

UNIT – I**LIBRARY CATALOGUE, NATURE & FUNCTIONS****LESSON – 01****LIBRARY CATALOGUE: NEED, PURPOSE AND FUNCTIONS****1.0 Aims and objectives:**

Library is a place where number activities are taken place. Out of these activities cataloguing is one of the important activities. In this lesson some ideas about various aspects of cataloguing and the process of cataloguing are discussed.

- Describes the meaning and definition of the cataloguing
- Interprets the importance objectives and functions of cataloguing
- Distinguishes the library catalogue with other records in the library
- Reveals the relationship between cataloguing and classification

Structure**1.1 Introduction****1.2 Library catalogue****1.2.1 Meaning****1.2.2 Definitions****1.2.3 Need and Purpose****1.2.4 Specific Objectives of Library Catalogue****1.2.5 Functions of a good catalogue****1.2.6 Cataloguing Process****1.3 Catalogue and other records of the Library****1.4 Symbiosis between Cataloguing and Classification****1.5 Summing up****1.6 Self Assessment Questions****1.7 Further Reading****1.8 Glossary**

1.1 Introduction

Thought content of the author is recorded in the document in various forms that are available in the library. They are mainly in the form of letters and words, pictures, graphs, diagrams, paintings etc. The physical medium for recording such knowledge is mainly books, periodicals, manuscripts, maps, microfilms, phonograph records, tapes, floppies, discs and other forms; all these are for the use of the readers. The number of these records is growing continuously. The primary function of a library catalogue is to keep track of library material adding to the library regularly and make them available to the users when ever they require. If a well designed catalogue is not available in the library it is not possible to use the resources of the library how ever rich the library is and what ever important information the document contains and thus the library is not satisfying the first law of library science-books are for use.

Recording information on the catalogue is taken place in various formats. They are hand written typed or printed. The physical medium of recording the document information and maintained in book form, sheaf form card form and computerized display format, where the catalogue format will be displayed on the computer monitor. Out of all the formats the card catalogue is popular one and in coming days computerized display format will play a vital role in displaying the information available in the library.

Various types of catalogue cards are prepared in order to provide access to the collection of the library to the users. They are author catalogue, title, subject translator, editor, and series illustrator etc., catalogues. Preparing these types of catalogues will facilitate to use the collection of the library maximum extent possible. In order to have easy tracing of document and faster access of information the cataloguer has to take into consideration certain access points. They are extrinsic and intrinsic features of the documents. The extrinsic features are physical appearance (i.e. whether it is hard bound or paper back edition) of the document, its size etc., the intrinsic features are name of the author, title, subject, publisher, date of publication, pages, illustrations.

Cataloguing work of a document can be completed with one person but if the collection is increased in big libraries like university libraries and public libraries it is very difficult to catalogue all the documents procured by a single person. So there is need to employ more numbers people to complete the work in time and make the documents available to the readers. So it is necessary there is a need to follow certain rules to follow to have the consistency in cataloguing format. These rules thus formulated will help in attaining the uniformity in the cataloguing documents and this will help the readers to access the documents without any difficulty anywhere in the world.

The term catalogue is derived from the Greek phrase "KATALOGOS" 'KATA' means 'according to' or 'by' and 'LOGOS' means 'word' 'order' 'sequence' or 'reason'. Thus the term catalogue may be regarded as:

1. works in which contents are arranged in a reasonable way
2. work which is done in a set plan; and
3. works whose contents are arranged in a systematic way

The three components of library are books, users and staff. The listing of documents according to author, title, subject, series etc., forms an important tool to disclose the readers, the resources of the library. We name such tool as catalogue. The reader need not go to the

stacks and spend time and energy to know what the books available in the library are. Instead he can consult the catalogue and discover the entire range of collection of his interest in the library. Then only he has to go the racks to consult or borrow the book. Catalogue is a resource indicator of the library; it is retrieval a tool, key to unlock the hidden treasure of the library collection. The term 'catalogue' originally meant merely a list or inventory, but in modern times the meaning of catalogue has been changed from inventory to retrieval tool.

1.2 Library Catalogue

Library catalogue will serve the users to know the resources available in the library. It will help the users to know what the books available are written by particular author, with a particular title and on a particular subject. It will also help to locate the document in the library. In this section you will know about the meaning, definitions, need and purpose, and the functions of the library specific objectives and functions of the library catalogue

1.2.1 Meaning

Catalogue is a tool which helps to know about the salient features of the document. We will come across various types of catalogues; they are trade catalogues, publisher's catalogues, jewelry catalogues, fabrication catalogues, telephone directory, voters list, paints shades catalogue etc. These catalogues are helpful to the customers in knowing the details of the products. As these catalogues are self explanatory they are more useful in the promotion of the business. Library catalogue is service tool which helps the users to know about the document resources available in the library and they are also helpful in locating the documents in the library.

1.2.2 Definitions

The term library catalogue is defined by various persons in different ways. They are

1. According to James Duff Brown "a library catalogue is an explanatory, logically arranged inventory and key to books and their contents, and differs from bibliography is being confined to books in a particular library".
2. Dr. S. R. Ranganathan defined as "A library catalogue is a list of documents in a library or in a collection forming a part of it"
3. A terminology group at International Conference of cataloguing Principles (ICCP) held at Paris has defined the catalogue as "a comprehensive list of collection or collection of books, documents or similar material".
4. H. A .Sharp defined a "catalogue is the record of information regarding manuscripts, books, pamphlets musical composition, illustrations paintings, maps, slides etc.,
5. Anglo American Cataloguing Rules 2(AACR2) defined as a list of library materials contained in a collection, a library, or group of libraries, arranged according to a definite sequence or plan".

Based on the above definitions we can conclude that library catalogue is a list of books and other reading material in a library or group of libraries prepared according to a set of rules furnishing the required information to the users and guide them in location of the materials.

In the light of above definitions it is understood that library catalogue is a

1. list and record of documents including books, manuscripts, maps, charts, etc. which is
2. arranged systematically in an
3. alphabetical order and which helps in;
4. locating aiding, identifying and indicating;
5. the holdings and resources of a library.

The above definitions indicate that the library catalogue should give a detailed account of all the materials available in the library. It has to furnish various elements of the documents, such as author, title, publisher etc. Next it has to provide necessary entries pertaining to the document so that to facilitate to have access to author entry, title entry, subject entry series entry etc. In the last step the catalogue information is recorded on various media like book form, sheaf form, card form, computer output form.

1.2.3 Need and Purpose

Catalogue serves as a key to unlock the hidden treasure in the form documents available in the library. It is a retrieval tool to information from the collection of the library. A catalogue is a resource indicator a finding tool of the library collection. The main purpose of the library catalogue is to provide information about the availability and non availability of a publication in the library, if the author, title, or the subject is known to the reader. In absence of catalogue it is not possible to know the availability and locating the documents.

1.2.4 Specific Objectives of Library Objective

The main purpose of library catalogue is to act as a 'key to the library's stock. It is the only tool which serves as a "Corporate Memory".

More than a century ago, C.A. CUTTER in 1876, in his 'Rules for Dictionary Catalogue' states the objectives of a Library Catalogue as follows:

1. To enable a person to find a book of which either:
 - (a) the author is known
 - (b) the title is known
 - (c) the subject is known
2. To show what the library has:
 - (d) by a given author
 - (e) on a given subject
 - (f) in a given type of literature.
3. To assist in the choice of books:
 - (g) as to its edition (bibliographically)
 - (h) as to its character (literary or topical)".

Today, it should be noted however, that Librarians/Libraries are concerned with a variety of media in addition to book form. When Cutter's objectives are considered, they should be viewed in this light. Therefore they could be restated thus:

1. To enable a person to find an item of whether:
 - (a) the person or body having primary intellectual responsibility is known,
 - (b) the title is known,

- (c) the subject is known.
- 2. To show what a library has:
 - (d) by a given person or body,
 - (e) on a given subject
 - (f) in a given kind of literature or form of material.
- 3. To assist in the choice of an item as to
 - (g) its physical form
 - (h) its content and character
 - (i) its edition.

It, therefore, clearly shows that Cutter's objectives still remain valid even in this age of mechanical and sophisticated devices of information retrieval methods. Cutter's objectives (a), (b) and (d) are met by entries under author, and title, which may form part of a or be a completely independent catalogue or serve as an index to a classified sequence. Sometimes author catalogue is replaced by a Name catalogue. His objectives (c) and (e) are met by the subject catalogue, which may be arranged either alphabetically by subject headings or in a classified sequence. The (g) and (h) objectives are catered to by the descriptive element of the catalogue entry, including the notes and annotation.

LUBTEZSKY stated two objectives of the library catalogue

1. To enable the user of the catalogue to determine readily whether or not the library has the book he wants. The catalogue is constantly searched by the readers and the library staff. If the catalogue is good, the information may be found quickly.
2. To reveal what works the library has by a given author under one form of author's name and the edition or translation of a given author.

According to Dr.S.R.RANGANAGTHAN, (as stated in his Library Manual), the main purposes/functions of a catalogue is to provide answers to readers questions such as the following:

1. Is there a book in the library by such and such an author?
 - 1.1. What are all the books in the library by him?
2. Is there a book in the library with such and such a title. that is name?
3. Is there a book in the library with such and such a collaborator that is editor, translator, reviser, compiler, commentator etc.?
 - 3.1. What are all the books in the library with him as a collaborator?
4. Is there a book in the library in such and such a publisher series?
 - 4.1. What are all the books in the library in that publisher's series?
5. Is there a book in the library in such and such a subject?
 - 5.1. What are all the books in the library on that subject and on its subdivisions and on subjects of which it is a subdivision?

From the above questions, we can identify the purpose of a catalogue.

Further, Dr. S. R. Ranganathan, in his "Classified Catalogue Code", has treated a library catalogue as 'a tool', emphasized that the purpose of a Library Catalogue should be to:

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

The international Conference on Cataloguing Principles, held in 1961 in Paris recognized the following objectives of Library Catalogue:

- (a) To provide information on availability of a particular book in the library in the following manner:
- (i) If both the author and title are known then by author and title
 - (ii) If author's name does not appear on the title page then only by the title, and
 - (iii) If both author's name and title do not appear on the title page, then by approximate subject headings.
- (b) What books and which editions of each book by an author are available in the library.

1.2.5 Functions of a Library Catalogue

On the basis of the above stated objectives we can bring out the following two main functions of a Library Catalogue.

1. Functions in reader's service.
2. Functions in library operations.

The first function includes reference service, guidance to the reader about a particular book; of a particular author; on a particular subject.

The second function includes the assistance in book selection, guidance to library staff etc.

The functions of a catalogue are fulfilled with the help of the following entries or recordings or by the following methods:

1. By recording each work in a catalogue under author, joint author, editor, compiler, translator, illustrator or any other person or body or under uniform title as the case may be.
2. By recording titles of works, when necessary.
3. By making entries under the appropriate subject headings.
4. By making entries under series title, where necessary.
5. By recording even parts of a book under authors, title and subject, where necessary.
6. By making cross references - a reader may be guided from one entry to another entry in the catalogue.
7. By providing a description of each book -the name of the author, title, edition, imprint collection and notes, where necessary.
8. By recording call number of each book-a book may be located or obtained
9. By arranging author entries in such a way all the works of a particular author will be found together.
10. By arranging subject entries, in a particular order, so that similar topics will fall together and related topics will be correlated.

MAARGRAT MANN has summarized the functions of library catalogue as follows:

- (i) to keep record of each of the books collected in the library under author, translator, editor, illustrator, commentator, series or under any such individual, group, or persons, or corporate author under which a reader may search for the book and the extent to which preparation of such entries and records are desirable for a library;
- (ii) to arrange entries in such a manner as all the books written by an author are placed together. This arrangement has two fold utility, first the reader comes to know about a specific book written by an author, and secondly he also comes to know about all books written by the same author which are available in the library;
- (iii) to maintain a subject-wise record of each book available, in the library;
- (iv) to arrange subject entries in such a manner as to bring together similar subjects at one place and also reveal relations among related subjects;
- (v) if need be, to prepare title entries and cross reference entries so that readers are directed from one entry to the other related entry;
- (vi) to provide detailed information about a book by incorporating title, imprint, notes etc; and
- (vii) to indicate call number in each case so that the concerned book can be located and traced.

Thus a catalogue should furnish the above pieces of information but it does not necessarily mean that all catalogues are made in such fullness. The purpose of the library, the category of the clientele, the needs of the users, number of books and library budget should be considered while planning a library catalogue. On the whole, it should perform the following functions:

- (A) It should serve as a basic tool of communication of human knowledge dealt with in the books and other library materials of a particular library for the users of the library;
- (B) It must record, describe and display the entire resources of a library with a view to making them easily accessible to readers; and
- (C) It must provide dependable bibliographical information for systematic study and research

Ranganathan has explained the functions of library catalogue in the context of five laws of library science

Law No.	Law description	Functions of catalogue
First	Books are for use	To promote the use of books
Second	Every reader his/her book	To disclose to every reader his/her book
Third	Every book its reader	To secure book its reader
Fourth	Save the time of the reader	To save the time of the reader and for this Purpose, to save the time of the staff
Fifth	Library is a growing organism	To facilitate frequent addition and with drawl of books

1.2.6 Cataloguing Process

Generally a book is received by three processes, they are

1. Purchase from the vendor
2. Exchange
3. Gratis

For purchase of books there is need to prepare indent for the acquisition of the book, then it is to be approved by the concerned authorities to procurement, then the order may be placed to the vendor. After receiving the book by the library the book is to be classified first and then cataloguing process starts. For cataloguing the book the first step is to identify the person or body chiefly responsible of the thought and artistic expression of information embodied in the book. After identifying the main entry heading then the main entry is to be prepared by recording all the bibliographic details of the book, like classification no., book no, author/s, title, statement of responsibility, edition statement, imprint, collation, notes, accession number, tracings. This information is to be recorded on the catalogue card by neat hand writing or typing.

1.3 Catalogue and Other Records in the Library

There are many similar tools and records which sometimes create confusion and such tools and records are taken to be catalogues. In many commercial and scientific organizations, readers tend to speak of the catalogue as the card index with this implication that cataloguing is merely one of the forms of filing. It is, therefore, essential to offer some clarification so that no misunderstanding may occur in this regard.

Index

Frequently, the terms catalogue and index are taken synonymously for one and the same thing. But they are two different things and serve two different functions. The catalogue reveals to a reader the whole collection of the library or a particular book whereas an index leads a reader to the exact piece of information he requires. An index continues the work of the catalogue and supplements it. "The list of books by different authors is a catalogue but the list of references to individual subject in a book is an index." According to E.J. Coates, "Generally accepted difference between a catalogue entry and index entry is that the former includes some descriptive specification of a document containing a subject, whereas an index entry merely locates the subject" Miss Pettee regards "an index differing from a subject catalogue only in that its headings comprise catchwords derived from book titles."

Shelf-list

Catalogues were originally compiled to serve as an inventory of books in the library. But the adoption of "shelf-list" by a modern librarian serves principally for inventory and control of their arrangement on shelves and facilitates the annual stock verification. The shelf-list is compiled with cards of each book giving the author, title, edition, number of volumes, number of copies and call numbers. Entries of shelf-list are arranged in the sequential order. It is an important record and can be used as a substitute for many records as detailed below

As Accession Register

When required shelf list can be used as a substitute for accession register. In some countries, the practice to maintain accession register is not in vogue now. Shelf list has replaced accession register. In such cases such additional information as date of accessioning,

supplier, bill number, and price are added in the shelf list.

As an Aid to Classifier

Shelf list is an important tool for classifier. For instance, some of the acquired books are such in nature and contents as may be classified under more than one class numbers owing to inherent weakness in the scheme of classification or due to the fact that the book deals with more than one subject. In such situations it is useful, rather essential to know as to under what class number the earlier copies of the same book was kept. Then same or similar number can be assigned to the newly acquired book to ensure uniformity in classifying books.

As Subject Catalogue

In some libraries the main catalogue is maintained in alphabetical order. In such cases shelf list can be used as subject catalogue and it can be easily found out as to how many books are there in the library on each subject

Bibliography

A bibliography is also a list of books, manuscripts, articles, illustrations compiled on lines similar to a catalogue and is limited in its scope to either an author, or a particular subject but is not confined to a particular collection. The materials listed in a bibliography may be found in any sort of collection in any part of the world. Bibliographies may be arranged in several ways, such as alphabetically by author or title, chronologically, or alphabetically by sub-division of the subject treated, or division of the subject treated.

A general or universal bibliography attempts to include books published on all subjects in every age, found in any part of the world. A national bibliography lists publications of a particular country. A bibliography may be complete or selective, depending on the amount of literature available on the subject concerned, or the limitations met by the compiler. There may be variations so far as the bibliographical details are concerned.

The printed catalogues of large library serve as bibliographical tools for small libraries. The catalogue of any special collection may be used as a select bibliography of the subject. There is a definite distinction between bibliographies and catalogues, but there is an equally definite link between them. Bibliographers need library catalogues to help them in their researches, and cataloguers use bibliographies for identification of publications and fact findings. C. D. Needham points out that catalogues are themselves a form of bibliography. The principles of cataloguing are applied equally to the entries of items in catalogues, bibliographies, indexes and abstracts. The art of compiling a bibliography is similar to that of compiling a Catalogue.

Accession Register

The accession register is very important record of the library in which books are listed in the chronological order as they are received and added to the library. This serves the purpose of the stock register and is maintained in a standard Accession Register which provides the serial number of each book added to the library, along with full information about the title and ultimately the disposition of the book due to its being in, or discarded from the collection. The accession register provides full record of each item added to the library. It contains the column's

of date and accession number, author, title, place and publisher, year, volume and page, size, binding sources, cost, class number, book number and remark in certain libraries in which the modern techniques of Library Science have not been adopted, the accession register serves the purpose of the catalogue and sometimes the catalogue itself serves the purpose of the accession register.

Publisher's catalogue

A publisher's catalogue is a list of books published by a publisher. Publisher catalogues are prepared with a view to provide detailed information about a book with an evaluation of the listed books some times.

1.4 Symbiosis between Cataloguing and Classification

Cataloguing and classification are dual processes which are inter linked and inter dependent on each other .Cataloguing is helpful to the readers in knowing what are the books available on a particular subject with a particular title by a specific author. Books are arranged on the shelves according to the classification order in helpful sequence.

In the process of cataloguing the detailed description for the document, including author, title, subject, series, size, price etc. are given. In the process of classification the thought content of the document will be converted into artificial language and then converted into figures by using mnemonics.

1.5 Summing Up

In this lesson you have understood about various types of catalogues and especially library catalogue. The meaning definition of library catalogue has been explained to make it clear the different aspects of the cataloguing. To acquaint intimately with the library catalogue further details about the purpose and functions have been given. The functions of a catalogue well described by C.A. Cutter and S.R. Ranganathan. A library catalogue is very important tool in the library. It is a must in the library when library is growing. A library with out a catalogue is like a town which has been developed with proper plan. The differences between library catalogue and other records are well compared. A comprehensive catalogue will increase the image of the library. The symbiotic relation between cataloguing and classification explained.

1.6 Self Assessment Questions

1. What is the meaning, concept need and purpose of library catalogue?
2. Explain about the functions of a library catalogue?
3. Write short notes on:
 - a) Accession register
 - b) Shelf list
 - c) Bibliography
 - d) Symbiosis between cataloguing and classification
 - e) Describe the objectives of a catalogue?

1.7 Further Reading

1. Cutter, C. A. Rules for Dictionary Catalogue, 4th ed. Washington: Government Printing Office, 1965.
2. Girija Kumar and Krishan Kumar. Theory of Cataloguing. 4th ed. New Delhi Vikas, 1982.
3. Goswami, J. M. Manual of Library Cataloguing. New Delhi: Commonwealth, 1995.
4. Hunter, E.J. and Bakewell. KGB. Cataloguing, London: Clive Bingley, 1983.
5. Ranganathan, S. R. Classified Catalogue Code with additional rules for Dictionary Catalogue Code. 5th ed. New Delhi: Asia Publishing House, 1964.
6. Sharma, Pandey. S.K. Cataloguing Theory, New Delhi: Ess Ess Publications, 1986.
7. Sharp, Henry A. Cataloguing. 5th ed. Bombay: Allied, 1964.
8. Tripathi, S.M. Modern Cataloguing theory and Practice, Agra: Shiva Lal Agarwal & Company, 1982
9. Vishwanadhan, C. G. Cataloguing theory and practice. 6th ed. New Delhi: Ess Ess Publications, 1990.

1.8 Glossary

Accession Register	:	The chief record of the books added to the library
Bibliography	:	A list of books arranged according to some permanent principle
Cross Reference	:	A direction from one heading or entry to another
Entry	:	Unit description about a document is an entry
Shelf list	:	A list of books in a library, the entries being brief and arranged on cards or sheets in the order of the books on the shelves
Trade catalogue	:	A list of the books in print/published in a country. These are issued by publishers to notify their new publications.
Symbiosis	:	The interdependent relation between cataloguing and classification
Mnemonics	:	Subject content of the document converted into numeric form.

* * *

LESSON – 02**PHYSICAL FORMS OF CATALOGUE****2.0 Aims and objectives:**

Preparation of library catalogue is a tedious and time consuming job. This can be done in two phases. First phase is physical form which we select to record the document information. The media on which the information is recorded this is also known as inner form of catalogue and you will know about this catalogue in the next lesson. After studying this lesson you will be able to

- identify various conventional forms of catalogues
- list various non conventional forms catalogues
- Evaluate the criteria for a good catalogue
- Comparison of different forms of catalogues

Structure**2.1 Introduction****2.2 Physical forms of Catalogue****2.2.1 Conventional form of Catalogue****2.2.1.1 Bound Register form or Guard form****2.2.1.2 Printed book form****2.2.1.3 Sheaf form****2.2.1.4 Card form****2. 2.2 Non-conventional form****2.2.2.1 Visible Index****2. 2.2.2 Micro forms****2. 2.2.3 COM(Computer output Micro form)****2.2.2.4 (Machine Readable Catalogue)****2.3 Criteria for a good Catalogue****2.4 Comparison of Catalogues****2.5 Summing up****2.6 Self Assessment Questions****2.7 Further Reading****2.8 Glossary**

2.1 Introduction

The history of library catalogue is very old dates back to (1668-626BC) on clay tablets at Asurbanipal library. Chalamacus also prepared catalogue for Alexandrian library in the form of pinakes in 250BC. The library catalogue is an indispensable and effective tool to make the library material available to the readers. The modern librarians made much efforts in the preparation of latest form of catalogues through which they can bring the resources of the library well known to the readers.

Catalogue is mainly in two forms, they are:

01. Physical form or outer form on which catalogue information is recorded by way of writing, typing or printing. This catalogues relates external appearance, shape and size of the catalogue.
02. Inner form of catalogue reveals the internal arrangement entries like dictionary, classified, alphabetico classed etc. In the next lesson you will know in detail about these forms of catalogues. Physical forms of catalogues can be classified as per the structure given in the next page:

2.2 Physical Forms of Catalogue

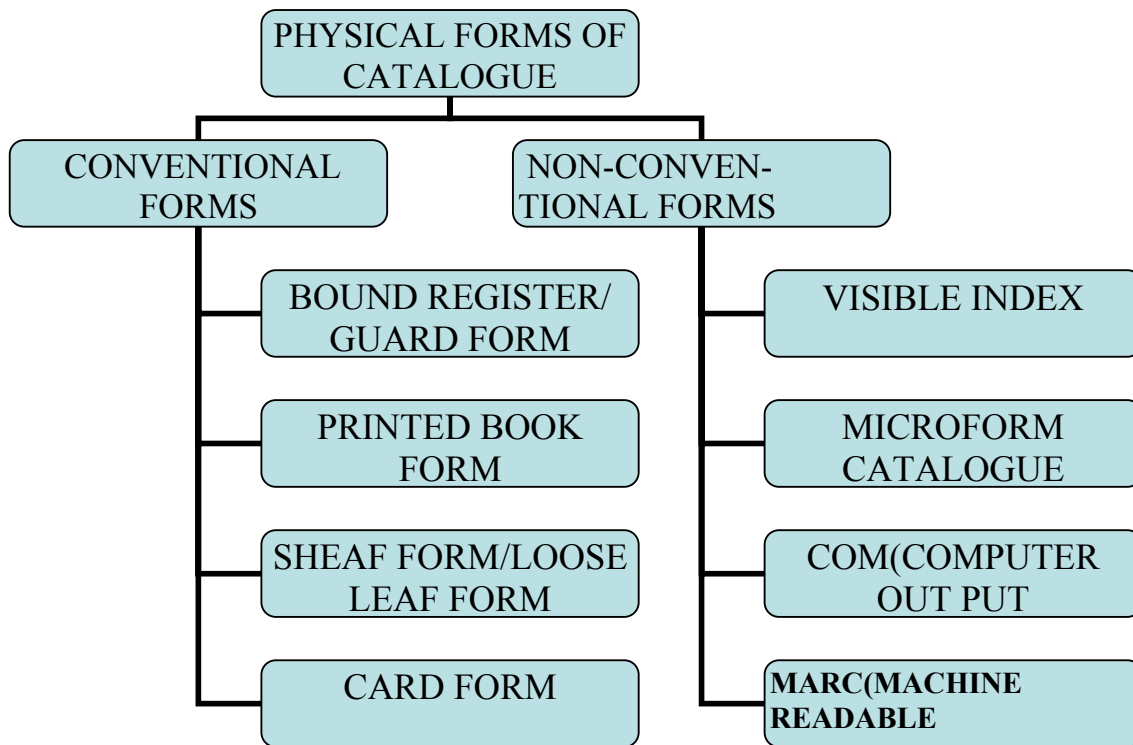


Figure-1

Figure one shows the different forms of catalogues

2.2.1 Conventional forms Catalogue

2.2.1.1 Bound Register form

Bound register form is one of the oldest and popularly used form of catalogue for maintaining the records of the library. The entries in the catalogue vary from library to library and they do not follow any rules and norms. In this form of catalogue some pages are earmarked for title entry and some pages are for subject entries. This type catalogue is not having any flexibility. If the collection increases the entries become over crowded and there is no possibility to insert the new entries. Since the register is in manuscript form it not possible to duplicate it. This register is made with thin paper they do not with stand longer durability, wear and tear. This is useable as an inventory tools to up to date the collection of the library.

Examples for these types' libraries are

01. public libraries
02. School libraries and
03. Small college libraries

Advantages: Advantages of this form of catalogue is:

1. Simplicity
2. Easy to use.
3. Portability

Disadvantages: The disadvantages of this form of catalogue are:

1. Entries written by hand, so some readers find it difficult to read it if the hand writing is not good.
2. Having more number of copies is a matter with financial commitment.
3. One person can use the catalogue at a time.
4. Additions of more number of entries is not possible.
5. Added entries, reference entries, analytical entries, see and see also entries are also not possible.

2.2.1.2 Printed book form

This form is know as book catalogue, traditionally various large libraries are used this type of catalogue. Periodicals supplements are published to up date the catalogue. Many entries are recorded in one page. Before the adoption of open access system these book catalogues are in use. First book catalogue was published by Howard University in 1723. Some well known printed catalogues are those of Library of Congress of USA, British Museum and National Library of India. These book catalogues have their advantages and disadvantages.

Advantages

1. Accessibility is the tremendous advantage of book catalogue
2. It can be printed and kept some copies in the busy sections of the library. They can also be sold to readers, and they need not come to library to know what the books available in the library are.
3. It is easier to browse as so many entries recorded in one page.
4. Portability is another important advantage. It can be carried to any where and consult

leisurely.

5. It will occupy very less floor space.
6. This catalogue can be easily duplicated by way of photographs, printing, scanning etc. methods.
7. This catalogue may issue subject wise to facilitate the user to consult books on specific subject (subject experts)
8. From point of view of co-operative and centralized catalogue it is very convenient.

Disadvantages

1. Printing involves main cost and small libraries cannot afford to have Printed catalogues regularly.
2. The catalogue will become out dated by the time it comes out of the press, as during the process of printing the catalogue so many books are acquired. So the catalogue which came out from the press will not reflect the exact collection of the library.
3. Similarly it fails in presenting the exact collection if some collections is weeded out.
4. Though some pages are reserved for entering new titles with in no time the pages will be filled in and it has to be sent for publishing, which Involves additional work for library staff.
5. Durability is very less as the paper is very thin and it cannot withstand for wear and tear.

2.2.1.3 Sheaf form / loose leaf form catalogue

This catalogue is having the features of both book catalogue and card catalogue. In this form the catalogue information is hand written or typed. Some thick board material is used with a size of 6"X4" inches to record the information. The data sheets are notched on the left hand side and filed in bound register. James Duff brown introduced the sheaf catalogue in 1892.

Advantages

1. This form catalogue is advantageous when compared to book from catalogue.
2. It can be easily up to dated as some space is reserved for new entries, even new entries can be cut and pasted in the new sheet if the old sheet is completed.
3. The catalogue can be maintained for subject, author, and title separately.
4. Easy for consultation and also for updates.
5. It occupies less floor space.
6. It can be duplicated easily and can be portable to various places.

Disadvantages

1. The filing system involves, springs, and other items removing and putting them again is a tedious job.
2. The information recorded normally with ink may prone to atmospheric changes and this leads to discolor of ink or the hand writing is not easy to read for others if the hand writing is not good.
3. It is not possible to take advantage of co-operative catalogue.
4. It is not useful for display purpose though the intension catalogue is for display purpose.
5. Data sheets in this catalogue are not much durable compared to card catalogue.

2.2.1.4 Card catalogue

A TWENTY TRAY CATALOGUE CABINET

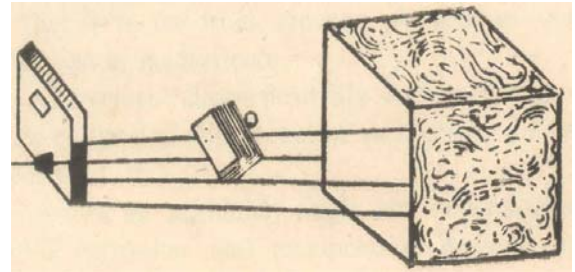


Figure-1 A TWENTY TRAY CATALOGUE CABINET

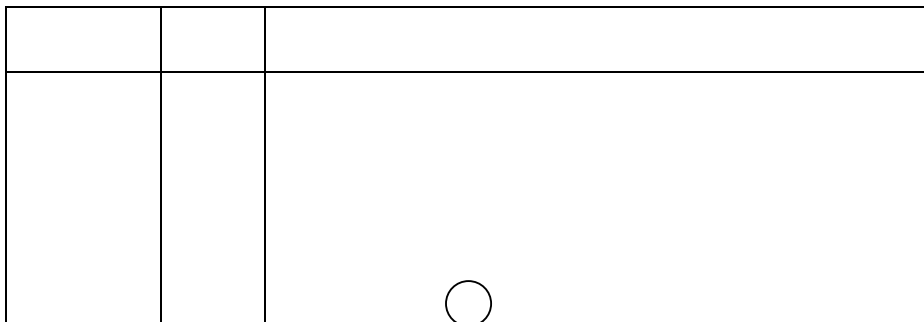
Figure-2 Tray

Figure-1 shows a twenty tray catalogue cabinet made up of wood. Catalogue cabinets made up of steel are also available.

Figure-2 will give a clear picture of the arrangement of cards in the tray.

