup>nd</sup> ed. – London: Coburgh Publications, 1976.</p> <p>(Rest as in the Main Entry)</p>

## Example-2

## Collections of Pre-Columbium Art Catalogues

Edited by

Benson J. Jefferson

Chicago

National Art Gallery Publishers

Class No. E 59 1976

Acc. No.1120

Copy right year 1976

1 microfiche, 82 frames, illustrates, colour, 10 x 4 cm. accompanying material: 1 manual, ii preliminary pages, 15 pages, illustration, 21 cm.

Series Statement: Pre-columbium Art Catalogues Series, No.2.

Micro-reproduction in original: New York, Carleton, 1970.

Subject: Antiquities-Catalogue

## MAIN ENTRY

E 59 1976	Collections of Pre-Columbium Art Catalogues
1120	<p>[Microforms]/edited by Benson J. Jefferson. – Chicago: National Art Gallery Publishers, 1976.</p> <p>1 microfiche (82 fr.) : ill., col. 10 x 14 cm. + 1 manual (ii, 15 p.: ill.; 21 cm.) . – (Pre-columbium Art Catalogues; no.2).</p> <p>Micro-reproduction of original: New York, Carleton, 1970.</p> <p>1. Art-Catalogues. I. Jefferson, Benson J. II. Series.</p>

## A.E. SUBJECT

E 59 1976	<p>ART CATALOGUES</p> <p>Collections of Pre-Columbium Art Catalogues</p>
1120	<p>[Microforms]/edited by Benson J. Jefferson. – Chicago: National Art Gallery Publishers, 1976.</p> <p>(Rest as in the Main Entry)</p>

## A.E. EDITOR

E 59 1976	Jefferson, Benson J. Collections of Pre-Columbium Art Catalogues
1120	[Microforms]/edited by Benson J. Jefferson. – Chicago: National Art Gallery Publishers, 1976.  (Rest as in the Main Entry)

## A.E. SERIES

E 59 1976	Pre-columbium Art Catalogues Collections of Pre-Columbium Art Catalogues
1120	[Microforms]/edited by Benson J. Jefferson. – Chicago: National Art Gallery Publishers, 1976.  (Rest as in the Main Entry)

## Example-3

The Principles of Psychology  
By  
William, James  
Library Resources,  
Chicago, C 1970

## Other Information

Call No.150 J 237

Acc.No.5040

2 Microfiches : ill.; 8 x 13 cm.

Very High Reduction

Micro-reproduction of original published : London : Macmillan, 1981.

2V.:ill.; 23 cm.

## MAIN ENTRY

150 J 237	James, William
5040	<p>The Principles of Psychology [microform]/by William James.- Chicago: Library Resources, C 1970.</p> <p>2 Microfiches: ill.; 8 x 13 cm.</p> <p>Very high reduction</p> <p>Micro-reproduction of original published : London: Macmillan, 1981. 2V.: ill.; 23cm.</p> <p>1. Psychology. I. Title</p>

## A.E. SUBJECT

150 J 237	<p>PSYCHOLOGY</p> <p>James, William</p>
5040	<p>The Principles of Psychology [microform]/by William James.- Chicago: Library Resources, C 1970.</p> <p>(Rest as in the Main Entry)</p>

## A.E. TITLE

150 J 237	<p>The Principles of Psychology</p> <p>James, William</p>
5040	<p>The Principles of Psychology [microform]/by William James.- Chicago: Library Resources, C 1970.</p> <p>(Rest as in the Main Entry)</p>

## Example-4

Introduction to Micrographics  
 Prepared by  
 National Microfilm Association  
 Silver Spring Main  
 The Association  
 C 1974

## Other Information

Call No.686.43 NMA

Acc.No.4353

2 Microfiches (66 frames): all ill., col.; 11 x 15 cm. Accompanying material : 1 Sound Cassette.

Accompanying material : 1 reading script.

Series Statement: Personal learning Package No.PLP1

Sound cassette has audible signals.