It is a thick card with a uniform size of 3"X5" (7.5X12.5 cms.) inches. This size is universally accepted and it is following through out the world. The material used for this card is thick board with an ivory coating for with standing for longer durability and with stand for wear and tear. The catalogue information is recorded on the card by hand writing or typing or printing. Printing catalogue cards is advantageous as it reduces the labour on cataloguer to prepare added entries. This system is also called unit card system. The supplier will supply five to six main entry cards on which the cataloguer will type the required added entries like, author, title, subject etc. A sample card is provided here for easy understanding of the students to know its shape and size on the card. The card there are one horizontal line on the top of the card and two vertical lines on the left hand side of the card, information about the document is recorded on the cards. There is a hole in the bottom of the card and a steel rod is passed on through the holes of the cards, this helps library staff to prevent in removing the cards from the trays. The cataloguer can up to date the catalogue by inserting new cards or deleting the cards of with drawn books.

5 inches or 12.5cm Horizontal



3 inches or
7.5 cm
Vertical

The catalogue trays are standardized. So many library suppliers are making the catalogue cabinets with standard size trays and supplying to the libraries.

Advantages

1. It is more advantageous compared to book form, sheaf form and guard form catalogues.
2. It is following universally all over the world.
3. **Durability:** Due to the thickness of the card, it will facilitate for longer durability.
4. **Update:** Updating catalogue is very easy as each entry will be entered on single card and this is filed in its respective sequence.
5. **Flexibility:** It is flexible so insertion or deletion of card is easy.
6. It is easy to consult and many users can use the catalogue at a time.
7. This catalogue is very useful for readers they can consult the catalogue and pick up book of their without disturbing library staff for help.
8. The great advantages of the card catalogue are the related entries are filed at one place. This saves the time of the readers.

Disadvantages

1. The cards are costly compared to book, sheaf and guard form catalogue.
2. This catalogue occupies more space compared other catalogues.
3. It is not portable, so its accessibility is limited to library only.
4. Sometimes the reader may remove the cards from catalogue tray, this will create a problem in tracing the book.
5. If catalogue tray is engaged by a reader in its consultation others who are in need of that tray has to wait until the first reader completes his job.
6. It is costly to prepare so many cards for a single document.
7. It is not economical keeping in view of cost, time and labour involved in it.
8. Insertion of new entries and deletion of entries for the title which are withdrawn involves a laborious and time-consuming process.

In spite of the disadvantages it is having edge over these disadvantages keeping in view of its advantages wide usage by the readers all over the world.

2.2.2 Non-Conventional form of catalogues

The non-conventional forms are those which are not conventional and not used in many libraries. These Non-Conventional forms of catalogue are used in the periodical sections of big libraries and some special libraries. Diagrammatic presentations give you the clear picture of various types of Non-Conventional form of catalogues.

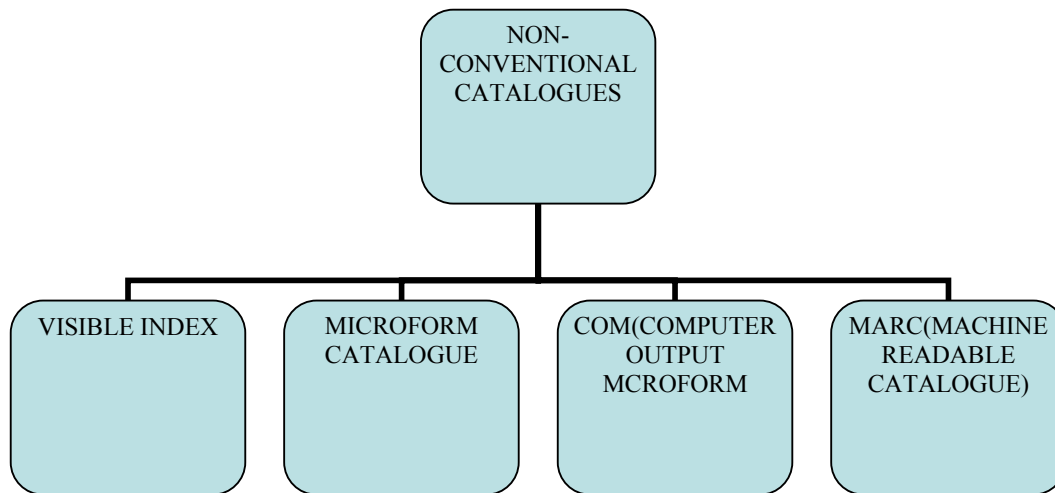
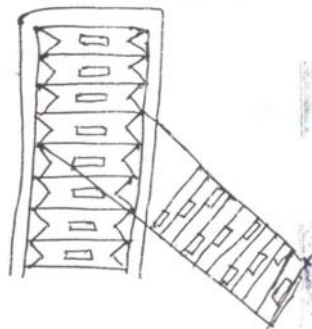
**Figure-3****Figure-4**

Figure-3 shows the diagrammatic representation of the micro form catalogues

Figure-4 shows about the visible index

2.2.2.1 Visible Index (Cardex)

This type of catalogue used in the periodical section of big libraries and in special libraries. In this a steel cabinet with metal trays are arranged. In that metal trays, metal frames arranged and these are fitted with thick cards on these cards information about periodicals and in special libraries product specification, code etc. are recorded. Its size is 12.5x20 cms. The salient features of cardex are:

1. The cards inserted in the frame can accommodate more information on both sides of the card.
2. It records the information of periodical over the years. This can help the periodicals librarian to take information about the payment is made, reminders sent or to be sent, binding information etc.
3. The edges of the cards are marked with alphabets, so that it is easy to identify by the title of the product.

4. There is a facility to insert the new cards and delete the older from filing.

2.2.2.2 Microform catalogue

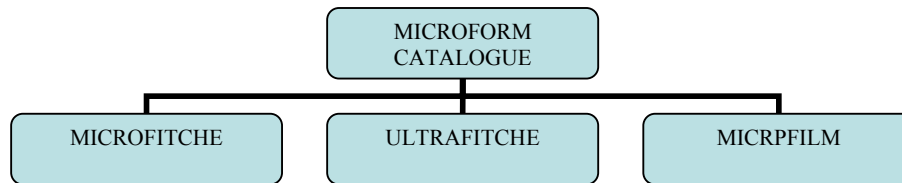


Figure-5

In this type of catalogue information about the document will be stored and the information is stored in magnetic impulses and these are not visible for naked eyes. Microform catalogue require equipment to read the information. The cost of the equipment is little high but it will accommodate good volume of data. We will come across the following types in Microform catalogues.

Micro fitchee

It is a microform catalogue, its identification recorded on the top of cover and this can be read with our eyes. A micro fiche can accommodate 98 pages in it.

Ultra fiche

This form will accommodate more information i.e. thousands of pages can be recorded on single ultra fiche, large libraries like L.C. and British museum library catalogue are accommodated in a small box ultrafitche forms.

Microfilm

In this form catalogues the information is recorded on microfilms. A micro film reader is required to read the index of the film also all the large libraries will have microfilm division.

2.2.2.3 COM (Computer output micro form)

In this form of catalogue the information about catalogue is available on floppies, CD's, and DVDs. The jackets are used to record the content of the floppies/ CD's, and DVDs. Huge amount of data can be stored on the Computer out put micro form. Hard disk is used to store the catalogue data. The computer terminal can be used as form of displaying the content of these COMs and the reader can interact with the data through the computer terminal only.

2.2.2.4 MARC (Machine Readable Catalogue)

MARC was started in 1966 in USA and it was expanded in the year 1967. MARC is producing the catalogues in tape form and these are supplying to the libraries on cost basis. These tapes can be used by computers and the catalogue can follow the catalogued data available on the MARC tape. This saves time of library professionals and it save money, labour in preparing the catalogues and ensures the standardization of the catalogue.

CD's and DVDs are latest form of information storage devices. These will store huge amount of catalogue detail and also helpful in the speedy retrieval of information.

2.3 Criteria for a Good Library Catalogue

Inner forms of library catalogue are examined on the basis of functions and objectives of catalogue discussed in the next lesson. Similarly, physical forms of library catalogue are examined mainly on the basis of certain inherent qualities. Before, choosing a particular physical form of catalogue for his library, it is essential for a librarian to be aware of qualities of a good library catalogue. Following twelve qualities are generally referred to in respect of the Library catalogue:

- (i) Up to-datedness and flexibility
- (ii) Durability and economy
- (iii) Accessibility
- (iv) Portability
- (v) Protection against theft of entries
- (vi) Utility with reference to centralized and cooperative cataloguing
- (vii) Flexible
- (viii) Easy to use
- (ix) Easily guided
- (x) Economic
- (xi) Reproduction
- (xii) Compactness
- (xiii) Ability to serve as bibliographical tool

(i) Up -to datedness and Flexibility

From time to time new books are added in a library and catalogue entries are to be for prepared them. A catalogue therefore should possess the quality of accommodating new entries at their appropriate places, without disturbing the sequence of existing entries, For example, if the library has two books written by S.R. Ranganathan: Classified Catalogue Code, and Reference Service. The catalogue will then have title entries for these two books (in Dictionary Catalogue). Supposing that the library acquires Library Manual written by S.R, Ranganathan, title entry for this book will have to be accommodated between Classified Catalogue Code and Reference Service. Without it the catalogue will not be up-to-date. Similarly, sometimes due to some reasons some entries become obsolete, it is in useless and misleading. This may happen if a book is lost or is weeded out. In such cases the entries pertaining to that particular book should be taken out from the catalogue so that the catalogue may reveal the latest, current and up-to-date picture of the library's collection. Thus the quality of up-to datedness demands that a catalogue should have the ability of accommodating new entries at appropriate place without disturbing the previous arrangement and at the same time it should also have the quality to facilitate removal of obsolete entries from it without any inconvenience. This also ensures flexibility in catalogue.

(ii) Durability

Library catalogue should be durable i.e. it should have the strength to bear heavy use for a longer period without losing its physical features.

(iii) Accessibility and Expansibility

A library catalogue should be accessible to more than one reader at a time, i.e. it can be consulted by more than one reader simultaneously. In big libraries many readers need to consult the catalogue. Similarly, the catalogue should be expansible i.e. it can be expanded easily with the growth of the book collection of the library so as to continue to accommodate any number of entries for newly acquired books.

(iv) Portability

Portability is one of the important qualities of the catalogue. It is necessary because due to many factors the catalogue may be required to be taken out of the four walls of the library.

(v) Protection against theft of entries

Any portable entry or catalogue can be stolen, but the entry, in catalogue that has fewer chances of being stolen or removed is much safer. It is one of the qualities of a good catalogue that its entries have less chances of being removed.

(vi) Utility with Reference to Centralized or Cooperative Cataloguing

A catalogue is considered to be good if it has the quality of being used in the schemes of centralized and cooperative cataloguing.

(vii) Easy to use

A catalogue must be easy to use. It must be convenient to use. It must be easy to handle and consult preferably by more than one reader at a time. Consequently they should be equally accessible to staff and the users. Ease of scanning is another consideration. The physical form should allow scanning of a number of entries at a glance.

(viii) Easily guided

It must be easy to guide. It should enable the user to find the relevant entries with the minimum of trouble. It should be amenable to fast speed of search.

(ix) Economic

It should be economical to produce and maintain. It should be inexpensive to maintain the catalogue. However, factors such as staff time required for maintenance, cost of equipment and furniture and other accessories, cost of updating the catalogue are some of the factors to be taken into consideration that will affect the economy aspect of the catalogue.

A card catalogue is accessible, no doubt within narrow limits to both the readers and library staff.

(x) Reproduction

It should be possible to produce catalogue through some process of reproduction which will enable one to duplicate the catalogue, so that duplicate catalogues can be easily made or entries produced centrally for branch libraries. On the other hand, they should be capable of taking entries produced by a central agency like British National Bibliography or Library of Congress or H.W. Wilson and Company.

(xi) Compactness

It should be compact in size so that it does not occupy much space. Usability in conjunction with Bibliographies:-The internal arrangement for entry format of a library catalogue is major factors affecting its usability in connection with other catalogues, published bibliographies, indexes. However, any physical form may or may not facilitate such use. Certainly such facility would add to the value and utility of a catalogue.

(xii) Ability to serve as a Bibliographical Tool

A library catalogue is a bibliographical tool and can be put in much use other than merely as a catalogue.

It must be made clear to user that no single physical form of catalogue would possess all the above qualities mentioned. While examining the above criteria we can state that the card catalogue fulfills almost all the above conditions because of the following reasons:

Cards are flexible units.

1. New entries can be added at a any time and hence, the catalogue can be kept up-to-date.
2. Like entries can be filed together since each entry is on a movable unit.

2.4 Comparison of Physical Forms of Catalogues

Eric Hunter and K.G.B. Bakewell have given a comparison of various types of catalogues which gives clear idea about the salient features and draw backs of various catalogues. This is produced in a tabular form.

Type of Catalogue	Easy to Use	Easy to Keep Update	Easy to Scan	Easy to Produce Multiple Copies	Bulkey	Easy to Guide	Other Factors
Printed	Yes	No	Yes	Yes	Yes	Yes	
Card	Debatable	Yes	with some difficulty	No	Yes	Filing easy	User can monopolize complete sections.
Sheaf Form	Yes	Yes to some extent	No insert multiple entries to page which makes updating difficulty	Not used but it is	Yes	No	Binding mechanism can be awak hard sheaf slips are flimsy

Guard form	Yes	With source effort	Yes	Feasible but improbable	Yes	Yes	Time consuming and complete and withdrawals are problems.
Visible Index	Yes	Yes	Yes	No	Depends on type	Yes	
Micro forms	Yes	Yes	Yes	Yes	No Micro forms are advantageous	Yes	Required special machine to read
COM	Yes	Yes	No	Yes	No, copy is space saving	Yes	Required PC to use this form of catalogue
MARC	Yes	Yes	Yes	Yes, a number of access terminals may be provided	A terminal is as small as a type writer	Not applicable	

2.5 Summing Up

In this lesson various physical forms of catalogues are explained. The conventional form of catalogue, non conventional form of catalogue, COM, catalogue and MARC format, its advantages and disadvantages are discussed in detail. Criteria or qualities of a good catalogue are discussed in detail. Just as the card catalogue over come the other forms of catalogues like, guard form, printed book form and sheaf form catalogue. The COM catalogue is over come the card catalogue of recent days. What ever form the catalogue may be it stored the information read by the user and it should be retrieved with out any waste of time. Cataloguers are now beginning to make use of the computer to provide access to catalogue information, and it is likely that this technology will supersede the card catalogue, just as the card catalogue replaced earlier forms. No matter what its form, the library's catalogue will continue to answer basic questions about collection, providing users with information about what is available and where it can be found. A cataloguer's art then, is to organize a collection of knowledge into an intelligible system, so that specific information can be retrieved on demand.

2.6 Self Assessment Questions

1. What are the conventional forms of catalogues?
2. What are the non conventional forms of catalogues?
3. What is the criterion for a good catalogue?
4. Write Short Notes on:
 1. Card forms catalogue
 2. Sheaf form catalogue

3. Microfilms
4. COMs
5. MARC

2.7 Further Reading

1. Cutter, C.A. Rules for dictionary catalogue. 4th ed. Washington: Government printing office, 1965.
2. Dhawan, K.S. Library Cataloguing strategies. New Delhi: Common Wealth, 1997.
3. Girija Kumar and Krishnan kumar. Theory of cataloguing . 4th ed. NewDelhi: Vikas, 1982.
4. Mann, Margret. Introduction to cataloguing and classification of books. 2nd ed. Chicago:ALA, 1943.
5. Ranganathan, S.R. Classified catalogue code with additional rules for dictionary catalogue code. 5th ed. New Delhi. Asia Publishing house, 1965.
6. Sharma, pandey S.K. Cataloguing Theory, New Delhi: Ess Ess Publications, 1986
7. Sharp, Henry A. Cataloguing. 5th ed. Bombay: Allied, 1964.
8. Tripathi, S.M. Modern Cataloguing theory and Practice, Agra: Shiva Lal Agarwal & Company, 1982

2.8 Glossary

Alphabetic order	:	Entries are arranged according to alphabets.
Asyndetic	:	An entry is called when there is no direction one entry to another entry
Bi-partite	:	Consisting of two parts
COM	:	Computer output micro form
CD-ROM	:	Compact disk read only memory
Marc	:	Machine readable catalogue
Microform	:	Minute form which can not read with our naked eye
PC	:	Personal Computer
'See also' reference	:	Direction from known source to unknown source
'See' reference	:	Guide to the synonym heading to the choice.
Uni-partite	:	Consisting of one part only

LESSON – 03**INNER FORMS OF THE CATALOGUE****3.0 Aims and Objectives**

The documents procured by the library should be catalogued and make them available to users. While cataloguing the document the cataloguer has to keep in mind the various approaches of the readers. The different types entries prepared by the cataloguer to satisfy the various approaches of the readers are called inner form of catalogues. They are author catalogue, title catalogue subjected catalogue, classified catalogue etc., After studying the lesson you will be able to

- Identify various inner forms of catalogues
- Denotes its salient features
- Evaluates its advantages and disadvantages
- Compares the variations between dictionary catalogue and classified catalogue.
- Guides to select suitable inner form of library catalogue

Structure**3.1 Introduction****3.2 Inner forms of Catalogue****3.2.1 Alphabetical Catalogue(Word entries)****3.2.1.1 Author Catalogue****3.2.1.2 Name Catalogue****3.2.1.3 Title Catalogue****3.3.1.4 Subject Catalogue****3.3.1.5 Dictionary Catalogue****3.3.1.6 Divided Catalogue****3.3 Number entries****3.3.1 Classified Catalogue****3.3.2 Alphabetic Classed Catalogue****3.4 Comparative study of Dictionary Catalogue and Classified Catalogue****3.5 Summing up****3.6 Self Assessment Questions****3.7 Further Reading****3.8 Glossary**

3.1 Introduction

In the previous lesson you have learned about outer forms of catalogues. In this lesson you will know about the inner forms of catalogues. Inner forms of catalogues entries are prepared to satisfy the various access points of readers. Arrangement of entries is made according to dictionary catalogue, or classified catalogue or the mixture of the both. Choice of preparing the catalogue entries depends on the type of the library, nature of collection and requirement of readers and types of readers like, children, professionals, senior citizens, ladies etc.

The diagrammatic representation (Figure-1) in the next page gives the details of the various types of inner forms of catalogues.

3.2 Inner forms of catalogue

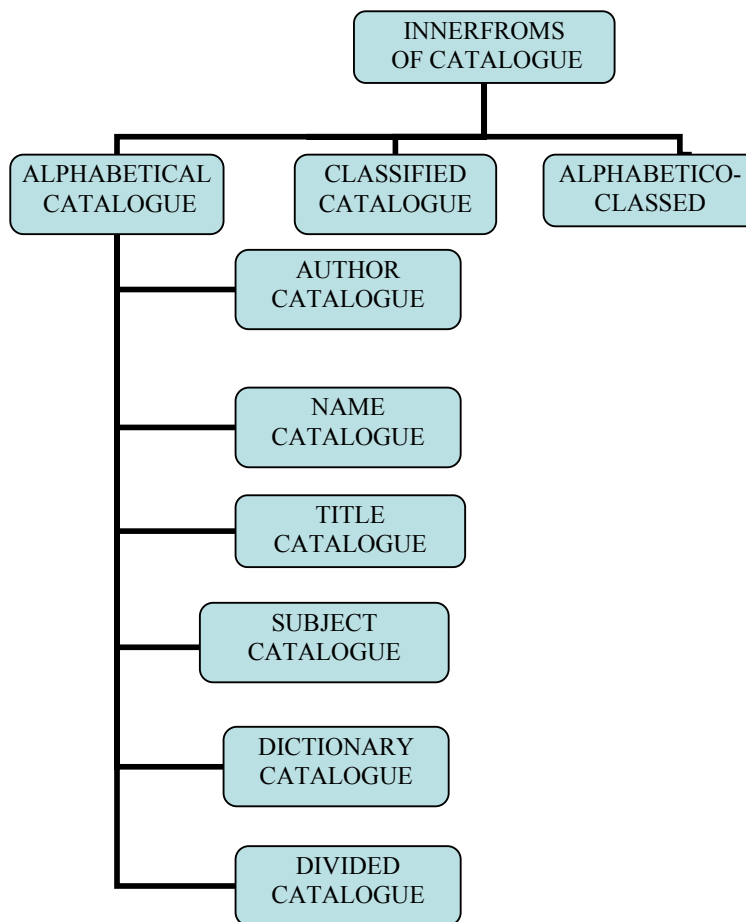


Figure-1

3.2.1 Alphabetical Catalogue: (Word Entries)

In this catalogue entries are arranged according to alphabets but not on the basis of any classification order or notation. Here the arrangement of entries is filed in two sequences. They are:

In a dictionary fashion where all the entries author, title, subject entries are clubbed and then filed in a single sequence. It is usable like a dictionary. This type of catalogue is called dictionary catalogue.

In the second type all the entries are separated as author, title, and subject and filed according to alphabetical order. This type of catalogue is called divided catalogue.

3.2.1.1 Author Catalogue:

Author catalogue is the oldest and most familiar form of catalogues. Readers will approach the catalogue with authors name mainly followed by other entries like title and subject. In this type of catalogue the entries are arranged alphabetically. The author catalogues is arranged in two ways they are:

1. Author catalogue in depend by itself without any other type of catalogues
2. Author catalogue as an adjunct of classified catalogue:

Entries in this catalogue are filed according to name of the authors which are written surname first followed by fore name in case of Western authors. In case of Eastern authors fore name first followed by his personal or family name. In case of any doubt a cross reference entry will be provided the two forms of names.

This catalogue facilitates to know all the works of the same author at one place, and to know whether a book written by a particular is available in the library. It will also facilitate to know if a title/subject written by so many authors, then this entry will help whether the book written by so and so author on a particular title or subject.

3.2.1.2 Name Catalogue

Name catalogue is extended form of author and subject catalogue arranged in one sequence arranged alphabetically. According to **Sharp** the name catalogue is one arranged in a single alphabet of authors and people written about the author, whether biographies, Autobiographies, criticism of their work. When these entries of personal names as subject are mixed with author entries it is called name catalogue. The name catalogue can be used as author catalogue also.

The difference between author and title catalogue is the former includes authors, corporate bodies in authors place, but in later case names of authors and places as subject. The distinction between person as author and person as subject will be made by typography.

Example of name catalogue:

- | | |
|---------------------|---|
| 1. Ranganathan S.R. | Classified catalogue code |
| 2. Ranganathan S.R | Colon Classification |
| 3. Ranganathan S.R | “Critical appraisal of S.R.Ranganathan’s contribution by S.R. Sarma |
| 4. Ranganathan S.R | Five Laws of Library Science |
| 5. Ranganathan S.R | Library Manual |
| 6. Ranganathan S. R | Ranganathan Philosophy by C.K.Banerjee |

Here the third and sixth entries are about the person and other entries are S.R.Ranganathan as author. Here you can see the works by and on S.R.Ranganathan at one palce.

3.2.1.3 Title catalogue

Providing title catalogue entry is common in all libraries,. This entry is provided to all the books and when a work is done by more than three authors and when there is no author and document is brought by collaborator then title main entry is prepared. The title entry is mainly prepared for fiction, and incase where title is not expressive of subject example "Freedom at midnight". When the title expressing the subject there is no need to give subject entry. But when a reader looks for entry in subject catalogue, he could not find it. So keeping in view of readers approach it is always better to prepare subject catalogue also.

3.2.1.4 Subject Catalogue

Almost all the libraries prepare subject catalogue. The subject headings are prepared based on the standard subject heading lists like "Sears List of Subject Headings, Library of Congress Subject Headings, chain indexing procedure of CCC,SHE(Subject Headings for Engineering), MeSH (Medical Subject Headings) etc.The superiority of this catalogue over other catalogues is it will facilitate to have the required books without depending on classification scheme. The two major functions of subject catalogue are:

1. To facilitate the availability of the book if the subject is known
2. To know how many books and what books are available on a particular subject.

Most of the readers may forget the author name and title but they will not forget the subject. So they approach mainly through subject entry only. The entries are prepared for specific subject heading but not general subject headings.

Ex: If a book on personnel Management the Subject heading is on Personnel Management but not General Management.

3.2.1.5 Dictionary Catalogue

In this catalogue all the entries are like author, name, title, subject, series entries are filed in a single sequence. It is a Unipartite catalogue. According to A.A.C.R2 a Dictionary Catalogue is a catalogue where all the entries arranged in a dictionary arrangement in a general alphabetical order. Miss **pettee** stated that it is a catalogue where entries arranged in a dictionary fashion arrangement, and this satisfies the two approaches.

1. Author, title approach if the user knows and
2. Subject approach where he does not the author and title of the book but he wants a book on the subject required by him. According to S.R. Ranganathan, Dictionary Catalogue in a "Catalogue in which all entries are word entries".

It is popular due to its simplicity in its arrangement of Dictionary catalogue containing reference entries is called Syndetic and without references is called asyndetic the following example gives you better understanding of catalogue filing.

Almond (Subject)
Aristotle (Author)
Banana (Subject)
Bombay to Goa – (title)
Author, C.A. – (Author)
Mukherjee see mukherji (cross reference)

Advantages

1. It is easy to use; any reader with knowledge of letters can consult the catalogue.

2. If satisfies more than one approach author, title, subject, series etc., it also relates subjects with cross reference entries.
3. The subject headings are prepared on the basis standard subject heading lists like, Sears list, library of Congress subject heading, S.R.Ranganathan chain indexing procedure
4. It is very easy to construct
5. The Subject Headings are prepared under specific subject headings and not under general subject headings.

Example:**General Subject Heading**

Almond

Apple

Banana

Cashew nut

Mango

Orange

Dry fruits

Almond

Cashew nut

Soft fruits

Apple

Banana

Mango

Orange

Thus it satisfied general reader approaches (Broad Subject Heading) and specialist approach (Specific Subject Headings).

Disadvantages

1. All the related entries are scattered cross reference entries are provided for related entries.
2. By filing all the entries the catalogue will become bulky and searching will be time consuming.
3. Provision cross reference entries creates a lot of confusion and makes the reader to move from one place to another.
4. Superficially it appears to be easy to construct and consult the catalogue. But when the library grows it becomes a tedious time consuming process.

3.2.1.6 Divided Catalogue

In order to overcome the difficulties in Dictionary catalogue Divided catalogue came into existence. In this the author, title entries separated and filed separately subject catalogue entries filed separately this facilitates to overcome the difficulties of Divided catalogue.

3.3 Number Entries**3.3.1 Classified Catalogue Code**

This scheme of cataloguing was pioneered by S.R.Ranganathan according to him in Classified cataloguing some entries are number entries and some entries are word entries. It is a bi-partite catalogue. Where in first part describe about classified part and second one is alphabetical part. Classified part deals with classified order of the entries. This order will also serve to bring all the related entries at one place in an APUPA pattern in a helpful sequence classified part serves as a subject bibliography. Alphabetical part provides author, title, subject, collaborator, cross reference entries in an alphabetical order and filed in the manner of dictionary arrangement. According to Margret **Mann** "a classified catalogue arranges its entries in a systematic order of subjects, the order is generally based on the classification scheme on which, the books are arranged on the shelves". **HenrySharp** defines classified catalogue code as a "classified catalogue arranges its entries in the systematic order of subjects the order generally being that of classification scheme used for the arrangement of books on the shelves"

Classified catalogue arranges all the related entries at one place in close proximity. This will help the readers who are involved in the deeper study of a subject. According to S.R.Ranganathan it is an innovative scheme and people hesitate to shift into a new scheme. Just like there is hesitation to words computers previously.

Advantages

1. It brings all the related entries at one place and related entries in close proximity.
2. Arrangement of entries to Classified Catalogue is in the same order as the books are on the shelves.
3. The readers need not move from one place another to find subject entries of his interest.
4. Catalogues can be easily printed part by part.
5. Catalogue shows strength or weakness of the collection as the required books are available at one place.
6. This facilitates for classification subject bibliographies.

Disadvantages

1. Users must have knowledge of classification scheme to know the subject entries and to consult the catalogue.
2. Consulting of alphabetical index is a must to know classified part of catalogue
3. To prepare subject entries cataloguer has to depend on classification scheme and he cannot assign subject entries of his interest.
4. Whenever new subjects are discovered the classification scheme takes time to accommodate them.

3.3.2 Alphabetic Classed Catalogue

Alphabetic classed catalogue is a hybrid catalogue of dictionary catalogue and classified catalogue. It combines some advantages of classified catalogue and some advantages of dictionary catalogues. According to **E.J. Coates** alphabetic classed catalogue is a "catalogue consisting of alphabetical sequence of mutually exclusive broad subject headings, under each of which appears further alphabetical sequence several of subheadings. The process of alphabetical division can be carried down by the degree of minuteness by material being catalogued".

Hunter and Bakewell said alphabetic classed catalogue provides alphabetically arranged broad subject headings with alphabetically arranged sub divisions.

Entries arranged under alphabetical order the subdivisions followed classification order similarly the reverse order can also be followed. The following example gives a clear idea of application classed catalogue.

EDUCATION (Broad Alphabetical subject Heading -370)

- 371 – Generalities of education
- 372 – Elementary education
- 373 – Secondary Education
- 374 – Adult Education
- 378 – Higher Education

Reverse order of alphabetical classed catalogue

370 (Education)

Adult Education – 374

Elementary Education – 372

Generalities of Education – 371

Higher Education – 378

Secondary Education – 373

Adult Education – 374

3.4 Comparative Study of Classified and Dictionary Catalogue

Comparative study of classified catalogue and dictionary catalogue has been presented below in tabular form in order to indicate merits and demerits of the two inner forms of library catalogue.

S. No.	Dictionary Catalogue	Classified Catalogue
1	It follows alphabetical order in arranging entries.	It follows classified order in arranging entries (in main or classified part)
2	It has only one part in which entries for author title, subject and cross reference entries are arranged in one alphabetical sequence according to the words or letters forming the headings.	It has two parts: Classified and alphabetical. Alphabetical part is known as index part. Classified part contains number entries and alphabetical part is word entries.
3	It is easy to consult by a common reader. Any reader who can consult a dictionary can consult it with equal ease.	It is comparatively difficult to consult it because readers may not be aware of the ordinal value of symbols etc. forming notation or class number of subjects.
4	Since it follows alphabetical arrangement, readers can get information about their book of interest by looking into the catalogue once only. Hence, reader takes lesser time for search.	Since it follows, classified arrangement under class number, readers are normally required to first consult the alphabetical part or index part and then the classified part. Hence search takes more time. This creates psychological and physical inconvenience.
5	Since it follows alphabetical arrangement entries for related subjects are normally placed far from each other due to arrangement of alphabets. This inconvenience may however, be removed by providing sufficient number of cross references entries linking related subjects.	Since it follows classified arrangement under number, entries for related subjects are placed together. This curtails preparation of large number of cross reference entries.