## MAIN ENTRY

686.43 NMA	Introduction to Micrographics [microform]/prepared by
4353	National Microfilm Association .- Silver Spring Main : The Association, C 1974.  2 Microfiches (66 fr.) : all ill. Col.; 11 x 15 cm. + 1 Sound cassette + 1 reading script.- (Personal learning package; PLP1)  Sound cassette has audible signals.  1. Microforms . I. National Microfilm Association

## A.E. SUBJECT

686.43 NMA	MICROFORMS Introduction to Micrographics [microform]/prepared by
4353	National Microfilm Association .- Silver Spring Main : The Association, C 1974.  (Rest as in the Main Entry)

## A.E. CORPORATE BODY

686.43 NMA	National Microfilm Association Introduction to Micrographics [microform]/prepared by
4353	National Microfilm Association .- Silver Spring Main : The Association, C 1974.  (Rest as in the Main Entry)

## 23.5 SUMMING UP

A microform is a generic term for any medium, transparent or opaque, bearing micro images. A microform may be defined as 'a miniature reproduction of printed or other graphic matter which cannot be utilized without magnification'. Microform requires special equipment for its use, and under AACR-2 rules it is regarded a special type of library material rather than as a variant type of book. Microforms may be reproductions of existing textual or graphic materials or they may be original publication. The items like aperture card, microfiche, microfilm, micro opaque, the microfilm cassettes, and microfilm reels, are described under the other physical details. The microforms play a very important role in organizing the digital libraries in general. The practical cataloguing of microforms, requires a careful observation, whether the item is a original, or the copy of a existing monograph in the library.

## 23.6 Question to be answered

1. Distinguish the microform and macroform, why it is come under special material.
2. What are the precautions to be taken, while cataloguing the existing monograph, under microforms.

## 23.7 Recommended Books

1. Jean Riddle Weihs (1973): Non-book materials, Canadian Library Association, Ottawa, 1973.
2. Maxwell, Margaret F (1967): Handbook for AACR-2, American Library Association, Chicago, 1967.

## 23.8 Glossary

**Microfilm:** A length of film bearing a number of micro-images in linear array.

**Microform:** A generic term for any medium, transparent or opaque, bearing micro-images.

**Microopaque:** A sheet of opaque material bearing a number of micro-images in a two-dimensional array.

**Macroform:** A generic term for any medium, transparent or opaque, bearing images large enough to be read easily by the naked eye.

## **Lesson: 24**

# **COMPUTER FILES**

### **24.1 Aims and Objectives**

### **24.2 Introduction**

### **24.3 Computer Files – Scope**

#### **24.3.1 Sources of Information**

#### **24.3.2 File Characteristics Area**

#### **24.3.3 Physical Description**

#### **24.3.4 Note area – Nature & Scope, System requirements – Mode of Access**

### **24.4 Worked out examples**

#### **Summing up**

#### **Questions for self Study**

#### **Recommended Books**

#### **Glossary**

## **24.1 Aims and Objectives**

The rules in Chapter 9 of AACR-2, cover the description of the computer files, that are encoded for manipulation by computer. The file characteristics area, will describe the number of records and statements in computer files. This unit aims to create awareness among the students, how to catalogue the computer files. After going through this unit, the students are able to:

- learn how to render the version statement, number of records and statement in cataloging computer files
- the importance of file characteristics area, nature and scope, system requirements, etc.
- the main entry and added entries are prepared after going through the general rules and rules in chapter-9.

## **24.2 Introduction**

The Computer Files, previously known as 'Machine Readable Data Files'. Now the (GMD) computer files are, changed into 'electronic resources (ER)'. The important variables of computer files are; 'File Characteristics Area', the Nature and Scope', the 'Systems Requirements' and 'Mode of Access', are described in the following pages of the nature and scope, systems requirements gives the complete meaning to the entries of computer files.

The rules under AACR-2, which determine, the author, i.e. personal authors (rule 21.1A) and (rule 21.1C) may be applicable, followed by rules in Chapter 9, to determine the Main and Added entries.

## 24.3 Computer Files - Scope

The rules in this chapter cover the description of files that are encoded for manipulation by computer. These files comprise data and programs. Computer files may be stored on, or contained in, carriers available for direct access or by remote access.

The rules in this chapter do not cover electronic devices such as calculators, may be provided in chapter 10 for such materials. Programs residing in the permanent memory of a computer (ROM) or firmware are considered to be part of the device and should be described in conjunction with the device (e.g., the programming language of a particular computer, such as: Applesoft in ROM).

### 24.3.1 Sources of Information

*Chief Source of Information.* The chief source of information for computer files is the title screen(s). If there is no title screen, take the information from other formally presented internal evidence (e.g., main menu, program statements).

If the information required is not available from internal sources, take it from the following sources (in this order of preference):

the physical carrier or its labels

information issued by the publisher, creator, etc., with the file (sometimes called documentation")

information printed on the container issued by the publisher, distributor, etc.

If the information required is not available from the chief source or the sources listed above, take it from the following sources (in this order of preference):

other published descriptions of the file

other sources

*Prescribed sources of information.* The prescribed source(s) information for each area of the description of computer files is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

Type	Chief Source
Title and statement of responsibility	Chief source of information, the carrier or its labels, information issued by the publisher, creator, etc., container
Edition	Chief source of information, the carrier or its labels, information issued by the publisher, creator, etc.
File characteristics	Any source
Physical, distribution, etc.	Chief source of information, the carrier or its labels, information issued by the publisher, creator, etc.
Physical description	Any source
Series	Chief source of information, the carrier or

Library Cataloguing Practice	24.3	Computer Files
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its labels, information issued by the publisher, creator, etc.

Note Any source  
Standard number and terms of availability Any source

### 24.3.2 File Characteristics Area

#### File Characteristics

*Designation.* When the information is readily available, indicate the type of file. Use one of the following terms:

computer data  
computer program(s)  
computer data and program(s)

*Originally*, if general material designations are used, omit *computer* from the file designation.

Number of records, statements, etc. If a file designation is given and if the information is readily available, give the number or approximate number of files that make up the content (use *file* or *files* preceded by an Arabic numeral) and/or these other details.

- a) *Data.* Give the number or approximate number of records and/or bytes.  
Computer data (1 file : 350 records)  
Computer data (550 records)  
Computer data (1 file : 600 records, 2400 bytes)
- b) *Programs.* Give the number or approximate number of statements and/or bytes  
Computer program (1 file : 200 statements)  
Computer program (2150 statements)
- c) *Multipart files.* Give the number or approximate number of records and/or bytes, or statements and/or bytes, in each part.  
Computer data (3 files : 100, 460, 550 records)  
Computer programs (2 files : 4300, 1250 bytes)  
Computer data (2 files : ca. 330 records etc)  
Computer data (2 files : 800, 1250 records) and programs (3 files : 7260, 3490, 076 bytes)

### 24.3.3 Physical Description

Extent of item (including specific material designation)

Record the number of physical units of the carrier by giving the number of them in Arabic numerals and one of the following terms as appropriate:

computer cartridge  
computer cassette  
computer disk

computer reel  
1 computer disk  
2 computer cassettes  
1 computer reel

When new physical carriers are developed for which none of these terms is appropriate, give the specific name of the physical carrier as concisely as possible, preferably qualified by *computer*.

1 computer card

If information is readily available and if desired, indicate the specific type of physical medium.

1 computer chip cartridge  
1 computer tape cartridge  
1 computer tape reel  
1 computer laser optical disk  
1 computer laser optical card

#### Other physical details

If the file is encoded to produce sound, give *sd*. If the file is encoded to display in two or more colours, give *col*.

1 computer chip cartridge: *sd*.  
1 computer disk : *col*.  
1 computer disk cartridge : *sd.*, *col*.

Give details of the requirements for the production of sound or the display of colour in a note.

#### Dimensions

Give the dimensions of the physical carrier as instructed below:

- a) *Disks*. Give the dimensions of the disk in inches, to the next  $\frac{1}{4}$  inch up.  
1 computer disk : *col.* ;  $5\frac{1}{4}$  in.  
1 computer laser optical disk : *col.* ;  $4\frac{1}{4}$  in.
- b) *Cartridge*. Give, in inches to the next  $\frac{1}{4}$  inch up, the length of the side of the cartridge that is to be inserted into the machine.  
1 computer chip cartridge ;  $3\frac{1}{2}$  in.
- c) *Cassettes*. Give the length and height of the face of the cassette in inches, to the next  $\frac{1}{8}$  inch up.  
1 computer cassette ;  $3\frac{1}{8} \times 2\frac{1}{2}$  inch
- d) *Reels*. Do not give dimensions for reels
- e) *Other carriers*. Give the appropriate dimensions of other physical carriers in centimeters to the next whole centimeter up.  
1 computer card ;  $9 \times 6$  cm.

#### Accompanying material

Give the details of accompanying material as instructed above.