6	As a consequence of alphabetical arrangement, filiatory sequence among subjects cannot be maintained in arranging entries.	It ensures filiatory arrangement of entries due to number (classified) arrangement.
7	Liberal and excessive provision for cross reference entries for linking related subject etc. makes the catalogue bulky.	In it number of cross reference entries are restricted and thus the size and bulk of the catalogue remains under control.
8	It does not depend for its success on the scheme of classification used in the library.	Its success depends on the scheme of classification used in the library. Any defect in the scheme of classification can make the arrangement of entries defective.
9	It does not reflect the real picture of the library in respect of collection in subject field, because arrangement of books on shelves is always based on number whereas arrangement of entries in catalogue is always based on alphabets.	It reflects the real picture of the library in respect of collection in various subject fields because arrangement of books on shelves and of entries in the catalogue are both based on numbers.
10	It satisfies direct approach to specific subjects because subject entries are arranged under specific subjects.	It cannot satisfy direct approach to specific subject because subject entries are arranged under their broad subject.
11	It done not show the weakness or strength of the collection of a library in respect of a particular subject.	It shows the weakness or strength of the collection of a library in respect of a particular subject, thus bringing to the notice of the librarian unintentional and unchecked growth or weakness of the collection on a particular subject.
12	It cannot serve as a bibliography on various subjects or as a book selection tool for smaller libraries.	It serves as a bibliography on various subjects or as a book selection tool for small libraries.
13	Entries of synonymous words starting with different alphabets will be placed for away from one another which is not desirable.	This never happens in classified catalogue.
14	Entries of homonyms (words with same spelling but meaning different things) come together and create confusion.	This never happens in classified catalogue.

3.5 Summing Up

In this lesson you have studied about the inner forms of catalogue. In inner forms you will find mainly three types they are, Alphabetical, classified and Alphabetic classed catalogues. Alphabetical catalogue is further divided into Author, Title, Name, Subject catalogues, dictionary catalogue, and divided catalogue a brief discussion of each type of catalogue its merits and demerits taken place. Comparative study of Dictionary catalogue and classified catalogue is given. Again Alphabetical catalogue is divided into Dictionary catalogue and divided catalogue. Selection of suitable inner form of catalogue may be finalized by management keeping in view of user needs, kinds of users, library collection, open and closed access service, finance and manpower availability.

Conclusion

Dictionary catalogue is useful for small and medium sizes libraries, public libraries, and general libraries. Classified catalogue is useful for research libraries and very big libraries and specialized libraries.

3.6 Further Reading

1. What are the inner forms of a library catalogue? Discuss the merits and demerits.
2. What are word entries and what number entries? Distinguish the difference between number entries and word entries with suitable examples?
3. Write short notes on :
 - a) Criteria of a good catalogue
 - b) Dictionary Catalogue
 - c) Classified catalogue code

3.7 Recommended Books

1. Cutter C.A. Rules for a dictionary catalogue. 4th ed. Washington, Government printing office 1965.
2. Dhawan, K.S. Library Cataloguing Strategies, New Delhi: Commonwealth, 1997.
3. Girja Kumar and Krishan Kumar. Theory of Cataloguing 4th ed. New Delhi: Vikas 1982
4. Job, M.M. Theory & Practice of Cataloguing, Metropolitan, 1989.
5. Mann, Margaret, Introduction to Cataloguing and Classification of books, 2nd ed. Chicago ALA, 1943.
6. Ranganathan, S.R. Classified Catalogue code with additional rules for Dictionary Catalogue code 5th ed. New Delhi: Asia publishing house, 1965.
7. Sharma C.K. Cataloguing, New Delhi: Shree, 1984.
8. Sharp, Henry A. Cataloguing: a text book for use in libraries, 5th ed. Bombay: Allied Publishers, 1964.
9. Vishwanadhan, C.G. Cataloguing theory and practice 6th ed. New Delhi, Ess Ess Publications, 1990.

3.8 Glossary

Alphabetic Order	:	Arrangement according to the alphabets.
Bi-partite	:	Having two parts
CD-ROM	:	Compact Disc-Read Only Memory.
Classified Order	:	Arrangement according to the scheme of Classification
Hierarchical Relationship	:	Genus-species relationship
Inner forms of catalogue	:	The author catalogue, title catalogue, subject catalogue, dictionary catalogue, classified catalogue and alphabetic-classed catalogue are known as the inner forms of catalogue.
MARC	:	Machine Readable Cataloguing
Microform	:	The miniature either on roll film which requires a special equipment to read the material
PC	:	Personal Computers
'See also' reference	:	A guide that brings related heading to the attention of the user.
'See' reference	:	A guide from the synonym to the heading of choice.
Specific subject	:	The term which expresses accurately the extension and intention of the subject dealt in a book.
Syndetic	:	A device for connecting related subjects.
Uni-partite	:	Having single part.

LESSON – 04**ORIGIN AND DEVELOPMENT OF CATALOGUING CODES****4.0 Aims and Objectives**

Cataloguing is one of the important activity that will be carried out in the library. It will reveal the collection of the library. In order to have the consistency and accuracy in the preparation of catalogues, well defined cataloguing rules are to be followed. The history of library cataloguing traces the developments that are taken place over the years. By studying this lesson you will be

- Clarify the concept of catalogue and its historical development.
- Changes taken place in historical development of catalogue codes
- State the various features of important cataloguing codes
- Summarizes the laws, cannons, principles that govern the rules in the code

Structure**4.1 Introduction****4.2 Major cataloguing codes****4.2.1 Rules for French General Catalogue(1791)****4.2.2 British museum code 1841****4.2.3 Jewett's Code 1852-1853****4.2.4 Rules for dictionary catalogue(RDC) 1876****4.2.5 Anglo-American code(A.A.Code)1908****4.2.6 Prussian Instructions(1899)****4.2.7 Vatican Code(1931)****4.2.8 American Library Association Rules 1949****4.2.9 Classified Catalogue Code(CCC)****4.3 Catalogue code Revision Movement****4.3.1 Seymour Lubetzky's Report****4.3.2 International Conference on Cataloguing Principles(ICCP) 1961****4.3.3 Anglo American Cataloguing Rules(AACR)****4.3.4 Anglo American Cataloguing Rules(2nd ed.)****4.3.5 Anglo American Cataloguing Rules(2nd ed., 1988 Revision)****4.3.6 Anglo American Cataloguing Rules(2nd ed., 1998 Revision)**

4.4 Ranganathan's Normative Principles

4.4.1 General Laws

4.4.2 Laws of Library Science

4.4.3 Cannons of cataloguing

4.5 Summing up

4.6 Self Assessment Questions

4.7 Further Reading

4.8 Glossary

4. 1. Introduction

Cataloguing is one of the oldest important techniques for systematic organization of library collection. The role of catalogue is not only the inventory tool but also effective information retrieval tool. The principal role played by the catalogue in the library is to reveal the hidden content of the documents that are available in the library. It will provide necessary information to various approaches of the readers through various access points. In olden days libraries are attached to temples, Monasteries and other religious organizations. They are mainly under the control of kings and trustees of the above mentioned bodies. The catalogue will provide access points of the readers to get necessary information about the availability of the books through author, title, subject and publisher and series etc. The archeological excavations of the Assyria revealed that library catalogues were prepared on clay tablets.

After the invention of printing press by **Gutten Berg** in the fifteenth century the books written by various authors are printed and made them available to the public and also to the libraries. To organize the books produced by printing there is a need to prepare to a catalogue and for preparing such catalogue certain rules are to be followed to attain accuracy and consistency. Cataloguing experts like **Anthony Panizzi, C.A. Cutter and C.C. Jewett** played a significant role in framing standardized set of rules for preparing the catalogues. The role of catalogue is identify the and locate the document in the library. The libraries which are confined to temples and monasteries are shifted to public libraries and these libraries were accessible to the public.

To identify and locate the document there should be well designed catalogue. For preparing a well structured catalogue there is need to follow certain guide lines rules and regulations. You will study the developments taken place in preparation catalogue codes over the years.

4.2 Major Cataloguing Codes

Preparation of catalogues will guide the readers to have access to the collection of the library. For preparing such catalogues certain code rules are to be followed. You will know the development of various codes.

4.2.1 French General Catalogue (1791)

One of the first attempt to create a general catalogue for a group of libraries was initiated by French Government in 1791. After the French revolution the newly formed Government brought under its control and made all the collection as national property. All the libraries were issued rules for preparing the catalogue for each of its collections. As a result of this the use of standard cards of the size 5"x 3"for catalogues first time introduced in the libraries. Even today the library world is benefited of this important contribution by the French Government.

4.2.2 British Museum Code (1841)

It is considered the first major cataloguing code and influenced the later codes. It was originally drawn up Anthony Panizzi Who is the principal Librarian of British Museum. It was present in 1841 as the famous 91 rules. These rules influenced the subsequent rules in Europe and America. The rules revised in 1936 and no of rules were reduced to 41 with some unnumbered rules of maps and music. The reprint of this publication was brought in 1951 under the title" Rules for compilation of catalogues of printed books, maps and music in British Museum". The remarkable feature of this code is as follows:

1. The code has provision for author entry only. This was primarily designed mainly for author catalogue of vast copy right library, arranged alphabetically in which one main entry contain fairly good bibliographical details with shorter added entries after being prepaid in the of simple cross reference entry.
2. It states two main objectives of the catalogue, they are
 - a) to reveal what a library has by a particular author title translations and edited work; and
 - b) whether it has a particular work asked by reader.

These objectives were accepted by Cutter, Dr. S. R. Ranganathan points out one lacuna in the code that it did not clearly mention how many details should be included in the Author Heading.

3. The concept of "corporate author ship" was recognized first time in this code and the code is also introduced a type of classed elements by using such form of headings for main entry as "Dictionaries, Encyclopedias, Directories" etc., although there is modification and gradual removal in the original pattern. The British museum code is important due its historic value and primarily for being first systematic code of rules drawn to guide the compiler of the author catalogue. For the catalogue rules drawn up before this, designed to guide the users rather than the cataloguer. More over its application to catalogue of great national library even today continues. It has also influenced the rules of Bodleian and Cambridge University library as well as subsequent code committees.

It is interesting to note that the British Museum code under going drastic changes by adopting common set of rules for entries in British National Library., to satisfy the present day readers as well as to economize the expenditure. The printed rules now do not represent British Museum practice, since a number of modifications have been made.

Three groups were organized for described corporate authorship in British Museum and they have described in the first group assemblies, boards, other corporate bodies and in the second group they described about the special type of material like periodicals etc., in the third

group they have described about miscellaneous publications which are not covered by the rules.

4.2.3 Jewett's Code (1852-1853)

Professor **Charles c. Jewett** was an American and greatly influenced by Panizzi's code. He may be considered to be the first man who took initiative in the art of cataloguing. Miss **Julia Pettee** has regarded him rather than cutter as "father of our modern Library method". While librarian of brown University, he published in 1843 an author catalogue with an appendix of alphabetical "topical index". Later as the librarian of Smithsonian Institution has published a code of 39 rules in 1852 on the lines of **Panizzi's** code, under the title, 'On the construction of catalogues of libraries, and their publication by name of the separate stereotyped titles, with rules and examples.

Jewett's approach differs from that of most of Anglo American Cataloguing Rule makers before and after him. His main aim was to "Construct a general catalogue" step by step from separate uniform bibliographic units, a concept similar to the International standard Bibliographical Description (ISBD) of the 1970s. The rules divided into four well laid parts.

They are

1. Title(bibliographic description)
2. Headings
3. Cross-references
4. Arrangement

Jewett supported the concept of corporate authorship advocated by **Panizzi**. He is mooted the idea of cooperative cataloguing.

4.2.4 Rules for Dictionary Catalogue (RDC) 1876

C. A. Cutter Rules for "Dictionary catalogue was first appeared in the year 1876 with the title Rules for printed Dictionary catalogue. It is considered and described as epitome cataloguing art of the period. The rules then was revised and expanded, and continued through the fourth edition (the second edition published In 1889, the third in 1891 and the fourth posthumously in 1904 after the death of Cutter). It contains 369 Rules covering descriptive cataloguing, subject headings and filing. It is indeed a classic. The code suggests different types of catalogues to suit to the size of the library. The code suggested small, medium and full catalogues to suit to the size of the library. He made emphasis to give importance for providing subject entry, where majority of the people will approach through this access point. Corporate authorship further developed and entry for corporate author is under the name of the organization. Rules are divided into three parts.

Part-A

1. Author catalogue
2. Title catalogue
3. Subject catalogue
4. form of the catalogue

Part-B

Style this part covers rules for entry of data elements and filing arrangement of entries

Part-C

This part covers rules for description of data elements and filing arrangement of entries.

4.2.5 Anglo-American code, 1908 (A.A code)

L.S. Jast and Henry Guppy, British librarians presented papers at the Birmingham conference in 1902 stressing the desirability of revising and reprinting the cataloguing rules of the British Association. The same question of revising the American rules had also been under consideration since 1900. **Dr. Melvil Dewey** made a practical suggestion that in order to secure greater uniformity in the cataloguing practices among the English speaking peoples, both the Associations should jointly produce an Anglo-American Code. This appealed to American Association and British Association as well thus after final revision in 1907 the code came into existence in 1908 under the title Cataloguing rules: author and title entries, which even to day is the basic code.

A 1908 owed a great deal to Cutter's rules. However, it had excluded Cutter's statements of object and means. The rules for subject headings were also omitted. The major aim of the code was to meet the requirements of "large libraries of a scholarly character". Too large extent, this statement set the tone of the subsequent codes, which have been drawn up primarily to respond to the needs of large research libraries. There were about 174 rules in the code.

There is a criticism on this code. Though it is an International code and flexibility in its approach, some of limitations are there, they are inadequate definition, Confusing and inappropriate examples, inadequacy of code to deal with new forms of authorship, there is a lot confusion and in case of corporate authorship, rules regarding anonymous and pseudonymous works are not helpful in retrieving the document information.

4.2.6 The Prussian Instructions (PIN) (1889)

Professor **karl Dziatzko** who is philosopher and university librarian in Germany published in 1886 is the basis for the Prussian instructions. It was translated into English and published by an American librarian, **K.A Linderfelt** in 1890 under the title "Electric card catalogue rules: author and title entries, based on **dizatzko's** instruction', compared with rules of the British Museum, Dewey, Perkin and other authorities.

These rules did not accept the principle of corporate author ship and entry should be made under title. It also prescribes grammatical arrangement of title entries and this is opposed to Anglo-American practice of arrangement of entries in natural word order.

4.2.7 Vatican Code (1931)

The rules were developed for the purpose of compiling of general catalogue of printed books in the Vatican Library after its reorganization in 1920. The persons responsible were the American-trained librarians. Therefore American influence and bias are evident. It has been called an "International code with definite American bias." Its significance for American librarians lies in the fact that for many years, the Vatican code was, as Wright states in the foreword to the English translation," the most complete statement of American cataloguing practice.

The codes contained about 500 well organized rules which covered the author, title and subject entries. It also gave rules for description and filing arrangement. It was revised and the second edition appeared in 1939 and English translated version was published in 1948. The significant aspect of the code was its most important treatment of subject headings.

4.2.8 American Library Association Rules (1949)

These are popularly known as ALA Rules. After the publication of joint codes in 1908 the cooperation between the two associations, ALA and La did not remain the same. This was mainly because of the outbreak of the Second World War in 1939 which put an end to British participation in the joint code revision efforts. Around 1920's there was a lot of criticism about the joint code. Many professionals are dissatisfied with code. Some favored for simplification of rules and some demanded for expansion of rules. The ALA catalogue code revision committee began to work in September 1936. A Primary second edition of the expanded rules was published in 1941. It was also widely criticized for its complexity. Again the revised version part-1 was published in 1948. The number of rules for the 1948 code has been reduced to 158 and many of them were amplified. The rules have been arranged and reorganized into four groups. They are

1. Rules for entry and headings
2. Personal authors
3. Corporate authorship
4. Geographic headings

4.2.9 Classified Catalogue Code (CCC)

This code was developed by S.R. Ranganathan. In the previous codes which you have studied the rules formulated for cataloguing are not supported by scientific theory. The first edition of Classified Catalogue Code is also not based on the scientific principles, but later in the year 1938 Ranganathan published a book "The Theory of library Catalogue" in this book he formulated the canons of cataloguing. These canons gave a scientific touch to Classified Catalogue Code. Second edition published in the year 1945 and third, fourth, and fifth editions are published in the years 1951, 1958, 1964 respectively.

Salient features

1. The code contains necessary rules for dictionary catalogue. The second edition which is published in the year 1945 is based on normative principles.
2. It provides rules for compiling of union catalogue of books periodicals, national bibliographies, indexing and abstracting periodicals.
3. This code devised a new procedure to generate the subject headings. This is called chain indexing or chain procedure, and subject headings are generated based on the class number by applying mechanical procedure to derive subject headings. This is unique method of deriving subject headings from call number.
4. Ranganathan used title and its subsequent pages are chief sources of information for cataloguing of the document
5. Economy was well maintained in the code, for this he eliminated the imprint, collation, certain areas of note section

Draw backs

1. Though the code gained much reputation as it is based on the sound scientific principles, but it lacks information on imprint and collation. This gives impression that the code is confine to small, and public libraries. Where the information about place and name of publisher and collation is required for large and research libraries.
2. It is not provided rules of cataloguing the incunabula and non-book material. It is confined to Indian Libraries and it is not attained the statues of international standard code.

4.3 Cataloguing Code Revision Movement

The previous cataloguing codes that are in existence in 19th and mid 20th centuries there are a lot inconsistencies and irregularities, and this lead to a lot of dissatisfaction among many cataloguing groups. **Andrew Osborn** raised his voice towards this in the 1941. He pointed out that the rules are too many and complicated, so the rules must be simpler and more solution oriented to the cataloguing problems that are facing while cataloguing. Osborne's statements attracted the attention of the Cataloguing revision group and the following developments are taken place.

4.3.1 Saymour lubetzky's Report

Lubetzky was a bibliographical consultant of Library of Congress, and he was invited to work out the detailed analysis of American Library Association rules 1949. He published "cataloguing rules and principles" is a land mark in the cataloguing theory in the 20th century. Lubetzky's code of cataloguing rules for author and title entry is an unfinished work and it is published, though it is incomplete it new thought in reducing the number of rules in cataloguing.

4.3.2 International Conference on Cataloguing Principles (ICCP) 1961

International Conference on Cataloguing Principles was held in Paris during 9th th 18th October 1961. This was an International attempt to bring out an International cataloguing code. It was attended by delegates from 51 countries and 12 International Organizations. The following 12 principles known as" Paris principles" are decided to follow for preparing the catalogues.

They are

1. Scope of the statement
2. Functions of the catalogue
3. Structure of the catalogue
4. Kinds of entries
5. Use of multiple entries
6. Function of different entries
7. Choice of Uniform headings
8. Single Personal Author
9. Entry of Corporate body
10. Multiple authorship
11. Works entered under title
12. Entry of works and personal name

The two important agreements in the conference are the concept of corporate authorship and the uniformity in the cataloguing system. The principles agreed in the ICCP influenced a great extent in the Anglo-American Cataloguing Rules in 1967.

4.3.3 Anglo-American cataloguing rules (AACR) 1967

Anglo-American Cataloguing rules (AACR) was published with joint effort of American Library Association, Library Association, Library of Congress and Canadian Library Association. The AACR was published in 1967 with two different texts one is North American Text and the second one is British text. It is based four general principles. They are (a) a work should be entered on author or principal author if it is determined (b) A work is to be entered under editor if there is no author principal author is not determined.(c) A work is to be entered under compiler if the work is a collective work of various authors.(d) Enter a work under title if the authorship is diffused or unknown or uncertain.

AACR is based on conditions of authorship rather than types of work publications. There are no special rules for Dictionaries, Encyclopedias, Directories and proceedings of conferences etc., The code contains 15 chapters in three parts.

They are

Part-1 It contains five chapters (Headings of persons and corporate bodies; uniform titles and references)

Part -2 It covers four chapters and description (monographs; serials; incunabula; photographic other reprints)

Part-3 It covers six chapters (manuscripts; maps; motion pictures;

Microforms; music records; phono-records; pictures)

The code includes six appendices; a glossary; rules for capitalization abbreviations; rules for numerals; punctuations; diacritics and rules for entry and heading that differ in the opposite edition. There are some differences in North American text and British text. The American text gives importance to dates of author's birth and death to be added to all headings, the British text is used to distinguish the dates of birth if two authors are having the same date of birth. American text used abbreviated statement of responsibilities such as com., ed., illus., tr., but it is optional in British text.

4.3.4 Anglo-American Cataloguing rules (second edition) 1978

The cataloguing which was published in 1967 by AACR is not an international code as it was brought as two different texts i.e. American text and British text. The second edition of Anglo-American rules was published in the year 1978. It was prepared by the joint efforts of the American Library Association, the British Library, the Canadian committee on cataloguing and the Library of Congress. The representatives of these committees were met in Chicago and formulated four objectives for the revision of rules of AACR.

They are

1. Consider the North American text and British text.
2. Inclusion all the amendments that are approved since 1967.

3. Insertion of the amendments suggested by three participating countries and also other countries which are using the AACR.
4. Provision of international interest in AACR.

The following four guidelines are announced for the revision of rules (1967)

1. Maintenance of general conformity with Paris principles of 1961.
2. Special care is to be taken for machine readable bibliographic records
3. Continuation of standardization of bibliographic description for monographs (ISBD) and all types materials.
4. Consideration of treatment for non-book materials.

Structure of AACR2

There are two parts in AACR2. They are

Part-I describes the provision information for the item being catalogued

Part-II describes headings or access points in the catalogue in which the descriptive information is recorded to catalogue users. AACR2 describes access points as headings and uniform titles as agreed by JSCAACR and also IFLAs ISBD (G).

The rules are described in AACR2 as follows

1. General
2. Books (including early books) pamphlets and printed sheets
3. cartographic materials
4. Manuscripts (including manuscript collections)
5. Music
6. Sound recordings
7. motion Pictures and video recordings
8. Graphic materials
9. Machine readable data files
10. Three dimension artifacts and media

Chapters 11 to 13 are partial generality covering microforms, serials and analysis.

The rules for each chapter I part-I consist of the following

1. Preliminary rules
2. Titles and statement of responsibility
3. Edition
4. Material (or type of publication) specific details
5. Publication, distribution etc.,
6. Physical distribution
7. Series
8. Notes
9. Standard number and terms of availability
10. Supplementary items
11. Items made up of several types of material
12. Facsimiles, photo-copies and other reproductions

Part-II is dealing with main and added entries with form of headings, uniform titles, and references. Three are general and specific rules if specific rules are not applicable generally

rules are applied. There are three levels of description according to AACR2 rules depending on the size of the library. This is in conformity with Cutter's idea of short, medium and full cataloguing in RDC. AACR2 continued the tradition of **Panizzi, Cutter and Lubetzky**. Its restatement of basic principle proclaimed by Jewett and Paris principles is the most important contribution to the international cataloguing. AACR2 created interest in the cataloguers not only English speaking countries but also throughout the world.

4.3.5 Anglo-American cataloguing rules-2nd edition 1988 Revision

Anglo-American Cataloguing rules-2nd revised edition published in 1988. This is popularly known as AACR2R. The Australian Cataloguing Committee also joined in the Joint steering committee for revision of AACR (JSCR/AACR).

The decisions taken by JSCR/AACR for the last ten years were incorporated in the AACR-2R. The revised edition has not changed basic concepts and structure. The reflections of technology changes in rule revisions can be found in the revised edition. The computer chapter files are a new introduction and it is really useful to the cataloguers who are dealing with the computer out forms.

4.3.6 Anglo-American Cataloguing Rules (2nd edition 1998 Revision)

The new edition was published in hard copy and also electronic form. Contents of the both forms are same. In this the revisions which are previously published as amendments in 1993 and additional revisions approved between 1992 and 1996 are incorporated. These revisions are appeared in the electronic version as a sub file amendments and in the print version it appeared as preliminaries. The index has been completely reviewed to reflect all amendments and to rectify the errors of the previous version.

4.4. Ranganathan's Normative Principles

You have observed that the changes taken place in the development of cataloguing codes. Ranganathan noticed the inconsistencies in the catalogue code and propounded certain laws, canons and principles to overcome the inconsistencies. Ranganathan stood first in formulation of standard rules for standardization cataloguing rules. Normative principles are rules, laws, canons, principles that govern the preparation of cataloguing codes various types of entries, choice of headings, rendering and description of cataloguing of documents. Normative principles are useful in

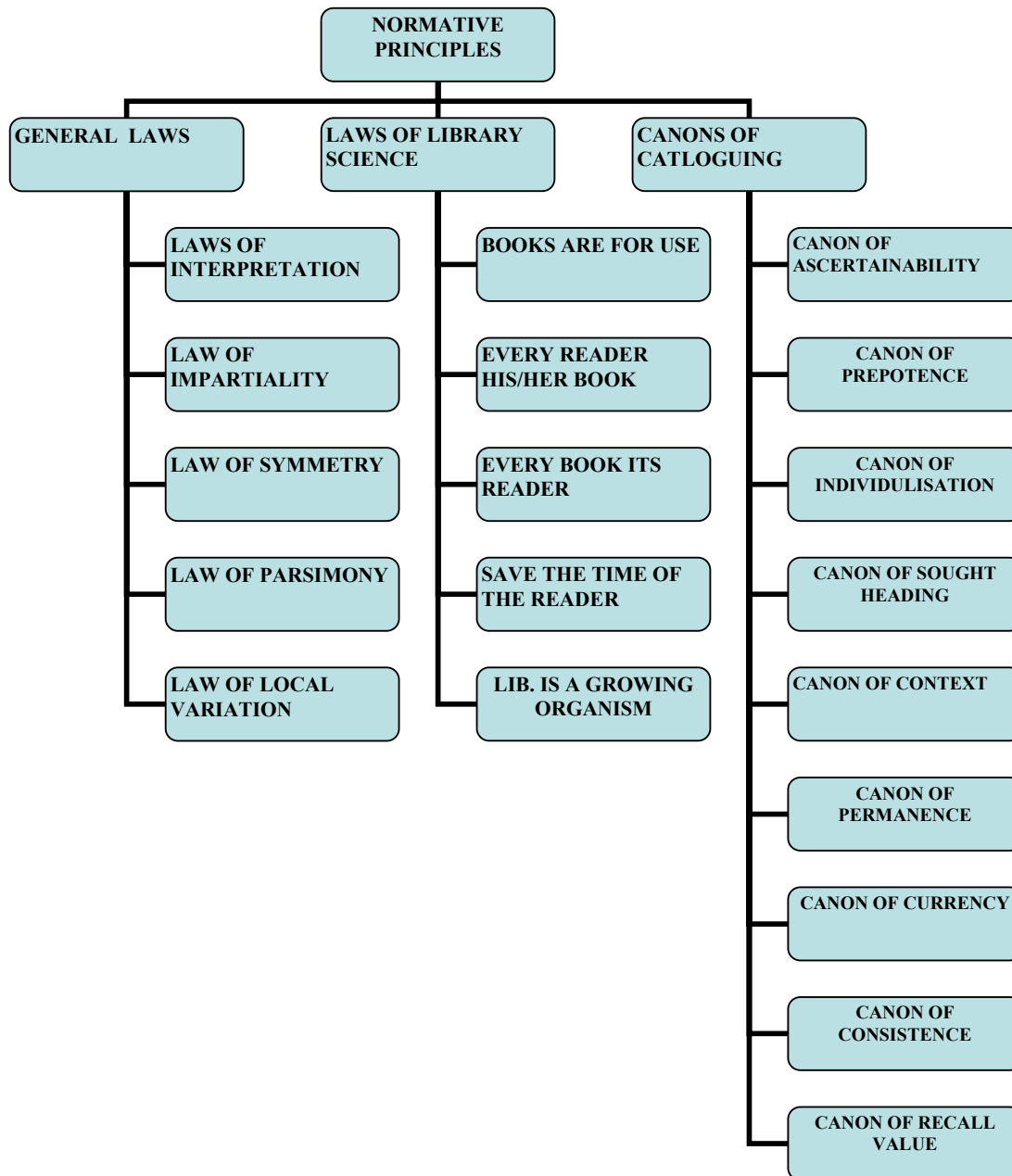
- interpretation for finding rules solutions to the new problems in publications
- modifying the rules to keep the code current
- drafting a cataloguing code
- comparative study of cataloguing codes
- providing guidance to the cataloguers

The principles propounded by Ranganathan are more scientific, has stood the test of time and earned name and fame.

Ranganathan divided normative principles into three categories. They are described in Figure-1

.....

Figure-1



4.4.1. General Laws

General laws are applicable to the discipline library science as a whole and must be satisfied by all branches of library science. There are seven laws applicable to cataloguing and all library science.

4.4.1.1 Law of Interpretation

Law of interpretation confirms that any rule in the code of cataloguing is like a legal text and should be interpreted as such (as legal rule) interpreted. If there is any conflict between the two rules it would be resolved with the rule of law of interpretation. The law is useful in the following situations.

- a) If there is any conflict between the two rules i.e. if one amounts to violate the other rule then concerned rule should interpreted and decision may be taken after interpretation.
- b) If such document is to be catalogued, if the problem is not solved by the existing rules then two steps are to be followed
 - i) the rule of the code may be intercepted the problem can solved by interpreting the rule in the code
 - ii) if not necessary amendments may be carried out in the code

4.4.1.2 Law of Impartiality

Law of impartiality says that choice of heading between two or more claimants should be on the sufficient ground and not arbitrarily. The sufficiency ground should be tested by the application of sought heading and choice should be impartial. For example there are two authors for a book; the cataloguer should choose one or both of the headings under the provision of the code.

4.4.1.3 Law of symmetry

This law prescribes that if there are two authors for a work equal importance may given for the two authors with connecting word and between authors. Book index entries may be given for the two authors. First choice may be given for the pattern in which the authors names appear on the title page. And opportunity may be given to he reverse combination of authors.

For example

MODI (P N) and SETH(S P).
SETH(S P) and MODI (P N).

4.4.1.4 Law of parsimony

This principle says that among two more alternatives are available for a particular phenomenon the one leading for overall economy, manpower, material, money and time considered with proper weight age is to be proffered. The law advocates for economy in the construction of catalogue Ranganathan gives stress on this law at the same time he warned that the law should not over rule the five laws of library science; the law also says that the catalogue should be stuffed unnecessarily. This saves the time of the staff in preparation of over burdened catalogue, at the same time it saves the time of the readers by not going through the overloaded catalogue. Examples for this avoiding the unsought, missing or fused links and also unit card system.

4.4.1.5 Law of local variation

This law says that an International code should not attempt to provide rules for all the linguistic and cultural groups, but it should not record such information covered in the National catalogue code. The National catalogue code should not record the information that is covered under Linguistic catalogue code in case of multilingual country. A National code or Linguistic code records the information that is covered in the Local catalogue codes. There should be

.....

consistency in each hierarchical line and each local link should supplement to higher link. For example

- a) Local variation may be to provide for the convenience of the readers those are Language script style of writing or printing etc.
- b) Entry element for Chinese, Burmese, and Vietnamese is the first word of the name may be taken as entry element. But in South Indian names it very difficult to recognize the entry element.
- c) Analytical entries may vary from library to library, and there is no need give analytical entries where subject bibliographies are available.
- d) Selective cataloguing may be providing to the less used box. There is no need to give full information about the documents. Those type of material may be given single instead several entries.

4.4.1.6 Law of osmosis

Law of osmosis says that when ever there is need to shift to classification or catalogue scheme, the following schedule is to be followed.

- i. All the new accessions should be catalogue and classified according to the new schemes
- ii. If there are any books that are much useful should be re-catalogued and re-classified
- iii. If the new accessions are re-catalogued and re-classified those cards are to be filed in the new catalogue and the books are arranged in new collection
- iv. Similarly the old collection is to be kept separately and their catalogue cards are to be kept separately
- v. Readers attention may drawn for the existence of old and new collection
- vi. If any book is borrowed by the reader and returned the book has to be re-catalogued and re-classified and file the cards in the new catalogue and book in the new collection

4.4.2. Laws if Library Science

1. Books are for use
2. Every reader his/her book
3. Every book its reader
4. Save the time of the reader
5. Library is a growing organism

4.4.3. Canons of Cataloguing

Ranganathan has profound the following nine cannons of cataloguing. They are

- 4.5.3.1 canon of Ascertain ability
- 4.5.3.2 canon of prepotency
- 4.5.3.3 canon of individualization
- 4.5.3.4 canon of sought heading
- 4.5.3.5 canon of context
- 4.5.3.6 canon of permanence

- 4.5.3.7 canon of currency
- 4.5.3.8 canon of consistence
- 4.5.3.9 canon of recall-value

4.4.3.1 Canon of ascertain ability

This canon prescribes that the information for cataloguing of documents are to be obtained from the title page and its over follow pages and not from any other area of the of the document, except in the following cases.

- i) Book index entry: heading derived from the notes.
 - ii) Cross reference entry: lending section and directing section.
 - iii) Class index entry: heading and directing section.
- AACR violates the canon in case of pseudonymous and Institutional hidings.

4.4.3.2 Canon of prepotency

This canon emphasizes that potency (power or strength) to decide the position of an entry among the various entries in the catalogue should, if possible, be concentrated totally in the leading section, as far as possible, it should be concentrated in the entry element. If it is not possible to contrite the potency in the leading section only minimum possible potency should be allowed to over flow in the later section and that to from left to right. If any mistake is done by the cataloguer in rendering the name of the author or the digit order then result will be fatal, the entry cannot be traced in its respective place and the catalogue fails to provide the access of the author or the digit through the entry is sorted.

4.4.3.3 Canon of individualization

This canon prescribes that the name of an entry be it a person, place, language or corporate body or title or series etc. which has been used as heading, should be presented with the help of an individualizing elements in such way that there should be only one entity. Thus the name used in the heading should have only one entry, other wise readers will be confused. Many authors may have same sir name and fore name that case their date of birth and date of death is to be taken into consideration for preparing the heading. For example

Zilla granmdhalaya samstha (Guntur)
Zilla granmdhalaya samstha (Vijayanagaram)
Zilla granmdhalaya samstha (Visakhapatnam)
Institute of Engineers (Vizag chapter)
Institute of Engineers (Vijayawada chapter)
Institute of Engineers (Hyderabad chapter)

4.4.3.4 Canon of sought heading

This canon prescribes that decision of choice of rendering the heading of the main entry and added entries should based on the point that the possibility of users approach the catalogue with heading given by the cataloguer. The purpose of this canon is to make the catalogue user oriented rather making the cataloguing bulky and headings which are not approached by the readers. The chain procedure and class index entries will be helpful in deriving the subject headings of users approach.

4.4.3.5. Canon of context

The canon prescribes that the rules and provisions in the code of catalogue should be formulated in context of, cataloguing features of books in relation to the mode of book

.....

production and nature of the origination of libraries In relation to the quality of library service: availability of printed bibliographies and the rules and provision in the code of catalogue should change in the changing context. Ranganathan explained the concept in the following manner.

Mode of book production: In olden days when there is no printing press the documents are hand written by hand or engraved on the medium on which the information is recorded and size of the document is also varied. In this case the description it is necessary to give the medium of document is also to be recorded on the catalogue. After the invention of printing press the mode of book production is changed and accordingly the catalogue is also to be changed as per the context.

Nature of library organization: Similarly the library for closed access should have more information rather than an open access library.

4.4.3.6 Canon of Permanence

The canon prescribes that no entry of element particularly heading, should be changed but the rules of catalogue code, unless the concerned rules are themselves changed on the demand of canon of context. The canon says that the name etc. chosen as heading should not be changed unless the canon context makes it essential to change the rules under which the heading was rendered and chosen. For example if an author changes his name in the later works there is no need to change his name in the earlier works, both the names will be linked with cross reference entry.

4.4.3.7 Canon of Currency

This canon prescribes that the term used as heading in the class index entries should be in current usage among the non-specialist. The term current means which is in use at present. The purpose of this canon is to serve every reader with a subject under the heading best known among the majority users. The implication of this canon is the specialist knows the common name as well as technical name of the subject/ the non-specialist know only the common name and he does not know the technical name. Canon currency influences the class index entries and Subject entries.

4.4.3.8 Canon of consistency

This canon prescribes that rules of catalogue code must make provision to ensure that, all added entries of a document are in consistency of the main entry of the document and all entries of all documents maintain consistency in certain essential things such as choice, rendering and style of writing and other sections. The purpose of this canon is to maintain consistency and uniformity among various catalogue entries. This helps the users in saving time as they are familiar with entries as they are prepared uniformly.

4.4.3.9 Canon of recall value

The canon of recall value says that the name of the person, corporate body or its organ, title, document, series etc. only that word or group of words should be treated as entry elements which have highest recall value i.e. profanity of recall in the memory easily. Purpose of this canon is to put the heading under such key word or key word group which will be remembered better in their minds for the use of catalogue. For example name of a person or surname or fore name or family which is having highest recall value (e.g. Shakespeare, Milton, Gates etc.) there fore these should be used as entry element. In corporate authors also the same canon is to be applied and Ministry of education is to be rendered as Education, Ministry of-. The canon was

criticized for the fact that it is subjective and also because it is difficult in certain cases to decide which word is more recall value. This leads to choose different elements by different author.

4.5 Summing Up

Library is collection books and catalogue is the tool to let you know the collection of the library. In order to attain standardization and consistency and uniformity it is necessary follow a set rules in the preparation of catalogues. The cataloguing experts like **Anthoni Panizzi, C.A. Cutter, and C.C. Jwett** made significant efforts to wards the development of the cataloguing codes. In this lesson you have studied about the history and origin of major cataloguing codes, and also cataloguing revision movement and Ranganathan's normative principles. The main functions of a catalogue is to identify the reading material and the second function is to make accessible those identified books by various access points, like author, title, subject etc. The history of cataloguing was traces back to 700 B.C. Before the invention of printing press the catalogues were prepared on clay tablets, parchment and vellum. In those days the libraries are under the administrative control of monasteries and cathedrals and temples and places of worship. The historical development of catalogue has taken place in deferent medium and the structure of the catalogue and location of various fields are decided by cataloguing experts. The development of Anglo-American Cataloguing rules paved the way for the standardization and consistency in the catalogue the books. S.R.Ranganathan's Normative Principles gave a scientific touch to the cataloguing rules. Lubetzky's report laid down the foundation for the cataloguing revision movement in the International Standardization of cataloguing rules. International conference on cataloguing held at Paris in 1961 gave a momentum in the frame work of International Standard Bibliographic Description. Finally AaCR2, AACR2R (1988) and AACR2 (1998) revised edition helped in incorporating latest trends in cataloguing the computer out put catalogues. The AACR2 (1998) revised edition is available in electronic form also.

4.6 Self Assessment Questions

1. Describe about major cataloguing codes?
2. Give an account of catalogue revision movement?
3. Describe the developmental process of AACR2?
4. Explain About Normative principles propounded by Ranganathan ?
5. Write short notes on
 - a. International Conference on cataloguing principles?
 - b. Classified Catalogue Code?
 - c. Explain about the Rules for Dictionary Catalogue?

4.7 Further Reading

1. Anglo American Cataloguing Rules/ Edited by Michael Gorman and paul winkler 2nd ed. London: Library Association, 1988.
2. Bakewell, KB.G. A Manual of Cataloguing Practice. Oxford: Pergamon, 1972.
3. Chan, Lois Mai. Modern Cataloguing Theory and Practice. New York, McGraw-Hill book Company, 1985

.....

4. Cutter, Charles Ammi, Rules for Dictionary Catalogue, 4th ed. Washington: Government Printing Office, 1965
5. Girija Kumar and Krishna Kumar. Theory of Cataloguing, New Delhi: Vikas.1982.
6. Hunter Eric J AACr2: An introduction to the Second edition of cataloguing rules . London,: Clive Bindley, 1980.
7. Ranganathan, S.R. Classified Catalogue Code: with additional rules for dictionary catalogue code. 5th ed. New Delhi: Asia publishing house, 1965.
8. Sharma, C.D. Classified Catalogue Code in Theory and Practice, Delhi: Metropolitan Book Co. Private Limited, 1973
9. Sharma, Pandey S.K. Cataloguing Theory. Delhi. Ess Ess, 1986.
10. Tripathi, S.M. Modern Cataloguing Theory and Practice. Agra. Shivalal Agarwala.1969.

4.8 Glossary

Access Point	A unit of information under which a person may search in the library catalogue
Added Entry	A secondary entry which given to main entry for joint author, title, subject, series, collaborator etc.
Analytical Entry	An entry in the library catalogue given for a part of a work. These entries given for author, title and subject
Anonymous Entry	Unknown or uncertain authorship
Bibliographical Control	Mastery over written and published records i.e. effective access to sources of information through bibliographies, catalogues, databases, etc.
Collaborator	Person or corporate body associated with a work /or its author/authors in the secondary capacity like illustrator, translator, editor, engraver etc.
Corporate author	A group of persons or organizations formed together into a body and are responsible for the out come of document
Entry element	A word or group of words which appear in first place of the heading section.
Homonyms	An identical name for two or more persons or corporate bodies.
Main entry	A record which gives complete information about a document
Normative Principles	A set of specific rules developed by S.R. Ranganathan which are useful for drafting for catalogue code; interpretation and guidance of rules in cataloguing rules.
Pseudonym	False or fictitious name to conceal or obscure the identity of an author

* * *

LESSON –05**MAIN ENTRY AND ADDED ENTRIES****5.0 Aims and Objectives**

In the previous lesson you have understood about the meaning, purpose, definitions and functions of catalogue. In this lesson you will know about the procedure that are following in the preparation of catalogue entries, i.e. main entry and added entries. After studying this lesson you will know about

- Importance of an entry
- Description of Main entry and added entries
- Enunciates different areas of Main entry according to AACR2
- Describes the three levels of description according to AACR2
- Explain the purpose and structure of various kinds of entries.

Structure**5.1 Introduction****5.2 Entry****5.3 Main Entry****5.3.1 Parts of Main Entry according to ACR2****5.3.2 Parts of Main Entry according to CCC****5.3.3 Levels of Description according to AACR2****5.4 Added Entries****5.4.1 Definition of Added Entry****5.4.2 Purpose of Added Entry****5.5 Unit Card System****5.6 Types of Added Entries****5.7 Summing up****5.8 Self Assessment Questions****5.9 Further Reading****5.10 Glossary**

5.1 Introduction

In this lesson you will learn about main and added entries. Main entry is key entry which provides maximum information about a document. It contains number of elements like, author, title, place of publication, publisher, year, pages, size, illustrations, series, ISBN No. etc., all these elements cannot be displayed on the heading section of the main entry. But some users approach with other access points. So in order to meet the various approaches of readers added entries are provided. While preparing the main entry for a document the important elements in the document will be recorded in a structured sequence. So to attain uniformity, consistency and standardization the library catalogue code defines certain rules. Based on the rules only the main entry has to be prepared. There are two types of catalogues that are studied in this lesson. They are AACR2 (Anglo American Cataloguing rules 2nd edition and CCC (Classified Catalogue code). The concept of the unit card faded out the Concept of main entry because all the added entries carry the information that is available in the main entry.

Preparation of main entry will be based on the important elements of the document. The author which is prominently appearing on the title page will be taken into consideration of main authorship. Majority of the readers will approach the catalogue with chief author of the document. So if main entry is prepared with first mentioned author or the name of the author mentioned in the specific typography printing or italics then majority of the user requirement will be satisfied automatically.

The added entries are also important access points. Because some user will remember the author whom they know, whose name is familiar to them? Some times the name of the author is not readable by some readers being a foreign author for example to read the names of German, Russian, Japanese authors, then the users may remember the second author only.

Added entries are provided with the skeleton information. If any information is received other than the elements available in the added entry the users have to approach the main entry. Added entries are prepared for the following elements.

They are
Second and third authors,
Collaborators (editors, translators, illustrators compilers etc.,)
Series,
Subject,
Title,
Reference entries,
Analytical entries.

These entries facilitate the users to have access to documents by the authors, Contributors, series, title and subject of their choice.

Some times the authors may change their priority, for one edition the first author's name is written prominently on the top and in the next edition the second author name is written prominently on the top. This is generally an understanding or agreement between the authors. So it is necessary to provide added entry to the first author who is in the second place in the next edition. The added entries are additional keys to get access to various elements of the catalogue.

5.2 Entry

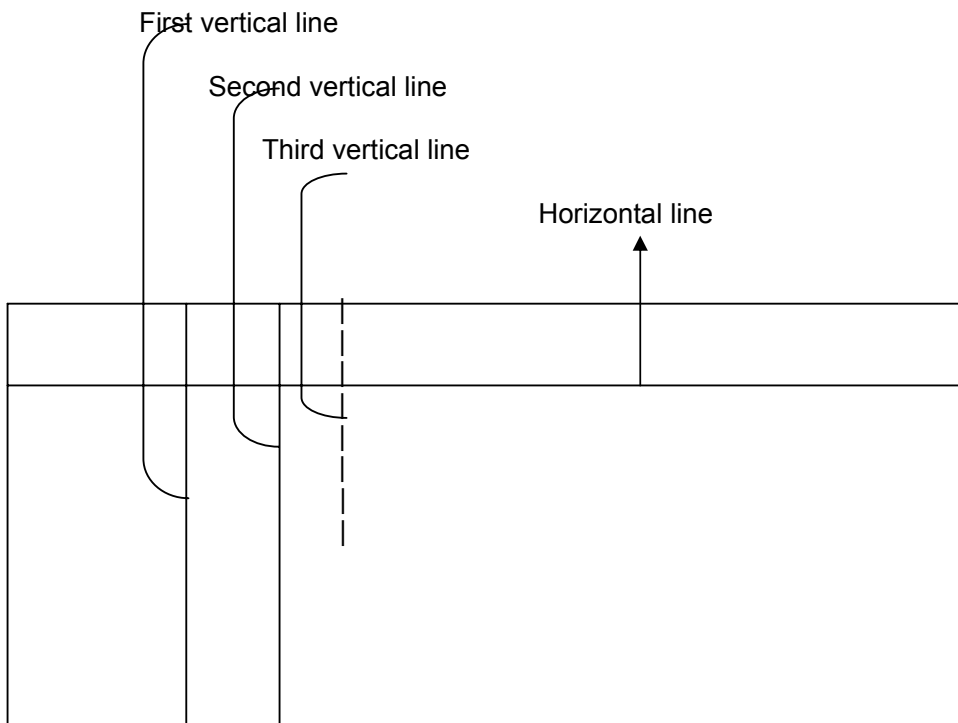
Meaning of an entry according Random house dictionary is “the fact of recording some thing in a book register etc.” According to the meaning given in AACR2 “ A record of an item in the catalogue like, name, word or phrase place at the beginning of a catalogue entry to provide access point. In the library context the meaning of the entry is the recording of information of a document on a book, register on card. Card catalogues are generally used for main entry cards, and added entry cards. For a library documents are received based on the financial resources of the Institutions, some times documents may be received on donation and gratis.

All the prominent elements in the documents are recorded in a well structured sequence on the entry. The entry plays an important role in identifying the document as it contains a lot of information about the document. The following example gives format of an entry.

Sample Card

Size 5 Inches/12.5 cms. Horizontal and 3 Inches/7.5 cms vertical

Standard catalogue format



Basic components of main entry

Call no.	Entry Heading
Acc. no	Title: subtitle/Author statement: other contributor's details. - edition statement. - imprint Collation. – (Series) Notes Tracings

Sample main entry

25.3 C15	Chan, Lois Mai.
6343	Cataloguing and Classification: An introduction/Lois Mai Chan. – New York: McGraw-Hill Book Company. 1985 xvi,437p.:ill;20 cm(McGraw-Hill Series in Library Education) ISBN 0-07-y66299-0 1.Cataloging 2. Classification I. Title

The card form of catalogue now transforming to COM(computer out put microform) and other microforms. This facilitates to save the space, time and energy of the library staff.

The users will approach the library with multiple access points. One reader wants to know whether a book is available, written by so and so author or a particular book is included in the collection or whether the library is having the book on a particular subject or services etc. So

in order to satisfy all the approaches it is necessary to provide multiple access points to the users and multiple entries are to be prepared for a document.

If required book information is traced in the catalogue the reader will feel happy. If he could able to locate the book from racks then there is a glow in his face, which indicates that he could able get the book required from the library.

5.3 Main Entry

Main entry contains maximum information about a document. Main entry is the basic entry and every document procured by a library will have the main entry. It is an important component of a cataloguing system.

AACR defines main entry as “The complete catalogue record of an item, presented in the form by which the entity is to be identified uniformly. S.R. Ranganathan described main entry in his classified catalogue code as “specific entry giving maximum information about the whole of a document and all other entries specific or general relating to the document, are normally derived from the main entry”.

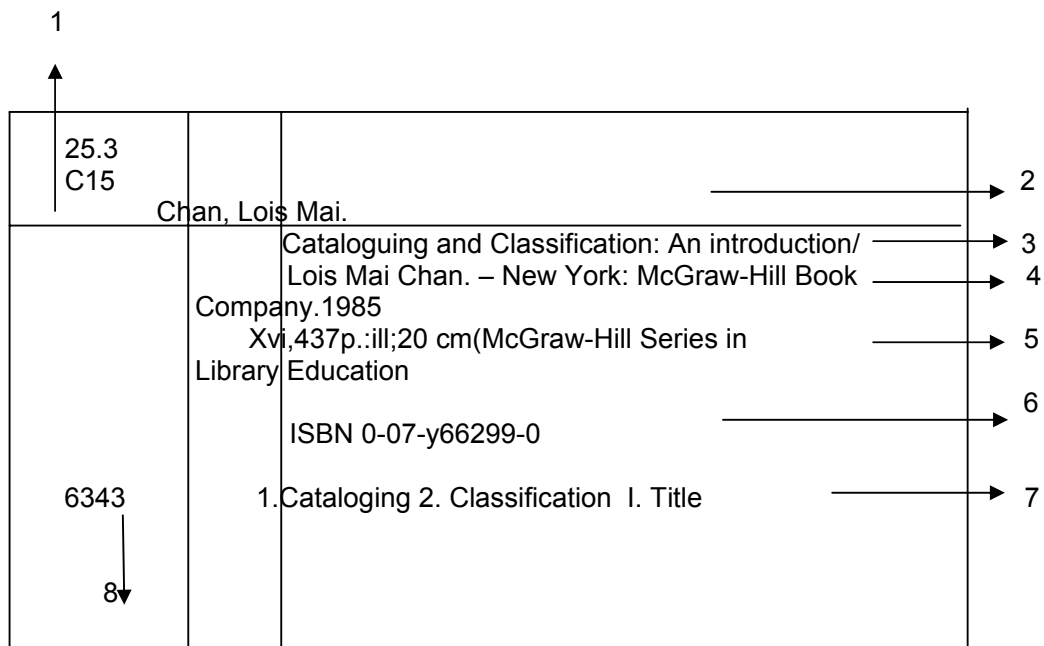
The main entry of a document contains maximum information about document. Main entry is a master record about a document. By looking into the main entry one can easily know what are added entries for a particular document is to be prepared. If a document is with drawn from the library the librarian will go to the main entry and find out what are added entries to be removed in addition to the main entry. If all the entries of a book which is weeded out is not withdrawn the catalogue will become bulky, some times leads to a lot of confusion, and the catalogue does not reflect the exact collection of the library. Cataloguing of document is an art or science of cataloguing. Standardization, uniformity and consistency can be acquired by following rules. We will study the rules formulated by two sets of codes they are:

01. AACR2 (Anglo American Cataloguing rules)
02. CCC (Classified catalogue code)

Choice of heading of a main entry is generally given to author, whose name is given in the first place a document. In fixing the principal responsibility of the author of a document the cataloguer has to note that this distribution of responsibility from person to person, or corporate body to corporate body. After fixing the chief responsibility for the thought content embodied in the document, the next step is rendering the name of the author. The idea behind rendering the cataloguer is to record that part of the author in the beginning of the heading section, for example “William Shakespeare” it will be rendered as Shakespeare, William. Again the entry element will depend on geographical, linguistic and cultural back ground of the author/s. Some authors may have hyphenated names in that case the names should render without separating them.

The bibliographical details of a document will be recorded according to the frame work given in ISBD (International Standard Bibliographical Description) defined by IFLA (International Federation Library Association and Institutions). JSCAACR (The joint Steering Committee on Anglo American cataloguing rules) adopted it.

5.3.1 Parts of main entry according to AACR2



- 1-Call No
- 2-Entry heading
- 3-Title and statement of responsibility area
- 4-Imprint area
- 5-Collation area
- 6-Standards Book Number
- 7-Tracings
- 8-Accession Number

The important components of main entry are:

- 01. Title and statement of responsibility
- 02. Edition area
- 03. Material type
- 04. Publications, distributions area
- 05. Physical description area
- 06. Note area
- 07. Series area
- 08. Standard Book number
- 09. Call number
- 10. Tracings
- 11. Accession number

The above mentioned divisions are discussed in detail here:

1. Title and statement of responsibility:

Title is an important component for every document. There may be a document with out an author, but it is not possible to have document without title. This component consists of the following points:

1. Title proper
2. General Material Designations(GMD)
3. Parallel title
4. Statement of responsibility

The punctuation marks in this component are a colon “:” is placed between title and Subtitle. An “=” equal sign is placed between original title and tile in other languages. After completion of the title and slash “/” is to be placed to demarcate the title area and statement of responsibility area. The general material designation is recording for broad subjects non book materials and micro form materials.

In the description of statement of responsibility the author/s name will be taken exactly how it is recorded on the title page of a document. The first author followed by a comma and second author, if there are two authors and if there are three authors first author followed by a comma “,” and connecting word “and” is added after second author. After description of the author part collaborator description is recorded on the main entry of a catalogue. This information is preceded a symbol “;” semicolon and if there are more than one collaborator the semicolon symbol is placed before each collaborator.

2. Edition Statement

The edition statement in the main entry indicates, how recent the document is published. Through the edition statement you can able to know how many editions are brought out previously. For some documents, revised and enlarged, thoroughly revised and enlarged editions etc. information will be provided in the catalogue. Generally the editions details are recorded by numbers like, 2nd, 3rd, 4th ed. etc. After recording the edition statement, the statement of responsibility of the edition is recorded.

3. Material Type

This type description is made for non book materials like, cartographic material, micro forms, music records, serial publications etc.

4. Publications distributions area

In this section place/s of publication, publisher/s, distributors, and date/s of publication are recorded. All the information pertaining to publication details is known as imprint.

5. Physical description area

The physical characteristics description of the document will be taken place here. The reader can know the characteristics like number of pages, illustrations and size of the book. If the book is with few pages he can study it by sitting some time in the library. If the book is having more number of pages then the reader can plan for borrowing the book and read it at his home leisurely. The size of the document will help the cataloguer in knowing in which location it is to be shelved. If it is an odd size or under size book then it is to be located separately.

6. Series Area

Series will be published on a particular subject or on a particular author. The series published will be numbered and the physical description of series is also done by the cataloguer. Series statement of responsibility and all information about the serial is recorded with in parenthesis. In the tracing part a mention may be made as “series” without giving any number.

7. Note Area

In this some important information about document is recorded. The information covered in main entry should not be repeated. The information recorded in this are should be brief and convey the purpose for which it is recorded.

8. Standard Book number

An International Standard Book Number (ISBN) will be given for document and International Serial Number will be given of serials (ISSN). These characters are arranged in an alpha numeric order. These digits represent place of publications, publisher's etc information. These characters numbers are very useful for cataloguer in library operations.

9. Tracing

Tracing is provided for the document in the bottom of the card. In the tracings the subject entries are recorded with Arabic numbers and other entries like, joint author, editor, illustrator, translator, title etc will be recorded with roman numbers. Series is recorded at the end of tracing. Generally series are recorded without any number. The title and series recorded with the words ‘title’, ‘series’.

10. Call number

It is useful in identifying the location of the document. Call number consists of class number and book number and collection number. Class is the representation of the subject in the form of artificial language of ordinal numbers. Book number is given to the author according to the cutter author table. The information about the call number is recorded on the top of the left hand side of the catalogue card.

11. Accession Number

This is a serial number given to the documents that are procured by the library. This is a unique number and this also an individualizing element of the document. This number is recorded on the bottom of main entry card and on the left side

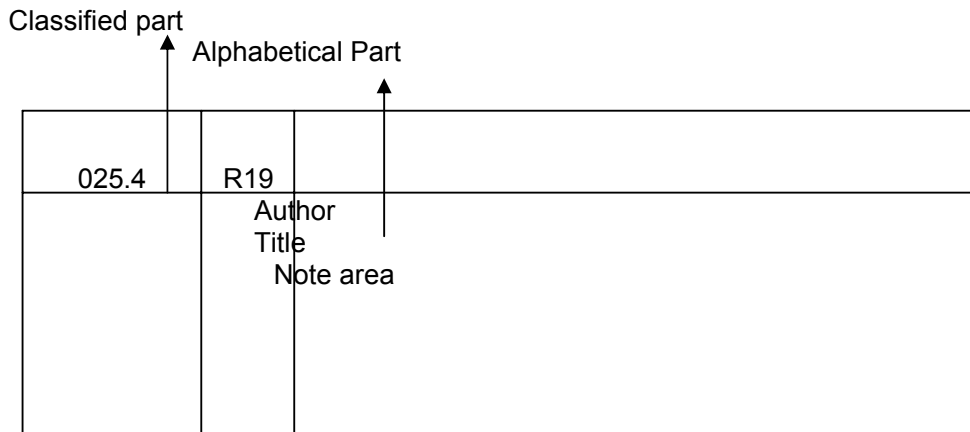
Sample main entry according to AACR2

51.24090 T39:74	Trembley, Jean-paul.
49616	Discrete Mathematical structures with application to Computer Science/Jean-paul Trembley and R .Manohar- New Delhi: Tata McGraw-Hill Publishing Company Limited,2002. ix,658p.:ill; 24 cm. - McGraw-Hill Computer Science series) ISBN 0-07-065142-6 1. Mathematics. 2. Electronic data processing I.Manchar, R. II.Title. III.Series

5.3.2 Parts of main entry in classified catalogue code (CCC)

CCC is having mainly two sections. They are

1. Classified part
2. Alphabetical part



Classified part is also known as number entry and alphabetical part is known as word entry. These two entries are complimentary to each other. CCC is having the following parts / sections. They are:

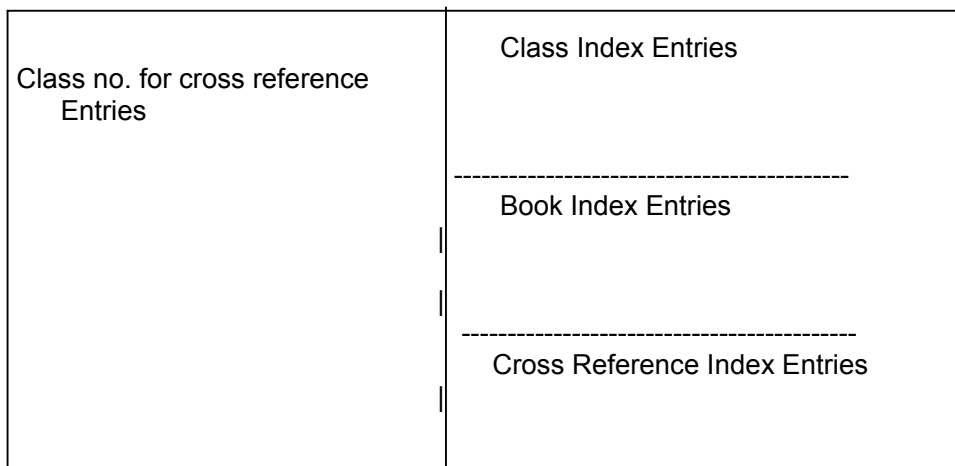
1. Leading section
2. Heading section
3. Title section
4. Note Section
5. Accession number
6. Tracing section

The details recorded in the main entry of CCC are author, title, subject, collaborator, edition, series, notes and tracings. Imprint (place, publisher, year of publication are) not treated as an important component of the main entry. So S.R.Ranganathan omitted that information from the main entry. Similarly collation (pages, illustrations, size etc) information is also omitted. In an open access library the reader may not search for such information so the collation part is omitted.

Classified Catalogue Code

Leading Section		Heading Section Title Section Note Section
Acc.no		

Structure of tracings



The first section of the main entry in CCC is leading section. This section contain the call number of the document call number consists of class number. This represents the subject of the document and year of publication of the document and any other attributes if necessary. The call no. is recorded on the recto side of the title page with pencil, and books in library are arranged according to the call number.

Second section is heading section contains statement of responsibility. This includes:

- i. Single personal author
- ii. Joint personal author
- iii. Corporate author
- iv. Joint corporate author
- v. Pseudonyms
- vi. Collaborators
- vii. Joint collaborators
- viii. Title in some case
- ix. Joint personal and corporate author

Third section is title section. This section consists of three divisions they are:

- i. Title proper
- ii. Sub title and alternative title
- iii. Edition statement and collaborators statement

Fourth section is note section, this section contains Information about:

- i. Series note
- ii. Multiple series note
- iii. Change of title
- iv. Associated book note
- v. Extract note and
- vi. Extractions note

Series statement will be recorded with in parenthesis along with series number.

Next section is Accession number a continues serial number issued to the documents that are received by the library. This is the unique number for each document. This number is recorded from the first vertical line from the bottom of the main entry card.

The sixth section of the main entry is tracings. This is the last section of the main entry. Tracings are provided on the back side of the card; this information is not required by the readers so it is recorded on the backside of the card. Back side of the card is divided into two vertical imaginary parts; this partition is an imaginary partition. On the left hand side class numbers of the cross reference entries are recorded. The right half is again divided in to three imaginary parts horizontally.

In the first horizontal partition headings of class index entries, which derived through chain indexing, are recorded and these entries are subject added entries in CCC, middle division is recorded with headings of book index entries. In the last division information is recorded about the cross reference index entries.

5.3.3 Levels of description in the main according AACR2

AACR2 prescribes three levels of descriptions they are:

1. First level
2. Second level
3. Third level

In the first level description some elements which are not Required for small libraries are omitted in AACR2.

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.

Example for these type libraries are 1. School libraries 2. Public libraries 3. Small college library.

In the second level the information provided in the catalogue contains detailed information required for majority of the libraries.

Title proper (GMD)=parallel title : other title information/first statement of responsibility ; each subsequent statement of responsibility. _ Edition statement/first statement of responsibility relating to 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 series : numbering with in the series. Title of sub series, ISSN of sub series: numbering with in sub series). _ Note/s. _ standard number.

Third level description includes all the details that are prescribed in AACR2.

5.4 Added Entries

Added entries are additional entries provided for main entry. They are supplement to main entry. They do not contain the entire information given in the main entry. Added entries contain call number, author, title edition, publication details etc. In case of preparing added entries manually (hand written or typed) minimum information will be provided. But in case of unit card and computer out put form, the added entries prepared by typing entry heading on the top of the duplicate main entry card. This saves time of the cataloguer.