1 computer disc ;  $5\frac{1}{4}$  in. + 1 user's guide

- 1 computer disc ; col. ; 3 ½ in. + 1 v. (51 p. : ill. ; 20 cm.)
- 1 computer disc ; 5 ¼ in. + 1 user manual and addendum  
(*Accompanying material has title: User manual and addendum*)
- 1 computer cassette : col. ; 3 1/8 x 2 ½ in. + 1 sound cassette (20 min. : analog, stereo.)
- 1 computer disc ; 3 ½ in. + 1 demonstration disc + 1 codebook
- 2 computer discs ; 5 ¼ in.
- 1 computer cassette ; 3 1/8 x 2 ½ in. + 7 maps.

#### 24.3.4. Note area – Nature & Scope, System requirements – Mode of Access

Make notes on the nature or scope of the file unless it is apparent from the rest of the description.

Game

Word processor

Combined time series analysis and graph plotting system

Spread sheet, with word processing and graphic capabilities

#### System requirements

Make a note on the system requirements of the file if the information is readily available. Begin the note with *System requirements*: Give the following characteristics in the order in which they are listed below. Precede each characteristic, other than first, by a semicolon.

- The make and model of computer(s) on which the file is designed to run
- The amount of memory required
- The name of the operating system
- the software requirements (including the programming language)
- the kind and characteristics of any required or recommended peripherals

System requirements: 48K RAM; Apple Disk II with controller; col. Monitor

(*File requires colour monitor for display*)

System requirements: Apple family; 48K RAM; DOS 3.3

System requirements: IBM PC; 64K; colour card; 2 disk drives

System requirements: Apple II, II+ or Iie; 48K; DOS 3.3; Applesoft in ROM

System requirements: Apple II or higher, 48K; DOS 13.3; Applesoft BASIC, some programs require game paddles

System requirements: IBM PC or 100% compatible; 128K; DOS 1.1 TO DOS 2.1

System requirements: RTI Series 500 CD-ROM DataDrive

System requirements: IBM PC AT or XT; CD-ROM player and drive

#### Mode of Access

If a file is available only by remote access, always specify the mode of access.

Online access via AUSINET

Mode of access: Electronic mail using ARPA

Language and script

Give the language(s) and/or script(s) of the spoken or written content of a file unless this is apparent from the rest of the description.

In German

Greek language transcribed in medieval manuscript tradition.

## 24.4 Worked out Examples

Example-1

Australian national Political Attitudes  
By  
Principal Investigators  
Donald, Aitken  
Michael, Kahan  
Donald E. Stokes  
Canberra  
Australian National University  
Australian Survey Project  
1976

2 Machine Readable Data files (1,68,60,430 logical records) + (accompanying material) + 1 code book.

Summary: A port-election study focused on the national election of October 25, 1969. Includes demographic data.

Call No.324.2

O94

### MAIN ENTRY

324.2 O 94	Aitken, Donald
	<p>Australian national political attitudes [machine-readable data file] / Principal Investigators, Donald Aitken, Michael, Kahan, Donald E. Stokes . – Canberra : Australian National University, Australian Survey Project, 1976.</p> <p>2 data files (1,68,60,430 logical records) + 1 codebook</p> <p>Summary: A port-election study focused on the national election of October 25, 1969. Includes demographic data.</p> <p>1. Australia. Parliament Elections. I. Kahan Michael. II. Stokes, Donald E. III. Title</p>

## A.E. SUBJECT

324.2 O 94	AUSTRALIA-PARLIAMENT ELECTIONS Aitken, Donald
	Australian national political attitudes [machine-readable data file] / Principal Investigators, Donald Aitken, Michael, Kahan, Donald E. Stokes . – Canberra : Australian National University, Australian Survey Project, 1976.  (Rest as in the Main Entry)

## A.E. AUTHOR-2

324.2 O 94	Kahan, Michael Aitken, Donald
	Australian national political attitudes [machine-readable data file] / Principal Investigators, Donald Aitken, Michael, Kahan, Donald E. Stokes . – Canberra : Australian National University, Australian Survey Project, 1976.  (Rest as in the Main Entry)

## A.E. AUTHOR-3

324.2 O 94	Stokes, Donald Aitken, Donald
	Australian national political attitudes [machine-readable data file] / Principal Investigators, Donald Aitken, Michael, Kahan, Donald E. Stokes . – Canberra : Australian National University, Australian Survey Project, 1976.  (Rest as in the Main Entry)

## A.E. TITLE

324.2 O 94	Australian National Political Attitudes Aitken, Donald
	Australian national political attitudes [machine-readable data file] / Principal Investigators, Donald Aitken, Michael, Kahan, Donald E. Stokes . – Canberra : Australian National University, Australian Survey Project, 1976. (Rest as in the Main Entry)

## Example-2

A contribution to computer typesetting techniques  
By  
Principal Investigator  
Allen V. Hershey  
Washington  
U.S. Department of Commerce  
National Technical Information Service, 1978

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2 data files (4,03,43,760 logical records) + (accompanying material) + 1 code book (25 p.; 23 cm.)