5.4.1 Definition of added entry

According to AACR2 an added entry is “an additional entry to the main entry by which an item is represented in a catalogue; a secondary entry” according to CCC the definition given by Ranganathan is “an entry other than main entry is added entry” And according to ICCP “an entry which will give partial or full information about a particular bibliographic unit, other than the main entry”.

5.4.2 Purpose of added entry

The purpose of the main entry is to satisfy the various approaches of the readers. According to cutter the purpose of catalogue is to trace the book if the author, title or subject is known, and according to Ranganathan’s five laws of library science, ever book its reader, ever reader his/her book, save the time of reader and staff. The catalogue has to decide how much number of added entries is provided to satisfy the maximum extent reader approach.

5.5 Unit card system

The meaning of unit card system is using the same main card for all the added entries also. This is possible by producing main card and into duplicate cards as many as required. This duplication may be done by mechanical or automatic process or devices by which main card is prepared there is no need to prepare added entries, and added entries are prepared by typing or writing heading of the specific added entry on the heading section of the main entry from the second indent on words.

This saves a lot of time of the cataloguer, but printing of too many main entry cards involves in the cost. So if a catalogue card is prepared manually then it not is economical to prepare added entries. If the catalogue cards are supplied by the publisher then it is economical to go for unit card system.

5.6 Types of added entries

Added entries are prepared keeping in view of readers approach and also availability of bibliographical details in the document. Main entry contains full information about the document and added entries contain only skeleton information and if necessary the reader will consult the main entry. We will come across the following types of added entries.

1. Joint author added entry
2. Collaborator added entry
3. Series added entry
4. Subject added entry

5. Title added entry
6. Reference added entry
7. Analytical added entry

1. Joint author added entry

When two or three authors shared the responsibility of the authorship, AACR2 prescribes the rules to provide added entries to second author and third authors. If there are two authors the statement of responsibility will be written as first author and second author, If there are three authors the first author followed by a comma,” second author followed by ‘and’ third author.

According to CCC Joint author entry is prepared, if there are two author, and if there are more than two authors, the heading section may be written as “entry element in capital letters and secondary element with in parenthesis followed by “and others.”

Examples : “Radhakrishnan (Sarvepalli) () and others

Samples are created according to AACR2

AACR2 Main Entry

B6:7 N78	Busemann, Herbert	
6254	Projective geometry/Herburt Busemann, Paul Kelly and John Philip; edited by Michael Fraser. – 2 nd ed. - London Macmillan, 1978 507p:ill;21 cm(Macmillan Geography series) Geometrical dimensions/David Edward p.115-208	1. Geometry, Projective. I. Kelly, Paul. II. Philip John. III. Fraser, Michael. IV. Title. V. Series

Main entry in CCC

	B6:7	N78
	BUSEMANN(Herbert) and others Projective Geometry.Ed.2.Edited by Michael Fraser. (Macmilan Geography Series)	6254
Tracings (two authors) according to CCC		

Geography

BUSEMANN(Herbert) and
KELLY(Paul)
KELLY(Paul) and BUSEMANN
(Herbert)

Tracings (Three authors) according to CCC

Geography

BUSEMAN(Herbet) and others

Joint author (second) according to AACR2

B6:7 N78	Kelly, Paul Busemann, Herbert	
6255	Projective geometry/Herbert Busemann, Paul Kelly and John Philip; edited by Michael Fraser. – 2 nd ed. - London Macmillan, 1978 507p:ill;21 cm(Macmillan Geography series) Geometrical dimensions/David Edward p.115-208 1. Geometry, Projective. I. Kelly, Paul. II. Philip John. III. Fraser, Michael. IV. Title. V. Series	

Joint added entry (two authors) according to CCC

B6:7 N78	BUSEMANN(Herbert) and KELLY(Paul)	
	Projective geometry.Ed2.Eduited by Michael Fraser	B6:7 N78

Joint author added entry according to AACR2

B6:7 N78	Philip, John Busemann, Herbert	
6256	Projective geometry/Herburt Busemann, Paul Kelly and John Philip; edited by Michael Fraser. – 2 nd ed. - London Macmillan, 1978 507p:ill;21 cm(Macmillan Geography series) Geometrical dimensions/David Edward p.115-208 1. Geometry, Projective. I. Kelly, Paul. II. Philip John. III. Fraser, Michael. IV. Title. V. Series	

Joint author entry three authors according to CCC

B6:7 N78	BUSEMANN(Herbert) and others	
	Fraser	Projective geometry.Ed2.Eduited by Michael B6:7 N78

2. Collaborator added entry

AACR2 provided collaborator added entry, when ever a collaborator is also involved for the out come of document.

In CCC collaborator added entry provided as per the information in the document.

Collaborator added entry AACR2

B6:7 N78	Fraser, Michael Busemann, Herbert	
6257	Projective geometry/Herburt Busemann, Paul Kelly and John Philip; edited by Michael Fraser. – 2 nd ed. - London Macmillan, 1978 507p:ill;21 cm(Macmillan Geography series) Geometrical dimensions/David Edward p.115-208 1. Geometry, Projective. I. Kelly, Paul. II. Philip John. III. Fraser, Michael. IV. Title. V. Series	

Collaborator added entry according to CCC

	FRASER(Michael)	
	Projective Geometry	B6:7 N78

4. Subject added entry:

According to AACR2 subject added entry prepared based on the subject heading selected from sears list of subject headings or library of congress subject headings. According to CCC subject added entries are provided as per the subject headings derived from chain indexing procedure under class index entries.

Subject added entry according to AACR2

B6:7 N78	GEOMETRY, PROJECTIVE Busemann, Herbert
6259	Projective geometry/Herburt Busemann, Paul Kelly and John Philip; edited by Michael Fraser. – 2 nd ed. - London Macmillan, 1978 507p:ill;21 cm(Macmillan Geography series) Geometrical dimensions/David Edward p.115-208 1. Geometry, Projective. I. Kelly, Paul. II. Philip John. III. Fraser, Michael. IV. Title. V. Series

Subject added entry according to CCC

	GEOMETRY
	For documents in this Class and its Subdivisions See the Classified Part of the Catalogue under Class Number B6

6. Reference entries:

In AACR2 reference entries are two types, they are:

“see” reference entries

“see also” reference entries

The see reference entries are provided for pseudonyms, synonyms and variations in spelling etc. See also reference entries are provided to direct the user from one heading to other related headings.

According to CCC these entries are known as cross reference index entries. They are the following types:

1. Pseudonym real name entry
2. Variant -form -of-word entry
3. Alternative name entry
4. Editor-to-series entry; and
5. Basic Generic name entry

Examples:

See Reference entry

Pseudonymous author

	Picas	
		See Herbert, Busemann

See Reference entry

Variant form entry

	Herbert, Busemann	
		See Herbert, Busemann

See reference entry Synonyms

	Shapes	
		See Geometry

See also reference entry

	HEAT	
		See also THERMODYNAMICS

According to CCC these entries are known as cross reference index entries. They are the following types:

1. Pseudonym real name entry
2. Variant -form -of-word entry
3. Alternative name entry
4. Editor-to-series entry; and
5. Basic Generic name entry

1. Pseudonym real name entry

KARUNASRI

See

JANDHYALA PAPAYYA SASTRY

2. Variant -form -of-word entry

BENARJEE

See also

BENERJEE

BENEERJEE

BENERJI

3. Alternative name entry

APPAJI

See

THIMMA RUSU

4. Editor-to-series entry

SEKHER (F.G) Ed.

See

MECHANICAL ENGINEERING SERIES

5. Basic Generic-Name entry

UNIVERSITY

See also

ANDHRA UNIVERSITY

BANARUS HINDU UNIVERSITY

7. Analytical Entries:

According to AACR2 an analytical entry will be given to the part of an item in the main entry that is prepared for a document. The entries are prepared for parts of a document, and will help the reader to identify the specific part of the document which covers important information, other wise the part may not come to the notice of the reader.

Main entry

E N70	Contributions to chemistry : a memorial volume to Robert Smith/ edited by R. Gallimore and C. Jordan. – New York : Interscience, 1970. V, 425 P.; 26 cm, Partial contents: Modern Physical Chemistry, p. 287-340/ By J.W. Boggs.
72654	1. Chemistry-Addresses and essays. 2. Chemistry Physical and theoretical. I. Smith, Robert. II. Gallimore, R. III. Jordan, C. IV. Boggs, J.W. V. Title : Modern Physical chemistry

Author analytical entry

E N70	Boggs, J.W	
		Modern Physical Chemistry, p. 287-340 In: Gallimore, R. ed. Contributions to chemistry : a memorial volume to Robert Smith/ edited by R. Gallimore and C. Jordan. – New York : Interscience, 1970.

Title analytical entry

E N70	Modern Physical Chemistry, p. 287-340	
	Boggs, J.W.	In: Gallimore, R. ed. Contributions to chemistry : a memorial volume to Robert Smith/ edited by R. Gallimore and C. Jordan. – New York : Interscience, 1970.

Analytical entries in CCC are given on the analysis of document, which comprises of more than one contribution. These may be provided under Author, Title and Collaborator(s) of the each of the constituent contributions of a document.

1. Author Analytical entry
2. Title Analytical entry

1. Author Analytical entry

CLARK(Loyal).
Cost Estimates p.121-216
Forming part of
X8(F):8K
Chelton. Cost engineering in process Industry

2. Title Analytical entry

Cost Estimates p.121-216
By CLARK(Loyal).
Forming part of
X8(F):8K
Chelton. Cost engineering in process Industry

5.7 Summing Up

Main entry will describe the entire bibliographic information about the document. It is one the component of the catalogue and it serves two purposes one is to disclose the collection of the library and second is to meet the satisfy the various approaches of the readers. For each document two types entries are prepared one is main entry and other type is added entries. Main entry contains maximum information and added entry entries contain minimum required information and provide other access points which are not available in the main entry.

While preparing the catalogue cards uniformity and consistency is to be followed to attain standardization. AACR has given eight sections to furnish the document information where as CCC has prescribed six sections for the same.

Added entries are additional entries provided to the main entry. These entries will meet the requirement of the readers. In the case of unit card system the added entries are duplicate entries to the main entry with an additional added entry heading on the top of the main entry.

5.8 Self Assessment Questions

1. What is an entry and describe the various components of an entry ?
2. What is a main entry and describe the various parts of the main entry in AACR2 and CCC?
3. What is an added entry and describe various types added entries according to AAACR2 and CCC?
4. Write short notes on
 - a) 1.Unit card system
 - b) Reference entries
 - c) Analytical entries

5.9 Further Reading

1. Anglo American Cataloguing rules, second edition. Chicago: American Library Association 1985.
2. Chan, Lois Mai. Cataloguing and classification: an introduction, New York: McGraw-Hill Book Company, 1985.
3. Girija kumar and Krishan kumar. Theory of cataloguing, 4th ed. New Delhi: Vikas publishing house, 1982.
4. Ranganathan, S.R. Classified catalogue code with additional rules for dictionary catalogue. 5th ed. New Delhi: Asia publishing house, 1965.
5. Sharma pandey S.K. Cataloguing theory, New Delhi: Ess Ess Publications, 1986.
6. Tripathi, S.M. Modern Cataloguing Theory and Practice, Agra: Shiv Lal Agarwala @ company, 1982

5.10 Glossary

Analytical entry	:	An entry for part of an item for which a Comprehensive entry has been made
Cartographic	:	Any material presenting in whole or in part, the Material earth or any celestial body at any scale includes two Dimensional maps or plans, aeronautical chart, navigational and celestial charts; globes; block diagrams; sections aerial and satellite, and space photographs: atlases; birds eye views etc
Entry:	:	A record of an item in a catalogue
Indention	:	A vertical line on the catalogue card
Joint author	:	A person who joins with other person/s in the outcome of the document
Parallel title	:	Title proper in any other language or script
Reference	:	A direction from one entry heading to another heading
Secondary entry	:	Added entry
See also Reference	:	A cross reference in a library catalogue, index or reference work directing the user to heading under which related information can be found on given subject
See Reference	:	A cross reference in a library catalogue, index or reference work directing the user for synonym to the given heading or descriptor for a given name place or subject.

Tracing	A record of the headings under which an item is represented in the catalogue
Unit card	Main entry card are duplicated by mechanical or automatic device and headings of added entries are typed on the top of the main entry

UNIT – II**CHOICE & RENDERING OF HEADINGS****LESSON – 01****PERSONAL NAMES****1.0 Aims and Objectives**

In this lesson you will study about personal author his role in the preparation of a the book, rendering authors name. On completion of this lesson you will be able to:

- describe the concept of personal author
- explain the functions of author catalogue
- distinguish the various parts in the author heading
- assimilate the skills to choose and render the heading for personal author
- to get an insight into the various forms of names in western and Indic names and
- how to use as heading in author entries.

Structure**1.1 Introduction****1.2 Choice of heading****1.2.1 Choice of Name****1.2.2 Entry element****1.2.2.1 Order of elements****1.2.2.2 Entry under surname****1.2.2.3 Compound Surname****1.2.2.4 Surname with prefixes****1.2.2.5 Entry under title of nobility****1.2.2.6 Entry under initials letters or numbers****1.2.2.7 Entry under phrase****1.2.3 Additions to names****1.2.3.1 British titles of honour****1.2.3.2 Society****1.2.3.3 Royalty****1.2.3.4 Popes****1.2.3.5 Bishops**

1.3 Indic names**1.3.1 Easily Indic names****1.3.2 Modern Indic names****1.3.3 Kannada, Malayalam, Tamil and Telugu names****1.3.4 Sikh name****1.3.5 Religious names****1.4 Muslim names****1.5 Summing up****1.6 Self Assessment Questions****1.7 Further Reading****1.8 Glossary****1.1 Introduction**

Attribution of personal author ship to a document will be decided by the cataloguer based on the information, given on the title page and over flow pages. The person/s responsible for the intellectual, artistic, thought content embodied in a document are considered as personal authors. It is a brain child, or out put of the author after churning in his mind about his ideas, plans, intellectual endeavor on a particular subject or topic. There is another category of authorship that is corporate authorship. Here a group of persons formed together into a group; they associate themselves a particular cause will be responsible for the out come of document.

According to AACR2 personal author defined as “The person chiefly responsible for the creation of intellectual or artistic content of a work” The CCC defined personal author as “person as author the responsibility for the thought and expression constituting the work resting solely on his private capacity of any office being held by him with in a corporate body, nor on the capacity of that body”.

Some times more than one author will share the responsibility of authorship. Maximum three authors are shared according to AACR2 and two authors according to CCC. If there are two authors are responsible for thought content of a document the first author's name mentioned in bold will be given as author heading. In some cases there will be an agreement between the two authors, i.e. for one edition or print the one author name given on the top in title page after title of the document, in the second edition / print the second author's name will be written on the top, if the both the authors are equally responsible for the thought content of the document.

In addition to author some more persons responsible for the preparation of document they are editors, translators, illustrators, commentators etc. So the cataloguer has to prepare added entries to the persons who contributed their service for the out come of the document.

If a document is written by more than three authors, AACR2 prescribed a rule to provide main entry for title and author entry for the first mentioned author CCC prescribed to write first “author and others.”

1.2 Choice of Heading

After going through the title page and over flow pages, now it is the responsibility of the cataloguer to identify the name of the author and rendering the name of the author. Some authors are familiar by surnames, honorific and other names. Authors are familiar with particular part of the name. So it is the responsibility of the cataloguer to identify that part is the author's name which is popularly known to the readers.

AACR2 prescribed rules for selecting heading for author in chapter-21 and CCC in part-G. These rules are covered for single author, joint authors and also collaborators for selecting in preparing added entries.

1.2.1 Choice of Name

Selection of author name of creates problems to cataloguers due to inconsistency in the names. Some authors may be familiar with surnames, some authors familiar with fore names and some authors are familiar other names than their real name. Some times the author may change their name especially in the case of married women.

AACR2 prescribed rules, (22.1) for selecting the heading of an author. It devotes that the part of the name or name which is familiar to the reader may be selected as heading. These names may be person's real names, pseudonyms, title of nobility, nick name, initials or other appellation.

Examples:

Choice of Heading	Form of Heading
John Henry Smith,	Smith, John Henry
Sarvepalli Radhakrishnan	Radhakrishnan, Sarvepalli

1.2.2 Entry Element

The name of the author will be recorded on the title page of the document. After selecting the name of author, among other authors who contributed for the intellectual artistic thought content of the document, the next step to be followed is the part of the name which is to be entered in the beginning. Generally authors name may consist of more than one element, so out of the number elements present in the name of the author, the job of the cataloguer is to identify the element which is familiar to the readers may be taken as first element to be entered. The first element in the name of the author is know as "Entry Element" Again the entry element of author is depend surnames, family names, AACR2 prescribed certain rules (22.1-22.4) for selecting the entry element. It is mentioned in the code that "If a persons name consists of the several parts, select that part of the name as entry element of the name under which the person would normally listed in authoritative alphabetic lists in his or her language or country.

After selecting the entry element the remaining part is called "secondary element". Entry element occupies the first place in heading section of the entry author and secondary element occupies the second place.

In CCC entry element will be entered in capital letters and secondary element with in parenthesis.

1.2.2.1 Order of Elements

If the entry element is first element of author name enter under name directly.

Examples:

Krishna Chandra
Prem Chand

There is no need to put a comma ' , ' between Krishna and chandra

Example:

Original Name	Rendered Name
Chiang Kai-Shek	Chiang, Kai-sek

If the entry element is not first element of the name, enter that element in the name which is familiar to the readers, as entry element and separate it with a comma ' , ' from the secondary element.

Example:

Original Name	Rendered Name
Manohar Malgonkar	Malgonkar, Manohar
William Butter Yeats	Yeats, William Butter

If the entry is the proper name in a title of nobility, follow it by personal name directly, denote the rank and separate it by a comma (Rule 22.4B4 and 22.6)

Omelford, Thomas Pitta, *Baron*
Caradon, Hug Foot, *Baron*

1.2.2.2 Entry element under surname

Surnames are common in all European languages. However there are surnames with prefixes and compound surnames with or without hyphen. Surnames with place names, title of nobility and terms of honour. There are also names of royalty pope and other ecclesiastical officials. AACR2 prescribed rules (22.5A, 22.6, 22.17, 22.2B) for rendering entry element.

Original Name	Rendered Name
W.Somerset Maugham	Maugham, W.Somerset
Logan Peersall Smith	Smith, Logan Peersall

1.2.2.3 Compound Surname

There are compound surnames with or without hyphen; they are entered under the first element of compound surname.

Original Name	Rendered Name
Mark Bonham Carter	Bonham Carter, Mark
Henry Smith-Dorrien	Smith-Dorrien, Henry

In CCC Ranganathan prescribed the HC-1 rules for compound surnames. The compound surnames with conjunction or without conjunction word.

Examples:

Original Name	Rendered Name
Arthur Thomes Quiller-Couch	QUILLER-COUCH (Arthur Thomas)
Giegio Levi Della Vida	DELLA VIDA (Giegio Levi)

1.2.2.4 Surnames with prefixes

There are surnames with separately written prefixes such as De, Le, Du and De la. All such names are entered under the prefix.

Original Name	Rendered Name
Thomas De Quincy	to De Quincy, Thomas
John Le Carre	to Le Carre, John
Daphne Du Maurier	to Du Maurier, Daphne
Walter De la Mare	to De la Mare, Walter

Rule 22.5D1 of AACR2 prescribes that "If a surname includes an article or preposition or combination of the two enter under the element most commonly used as entry element in listing in the persons' language or country of residence. If a person had used two or more languages, enter the name according to the language of most of that person's works familiar. In case of doubt, follow the rules for English, if English is one of the language. otherwise, if the person is known to have changed his or her country of residence follow the rules for language of the adopted country. As a last resort, follow the rules for the language of the name".

Surname including an article or preposition or combination of the two are entered according to following practices.

Afrikans (Dutch of South Africa): Under the prefix
Van der Post, Christian Women Hendrik

Czech and Slovak: Under the part following the prefix
Zerotina, Karel Z

Dutch: Under the part following the prefix unless the prefix is ver
Aa Pieter van der
Driessche, Albert, van
Ver Bovan, Daisy

French: Under the prefix consisting of an article or of a contraction (du, des)
Le Rouge, Gustac
La Bruyere, Rene
Du Bellay, Joachim
Des Granges, Charles-Marc

Otherwise under the part following the preposition (d', de)
Aubigne Theodore Agrippa d'
Musset, Alfred de

La Fontaine, Jean de.

German: Same as in French (under an article, but not under a preposition)

Am Rhyn, August

Zur Linde, Otto

Goethe, Johann Wolfgang Von

Italian: under the prefix

A prato, Giovanni

D' Arienzo, Nicola

Portuguese: under the part following the prefix

Fonseca, Martinho Augusto, da

Rego, Jose Lins do

Scandinavian Languages (Danish, Norwegian, Swedish): under part of the name following the prefix.

Hallstrom, Gunnar Johannes af

Linne, Carl von (of German origin)

Under the prefix, if the prefix is the Dutch de or of another origin

De Geer, Gerard (Dutch de)

La Cour, Jens Lassen (of French origin)

Spanish: If the prefix consists of an article only, enter under that prefix

Las Heras, Manuel Antonio

Otherwise enter under the part following the prefix

Figueroa, Francisco de

Casas, Bartolome – de las

English: Enter under the prefix

Example: D' Anverse, Knightly

De la Mare, Walter; Le Gallienna, Richard

Romanian: Enter under the prefix unless it is 'de', In that case, enter under the part of the name following the prefix.

Example: A Mariei, Vasile

Pus, Cariu, Emil de

Other Prefixes: If the prefix is not an article, or preposition, or combination of the two enter under the prefix.

Example: Ap Rhys Price, Henry Edward

Mac Donald, William

Fitz Gerald, David

1.2.2.5 Entry under title of Nobility

Some authors using their title of nobility in their names, like, Viscount, Barron etc. Another common form of nobility is conferring knighthood or bestowing title 'Sir' like Sir Arthur Conan Doyle, Sir Walter Scot, and so on.

AACR2 (22.6) prescribes that 'Enter under the proper name in a title of nobility (including courtesy titles) if the person is commonly known by that title. Apply this rule to those persons who (1) use their titles rather than their surname in their works or (2) are listed under their titles in reference sources. Follow the proper name in the title by the personal name (excluding unused forenames) in direct order and the term of rank in the vernacular. Omit the surname and term of rank if the person does not use a term of rank or a substitute for it.

Example:

Byron, George Gordon, *Baron*
Nairne, Carolina, Nairne *Baroness*
Bolingbroke, Henry St. John, *Viscount*
Norwich, John Julius

Royalty: (all Western names): Add a phrase consisting of the title and the name of the state or people governed by the name of a monarch.

John, *King of England* (state)
Clovis, *King of the Franks* (people)

If the name of a ruler has a roman numeral associated with it, add the numeral after the appropriate name.

Alfonso XIII, *King of Spain*
Elizabeth II, *Queen of the United Kingdom*
Gustaf III, *King of Sweden*
Victor Emmanuel II, *King of Italy*

If the name includes the name of a dynasty or a surname, enter the whole name in direct order.

John II Comnenus, *Emperor of the East*
Louis Bonaparte, *King of Holland*

Popes: Add to a name identifying a pope, the designation Pope.

Pius XII, Pope
John, XXIII Pope

Bishops: Add the official title to a given name:

Joannes, Bishop of Ephesus
John Abbot of Ford

1.2.2.6 Entry under initials, letters, or numbers

AACR2 prescribes to enter a name consisting of initials, or separate letters or numerals, or consisting primarily of initials, under those initials, letters, or numerals in direct order. Include any typographic devices that follow the letters. Include any words or phrases associated with the initials, letters, or numerals. In the case of initials or letters, make a name title reference from an inverted form beginning with the last letter for each item catalogued. Make a reference from any phrase associated with the initials required. In the case of numerals, make a name-title reference from the numerals as words for each item catalogued. Eg.,

H.D.
x D,H.
A.de O
x O., A.de

Indiscretions of Dr. Carstairs

110908
x One Hundred and Ten Thousand, Nine Hundred and Eight

1.2.2.7 Entry under phrase

The rule states to 'enter in direct order a name that consists of a phrase or other appellation that does not contain a real name (whether) used by the person or assigned by scholars, reference works. etc. As required refer from variant forms (including other language forms)' e.g.

Dr. X

x X, Dr.

Father Time

Mr. Fixit

Pan Painter

Maitre de Mouline
X Master of Mouline

Other, A.N.
x A.N. Other

River (Writer)

Taj Mahal (Musician)

Fannie, Cousin
X Cousin Fannie

Pseudo-Brutus

See also Brutus, Marcus Junius

Brutus, Marcus Junius

For the Greek letter erroneously attributed to this person

See Pseudo-Brutus

Physician

Memoir of Bowman Henry.../by a physician

Author of Early impressions

The unveiled heart a simple story / by the author of Early impressions
X early impressions, Author of

1.2.3 Additions to names

AACR2(22.12) specifies that 'add to the name of a nobleman or noblewoman, not entered under title of nobility in the vernacular if the title or part of the title or a 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' e.g.

Bismark, Otto, Furst von

Nagy Pal *felsobuki*

Sevigne, Marie Rabutin-Chantal, *marquise de*

Cambell, Patrick (Title Baron Glenavy not used in his works)

1.2.3.1 British Titles of Honour

AACR2(22.12B) mentions to "add the British title of honour Sir, Dame, Lord and Lady if the term commonly appear with the name in works by the person or in reference sources. In case of doubt, add the term of honour.

Add the term at the end of the name if the person is entered under given name or if the person is the wife of a 'baronet' or 'knight' (unless she is also the daughter of a duke, duchess, marquess, marchioness, earl, or countess).

Add the term before the forenames if the person is a baronet or knight, a dame of the order of the British Empire (D.B.E) or the Royal Victorian Order (D.R.V.O) a younger son of a duke, duchess, marquess, or marchioness, or a daughter of a duke, duchess, marquess, marchioness, earl, or countess.

Eg.

Landseer, *Sir* Edwin (Knight)

Greaves, *Lady* Rosamund (Daughter of a countess)

AACR2 (22.12B) rule British titles of honour, Sir, Dame and Lady, are added, if they commonly appear with the name of authors in their works.

Sir John Suckling	to	Suckling, <i>Sir</i> John
Dame Rebecca West	to	West, <i>Dame</i> Rebecca

Note: these titles of honour precede the forename

The case of the honorific Lady is a title complicated. If the person happens to be the wife of a knight, the honorific is added at the end of the name.

Geogory, Augusta, *Lady*

In case she is the daughter of an earl, it is added before her forename.

Stanhope, *Lady*, Hester

If the territorial designation (place) is an integral part of the title, include it.

Russell of Liverpool, Edward Frederick Langley Russell, Baron, (territorial designation + full name in direct order + term).

1.2.3.2 Saints

The rule 22.13 states that 'add the word Saint after the name of a Christian saint, unless the person was a pope empress, king, or queen' e.g.

Alban, *Saint*

John, *Climacus, Saint*

More, *Sir Thomas, Saint*

Arundel, Philip Howard, Earl of *Saint*

Augustine, Saint, *Archbishop of Canterbury*

1.2.3.3 Royalty

Under the rule 22.17A it is specified that "add a phrase consisting of the title (in English if there is a satisfactory English equivalent) and the name of the state or people governed to the name of a monarch (emperor, empress, king, queen, ruling prince or princess or other hereditary ruler) e.g.

Hirohito, *Emperor of Japan*

John, *King of England*

Elizabeth II, *Queen of the United Kingdom*

Nicholas II, *Emperor of Russia*

Royalty (all Western names): Add a phrase consisting of the title and the name of the state or people governed by the name of a monarch.

John, *King of England* (state)

Clovis, *King of the Franks* (people)

If the name of a ruler has a roman numeral associated with it, add the numeral after the appropriate name.

Alfonso XIII, *King of Spain*

Elizabeth II, *Queen of the United Kingdom*

Gustaf III, *King of Sweden*

Victor Emmanuel II, *King of Italy*

If the name includes the name of a dynasty or a surname, enter the whole name in direct order.

John II Comnenus, *Emperor of the East*

Louis Bonaparte, *King of Holland*

1.2.3.4 Popes

Popes : Add to a name identifying a pope, the designation pope.

Pius XII, *Pope*
John, *XXIII, Pope*

1.2.3.5 Bishops

Bishops: Add the Official title to a given name:

Joannes, *Bishop of Ephesus*
John, *Abbot of Ford*

1.3 Indic Names

Indian names differ in several ways from the name in Western countries having uniform pattern. The Indic names have their own problems, which have been discussed in detail by Dr. Ranganathan in his 'Classified Catalogue Code'. Before the advent of the caste system the names were usually single worded forenames or proper or personal names like "Bhanabath" 'Hemachandra', 'Jayadeva' etc.

Evolution of Hindu names is an interesting study. A number of factors have contributed to the structure of names like religious beliefs, customs, superstition, community, castes, occupation, hereditary profession, cultural background and language, etc. After Muslim invasion of India, Arabic and Persian languages influenced the structure of Indian names. Western impact further complicated the Indian names pattern. The languages and dialects of different regions also have played a major role in the formation of names. North Indian names consist of given names and family names. The entry element is usually family name.

The evolution of North Indian family names are from caste, gotras, occupation or places. Bengali names usually have three parts (a) the personal name (2) padanta (the last component of a compound name) used to complete the proper name and (3) family name. Many of the Punjabi names are compound surnames like Bansilal, Tara Chand, Gian Chand, Kalyan Das. Murlidhar, Shiv Dayal. In the case of Sikhs, majority of names end in Singh but it is not treated as surname. It goes with the personal name like Khushwant Singh, Tara Singh. In Western India the names usually have three parts (1) personal names (2) father's name and (3) family name.

E.g. Yashwant Rao Balvanth Rao Chavan
Mohandas Karamchand Gandhi

South Indian names are usually the personal names. In Tamil, Telugu and Malayalam, in a few cases caste names, Aiyar, Iyengar, Reddy, Raju, Nair, Menon, are few now used as surname, e.g., Memon, K.P.S., Aiyar, S.P. or Acharya, K.S. Menon, Aiyar, Iyengar are to be rendered with the personal names because they are prominently known by those names, e.g., Krishna Memon, V.K.Rajagopala Iyengar, T.S., Srinivas Sastri. Some names ending with 'Rao' have been converted into a surname like V.K.R.V.Rao. Usually 'Rao' goes along with the personal name like Rama Rao. In South Indian names there is another tendency to shorten the names and convert the personal names into surnames, for E.g.

V. Ramakrishnan becomes
V.R.Krishnan (where Rama is converted into R)

Veera Raghava Chari becomes

V.C. Raghava (On conversion for V=Veera C=Chari) – this is a fanciful conversion.

Treatment of Indic names in AACR2 for entry heading is explained in the following subsections.

1.3.1 Early Indic names

The AACR2, under the rule 22.25A for early Indic names, prescribes that “enter an Indic name borne by a person who flourished before the middle of the nineteenth century under the first word of the personal element name, ignoring honorifics and religious terms of address that may precede it (Sri, Shri, Swami, Acharya, Muni, Bhikkhu, etc.) Do not include the enclitic “ji” (or –jee) sometimes added to the personal element of the name. Eg.

Panini

Isvara Kaula

“Enter the name of an ancient or medieval Sanskrit author or an author (usually, Jain) of a prakrit text under the Sanskrit form of the name”

e.g.

Aryabhata

x Aarya Bhata

Bhattoji Diksita

“Include a title (Shri, Sri), Swami, Acharya, Bhatta, Saraswathi, Muni, Gani, etc.) as an integral part of the name if it appears with the name in reference sources”

e.g.

Chandrakant Swamy

Shankaracharya

Sriharsha

The rule in this connection prescribes to enter an Indic name borne by a person under the first word of the personal name, ignoring honorifics and religious terms of address that may precede it (Sri, Shri, Swami, Acharya, Muni, Bhikku, etc)

Kalidasa

Panini

Amara Simha

The next rule under Early Names direct the cataloguer to enter an ancient or medieval Sanskrit author under the Sanskrit form of the name and refer from any significantly different form

Aryabhata

x Arya Bhata

Asvaghosa

Bhattoji Diksita

A title is included as an integral part of the name, if it appears with the name in reference sources.

Narain Swami

Sankaracharya

Sriharsa
Sridharaswami

Enter the name of a Buddhist author of a Pali text under the Pali form of the name. Refer from a significantly different form.

Dhammakitti
xDharmakirti

1.3.2 Modern Indic Names

It is more convenient to treat modern Indic names language wise. Assamese, Bengali, Gujarati, Marathi, Oriya and Sindhu names consists of forename(s) and surname, Assamese, Bengali and Oriya forenames have the appearance of compound names, Gujarati, Marathi and Sindhi names consist of a given name, father's name and surname.

The names in all these six languages are entered under the surname of an author.

Assamese	: Birinchi Kumar Barus	to	Barus, Birinchi Kumar
Bengali	: Romesh Chunder Dutt	to	Dutt, Romesh Chunder
Oriya	: Bhanja Kishore Patnaik	to	Patnaik, Bhanja, Kishore
			And

Gujrati: Govindbhai Sukhabhai Patel to Patel, Govindbhai Sukhabhai

Marathi: Giopal Krishna Gokhale to Gokhale, Gopal Kirshna

Sindhi: Jethanand Bhagwandas Lalwani to Lalwani, Jerthanand bhagwandas

Kashmiri Hindu names consist of forename and surname and are entered under the surname of an author Jayalal Kaul to Kaul, Jayalal.

1.3.3 Kannada, Malayalam, Tamil and Telugu names are entered under the given name (forename like Ramachandran)

Given names in these languages are usually preceded by a place name and occasionally by the father's given name and may be followed by a caste name.

- i) Place name and given name: transposed (for Telugu names it is better to refer it as surname (house name) and given name: transposed)
Vavilala Gopala Krishnaiah to Gopala Krishnaiah, Vavilala
- ii) Place name, father's name and given name: transposed.
Shiyali Ramamrita Ranganathan to Ranganathan, Shiyali Ramarita
- iii) Place name, given name and caste name under the given name followed by the caste name.
Chettur Sankaran Nair to Sankaran Nair C
- iv) Place name, father's name, given name and caste name; under the given name followed by the caste name

Chetpet Pattabhirama Ramaswamy Ayyar to Ramaswamy Ayyar, C.P.

Usually place names and father's name are initiated Ranganathan, S.R.

1.3.4 Punjabi/Sikh names

Enter a Punjabi or Sikh name under the first or given name.

Trilok Singh

Khushwant Singh

Occasionally these names contain a surname or name that appears, and is used, as a surname. In all such cases, enter it under that name e.g.,

Bedi, Rajinder Singh

Bhullar, Surjit Singh

In North India, names occasionally consist of only given names, like

Bhuvan Prakash

Girija Kumar

Krishan Kumar

These are entered in direct order. Many Hindi personal names, however, contain a surname or proper name that is used as such. All such names are entered under the surname.

Agarwal, Chandra Prakash

Chaturvedi, Girija Kumar

Nahata, Agar Chand

1.3.5 Religious Names

Enter a modern person of religious vocation (Hindu, Buddhist or Jain) under the religious name and add the religious title.

Chinmayananda, Swami

Ramana, Maharshi

Punyavijaya, Muni

Sangharakshita, Bhikshu

The basic distinction is between Indo-European and Dravidian systems. In the former, the surname comes last and listed as the first element in listing. In the Dravidian system, the order is given name and the rest reduced to initials. But, as in Punjabi system, there is a slight free variation with regard to Telugu names;

Rao C. Rama or Rama Rao C

Reddy G. Ram or Ram Reddy, G.

It depends on how the person himself writes it. This has to be kept in view while formulating the cataloguing rules.

Variant Spellings of Indic Names:

Another problem to the cataloguer is the variant spelling used by the authors for the same name and in several cases the reader will be at a loss to find in the catalogue the correct spelling for example observe the following names.

1.4 Muslim Names

The main source of giving personal name to Muslim is the ninety nine names of God and ninety nine names of prophet Mohammed and the names of other prophets as mentioned in the Holy 'Quaran'. With the spread of 'Islam', the Muslim names have undergone changes. The old patterns were dropped and new ones are adopted. Words like Mohammed Ali Abdullah, etc. were used as personal names so intensively that they ceased to have distinctive value unless compounded with other names. The Arabic names have influenced the Muslim personal names of every region and hence India is no exception.

The Indian Muslim names pose a number of problems to the cataloguers as they are comparatively lengthy having multiple constituent elements like, Khitab, Laqab, Ism, Kunyah, Tokallus and Nishah etc. The Muslim names are formed of:

Conventional or professional titles and also called as laqab/Khitab. It is difficult to distinguish between Laqab and Khitab.

Personal name of ism. Also called 'alam'

Paternal or metonymical name, called Kunyah

Literary name assumed by the author is called takhalus.

Part of the name denoting the relation of person to a place, family, sect, institutions, etc., called Nisah.

The common element in Muslim names is the 'ism'. Muslim names consisting of 'ism' begin either with Mohammad and/ or terminate with Ahmed. Ali, Hasan, Husain and all such persons are better known by the other part(s) of the names. In such a Mohammad Saeed, Ahmed Saeed, Saeed Ahmed, Saeed Ali, Ali Saeed and Saeed Mohammad, the most potent parts to be taken as the entry element in the above names the word Saeed is the patent name and entries must be made under Saeed. In the names like Ali Mohammad, Mohammad Din, Ahmed Din and Din Ahmed, no one part is potent and hence an entry to be made as it is.

It is also at the time observed that the description of name differs from book to book written by the same author (see the examples below)

Mohammad Iqbal
Allama Iqbal
Sheikh Mohammad Iqbal
Dr. Mohammad Iqbal

AACR2

AACR2 throws light on Muslim names in rule 22.22 covering the names under the Arabic alphabet. In rule 22.22D specific cases are explained as under:

KHITAB (honorific compound of which the last part is typically al-Din)

Rashid al-Din Tabib
Sadar al-Din Tabib
Sadar al-Din at-Qunawi, Muhammad ibn Ishaq

x Muhammad ibn Usgaq ak-Qunawi, Sadral – Din
x al-Qunawi, Sadr Al-Din Muhammad ibn Ishaq

Kunyah: (typically a compound with Abu as the first word)

Abu al-Bamkat Hibat Allah ibn 'Ali'
x Hibat Ailah ibn 'Ali, Abu al-Barakat

Abu Hurayarah

CCC

As in the earlier case (Choice of Entry), there are no articulated rules in Classified Catalogue Code for rendering a heading. But tables have been provided in this Code (CCC) in parts H and J, for different categories of names to give the directions to a cataloguer. One, however finds a detailed analysis of name patterns both Western and Indic for a cataloguer's guidance in this part. CCC also discussed in AACR2. These compound surnames are either hyphenated or left split into two. All such compound surnames are entered under the first part of the compound.

Bengali : DAS GUPTA (Samaresh)
Kannada ` : MOKASHI-PUNEKAR (Shankar R.)

1.5 Summing Up

Names of persons can be authors and also subject, and they will become heading for document. This will help the readers, to get access, through the names of the author or author as subject. The cataloguer has given importance to the names of persons. The cataloguer has to consider the uniformity in choosing and rendering the personal names as headings. This can be possible, only when the cataloguer has the knowledge of how the names are formed and used. The names of authors vary from culture to culture.

Indian names differ in several ways and pose problems, in rendering unlike European names, having uniform pattern of names. Religious beliefs, customs, traditions, superstitious, community, cultural background and languages that are influence the names of Indian authors. Muslim personal names are based on the ninety nine names of the god, prophet, Mohammad as stated in holy "Quran"

A detailed explanation is given in selecting entry heading, entry element under surnames, compound hyphenated surnames, prefixes etc. The rules prescribed by in AACR2 and CCC is discussed in detail.

1.6 Self Assessment Questions

- 1) Write a detailed sketch of personal authorship. Explain briefly the choice of heading for different types of personal authors
- 2) Explain the problems entered in deciding the heading of Indic names:
- 3) Write short notes on
 - a) Indic names
 - b) Muslim names

1.7 Further Reading

1. Anglo American Cataloguing rules 2nd ed. Chicago, American Library Association, 1988 (Chapters 21 and 22)
2. Krishna Kumar cataloguing theory, 4th ed. New Delhi, Vikas Publishing House.
3. Ranganathan, S.R. classified catalogue code; 5th ed. Bombay, Asia publishing House, 1964.
4. Tripathi, S.M. Cataloguing theory and practice: Agra : Shiv Lal Agarwal & Company, 1982.
5. Sharma pandey S.K. cataloguing theory, New Delhi: ESS ESS Publications 1988.

1.8 Glossary

Fore Name	:	A name preceding person's surname (family name) given at birth to distinguish him or her from others of the same family or clan. Synonymous with given name.
Maiden Name	:	Change in the name of the women after her marriage
Personal Author	:	The person chiefly responsible for intellectual and artistic contribution of a work.
Surname	:	A shared name that identifies members of the same family, as distinct from a given name, that may be same as that of close or distant relative but is also likely to be shared with persons outside the family. In library catalogue entries personal name entries begin with surnames, and form of name subject to authority control. Synonymous with last name.

LESSON – 02**CORPORATE BODIES****2.0 Aims and Objectives**

In this lesson you will know about corporate bodies as authors their choice and rendering in catalogue entries. After reading the lesson you will be able to know.

- Define meaning and scope of corporate authorship
- Identify corporate authorship
- Analyze kinds of corporate authors
- Distinguish the choice of rendering of names of corporate authors according to AACR2 and CCC

Structure**2.1 Introduction****2.2 Corporate Bodies****2.2.1 Definitions****2.2.2 Corporate Authorship****2.2.3 Choice of Headings****2.2.4 Rendering Names****2.3 Types of corporate bodies****2.3.1 Institutions, Associations, Societies****2.3.2 Government and Government Agencies****2.3.3 Conference ,Congress, meetings, etc.****2.3.4 Exhibitions****2.4 Summing up****2.5 Self Assessment Questions****2.6 Further Reading****2.7 Glossary****2.1 Introduction**

In the previous lesson you have studied about personal author/s who are responsible for the intellectual artistic thought content of the document. In this lesson you will study about corporate authors. The meaning of the corporate author is a group of persons coming together to form into a group, committee, association, congress for a noble cause. These group of people found together in three ways. They are:

1. According to the degree of relationship by which their member is connected.
2. According to the degree of relationship by which their member are connected to their duration as collective group.
3. According to the degree of relationship by which their member are connected collective identifying name.

2.2 Corporate Bodies

2.2.1 Definitions

The corporate body has been defined in various ways in cataloguing codes. There is no one definition agreed upon by all the codes. The AACR2 defines that “a corporate body is an organization or a group of persons that is identified by a particular name and that acts, or may act, as an entity”. Corporate bodies cover associations, institutions, business firms, non-profit enterprises, governments, government agencies, projects and programmes, religious bodies, local churches, and conferences.

In CCC, Ranganathan defines the Corporate body as “a number of persons taken collectively usually as united, or organized, or coming together informally, in a common cause or for common action. Such as governmental business, or commercial or industrial or service or political or any other business, or for deliberations, or for collective expression of opinion or statement.

Eva Veron, in her study, “On Corporate Heading” had examined various definitions on corporate body, critically, and she is of the opinion that the classified catalogue code is the only one which offers a broad definition that can be applied also to unnamed groups of individuals. The CCC explicitly mentions conferences without specific names, such as meetings of citizens, etc.

2.2.2 Corporate Authorship

In corporate authorship the responsibility for the thought content of the document is rested in a group of persons who formed together into a organizations/association. Generally the document will brought out in the name of an organization. The document will come out in the designation of chairman, president or convener of the committee and some times with the name of the committee. These committees will work as subordinate bodies for some organizations, and some times the committee will have subcommittees; adhoc committees and hierarchical committees exists in the original committee. The thought and expression of the information contained in the document is solely the authority and responsibility of the corporate body and under private capacity and not by designations of any person/s.

2.2.3 Choice of Headings

Entry under corporate body

Definition: A corporate body is an organization or a group of persons that is identified by a particular name and that acts, or may act, as an entity. Consider a corporate body to have a name if the words referring to it area a specific appellation rather than a general description. Consider a body to have a name if, in a script and language using capital letters for proper

names, the initial letters of the words referring to it are consistently capitalized, and/or if, in a language using articles, the words are always associated with a definite article. Typical examples of corporate bodies are associations, institutions, business firms, non profit enterprises, governments, government agencies, projects and programmes. Religious bodies, local church groups identified by the name of the church, and conferences”.

Some corporate bodies are subordinate to other bodies (e.g. the Peabody Museum of Natural History is subordinate to Yale University; the Annual General Meeting is subordinate to the Canadian Library Association).

Considered adhoc events (such as athletic contests, exhibitions, expeditions, fairs, and festivals) and vessels (e.g. ships and spacecraft) to be corporate bodies.

General rule. Enter work emanating ‘from one or more corporate bodies under the heading for the appropriate corporate body (see AACR2, 21.1B2-1B4, 21.1C) if it falls into one or more of the following categories:

- a) those of an administrative nature dealing with the corporate body itself
or its internal policies, procedures, finances, and/or its operations
or its offices, staff, and/or membership (e.g. directories)
or its resources (e.g. catalogues, inventories)
- b) some legal, governmental, and religious works of the following types laws
decrees of the chief executive that have the force of law
administrative regulations (see 21.32)
constitutions (see 21.34)
court rules (see 21.34)
treaties, etc (see 21.35)
court decisions (see 21.36)
legislative hearings
religious laws (e.g. cannon law)
liturgical works (see 21.39)
- c) those that record the collective thought of the body (e.g. reports of commissions, committees, etc. official statements of position on external policies)
- d) those that report the collective activity of a conference (e.g. proceedings, collected papers), of an expedition (e.g. results of exploration, investigation). Or of an event (e.g. an exhibition, fair, festival) falling within the definition of a corporate body (see 21.1B1) provided that the conference, expedition, or event is prominently named (see 0.8) in the item being catalogued.
- e) those that result from the collective activity of a performing group as a whole where the responsibility of the group goes beyond that of mere performance, execution , etc. Publications, resulting from such activity include sound recordings, films, video recordings, and written records of performances (For Corporate bodies that function solely as performers on sound recordings. See 21.23.
- f) Cartographic materials emanating from a corporate body other than a body that is merely responsible for their publication or distribution.

In case of doubt about whether a work falls into one or more of these categories, treat it as if it does not.

In some cases of shared responsibility (see 21.6) and mixed responsibility (see 21.8-27,27), enter such a work under the heading for the corporate body named first. Make added entries as instructed in 21.29-21.30

21.1B3 If a work emanates from one or more corporate bodies and falls outside the categories given in 21.1B2. treat it as if no corporate body were involved. Make added entries under the headings for prominently named corporate bodies as instructed in 21.30E

21.1B4 If a work falls into one or more of the categories given in 21.1B2 and if a subordinate unit of a corporate body is responsible for it, apply the following provisions:

- a) if the responsibility of the named subordinate unit is stated prominently, enter the work under the heading for the subordinate unit.
- b) If the responsibility of the named subordinate unit is not stated prominently, or if the parent body is named in the chief source of information and the subordinate unit is not, or if the subordinate unit has no name, enter the work under the heading for the parent body.

2.2.4 Rendering Names

AACR2 (24.1) previous that Enter a work directly under the name of A corporate Body with which it is commonly identified unless or other the role prescribe to enter it in the higher body or related body or under the name of the Government. Determine or identify the name by which the corporate body is familiar or the body published documents, and in its language. When the conditions does not apply, from reference sources. If the name of the corporate body contains initials, omit or include full stops and other punctuations marks according to the predominant usage of the body.

E.g.:

Aslib
Unseco
Royal Aeronautical society

2.3 Types of Corporate Bodies

The AACR, under the definitions of the Corporate Body included, institutions, associations, business firm's, non profit organizations, governmental, non-governmental agencies, religious bodies local governments, Conferences, Congresses,, exhibitions, festivals and fairs other bodies. For the convenience of the study of corporate body, they grouped into the following categories.

- a. Institutions, associations, societies and other non-profit organizations
- b. Governments and government agencies
- c. Conferences, congresses and meetings
- d. Other bodies like exhibitions, fairs and festivals etc.
- e. Institutions, associations, societies.

2.3.1 Institutions, associations, societies and other non-profit organizations

AACR2

AACR2 does not demark any difference between, Institutions and Societies, the basic rule applies for the Institutions, societies and associations. Enter the name of the Institutions directly under its name.

Example:

Yale University
Andhra University
American Library Association
Royal Society of Bengal

If there is more than one Institution with the same name, separate if by the place when it is located.

Example:

Indian Institute of Technology – Chennai
Indian Institute of Technology – Kanpur

Enter the name of the subordinate body under its name if it is familiar with that name.

Harvard Law School
Refer from Harvard University Law School
Bajaj Institute of Management

Refer from University of Bombay. Bajaj Institute of Management enter a subordinate body as a sub-heading to the body to which it is sub-ordinate or related.

University of London – School of Pharmacy
University of Pune - Faculty of Ayurvedic Medicine

If a name contains administrative subordination of a higher body enter it under superior body followed by subordinate body.

Name: Yale University Library
Entry Yale University Library
Name: Banarus Hindu University Syndicate
Entry Banarus Hindu University

Treatment in CCC: The term Institution covers all types of corporate bodies except government and conferences. It is so even the Institutions owned and manned by government also come under corporate body.

- a) Initial Article: The initial article is to be omitted while entering the name of an Institution.

Example:

The Mount Wilson Observatory
Mount Wilson Observatory

- b) Honorific word : Omit the honorific word/s before the name of the Institutions.

Example: Reale Academic Nazonale Del Lincei

ACADEMIC NATIONALE DEL LINCEI

- c) Title of honor of a person:
PADMASRI JANDHYALA PAPAYYA SASTRI
JANDHYALA PAPAYYA SASTRI
- d) Numerals at the beginning
28TH JANUARY 1948 MEMORIAL SOCIETY
TWENTY EIGHTTH JANUARY 1948 MEMORIAL SOCIETY
If a heading started with number, then it is to be recorded in letters in the language
- e) Individualizing Element:
If two (corporate bodies) institutions are functioning with same name individualize them by recoding geographical, locations year of establishment etc. elements.

Example:

NATIONAL RESEARCH COUNCIL(CANADA)
NATIONAL RESEARCH COUNCIL(JAPAN)
INDIAN MEDICAL SOCIETY (1819)
INDIAN MEDICAL SOCIETY (1837)
Organ of an Institute:

If the corporate body is an organ of an Institution then multiple corporate heading is to be provided.

Example: ALAGAPPA UNIVERSITY. SCHOOL OF DISTANCE EDUCATION

2.3.2 Government and Government Agencies:

Government is an authoritative information agency for the production and dissimulations of information. Some times subordinate organs of the government or temporary organs will also publisher documents. AACR2 prescribes rule under 24.3E conventional name of the government is to be used unless official name is in common use. The conventional name of the government name is geographic name of that area over which government exercise jurisdiction.

Example:

France
Not Republique Française

Government and Government Agencies

A government is entered under its conventional name, unless the official name is in common use. The conventional name of a government is the geographic name of the area (country, state, county, municipality, etc) over which the government exercises jurisdiction (political and administrative authority).

Conventional	Official
United Kingdom	United Kingdom of Great Britain and Northern Ireland
United States	Unites States of America
Massachusetts	Commonwealth of Massachusetts
Nottingham shire	County of Nottingham shire

However, if the official name of the government is in common use, it should be used as it is:

Greater London Council
Pune Municipal Corporation

A government consists of, or creates, several bodies and agencies. Some of these are major executive agencies, like for example, ministries or departments or offices having no other agency above them. As again these, there are bodies or agencies subordinate to higher agencies. Besides, there are legislative bodies, constitutional conventions, courts, armed forces, government officials and embassies and consulates. There are separate rules in AACR-2R for entering all these various bodies and agencies. Only the principal ones are discussed here.

The first of these relates to bodies created and controlled by a government. Such bodies are entered directly under their own name when they are predominantly so identified. They are, therefore, not entered under the government creating them.

Example:

Arts Council of Great Britain
Canadian National Railways
Bombay Port Trust
Indian Council of Agricultural Research
Indian Bureau of Mines
Indian Military Academy

Agencies subordinate to bodies such as the above are entered directly under the name of the government and not under the departments to which they are attached. If, however there exist agencies with identical names, indirect sub-headings are formed as shown below.

Direct Sub-headings

India Department of Expenditure, Staff Inspection Unit.

United Kingdom Department of Employment, Solicitors Office

In these cases, Staff Inspection Unit and Solicitors Office are entered indirectly in order to avoid possible confusion with other subordinate agencies of the same name.

In indirect sub-headings, the name of the next superior body is added between the name of the government and the name of the subordinate agency concerned, as above.

Type-2

As agency with a name containing a word that implies administrative subordination.

E.g. committee or commission is entered under the name of the government creating it.

The name of the government is necessary for identification of the agency.

India, Atomic Energy Commission
India, Union Public Service Commission
India, University Grants Commission
United Kingdom, Royal Commission on the Press
United States, Commission on Civil Rights

However, if identification of a body is possible without indicating administrative subordination, it is entered directly under its name. Thus:

Maharashtra Public Service Commission

Type-3

An agency with a name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered sub-division of the government or of one of its agencies entered subordinately.

United States, Public Health Service, Region XI (Name: Region XI)
Malaysia, Royal Customs and Excise Department, Sabah Region

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.

Canada, Ocean and Aquatic Sciences
(Name: Ocean and Aquatic Sciences)
India: Geological Survey
(Name: Geological Survey of India)

Type-5

As agency that is a ministry or similar executive agency is entered under the government of which it is a part: Thus:

India, Ministry of Human Resource Development
India, Ministry of Labour
United Kingdom, Home Office
United Kingdom, Ministry of Defence
United Kingdom, Board of Trade

Type-6

When a legislature has more than one chamber, enter each as a sub-heading of the heading for the legislature.

India, Parliament, Rajya Sabha
India, Parliament, Lok Sabha
Maharashtra, Legislature Council
Maharashtra, Legislature, Assembly
United Kingdom, Parliament, House of Lords
United Kingdom, Parliament, House of Commons
United States, Congress, Senate
United States, Congress, House of Representatives

A legislature always creates committees and subcommittees, Enter Committee as sub-headings of the legislature, or of a particular chamber, as appropriate.

India, Parliament, Public Accounts Committee
(members are drawn from both Lok Sabha and Rajya Sabha)
United States, Congress, Joint Committee on the Library
But India. Parliament, Lok Sabha, Estimates Committee (Members are drawn from Lok Sabha only)

Enter a legislative subcommittee as a sub-heading of the committee to which it is subordinate.

United States, Congress, Senate, Committee on Foreign Relations, Sub committee on Canadian Affairs.

If legislatures are numbered consecutively, add the ordinal number and the year to the heading for the particular legislatures.

India, Parliament, Lok Sabha (7th: 1980-1984)

United States, Congress (87th: 1961-1962)

Constitutional conventions are entered directly under the heading for the government.

India Constituent Assembly (1947-1949)

Type-7

Courts are entered under their jurisdiction

India, Supreme Court

United States, Federal Court

Bombay, High Court,

Madhya Pradesh, High Court

Maharashtra, Sessions Court (Pune)

Maharashtra Sessions Court (Wardha)

In the last two case, the name of the district is added to distinguish one from the other

Type-8

Armed forces. A service of the armed forces of a government is entered as a direct sub-heading of the name of the government.

India, Air Force

United Kingdom, Royal Navy

United States, Marine Corps.

A component unit of a service is entered as a direct sub-heading of the heading for the service:

India, Army, Madras Sappers and Miners

India, Army, Mahratta Light Infantry

United Kingdom, Royal Navy, Sea Cader Corps.

Type-9

Chiefs of states and heads of governments are entered under the heading for the area of their jurisdiction”

India, President

Bihar, Governor

For la head of state (sovereign, president, governor or other head of state) the sub-heading consists of the title of the office, the inclusive years. (the beginning and the end of office) of the region of office and the name of the person in a brief form. Thus

India, President (1950-1962 Rajendra Prasad)

Maharashtra, Governor (1986-1987 S.D.Sharma)
United Kingdom, Sovereign (1952 Elizabeth)
United States, President (1953-1961: Eisenhower)

Heads of the governments and international inter-governmental bodies
Andhra Pradesh, Chief Minister
France, Premier Ministre
India, Prime Minister
United Nations, Secretary General:

Other officials: The sub-heading for any other official is that of the agency that the official represents.

E.g.

United States, General Accounting Office
Not United States, Comptroller General

However, if the official is not part of a ministry and is identified only by the title, the sub-heading consists of that title. Thus

India, Auditor and Comptroller General
India, Chief Election Commissioner

Type-10

Embassies and Consulates: The order of elements in the heading for an embassy or consulate is (1) the name of the country represented (2) the term embassy or consulate, and (3) the name of the country or city where located.

India, High Commission (United Kingdom)
India, Embassy (France)
United Kingdom, Deputy High Commission (Bombay)
United States, Consulate (Madras)

Type-11

Delegations to international and inter governmental bodies. There are entered as sub-headings of the headings for the countries represented, For example:

India, Delegation to the United Nations,
United States, Mission to the United Nations

Inter-governmental Corporate Bodies

The name of an international inter-governmental body should be entered in the English form, if given on the items issued by it. Thus

Arab League
Not Union des etas Arabes
European Economic Community
Not Communaute Economique Europeene

If various forms of the name of an inter-governmental body appear in the chief sources of information, use the predominant form. If there is no predominant form use, eg.

Euratom

Not European Atomic Energy Community

SAARC

not South Asian Association for Regional Cooperation

Unesco

not United Nations Educational, Scientific and Cultural Organization

Armed Forces:

i) At the national level:

Enter a principal service of the armed forces of a government as a direct subheading of the name of the government e.g.

Canada, Canadian Armed Forces

United Kingdom, Royal Navy

United Kingdom, Royal Marines

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 e.g.

United Kingdom, Royal Air Force, Central Interpretation Unit

United Kingdom, Army, General Staff

ii) Below the national level:

If the component branch, etc is numbered, follow the style of numbering found in the names (spelled out, Roman numerals, or Arabic numerals) and place the numbering after the name e.g.

United Kingdom, Army, Infantry Regiment 57th

United States, Navy Fleet 6th

United States, Army Corps IV

France, Army, Regiment de dragons 15

Germany, Heer, Panzerdivision 11

If the name of such a component branch, etc., begins with the name or an indication of the name of the principal service, enter it as a direct subheading of the name of the government

United States, Army Map Service

United States, Naval Air Transport Service

Embassies, Consulates, etc.

Enter an Embassy, consulate, legation, or other continuing office representing the country in another as a subheading of the heading for the country represented. Give the subheading in the language of the country represented. If the heading is for an embassy or legation, add the name of the country to which it is accredited. If the heading is for a consulate or other local offices, add the name of the city in which it is located. Eg.

United Kingdom, Embassy (US)

United Kingdom Consulate (Cairo)

Canada Embassy (Belgium)

Delegation to International and Intergovernmental Bodies:

Enter a delegation, commission, etc, representing a country in an international or intergovernmental body, conferences, undrtaking etc. as a subheading of the heading for the country represented eg.

United States, Mission to the United Nations
Uruguay, Delegeion en las Naciones Unidas
CCC

Classified catalogue code defines government as a corporate body with full or limited sovereign power order a territory. It has generally functions of execution, legislation, justice, and administration. The second type of government bodies are "Local Authority in charge of the regulation, promotion, and/or provision of specified local public services in an area, under power delegated by the government within the territory of which its own area lies, and with a defined extent of autonomy". And the organs in the case of both the bodies are also considered as government bodies.

In rendering when a government as a whole or any of its organs are responsible for the work, its name is to be the name of its territory, taken as an author. Eg.

INDIA – is the rendering of "Government of India"

MYSORE (District) – is the rendering of the "District Board of Mysore District"

HYDERABAD (District) – is the rendering of the "Local Body of the city of Hyderabad that is of the "Hyderabad Municipality"

JAIPUR (District) – is the rendering of the "District Board of Jaipur"

i) Organ of Government

In case an organ of a Government is an author, the heading should be multiple one, consisting of different blocks, each separated by a comma. While the first being the name of the territory of the government, the second and third may consist of the names of the organs in their consecutive order. Eg.

INDIA CABINET

UNITED STATES OF AMERCICA, CABINET

ii) Constitutional Organ

The first in the rendering of the name of the organ as a Government is to be the name of the Government as a whole and the name of a constitutional organ of a Government, used a second heading, is to be the name of the organ. Eg.

in case of	INDIA, RAJYA SABHA
legislative	INDIA, LOK SABHA
	UNITED STAES OF AMERICA, SENATE

in case of	INDIA, SURPREME COURT
legislative	ANDHRA PREADEH, HIGH COURT

iii) Head of the Government

The rendering of the name of the Head of a Government, used as second Heading, is to be provided with the name of the occupant of that office as an individualizing element, eg.

GREAT BRITAIN, CROWN (Elizabeth II)
INDIA, PRESIDENT (Rajendra Prasad)

The CCC does not make any distinction between official and conventional names of governments. It only uses the one of the known forms:

UNITED STATES OF AMERICA

not UNITED STATES

GREAT BRITAIN

not UNITED KINGDOM

Executive Bodies

An administrative department of government is entered under the sub-heading of the heading for the government. Further sub-heading of an organ is inverted to start with word denoting the sphere of work.

For example:

INDIA EDUCATION(Department of -)

INDIA FINANCE (Ministry of -)

UNITED STATES OF AMERICA, COMMERCE(Office of-)

If a department of a government has several offices at various places, or functional divisions, each of these is indicated by adding an appropriate differentiating term. Thus

INDIA, ARCHEALOGY (Department of -) (Northern Circle)

INDIA, ARCHEALOGY (Department of -) (Southern Circle)

UNIOTED STATES OF AMERICA, NATIONAL

RESOURCE PLANNING (Board) (region 8)

An organ of government may have subordinate body under it and if its name is not unique ,it is necessary to add the name of an immediate superior agency between the name of this body and the heading for the government.

UNITED STATES OF AMERICA, TREASURY(Department),
ACCOUNTS(Bureau of ---).

An Ad hoc committee or commission appointed by the government is entered under the name of the government followed by the name of the committee/commission ,the date and the name of the chairman .

INDIA, TAXATION ENQUIRY(Commission)(1953)(Chairman: Jonh Mathai).