Title form: NTIS computer products catalog data sheet

Alternative title: Hershey's tables

Contents: Occidental type fonts and graphic symbols – Katakana, Hiragana and Kanji characters

Date of study: 1967-1972

P.B. 26392S

Call No.253.3 H 47

## MAIN ENTRY

253.3 H 47	Hershey, Allen V
	<p>A contribution to computer typesetting techniques [machine-readable data files] / Principal Investigator by Allen V Hershey . – Washington : U.S. Department of Commerce, National Technical Information Science, 1978.</p> <p>2 data files (4,03,43,760 logical records) + 1 codebook (25 p.; 23 cm.)</p> <p>Title form: NTIS computer products catalog data sheet.</p> <p>Alternate title: Hershey's tables</p> <p>Contents: Occidental type fonts and graphic symbols – Katakana, Hiragana and Kanji characters</p> <p>Date of study: 1967-1972</p> <p>P.B.-263925</p> <p>1 Computerized typesetting – Tables / 1 computer output devices. I. Title</p>

## A.E. SUBJECT

253.3 H 47	COMPUTERIZED TYPESETTING
	<p>Hershey, Allen V</p> <p>A contribution to computer typesetting techniques [machine-readable data files] / Principal Investigator by Allen V Hershey . – Washington : U.S. Department of Commerce, National Technical Information Science, 1978.</p> <p>(Rest as in the Main Entry)</p>

## A.E. TITLE

253.3 H 47	A contribution to computer typesetting techniques Hershey, Allen V
	A contribution to computer typesetting techniques [machine-readable data files] / Principal Investigator by Allen V Hershey . – Washington : U.S. Department of Commerce, National Technical Information Science, 1978.  (Rest as in the Main Entry)

## Example-3

Colossus Chess  
By  
Martin Bryant  
Version 4.00  
Computer Program  
Don caster  
CDS Software  
1986

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Other information

Class No. N86      Acc. No.6575

1 computer tape cassette

Accompanying material: 1. Manual, ii Preliminary Pages, 29 pages, i.e. continue; 22 x 18 x 12  
cm

System regiments: Amstrad 8252/8512

Note: Game with intelligent international standard chess moves.

## MAIN ENTRY

Call No. N 86	Bryant, Martin
6575	<p>Colossus Chess [Computer File] / by Martin Bryant . – version 4.00 . – Computer Program . – Doncaster : CDS Software, 1986.</p> <p>1 computer tape cassette + 1 manual (ii, 29 p.)</p> <p>System regiments: Amstrad 8252/8512</p> <p>Game with intelligent international standard chess moves.</p> <p>1. Game-Chess I. Title</p>

## A.E. SUBJECT

Call No. N 86	<p>GAME-CHESS</p> <p>Bryant, Martin</p>
6575	<p>Colossus Chess [Computer File] / by Martin Bryant . – version 4.00 . – Computer Program . – Doncaster : CDS Software, 1986.</p> <p>(Rest as in the Main Entry)</p>

## A.E. TITLE

Call No. N 86	<p>Colossus Chess</p> <p>Bryant, Martin</p>
6575	<p>Colossus Chess [Computer File] / by Martin Bryant . – version 4.00 . – Computer Program . – Doncaster : CDS Software, 1986.</p> <p>(Rest as in the Main Entry)</p>

## Example-4

Data base  
By  
John Milton  
Computer Program (3 files : 200 k. bytes)  
London  
Acrosoft  
1986

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Other information

Class No.      Acc. No.451  
1 computer disk, sound, colour, single sided, simple density, soft sectoral.  
System regiments: 1 computer disk; colour, 3 ½ inches, accompanying material: 1 volume, 51 pages, illustration, 20 cm.  
Intended Audience: Designed for database program

## MAIN ENTRY

Call No. B. No.	
	Milton, John
451	<p>Database [Computer File] / by John Milton . – Computer Program (3 files: 240 k. bytes) . – London : Acrosoft, 1991.</p> <p>1 computer disk: sd., col., single sided, single density, soft sectoral.</p> <p>System regiments: 1 computer disk: col.; 3½ in + 1 v. (51 p.: ill.; 20 cm.).</p> <p>Intended Audience: Designed for database program.</p> <p>1. Milton, John-Databases. I. Title</p>