INDIA, EDUCATION(Commission)(1964)(Chairman: D.S.Kothari).

Head of States

The order of elements for heads of states is: the name of the state, the title of office and the name of the incumbent, e.g.

INDIA, PRESIDENT(Zail Singh).

PUNJAB, GOVERNER(SS Ray).

GREAT BRITAIN, CROWN(Elizabeth II).

Embassies, Consulates, etc.

The order of elements in a heading for embassies, consulates etc is: the country represented ,the name of the office and the place:

GREAT BRITAN, HIGH COMMISSIONER (New Delhi).
GREAT BRITAN, CONSUL-GENERAL(Cairo).

Legislatives Bodies

A legislative body is entered as a direct sub-heading of the heading for the government :

INDIA, RAJYA SABHA.
INDIA, LOK SABHA.
GREAT BRITAN, HOUSE OF COMMONS.
UNITED STATES OF AMERICA , SENATE.
(see 11.3.1 AACR-2R enter legislatures indirectly after adding the generic name like Parliament, Congress, etc., as the cause may be)

Similarly, joint committee appointed by a legislatures having two houses are entered under a compound sub-heading, unlike in AACR:

INDIA,LOK SABHA and RAJYA SABHA, PUBLIC ACCOUNTS(COMMITTEE)
but INDIA ,LOK SABHA,ESTIMATES(Committee).

Judiciary

Courts are entered the name of the government :

GREAT BRITAN,COURT OF APPEAL
INDIA, SUPREME COURT.
TAMIL NADU, HIGH COURT

If two or more courts of the same government have similar names ,they are differentiated by adding a jurisdictional terms. Thus ,

TAMIL NADU,DISTRICT COURT(Coimbatore).
TAMIL NADU,DISTRICT COURT(Salem).
MAHARASTRA,HIGH COURT.
MAHARASTRA,HIGH COURT(Nagpur Bench).

2.3.3 Conference, Congress, meetings, etc.

Another type of corporate body is conference, congress, meetings, etc. They bring out specific topics at regular intervals .These proceedings are the come of the deliberations and recommendations based an the paper presented and discussed at the conferences, seminars, symposia, workshop, congress and meetings, etc. Usually, the term “Conference” is used as a general term, denoting all similar types of meetings mentioned above.AACR2 defines “conference as (1)a meeting of individuals or representatives of various bodies foe the purpose of discussing and acting on topic of common interest.(2).a meeting of representatives of a corporate body that constitutes its legislative or governing body”.

The conference, as per CCC is “an ad hoc assembly for deliberation or formulation and expression of opinion or sentiments.

Convened and Conducted by:

Ranganathan further explains the concept of conference that it is an assembly of persons who have some common interest or a common thing to discuss and deliberate over an issue. Each of such assemblies ordinarily have a specific name. These are held periodically and at times regular intervals.

The publication, i.e. the papers and proceedings brought out by these conference contains research finding and are constantly in demand among the academic and research circle. In cataloguing such publications a special attention is required.

AACR2

The AACR2 prescribes the heading to enter directly under the name by which they are predominantly identified. The rule 24.3F1 prescribes that “if the variant forms of conference name appearing in the Chief source of information include a form that includes the names or abbreviation of the name of a body associated with the meetings, use this form”, e.g.

FAO Hybrid Maize Meeting.

If a conference has both a specific name of its own and a more general name as one of a series of conference, use the specific name(24.3f2)e.g:

Symposium on Protein Metabolism
x Nutrition symposium

Omissions:

Omit from the name of a conference, etc. word that denote its number, frequency or year of convocation(24.7A)e.g:

Louisiana Cancer Conference not Biennial Louisiana Cancer Conference

Additions: The General rule(24.7b1)prescribes that “add to conference, etc., headings(including headings for conference entered subordinately)the number of the conference, etc., the year, and the place in which it was held”.

(i)Number: If a conference etc is stated or inferred to be one of the series of numbered meetings of the same name, add the abbreviation of the ordinal number in English”. e.g:

Conference of British Teachers of Marketing at Advanced Level(3rd:...)

(if the number is irregular, omit it from the heading.)

(ii)Date: “Add the years in which the conference, etc., was held if the heading is for a single meetings”: E.g.

Conference on Library Survey (1956 :...)

Conference on Technical Information Centre Administration (3rd:1966)

Study Institute on Special Education (1969-1670)

“Add specific dates if necessary to distinguish two or more meetings.” EG:

Conference agricol interalliec(1st :1919Feb. 11-15:..)

Conference agricol interalliec(2nd :1919Mar. 17-19:..)

(iii)location:’ add the name of the local place or the location(institution, etc.)in which the conference, etc. was held”. E.g:

Conference on Machinability (1965 : London)

Symposium on Glaucoma(2nd:1965: New Orleans)

Workshop on the role of the Director of Medical Education(19TH: 1989: Chicago)

If the heading is for a series of conference, do not add the location unless they were all held in the same place :E.g.

Hybrid Corn Industry Research Conference.

If the location is part of the name of the conference , do not repeat it. e.g:

World Peace Congress(1st : 1949: Paris and Prague)

If the sessions of a congress, etc .were held in two places , add the first named place followed by etc. e.g:

International Geological Conference (15th :1929:Pretorai, etc.)

CCC

In the CCC the rendering of conferences, etc .which are held at regular intervals are catalogued under the rules for periodical publications. But the other Conference held at irregular intervals or occasionally are treated as non periodical conference and are entered directly under the name of the conference .If the name of such a conference occurs in a verity of forms ,the shortest form of names should be used as a heading. The place where it is held and the year in which ti is held may be further added as individualizing elements .e.g:

INTERNATIONAL, CONFERENCE OF RELEGION (Varanasi)(1964)

ALL INDIAD LIBARARY CONFERENCE (Tirupathi)(1686)

BESANT MEMORIAL MEETING (Madras)(1933)

In CCC the number of conference and the initial article at the beginning of the name are omitted.

Diplomatic Conference: "The name of the place of a Diplomatic Conference is to be prefixed to the name of the conference not held periodically ,so as to form a word-group, if it is not already in the name of the conference ; and the year(s) of the conference is (are) to be added as individualizing element. e.g:

PARIS PEACE CONFERENCE (1919)

VIENNA CONGRESS (1814-15)

Organ Congress:" If a conference is the organ of another corporate body, it is to be given a Multiple Corporate Heading ". e.g:

MADRAS .COLLECTORS CONFERENCE (Ootacmund)(1918)

MADRAS.INSTRUCTION (Department of Public -),

EDUCATIONL OFFICERS CONFERENCE (MADRAS)(1929)

Eva verora in her comprehensive work "Corporate Headings " says that an analysis of rules established a various codes and of the methods adopted by national bibliographic shows that conference which have a distinctive name or , with some expectations, entered under that name, irrespective of whether they are held or organized by another corporate body.

2.3.4 Exhibitions, Festivals, Fairs Etc.

Omissions

Omit the form of the name of an exhibition, festival, fair etc., word or words that denote its number

Additions

Add to the headings for exhibitions, fairs and festivals, etc., the number of exhibition, the year and the place in which it is to be held. Do not add the year and/or place if they are integral part of the name.

Festival of Britain(1951: London)

Binnale di Venezia(36th: 1972)

World's Columbia Exposition (1893: Chicago)

Expo 67 (montr'eal)

2.4 Summing up

Corporate body is formed by a group of persons coming together to form into an organization or association and identified with a name. The thought content of the document is the collective pursuit of members of the organization or association. Corporate bodies includes, associations, organizations, Governments, government agencies, local bodies such as churches ,religions, conferences festivals and fairs etc. The content of the work of a corporate body is deliberative, legislative executive, directive, judicial, administrative and routine in nature.

AACR2 terms it as a corporate body and CCC named it as corporate author. The well familiar corporate bodies are (!) governments and government agencies (2) Institutions, associations, societies (3) Conferences, congresses meetings (4) Exhibitions, festivals and fairs. Choice of headings and rendering of headings of various corporate bodies are discussed in detail with examples according to AACR2 and CCC.

2.5 Self Assessment Questions

1. What is corporate body? Write briefly about rendering government according to AACR2 and CCC?
2. Discuss various problems involved in the choice of headings in Institutions and Conferences?
3. Write short notes on
 - a) Subordinate bodies
 - b) Exhibitions, festivals and fairs
 - c) Rendering of names

2.6 Further Reading

1. AACR2 2nd ed. Chicago: American Librasry Association,1988(chpts. 21-22)
2. Ranganathan, S.R. Classified Catalogue Code 5th ed. Bombay: Asia publishing House, 1964.
3. Tait, JasmeS A. (1969) Authors and titles. London Bingley. Pp.7-20.
4. Tripathi, S.M. Modern cataloguing theory and practice. Agra: Shiavlal Agarwala, 1982

2.7 Glossary

Collective title	:	A title proper that is inclusive title of an item containing some works
Conference	:	Meeting for consultation or discussion
Congress	:	A formal meeting or assembly of representative individuals for a discussion; arrangement or promotion of so some matter of common interest.
Corporate Author	:	Corporate as author, the responsibility of the thought content and expression constituting the work resting solely on it or any organ of it (Ranganathan)
Corporate body	:	A united group of persons
Edition	:	In case of a book or book like materials all those copies of an item produce from substantially the same type of image, whether direct contact or photo graphic methods(2) In case of non book materials, all the copies that are produced (From a master copy and issue by publishing agency or group of agencies. Providing foregoing conditions re fulfilled, a change of identity of distributing body or bodies does not constitute change of edition.
Institution	:	An organization, establishment or foundation or the like denoted to the promotion of a particular object.
Item	:	A document of set of documents in any physical form published, issued or treated as an entity and as such forming the basis of a single bibliographical description.
Reference	:	A Direction from one entry to any entry heading
Reference source	:	Any publication from which authoritative information may be obtained. Not limited to reference works.
Society	:	An organized group of persons associated together for religious benevolent, cultural, scientific, political, patriotic or other purpose.
Subordinate Body	:	A Corporate Body that forms an integral part of a large body in relation to which it hold inferior hierarchical rank.
Heading	:	A name word or phrase that is placed at heading of catalogue entry to provide open access point in the catalogue.
Main Heading	:	The first part of heading that in includes a subheading.
Related Body	:	A corporate body that has a relation to another body other that

that of heretical subordination e.g. one that is founded and not controlled by any other body; one that only receives financial support from another body; one that provides financial or other types of assistance to another body such as “friends” groups or both; one whose members have also membership in an association which has another body, such as employee association and alumni association.

LESSON – 03**UNIFORM TITLES****3.0 Aims and Objectives**

In this lesson you will study about the uniform titles for varying titles. There are certain scattered works of various editions of the same work in which they are not able to identify and specify as to who actually wrote the books. So the purpose of a library catalogue is to evolve a method by selecting a common title and bring together all books issued under various titles. In this lesson you are introduced uniform titles are rendering headings for various works.

After studying this lesson you will be able to analyze about uniform titles, explain about uniform titles and finds out appropriate headings for uniform titles according to AACR2 and CCC.

Structure

- 3.1 Introduction**
- 3.2 Definition**
- 3.3 Purpose of Uniform Titles**
- 3.4 Rending of Headings According To AACR2**
 - 3.4.1 Individual Titles**
 - 3.4.2 Special Rules for Certain Type Materials**
- 3.5 Treatment in CCC**
- 3.6 Summing up**
- 3.7 Self Assessment Questions**
- 3.8 Further Reading**
- 3.9 Glossary**

3.1 Introduction

A uniform title is a particular title by which a work that has been appeared under various titles is to be identified for cataloguing purpose. It is also conventional and collective title (bring together in the catalogue) entries for publications of author, corporate body containing several works, or extracts from several works e.g. complete works of a complete literary form. The purpose of uniform titles is to bring together all the related works at one place in the catalogue though they appear in different forms with different titles. Uniform title helps in identification of a work the title by which it known differs from the title proper of the item being catalogued issue of uniform title depends on the following points.

- (i) how familiar the work is among the readers
- (ii) how many manifestations (edition, translation etc.) of the work are involved

- (iii) whether another work with same title proper has been identified
- (iv) whether main entry is under title
- (v) the extent of catalogue is used for research purpose

3.2 Definition

AACR2 defines a uniform title in two ways “(1) The particular title a work has appeared under varying title is to be identified for cataloguing purposes (2) a conventional collective title used to collocate the publications of an author, composer or corporate body containing several works e.g. complete works, several works in a particular literary or musical form.”

In CCC it is described as uniformised title and explained that “title uniformised by popular or cataloguing usage in lieu of listless and often unintended variants of the title of one and the same work in different editions or titles of different volumes of one and the same work”. Generally a saved book of a religion is slightly varying from time to time, with out any significance. There is therefore a need for adopting) uniformised titles. It is also same is classics and works in literature.

3.3 Purpose of Uniform Titles

The titles of works may be in different languages in one or more long forms and one and more short forms or two simultaneous versions from two different places (India and England) under different titles some works may be published in parts and need identification with or without identification of the whole. In order to over come the in consistencies and scattered works the AACR2 explain the use of uniform titles and under rule no.(25.1) that “uniform title provides the means of bringing together all the catalogue entries for a work when various manifestation of it have (e.g. editions, translations) of it have appeared under various titles. They also provide identification for a work when the title by which it is known differ from the title proper of the item catalogued. The need to use uniform titles varies from one catalogue to another catalogue and varies with in one catalogue.”

3.4 Rending of Headings According To AACR2

The basic rules (25.1) in AACR2 prescribe one of the title of work, if its manifestation appeared in several titles. The uniform title is to be enclosed in square brackets and given before the title proper.

Examples:

Dickens, Charles.
[Martin Chuzzlewit]

The life and adventures of Martin Chuzzlewit - 1868
Dickens, Charles.
Martin Chuzzlewit – 1899

Dickens, Charles.
[Martin Chuzzlewit]
Martin Chuzzlewit life and adventures...1910

In the above example there are three works written by the same author with three different titles. Out of the three titles, the commonly known title is Martin Schuzzlewit. This common title uniform title is kept in square brackets in first and third example. The second example is closely related to the common title, so it is not inserted in square brackets.

Another example:

Blind date
 Chance meeting
 (Motion picture in Britain as: blind date
 later issue in the U.S. as Chance meeting)

Thus there are two manifestations in this case, blind date is the uniform title which brought together the two titles. In such cases added entry is to be provided to the original work from uniform title.

Chance meeting
 See Blind date

If a work is entered under a personal or corporate heading and uniform title is used, make a name title (authors name and title) reference from variants of the title proper of the item being catalogued.

Dickens, Charles.
 The life and adventures of Martin Chuzzlewit...1868
 See Dickens, Charles.
 Martin Chuzzlewit

3.4.1 Individual Titles

(a) **Works** created after 1500 use the title in original language by which a original work is created after 1500 has become known through use in manifestations of work or in reference sources. Omit an initial article only from a uniform title used as a main entry heading if it is not required for reasons of grammar (e.g have the initial article in all other uniform titles).

For example.

Swift Jonathan
 [Gulliver's travels]
 Travels into several remote nations of the world by Lemuel Gulliver...1726

If no one title of several titles of a work is best known, use the title proper of the original edition, omitting initial phrases and articles.

Woodhouse, P.G.
 [Ring for geevfes] (the title of the original ed)
 The return of Jeeves...
 Treatise of a galavent
 Here begyneth a treatise of a galavent the introduction phrase begnneth is omitted

If a work is published in two countries in two language make a catalogue for the document title in the have currently if both are foreign countries, then use the title of the work which is received earlier by the library.

For cataloguing agencies in the United Kingdom
 Joesten, Joachim
 Denmark's Day of Doom. – London. – 1939
 Joesten, Joachim
 [Denmark's Day of Doom]
 Rats in the Larder: the story of nazi influence in Denmark – NewYork...1939

In the above case, the title of British became uniform title. In an agency in the United States, Rats in the Larder would be the Uniform title.

(b) Works before 1501: Use the title, form of the title in the original language by which a work is created before 1501 is identified in modern reference sources.

Chancer, Geoffrey.
 (Troilus and Criseyde)

(c) Additions to Uniform titles: Add in brackets an explanatory word, brief phrase, or other designation to distinguish between two identical uniform titles.

Genesis (Anglo-Saxon Poem)
 Genesis (book of the bible)
 France
 [constitution(1946)]
 France
 [constitution(1958)]

(d) Translation: If an item being catalogued is a translation, add the name of the language of the item to the uniform title.

Goncourt, Edmond De
 [Les freres Zemganno, English]
 The Zemganno brother...
 (An English translation of French novel)

If the work is in two languages name both. If one of them is in original language name it first.

Craser, Julius.
 [DE bellow Gallico, French and Latin]

If the work is in three or more languages the word polyglot and name all the languages.

United States
 [The declaration of independence of the United States in ten languages]

(e) Complete works: Use the collection title "works" for an item that analysts, or purports to the complete works of a person.

Eg. Maugham, W. Somerset
 [works]
 Complete Works...

(f) Selections: Use collective title “selections” for item consisting of three or more item works in various forms or in one form if a person created works in one form only, and for items consisting of extracts etc. from the works of one person.

For eg. Maugham, W. Somerset
 [selections]
 Wit and Wisdom of Somerset Maugham...
 Maugham, W. Somerset
 [Novels, Selections]
 Selected Novels
 Maugham, W. Somerset
 [Plays, Selections]
 Six Comedies....

3.4.2 Special Rules for Certain Type Materials

(a) Legal Rules: Use the term laws etc., for complete or partial collections of legislative enactments other than compilations on a particular subjects.

United Kingdom
 [Laws etc.]
 Halsbury’s Statues of England
 United States Laws
 [Laws etc]
 United States code...
 Compilation on particular subject
 California
 [Agriculture code]
 West California Agriculture Code...
 Compilation on single Acts
 United Kingdom
 [field monuments Acts 1972]
 India
 [Income tax act 1961]

(b) Treatises etc.: Use the uniform title treatise etc. For collection of treatise between two parties. Follow the uniform title by the name of other party.

India
 [Treatises etc.]
 If a collection of treatise etc., signed at same time is identified by the name followed in brackets by the year of signing. Make ‘see also’ reference from the title of the collection to the heading of the single treatises.
 Treaty of the Utrecht (1713)
 See also
 France, Treatise etc., Prussia....
 Spain “ ” Great Britain.....(etc.)

For a single treatise between two parties, use treatise etc. eg. Uniform title followed by the name of the other party and the date of signing treaty.

Denmark

[Treatises,etc. United Kingdom, 1966 March 3]

(c) Sacred Scriptures: Use as uniform title for sacred scriptures the title by which it is most commonly identified.

Bible...

Vedas...

Upanishads...

Koran...

Bible: Enter a sub-heading 'Bible' any text included in attraction protestant canon. In two cases of 'testaments' enter the old testaments as O.T. and the new testament N.T. under the heading "Bible"

Eg. Bible. O.T

Bible. N.T

Enter under individual headings of individual testaments.

Eg. Bible.O.T Zra...

Bible.N.T. Revalation...

Vedas: Enter from standard collection of Vedas (Atharveda, Rig-Veda, Samaveda, Yajurveda) as subheadings of Vedas. If item is one of the versions of Vedas add title of version within parenthesis.

Vedas, Atharveda

Vedas, English selection

Vedas: Rigveda.English selection

Vedas.Yajurveda (Vajaysaneyi samhita) . English.selection

Upanishads, Brahmanasana Aranyakas : Enter a component of these work as subheading of the title of the appropriate larger collection.

Eg. Upanishads.Chandogyopanishad

Upanishads.English

Acaranga

See Jaina.Agama.Anga.Acaranga

Koran: Enter a chapter (surah), one of the thirty parts (Juz) or a named grasping of selections of a Koran as a subheading of 'Koran'. Proceed the title of the chapter 'Surat'. Proceed the title of the part (Juz). Refer from the titles of establish grasping of selections.

Eg. Koran. Surat Al-Baqarah

See Koran. at Surat II

Koran. Juz Amma

See Koran. at JUZ XXX

Enter a verse of a chapter as a subheading of a Kuran and add Arabic nunaral of the verse to the title. Refer from the title of the verse as a subheading of the Koran.

Eg. Koran.Surat Al-Baqarah-177

See Koran.Ayatal-Birr

See Ayatal-Birr

3.5 Treatment in CCC

According to CCC “title uniformised by popular or cataloguing usage in term of listlets, and often unintended variants of the title of one and the same work in different editions or title of the different values of the one and the same work”. (CCC page 121).

Generally sacred books of religions are given slightly varying titles from time to time, without any significance. There is therefore, a need to have uniformised title for it. Bible, Vedas and Upanishads or examples for uniformised titles. Uniformity of the title is also necessary in respect of a periodical conference. This is the case with canon of uncertain ability is not followed rigidly.

Eg. Reference work

COLUMBIA Viking desk Encyclopaedia. Ed 2

SCIENTIFIC (Van Nostrands – Encyclopaedia etc.) Ed2

Sacred works of religion as Vedas, Upanishads, Bible, Quran etc., literary works like Ramayana, Mahabharata, Sakuntala, Hamlet, Classical works such as Aristotle’s Poetics, Newton Principia, Mark’s Capital etc., are considered as Quasi – Class or Quasi – Subject.

3.6 Summing Up

A literary work often brought out under varying titles in its different editions. Ideally all these various manifestations of the work should be allocated in a catalogue. Sacred works, classics, literary works, legal materials, treatises etc., are brought under various titles in various languages at times two different versions from two different places under different titles. In order to overcome all these hurdles AACR2 and CCC prescribed certain guidelines to bring such work in a uniform title for the benefit of the catalogue users and bibliographers.

3.7 Self Assessment Questions

- (1) What do you mean by Uniform Titles? Explain how it is helpful in bringing all related works at one place?
- (2) Explain the rules prescribed in CCC for Uniform titles?
- (3) Write short notes on
 - (a) Sacred Scriptures
 - (b) Legal materials

3.8 Further Reading

1. Anglo American Cataloguing Rules. 2nd rev.ed. Chicago American Library Association 1988 (Chapter 25)
2. Ranganathan, S.R. Classified Catalogue Code, 5th ed. Bombay : Asia Publishing House, 1964.

3.9 Glossary

A document which embodies a portion of extract another document.

Quasi Class: A work which is treated as a class in a classification scheme or whose title is used as a subheading in a cataloguing practice. A quasi-class usually a sacred work or a work of literature or classic.

Uniform Title

(1) A particular title by a work that has appeared under varying titles is to be identified for cataloguing purposes. (2) A conventional collective title used to allocate publications of an author, composer or corporate body containing several works on extracts etc. from several works ex. Complete works, several works in particular literary or musical form.

LESSON – 4**COMPARITIVE STUDY OF AACR AND CCC****4.0 Aims and Objectives**

In this lesson you will study about comparative study of AACR2 2nd edition (1978)CCC 5th edition(1935)with respect to rules for rendering names, bibliographic description in catalogue entries. After studying this lesson you will be able to know rules for

- Bibliographic Description of Documents
- Selecting headings for personal authors and corporate bodies
- Periodical Publication

Structure**4.1 Introduction****4.2 Structure of Rules****4.2.1 AACR2****4.2.2 CCC****4.3 Bibliographic Description****4.3.1 Sources of Information****4.3.2 Levels of Description****4.3.3 Title Proper****4.3.4 Imprint****4.3.5 Physical Description (Collation) Area****4.3.6 Note Area****4.4 Personal Authorship****4.4.1 Shared Responsibility****4.4.2 Works Produced under Editorial Direction****4.4.3 Works of Mixed Responsibility****4.4.4 Pseudonyms****4.4.5 Anonyms Works****4.5 Corporate Body****4.5.1 Government****4.5.2 Institutions****4.5.3 Conferences, Congresses etc.****4.6 Periodical Publications**

4.6.1 Periodical conference**4.6.2 Problems in cataloguing of a periodical****4.7 Summing up****4.8 Self Assessment Questions****4.9 Further Reading****4.10 Glossary****4.1 Introduction**

A uniformed cataloguing code was developed in the beginning in 1908 by the effort of joint code later with constant efforts gave a good result in Paris conference. AACR was published in two different texts North American and British texts. Both the texts were integrated and published into a single text as seemed edition of AACR in 1978.

In India Dr. S.R. Ranganathan made efforts in providing a well structured cataloguing code i.e. classified catalogue code and published 5th edition of CCC in 1935. He developed normative principles and applied systematically to the rules of cataloguing in his 5th edition of CCC.

The present study will help you in understanding the comparative study between AACR2 and CCC in the choice of heading bibliographical description of documents.

4.2 Structure of Rules**4.2.1 AACR2**

There are two parts in AACR2. The first part covers rules for bibliographic description of all kinds of materials in 12 chapters. Second Part contains rules for determination and establishment of headings in the catalogue. In chapter I rules covered rules for description of all types of materials in conjunction with the general chapter. Part II contains chapters that related choice of main and added entries applied to all types of materials. In AACR2 capitalization, abbreviations to use in entries, numerals and glossary are included as appendixes.

4.2.2 CCC

Classified Catalogue Code was divided into 21 parts. The parts are divided on the basis of five criteria. They are

- (1) Theoretical foundation of scientific cataloguing (Parts A to D)
- (2) Cataloguing Operations (Parts E to J)
- (3) Types of generic added entries (Parts K and L)
- (4) Types of material to be catalogued (Parts M,N,P and V)
- (5) Types of bibliographic material to be compiled (Parts Q to U)

One of the important innovations of CCC is chain procedure. It is a unique method for preparing class index entries. CCC is liked to a classification scheme which follows theoretical pattern of notation and dependent on a classification scheme.

After going carefully both the codes it is clearly understood both the codes are well structured and logically arranged in two different ways. In AACR2 rules of cataloguing choice of headings or "access" prints and rendering have been separated which are exactly in time with Ranganathan's classified catalogue code.

The only drawback in CCC is that it would not offer comprehensive rules of non print materials. But AACR2 contains chapters prescribing rules for description of different types of print and non print materials considerable emphasis given for descriptive cataloguing and standardization in AACR2. AACR2 supposed to be amenable to computer oriented catalogue where as CCC is not visualized for machine oriented catalogue.

4.3 Bibliographic Description

4.3.1 Sources of Information

The cataloguer has to identify various bibliographic details from source of information as the basis of description of bibliographic data elements of different types of documents.

S.R.Ranganathan tackled the problem catalogues by propounding canon of ascertainability. The canon prescribed that the information available on the title page of the document to be catalogued and its other flow pages should determine the choice of rendering different entries.

The canon appears to be incomplete in respect of its exceptions to certain section of entries. For example note section, where as the directive contained in AACR2 are helpful to a great extent when compared to CCC.

4.3.2 Levels of Description

AACR2 prescribes three levels of description they are

- First level
- Second level and
- Third level

In the first level minimum bibliographical details of document is recorded. In the second level all the required elements are recorded and in the third level each AND every element of document is covered in the description. In AACR2 all the three levels of description can be used based on the type of the library or type of the document, or any one or two levels of description can also be done by the cataloguer.

CCC prescribes only one level of description for all the documents to be catalogued in the library.

4.3.3 Title Proper

AACR2 considers title proper as the chief name of an item, including alternative title but not parallel title.

Rangaathan user the term 'title' instead of title proper of a document. He considers title as the name of the work; he also defined subtitle and other title. CCC includes periodical title proper of a periodical publication. If the sponsors name of a periodical is at the beginning of the periodical it is also included in the title, if it is at the end of the title then it is excluded.

AACR2 prescribes title proper exactly how it is on the title page and not applicable for punctuation and capitalization. But the subtitle alternative title and parallel title are recorded by using the prescribed Punctuation marks. In CCC all the initial articles and honorific words are omitted. But in AACR2 all these recorded how exactly they appear on the title page.

4.4 Edition Statement: Both AACR2 and CCC prescribes the inclusion of edition statement in recording elements of a document by the cataloguer. In AACR the edition statement is recorded exactly how it will appear, in the chief source of information. Standard numerals and abbreviation are used as prescribed in the appendix B and C respectively.

CCC prescribes transcription of edition statement only in respect of second and other edition and abbreviations and geographic names are omitted. If the numerals are to be recorded appropriate number and the word 'Ed'.

Examples:

Information found in chief source	AACR2	CCC
Fourth Edition	4 th edition	Ed 4
The Somerset Edition	The Somerset ed.	Somerset ed.

4.3.4 Imprint

Imprint consists of place of publication, publisher name and year of publication. AACR2 prescribes to record information of places of publications, names of publishers and years of publication. Specified rules also available to record all such information. As a basic rule the punctuation marks followed are colon ":" and comma ','. Colon is placed between place of publication and name of the publisher. Comma is placed between name of publication and year of publication.

CCC has not given any importance for the information contained in Imprint and collation. He explained that these components are not required by a reader.

Here is an interesting augments we will come access. Whether is it necessary to record imprint and collation on the catalogue card some say it is useful to know the name of the publisher, year of publication and place of publication and also he will know volume of the book? By knowing the volumes he can decide he has to borrow the book or he can read the book by staying in the library. This saves the time of the user and he need not go to racks to find the book. But some argue that in an open access library there is no need to record the imprint and collation the reader can go to the racks and find out required information directly from the document.

4.3.5 Physical Description (Collation) Area

This area consists of number of pages, volumes, illustrations, dimensions etc. Illustrations comprises of plates, charts etc., accompanying materials include maps, charts,

tables, diskettes, cds, dvds, films, slides, cassettes etc. AACR2 prescribed detailed rules for described all these materials. Where as CCC has not recommend for insertion of this information on a catalogue card.

4.3.6 Note Area

In this area important information that is contained in the document is recorded. The information covered in other area need not repeat here. The information which is not covered in other elements is recorded here. AACR2 prescribed rules for recording information, there is an option to write different note in different paragraphs or each note demarcated by space full stop, space dash, “. –“ and write continuously.

In CCC there is no provision to record collation information and S.R. Ranganathan explained that there is no need to include this information in cataloguing card as the user can directly contact the document and find the required information. He recommended implement open access system in the libraries.

4.4 Personal Authorship

Personal authorship indicates that a person is purely responsible for the intellectual that content artistic presentation, thought and expression embodied in a document. AACR2 considers that a person who is mainly responsible for the creations of intellectual and artistic construct of the document.

AACR2 considers the name of a person is basis for heading the name persons real name, pseudonym, title of nobility, nick name initials or other forms.

Examples:

- (1) Postman/by Rabindranath Tagore
main entry under Tagore
- (2) Six comedies/Somerset W. Maugham
main entry under Maugham

According to CCC the consideration of authorship in two senses.

Sense I : In case of person is responsible for the thought and expression of the information in the document.

Sense II : In case of corporate body owing it is responsible for thought and expression of the content of the document.

Examples:

- (1) S.J. Sangam 1951
main entry under SANGAM (S J) (1951)
attachment of honorific words such Sir, Mr, Mrs., Ph.d., Professor etc.

4.4.1 Shared Responsibility

If you have noticed that more than one person is responsible for the thought content and creation of the document. Such works are named as works produced under shared responsibility.

AACR2 prescribed that if a document is produced by two author then main entry heading will given to the author, whose name is prominently identified by wording, layout, or typography. If there is no such indication the first author's name will be considered for main entry heading. In the statement of responsibility it will be written as name of first author and name of the second author.

If a document is produced by three authors and principal responsibility is not indicated by any means, then the heading may be given for the first author and in the statement of responsibility it will be recorded as name of the first author comma, name of the second author and connecting word 'and' the name of the third author.