## A.E. SUBJECT

Call No. B. No.	MILTON JOHN-DATABASES Milton, John
451	Database [Computer File] / by John Milton . – Computer Program (3 files: 240 k. bytes) . – London : Acrosoft, 1991.  (Rest as in the Main Entry)

## A.E. TITLE

Call No. B. No.	Database Milton, John
451	Database [Computer File] / by John Milton . – Computer Program (3 files: 240 k. bytes) . – London : Acrosoft, 1991.  (Rest as in the Main Entry)

## Example-5

LISA Plus  
and current research in Library and Information Science  
Dos Version 6.02  
United Kingdom, Bowker and Seur  
2001

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Other information

Class No.020.5 L371      Acc. No.1981

1 CD-ROM, Disc of 12 cm. in diameters, having storage capacity of 660 + MB.

Nature and Scope: 'LISA Plus' Quarterly updated, C.D., abstracts 35 periodicals and having 1,10,000 new records. Available online through BRS, search criteria in 6 feats: LISA and DIALOG.

System regiments: Quarterly : \$ 875

## MAIN ENTRY

020.5 L 371	Lisa Plus [Machine Readable Data File]: and (CRLIS) current
1981	<p>Research in Library and Information Science . – DOS Version 6.02 . – United Kingdom : Bowker and Saur, 2001</p> <p>1 CD-ROM; Disc of 12 cm. in diam., having storage capacity of 660 + MB.</p> <p>Nature and Scope: 'LISA Plus' Quarterly updated CD; abstracts 35 periodicals and having 1,10,000 new records. 11 search criteria; 6 formats. Available online through BRS, file name: LISA and DIALOG.</p> <p>System Regiments: Technical specifications and hardware regiment: IBM PC, XT, HT, PS/2 with 640 KB memory, 3 MB RAM, Text CGA, EGA and VGA monitors supported.</p> <p>Quarterly: \$ 875</p> <p>1. Library Science – Abstracting Journal I. LISA Plus &amp; CRLIS</p>

## A.E. SUBJECT

020.5 L 371	<p>LIBRARY SCIENCE – ABSTRACTING JOURNAL</p> <p>Lisa Plus [Machine Readable Data File]: and (CRLIS) current Research</p>
1981	<p>In Library and Information Science . – DOS Version 6.02 . – United Kingdom : Bowker and Saur, 2001</p> <p>(Rest as in the Main Entry)</p>

## A.E. CORPORATE BODY

020.5 L 371	Lisa Plus and CRLIS Lisa Plus [Machine Readable Data File]: and (CRLIS) current Research
1981	In Library and Information Science . – DOS Version 6.02 . – United Kingdom : Bowker and Saur, 2001  (Rest as in the Main Entry)

## 24.5 SUMMING UP

The revisions of Chapter-9, now called 'Electronic Resources', fall into two categories (i) Changes to align with the International Standard Bibliographic Description for Electronic Resource (ISBD-ER); and (ii) Changes to accommodate the particular nature of electronic resources.

Changes falling into the first category includes, the clarification of the scope of Chapter-9 and the provision of a distinction between direct access and remote access electronic resources; the addition of an instruction at new rule 9.4B2 to consider all remote access electronic resources as published; and changing the name of the 'File Characteristics area' to 'Type and Extent of resource area'. In this unit, we are dealing with ISBD-CF only. The file characteristics area, and in the note area, the variables like nature & scope, systems requirements, mode of access and language plays important role in the practical cataloguing.

## 24.6 Questions to be answered

1. Describe the developments in GMD of Computer Files
2. Write the importance of 'File Characteristics Area' in Computer Files
3. Describe the importance of Note Area in Computer Files

## 24.7 Recommended Books

1. Huthwaite, Ann (2003): Anglo-American Cataloguing Rules, 2003 Update, Second Edition. JSC for Revision of AACR, 2003.
2. Sandberg-Fox, Ann A (2003): The ISBD (ER) and New developments in Cataloguing Electronic Resources, 2003.

## 24.8 Glossary

1. Electronic Resources: ER consist of data (information representing numbers, text, graphics, images, maps, moving images, music, sounds, etc.), programs (instructions, etc., that process the data for use), or combinations of data and programs.
2. Computer File: A file (data and/or programs) encoded for manipulation by computer.