If a document is written with more than three authors the heading may be given for the title and in the statement of responsibility recorded as first author [et..al]. And added entry will be provided for first mentioned author.

In case CCC if two persons are shared the responsibility for the thought contact of the document the heading will be shared for two authors and recorded as name of the first author and name of the second author. If a document is written by more than two authors the first mentioned author name will be recorded as author and words and others will added.

4.4.2 Works Produced under Editorial Direction

Some times many author write articles and one may take responsibility of collecting them and publishing them under a collective title. A collective title is one in which two or more books or parts published together under a collective title generally brought out under editorial direction. AACR2 and CCC have dealt these works as per the rules in the codes.

According AACR2 prescribes that it a work is produced under editorial direction, title main entry is to be prepared, and added entry are given for the editors if there are not more than three editors. If the work is brought out with three editors the added entry will be given for the name of editor whose name is mentioned clearly by way of printing typographies and if there is no such remarks then the first mention editor may be written first on the statement responsibility followed by other editors, added entries are provided for other editors. If there are more than three editors the first mentioned editor will be entered on the statement of responsibility on the main entry and others will be written in statement of responsibility after the first editor's name. Added entry will be provided for first mentioned editor.

In CCC if no author is responsible for a work them it is to be entered under collaborator (editor/compiler). If there are two collaborators heading is to be given for both of them. If there are more than one category of collaborators (edition/compiler) only one collaborator is to be given on the main heading based on the relative importance given to the collaborator. If no collaborator or author is not mentioned on the title page, such works are to be enter under title. In case of general bibliographies, encyclopedias, generalia etc. title should be chosen as main entry heading. CCC prescribed that the role played by different persons will be described with

a descriptor element Ed.(editor), Tr.(Translator), Comp.(Compiler), Ill.(Illustrator) etc., is to be added after the persons name chosen for heading and provide added entries to them.

4.4.3 Works of Mixed Responsibility

If a document produced with mixed responsibility different persons will play different roles in the intellectual and artistic content of the document. In works of mixed responsibility the later edition under go for modifications, and the cataloguer will face conflict of authorship. The person or body responsible for the thought content of the one determined per the guidelines given in AACR2 and CCC. The following table will help you in knowing the role played each person and what is treatment given in the two codes.

4.4.4 Pseudonyms

Pseudonym is a false or fictitious name of the author. Adding to CCC a pseudonym is a "an author assuring the false or fictitious name or any other specification different from the real name." According AACR2 pseudonym is a name assumed by an author to conceal obscure his identity. CCC considers any 'other specification' means it will accept any specification as pseudonym. But AACR2 considers the 'form of the name' only for pseudonym. For EET written on the title page, CCC accepts it as a pseudonym. AACR2 will not accept it as a pseudonym. It will consider this as anonym. By and laze both the works identify both the author in a similar fusion. You come find the following types of pseudonyms.

- (1) Works of a person predominately identified by a single pseudonym
- (2) Works of a person identified by two or more pseudonyms
- (3) Works of a person identified by pseudonym and real name
- (4) Works of two persons using single pseudonym

AACR2 prescribes that if work appears with a single pseudonym enters with the name directly. If a work is appeared with more than one pseudonym enter it under the predominant name that appears in later editions. If the real name is known make reference to pseudonym. If two persons use single pseudonym make main entry under single pseudonym and provide reference entries for the two authors.

CCC prescribes canon of ascertain ability in use of pseudonym/real name and suggests to give main entry under the appears on the title page. The will result in scattering of entries from different entries of the same author all over the catalogue. AACR2 suggest under form of the name he is identified in modern editions. This will help all the works of same author at one place. CCC recommends writing the descriptive element pseudo after the name of the author. AACR2 doest not give any description to be added after name of the author.

Problem	AACR2	CCC
1. Single pseudonym predominantly appear on title page	Eliot, George	ELIOT(George)Pseud
2. Real name appears subordinate to pseudonym	Carrol (Lewis) refer from real name to pseudonym	CARROL(Lewis), Pseud (i.e Charles Lutwidge Dodgson)
3. Pseudonym appears on the title	Twain, Mark(refer	TWAIN(Mark)Pseud

- | | | |
|---|--|---|
| page and real name from the outside service | from real name to pseudonym | (i.e., Samuel Langhore |
| 4. Real name appears subordinate to pseudonym on the title page (the author user one or more pseudonym) | Paine, Lauron
(connect all pseudonyms to real name) | PAINE(Lauron) (i.e., A.A.Andrews,pseud) |

4.4.5 Anonyms Works

Anonyms work is of unknown or uncertain authorship or by an un named group. CCC prescribed rules under canon of as certain abilityonyms work is entered under the collaborator if it is mentioned the title page otherwise under title. AACR2 prescribes to enter under title main entry.

4.5 Corporate Body

Corporate body indicates a group persons coming together to form into our association or organization for a noble cause and responsible for the intellectual and artistic content of a document. Bodies formed by such a way are government, government agencies, Institutions, societies etc.

According to AACR2 corporate body is organization or group of persons identified with a specific name and which acts or may act as a body. Examples of corporate body are Government, Government Agencies, Project, Programs, Institutions, business firms, religious bodies, churches and conferences. AACR2 rules 21B2 allows a work can be considered is a product of corporate body if its falls under one of the following categories.

1. Administrative work Ex. Annual reports
2. Legal work Ex. Laws and treatises
3. Report of collective thought of a body Ex. Committee and commission reports
4. Reports of the proceedings of a conference, exhibition or a similar event etc. are prominently named in the item.
5. Sound & video recordings films etc. are provided by an organization or association

Ranganathan defined a corporate body as number of persons taken collectively usually united or organized or coming together informally in a common cause or action such governmental, political etc. collective expression of opinion of the statement. Further CCC starts a work is corporate authorship if the work is deliberative administrative, directive or routine character.

CCC prescribes of the name of person or collaborator is not found on the title page and if a corporate body or bodies found on the title page thus main entry is to be given to the corporate body.

It is evident that both codes have tried distance residence for rendering heading of corporate bodies. AACR2 considered (21.B2) certain kinds publications as product of corporate bodies where as CCC recognizer the responsibility for the thought content and expansion constitution the work in accordance with canon as certain ability.

4.5.1 Government

According to AACR2 Government is entered under its conventional name which indicate geographic name of the each (country, state, municipality etc.) on which government will exercise, judicial, legislative administrative powers. CCC states that if a corporate body is government as a whole its name should the name of those particular heritors. CCC does not make any difference between official and conventional names of governments. It only uses known form of names.

Examples:

Conventional Name	Official Name	AACR2	CCC
United States	United States of America	United States	UNITED STATES OF AMERICA
United Kingdom	United Kingdom of Great Britain and North Isle	United Kingdom	GREAT BRITAIN
INDIA	Republic of India	India	INDIA

4.5.2 Institutions

Both AACR2 and CCC included under the heading of the Institutions. They bodies covered in Institutions are 1.Academic bodies 2. Religious bodies 3. Societies 4. Business forms, associations etc. They are entered directly under the name of the body after omitting articles. If the individualization of Institution is required the date of origin location and any other delegation may be added to the heading. The rules prescribed for choice and rendering of headings are similar in nature.

4.5.3 Conferences, Congresses etc.

AACR2 has prescribed required for rendering of conference headings. In CCC there are no such rules.

AACR2 conferences, congresses etc. are entered directly under the name by which they are prominently know. After the name of the conference, number, data and location of the conference taken place are entered with in brackets.

According to CCC conferences, congresses meetings, are entered directly under the name they are familiar and place, year are entered after the title of the conferences in circular brackets.

Examples: AACR2: 2International conference on digital libraries (2nd:1989:Bangalore)
 CCC:INTERNATIONAL CONFERENCE ON DIGITAL LIBRARIES (BANGALORE) (1989)

Diplomatic Conference: According to AACR2 a diplomatic conference has no formal name and the name is acquired after some time. When you find the plane of the conference their only the name of the conference is entered. This name may change later date when it acquires an established name.

In CCC the name of the conference should be prefixed before the name of conference even if it is not reading. The individualizing elements year should be added after the name.

Example: PARIS PEACE CONFERENCE (1919).

4.6 Periodical Publications

Periodical is a publication which will come out at regular or irregular intervals. Periodical and in nascent information. The information in periodical publication can be quick easily updatable with current information. Periodicals constitute out of the important components of library collections. AACR2 defines as a publication which is published in any maximum at regular interval in successive parts being chronological designation and intended to be continued indefinitely. The term periodical, serial, and journals are used interchangeably with out any much variation. AACR2 includes under serials several publications such as news papers annuals, memoirs, proceedings transactions etc.

AACR2 prescribes the following sections in the main entry of a periodical

1. Title and statement of responsibility
2. Edition area
3. Numeric, Alphanumerical, Chronological designation area
4. Publication, distribution area
5. Physical description area
6. Note area
7. Standard number
8. Terms of availability

According to CCC the main entry of a periodical contains following sections

1. Leading section – class number
2. Heading section – title, periodicity, series etc.
3. Holdings
4. Tracings at the back of card

Examples according to AACR2

CM44 Indian Journal of Pure and Applied
N62 Physics. – Vol.1,no.1 (Jan 1962)
. – New Delhi: Publications of
Information Directories, 1962.

V.: ill.; 16 cm
Library has V.1(1962)-V.3(1993)
Monthly

1.Pure Physics 2.Applied Physics
I. Publication division of Information
Directorate,CSIR

Example according to CCC

Cm44,N62

INDIAN JOURNAL of Pure and

Applied physics

[IV per year V1. - : 1962-]

This library has V1-31; 1962-1993.

I-31 1961-1993 N62-N93	Indian Journal of Pure and applied physics
3843-3874	India,Periodical,Physics Periodical,Physics Physics

4.6.1 Periodical Conference

Some conferences are organized at regular or irregular intervals. Proceedings or reports brought after completion of the conference like a periodical. According CCC there are specific rules for cataloguing of periodicals place and year of conference are omitted on the title of the conference. According to rule C24.B4 (p417-18) periodicals are catalogued according to the rule applicable for conference proceedings.

4.6.2 Problems in cataloguing of a periodical

Cataloguing of a periodical gives so many problems to the cataloguer. This problem is due to the complexities associated with periodical such as change of title, periodicity volume. A split in the title of periodicals merging of two or more periodicals into a single periodical etc. CCC has provided collaborative rules for periodicals cataloguing. Chapter 12 of AACR2 deals more about bibliographic description of periodicals rather than solving problems.

4.7 Summing Up

In AACR2 and CCC prescribed rules for cataloguing documents. To Ranganathan's CCC canon of ascertain ability AACR2 prescribed rules for entry of elements each section of the catalogue entries. AACR2 offered comprehensive for both conventional and non-conventional documents to solve the most of the problems of cataloguer. CCC could not offer any solutions for non conventional books. Both AACR2 and CCC prepared to give main entry for personal authorship unless where corporate body plays important role in bringing out the document. In AACR2 choice of heading is between author and title and some times corporate body. If does not give any rule to entry heading for collaborators. CCC prescribed main entry heading us last resort if there is no author, collaborator or corporate body. Regarding pseudonyms AACR2 prescribed to follow the name which is recorded on recent edition of the document.

AACR2 and CCC had given elaborative rules for cataloguing of periodicals. AACR2 is a group effort and a revision team plays important role is updating the information. CCC is individual person effort and suffered from lack of organization back for further revisions.

4.8 Self Assessment Questions

1. Compare the structure of main entry and bibliographic description in AACR2 and CCC?
2. Explain the difference in rendering names in AACR2 and CCC?
3. Write short notes of
 - (a) Personal authorship
 - (b) Conference
 - (c) Periodicals
 - (d) Institutions
 - (e) Pseudonyms

4.9 Further Reading

1. Anglo American Cataloguing Rules, 2nd ed. Chicago: American Library Association, 1978.
2. Girija Kumar and Krishna Kumar, Theory of Cataloguing, 3rd ed. Delhi: Vikas Publishing House, 1981.
3. Parameswar, M. Anglo American Cataloguing Rules (II) and CCC(3) New Delhi: Ess, Ess, 1989.
4. Ranganathan S.R. Classified catalogue code, 5th ed. Bombay: Asia Publishing House, 1964.
5. Sharp, Henry A. Cataloguing : A Text book for use in libraries, Bombay, Allied, 1964.
6. Vishwanathan, C.G. Cataloguing theory and practice, New Delhi, Today Tomorrow, 1970.
7. Wynar, Bhodhan S : Introduction to cataloguing and Classification, 7th ed. Littleton, USA: Libraries Unlimited, 1985.

4.10 Glossary

Access point	:	A term, name, code or group of words etc., used at the head of a Catalogue entry by which a document is searched or identified
Added Entry	:	An additional entry other than the main entry to provide other access points in a catalogue
Collaborator	:	A person or persons associated with another person/persons to create a work
Entry	:	An ultimate unit record
Main Entry	:	A complete record of document which gives maximum information in a catalogue
Normative	:	A set of specific principles developed by Dr.S.R.Ranganathan

- Principles which are applicable in drafting a catalogue code, interpretation and guidance of rules in cataloguing work.
- Surname : A family name which person uses in conjunction with his personal name. It is the name used as a heading for entries in a catalogue or bibliography
- Tracings : A record of additional entries prepared other than main entry.

UNIT – III**CATALOGUES – UTILITY & ECONOMY****LESSON – 01****CO-OPERATIVE AND CENTRALIZED
CATALOGUING: CIP****1.0 Aims and Objectives**

The cataloguing activity in any library is a laborious job involving repetitive processes. The libraries and library scientists have been trying to minimize the repetition work by various methods. Co-operative and centralized ventures of cataloguing are proved successful in reducing the repetition work and save the time, manpower and money. In this unit co-operative and centralized cataloguing are discussed in detail.

The study of this unit shall enable you to know:

- the concepts of cooperative and centralized cataloguing
- the advantages and disadvantages of cooperative and centralized cataloguing
- the efforts put in cooperative and centralized cataloguing ventures at national and international scenario.
- some of the ongoing activities of cooperative and centralized cataloguing.

Structure**1.1 Introduction****1.2 Co-operative Cataloguing****1.2.1 Definition****1.2.2 Objectives****1.2.3 Advantages****1.2.4 Disadvantages****1.2.5 Cooperative Cataloguing Projects****1.2.5.1 National Program for Acquisitions and Cataloguing (NPAC)****1.2.5.2 Program for Cooperative Cataloguing (PCC)****1.3 Centralized Cataloguing****1.3.1 Definition****1.3.2. Objectives****1.3.3. Advantages**

1.3.4. Disadvantages**1.3.5 Forms of Centralized cataloguing****1.4 Cataloguing in Publication****1.4.1. Pre-natal cataloguing****1.4.2 Cataloguing in Source****1.4.3 Cataloguing-in-publication (CIP)****1.5 Summing up****1.6 Self Assessment Questions****1.7 Further Reading****1.1 Introduction**

A Library catalogue is a list of documents in a library. It is an indispensable tool which facilitates the use of library materials. Cataloguing is a continuous activity in almost all types of libraries and information centers. Some documents are being acquired by different libraries and cataloguing them individually, which is nothing but a duplication of the work. Much of the manpower, money and time can be saved if any central agency or co-operative venture of libraries provides a catalogue card for each document published and the others can make use of it. According to one estimate 60 percent of the books in academic libraries and 90 per cent of the books in public libraries can be provided with readymade catalogue cards, if at all there is a centralized cataloguing agency or co-operative venture of libraries.

Co-operation as a practicing principle has produced admirable results in all fields of human endeavors. Co-operation in cataloguing of a library collection is undoubtedly a great effort on the part of libraries, which is capable of reducing labour, time and cost. Hence if two or more libraries come together to cooperate with each other to share the cataloguing work for their mutual benefit, it is called cooperative cataloguing.

If some central agency performs the cataloguing of documents for the benefit of other libraries, it is called centralized cataloguing. In some library systems, there is a main library and branch libraries. In such cases, the main library can perform the cataloguing work which will be used by branch libraries by adding local variations to the catalogue cards received from the central agency. In this regard, the National Libraries of the countries can take up the task of cataloguing all the documents that are published in the country and make available for use by other libraries.

1.2 Co-operative Cataloguing

The idea of cooperative cataloguing came into being during 1900s. Each library recognized that cooperation is the best method to reduce the cost of cataloguing and eliminate waste full duplication of the processes. \

1.2.1 Definition

According to **C.D. Needham** Cooperative cataloguing refers to “a situation where a number of independent libraries share the work of producing a catalogue for their mutual benefit”.

ALA Glossary of Library Terms defined cooperative cataloguing as “the compilation of catalogue cards through a joint effort by a number of libraries in an effort to reduce duplication of operations.”

From the above definitions it is clear that cooperative cataloguing envisages sharing of responsibility and products.

1.2.2 Objectives

There are two main objectives of Cooperative Cataloguing viz.

- a) To reduce the cost of cataloguing by the sharing of expenses by participating libraries.
- b) To eliminate wasteful duplication of the process of cataloguing.

Besides the above, following are collateral objectives of cooperative cataloguing:

- i) To save the time of the library staff: In any library much of the man-hours are being spent for cataloguing. Cooperative cataloguing saves the time of the library staff and enable them to provide additional services in the library.
- ii) To standardize the process of cataloguing: All the libraries participating in the cooperative cataloguing use common standards and rules for cataloguing there by achieves quality in catalogues.
- iii) Union catalogue preparation: If the participating libraries in cooperating venture spans over a geographical region, it is to easy to compile union catalogue of that region.

1.2.3 Advantages

The advantages of Cooperative Cataloguing are

- i) Efficient and adequate catalogue entries are available
- ii) Printed catalogue cards in uniform size and neat presentation of bibliographic details are possible.
- iii) Catalogue cards are more legible and easier to consult.
- iv) Delay in cataloguing is reduced.
- v) Libraries do not show diversity of entries for similar books.
- vi) It save the time of the library staff to devote to other services.
- vii) It is cheaper when compared with individual library cataloguing expenses.

1.2.4 Disadvantages

The following are the certain disadvantages present in cooperative cataloguing:

- i) Catalogue cards for certain titles of books can not be supplied.
- ii) It may tend to decrease the number of skilled cataloguers being employed in individual libraries.
- iii) Library staff tend to loose familiarly with books as cataloguing work is reduced
- iv) Some times there is no or limited provision for incorporating local variations into catalogue cards.

1.2.5 Cooperative Cataloguing Projects

Successful attempts of cooperative cataloguing are found in the USA. The Library of Congress, H.W.Wilson & Co., New York, John Crarer Library, Harvard University Library and Chicago University Library are the good examples of cooperative cataloguing activity.

Some of the attempts of the cooperative cataloguing are enumerated.

1.2.5.1 National Program for Acquisitions and Cataloguing (NPAC)

This cooperative cataloguing program was started in USA by the Library of Congress. Under the Higher Education act of 1965 the Library of Congress was given responsibility for following tasks:

- i) To acquire all materials of scholarly value currently published throughout the world.
- ii) Cataloguing the acquired material promptly.
- iii) Distribution of bibliographic information in printed card form or by any other means.

To meet its responsibility the Library of Congress launched a program called National Program for Acquisition and Cataloguing (NPAC) in the year 1966. Under this program the LC has established a global network of national and regional offices for international cooperation. Each office is responsible for selection, acquisition and dispatch of materials published locally. These offices acquire a copy of the catalogue entries for each document acquired from a national source of bibliographic data. The catalogue entries are then converted by these offices so that these confirm to LC cataloguing practice. Then these catalogue cards are sent to the shared cataloguing division of LC. Up to 1974 NPAC covered 40 countries, offering all the advantages of the International library cooperation in the field of cataloguing. This program initiated by Library of Congress is a major step towards Universal Bibliographic Control.

1.2.5.2 Program for Cooperative Cataloguing (PCC)

In today's developing global bibliographic network shared authority work is an absolute requirement. Since libraries began implementing AACR-2 on a world wide scale, the creation, updating and maintenance of standardized and consist authority files has provided major challenges to cataloguers. In addition, the ever increasing number of publications in a wide variety of languages, subjects, scripts and formats has renewed the need for and interest in cooperative bibliographic activities.

The Program for Cooperative Cataloguing (PCC) is an international cooperative effort aimed at expanding access to library collections by providing useful, timely and cost effective

cataloguing that meets mutually accepted standards of libraries around the world. This program is coordinated jointly by the Library of Congress and PCC participants around the world. PCC is the bold initiative and most successful and dynamic program in the history of bibliographic control. This program was initiated in 1995 and became effective in 1977. Today the PCC is in operation with four components:

NACO- Name Authority Program
SACO- Subject Authority Program
BIBCO- Monographic Bibliographic Record Program
CONSER- Cooperative Online Serials Program

Goals of PCC

- i. Enhance the timely availability of bibliographic and authority records by cooperative cataloguing that would be available for sharing and use by others.
- ii. Develop and maintain mutually acceptable standards for records.
- iii. Promote the values of timely access and cost effectiveness in cataloguing.
- iv. Increase the sharing and use of foreign bibliographic and authority records.
- v. Provide for ongoing discussion, planning and operations among participants in order to further the program mission.
- vi. Expand the pool of cataloguers who catalogue using the mutually accepted standards.

1.3 Centralized Cataloguing

1.3.1 Definition

According to C.D. Needham Centralized cataloguing is defined as the cataloguing of documents by some central organization for the benefit of other libraries.

Centralized cataloguing refers to the preparation of cataloguing records by one agency, which are made available to libraries. Some times centralized cataloguing is a cataloguing activity limited to a library system, which has a number of branch libraries or departmental libraries. There is no commercial basis involved in the production and distribution of catalogue information. The entire cataloguing work is carried out at the central or headquarters library. Successful examples of centralized cataloguing can be seen in the Derbyshire county libraries headquarters, Middlesex county library headquarters, Manchester, Liverpool, Sheffield and other big city library systems in the United Kingdom. The Library of Congress has been serving as the de facto centralized cataloguing agency for American libraries since 1901, when it began distributing printed cards to libraries. The value of centralized cataloguing has long been recognized by librarians, like Jewett, Henry Stevens, F. Max Muller and Melvil Dewey etc. It would be most uneconomical for each library to perform original cataloguing on all of its holdings. This would result in great deal of duplication of efforts among libraries.

1.3.2. Objectives

The objectives of centralized cataloguing are:

1. To avoid duplication of work
2. To reduce cost of cataloguing
3. To achieve uniformity in classification and cataloguing practices.
4. To raise the level of quality of cataloguing
5. To put cataloguers to a more effective use
6. To enable libraries to provide better services to users with the time saved by centralized cataloguing.

1.3.3. Advantages

The advantages of centralized cataloguing are:

- i) Duplication of work is eliminated
- ii) Cost of cataloguing is minimized.
- iii) Maintain uniform cataloguing practices, which facilitate services to users who move from library to library.
- iv) Quality of cataloguing is improved
- v) The staff time saved by centralized cataloguing can be utilized by libraries to provide additional services.
- vi) Centralized cataloguing helps in compiling Union catalogues.

1.3.4. Disadvantages

In spite of its many advantages centralized cataloguing possess some drawbacks, which are listed below:

- i) Pooling or allocation of funds for centralized cataloguing is a difficult task in some library systems.
- ii) Many libraries are incorporating too many local variations in their cataloguing practice, which results in libraries not opting for centralized cataloguing.
- iii) Centralized cataloguing may cause delay in obtaining catalogue cards by the libraries.
- iv) Some times centralized cataloguing proves uneconomical because many libraries may not need all the catalogue cards prepared by central agency.

1.3.5 Forms of Centralized cataloguing

Following is the brief description of different forms of centralized cataloguing:

1. Card or Sheaf form:

In this form of centralization, cards or sheaf are distributed to individual libraries from the central agency. An individual library can file them in their catalogue cabinets after adding suitable headings. BNB card/sheaf service, LC Printed card service and H.W. Wilson company's cards-with-books program belong to this category of centralized cataloguing. Library of Congress began printed card service in 1901. The cards were prepared and printed for books acquired through American copyright Law. LC assigns a card number to each book catalogued. Cumulative book indexes are prepared with this catalogue card number through which libraries place an order for printed cards.

2. MARC Service (Machine Readable Cataloguing service):

In this form, the central organization produces catalogue entries in machine readable form on magnetic tape. It means that the central organization catalogue the documents, records the information on magnetic tapes and supplies the copies of tapes to libraries. The libraries can produce printed cards from these tapes for their collection by using a computer. Some libraries used the magnetic tape itself in place of card catalogue. The MARC service has received wide acceptance all over the world.

Library of Congress started MARC project in 1966. Test tapes were distributed to 16 participating libraries in the pilot project. On the success of MARC service LC started permanent subscription service called MARC-II. By subscribing to this service a library can get cataloguing data in machine readable form for American publications as well as foreign publications acquired under shared cataloguing program of LC.

Library of Congress MARC service began in 1969 with books published in America and it was followed by national MARC services in many countries (Eg. British MARC and Indian MARC projects). MARC provides a standard format for the transmission of bibliographic data. It had a powerful influence on the handling of bibliographic records in machine readable form, through its structure consisting of leader, directory, and data for each record.

3. Information Service

Under this form, a central organization produces a bibliography for the documents from which libraries can prepare their catalogue cards. Some libraries may use these bibliographies as substitute to catalogue. The British National Bibliography (BNB) service was of this kind before the starting of card service by it in 1965. Indian National Bibliography (INB) is also of this kind. American Book Publication Record is also of this form of centralized cataloguing.

1.4 Cataloguing in Publication**1.4.1. Pre-natal cataloguing**

Ranganathan introduced the concept of pre-natal cataloguing. It includes pre-natal cataloguing and pre-natal classification. According to Ranganathan pre-natal technical work means completion of technical work (i.e classification and cataloguing of a book, catalogue card preparation) by the National Central Library of a country on each book before its release by the publisher. This is done with the help of a copy of the page proofs of each book sent by publishers. The National Central Library prepares a master stencil of the catalogue cards for each book before its release. The catalogue cards are later made available for distribution to libraries on order along with the release of books themselves. Cal numbers are also printed on the back of the title page and on the spine of the binding as well. Various kinds of bibliography

can also be prepared out of these records. Ranganathan estimated a saving of 79 percent in the technical manpower by the adoption of pre-natal technical work at both National and International level. However this concept of pre-natal technical work has not been tried anywhere and remains as a concept.

1.4.2 Cataloguing in Source

Under this program, a central organization catalogues books before their publication. The catalogue entries are then printed into the books themselves. This is possible only with the cooperation of the publishers. Library of Congress run this program from June 1958 to Feb.1959. The catalogue entries were prepared with the help of page proofs received from publishers. The catalogue entries along with page proofs were returned to the publishers. Publishers of the books print those entries on the verso of the title page of each book, as if it is a facsimile of Library of Congress catalogue card. These are called cataloguing-in-source (CIS) entries. This experiment could not be continued by Library of Congress as the publishers found it expensive and delaying the publication process. The LC itself felt that it puts excessive strain on its cataloguers owing to a close schedule.

1.4.3 Cataloguing-in-publication (CIP)

This program began in July 1971 at the Library of Congress, USA. Under this program all American publishers, or International Publishers, who have branches in USA, send the page proofs of their publications to the library of Congress in advance to their publication. Library of Congress prepares catalogue cards with all bibliographic details as per Anglo American Cataloguing Rules (AACR) except physical description area, and return to the publishers. Publishers then print a catalogue card for each book on the verso of the title page. These bibliographic records are entered in to MARC format and made available to subscribing libraries four to six months before the publication of actual books.

There are three products of cataloguing-in-publication. They are;

- i) Cataloguing data on MARC Tape.
- ii) LC Cards which are made available before the publication date of the book.
- iii) Cataloging data printed in the book itself on the backside of the title page.

Sample LC Cataloguing-in-publication data is given below

Chan, Lois Mai.

Cataloguing and classification

(McGraw-Hill series in library education)

Bibliography: p.

Includes index

1. Cataloguing. 2. Classification – Books. I. Title.

Z693.C437 025.3 80-15695

British Library, UK also started cataloguing in publication program in 1975. This program has been continued by both LC and British Library ever since it's launching.

Advantages of CIP

1. Libraries can prepare catalogue cards easily from the CIP data given on the verso of the title page
2. It saves the time and cost of technical processing of the book.
3. It helps the librarians in book selection process as CIP data available on tapes before the publication of the actual books.
4. Uniformity in classification and cataloguing can be achieved if all libraries follow the CIP data.
5. It is also useful to the publishers and book sellers to arrange the books in a systematic order.

1.5 Summary

Centralized cataloging is cataloging of documents by some central organization, for the benefit of other libraries. Cooperative cataloguing refers to a situation where a number of independent libraries share the work of producing a catalogue for their mutual benefit. Centralized and cooperative cataloguing should not be confused because both methods involve a central agency for production and distribution of catalogue cards. The main distinguishing point is the site and organization of the effort. Centralization gathers the work in one site and organizes the work force as unit. Cooperation divides the job among several sites and seeks not to control but to coordinate the scattered work force. In centralized cataloguing the central agency bears the cost and it may or may not charge for the service. But in cooperative cataloguing the cost of cataloguing is borne by the participating libraries.

Cataloguing in publication (CIP) program is the most successful centralized cataloguing service. It has been adopted by many countries, such as UK, USA, Ireland, Australia, Canada etc. It is obvious that centralized cataloguing is to be preferred to cooperative cataloguing for reasons of uniformity, prompt availability of cards and economy of operation. Ultimately the success of these cataloguing programs depends upon the agreement on standards of practice, financial support and willingness of libraries to participate in the service or subscribe to the service.

1.6 Self Assessment Questions

1. Define Co-operative cataloguing and discuss its advantages and disadvantages
2. What is Centralized cataloguing? Discuss various forms of centralized cataloguing.
3. Explain the Cataloguing in publication program
4. What is cooperative cataloguing? Discuss some cooperative cataloguing efforts.

1.7 Further Reading

1. Chan, Lois Mai – Cataloguing and classification. New York: McGraw-Hill, 1985.
2. Girija Kumar and Krishan Kumar – Theory of Cataloguing. 5Th. rev.ed. New Delhi; Vikas Publishing House, 1993.

3. Ranganathan S.R.- Classified Catalogue Code with an additional rules for dictionary catalogue. 5Th. ed. Bombay, Asia Publishing House, 1964
4. Sharp, Henry A.- Cataloguing: a textbook for use in Libraries. 5Th. ed. Bombay, Allied Publishers, 1964.

LESSON – 02**UNION CATALOGUES****2.0 Aim and Objectives**

In the previous unit you have learned co-operative cataloguing. One of the advantages of co-operative cataloguing is compilation of Union Catalogues. In this Unit Union Catalogue is discussed in detail.

After studying this Unit you should be able to know:

- the definition of Union Catalogue
- the function of Union Catalogue
- the Compilation of Union Catalogue
- the Arrangement and structure of Union Catalogue

Structure**2.1 Introduction****2.2 Definition of Union Catalogue****2.3 History of Union Catalogue****2.4 Scope of Union Catalogue****2.5 Functions****2.6 Criteria for Compilation of Union Catalogue****2.7 Structure of Union Catalogue****2.7.1 Types of Entries****2.7.2 Arrangement of Entries****2.8 Method of Compilation and Revision of Union Catalogue****2.9 Summing up****2.10 Self Assessment Questions****2.11 Further Reading****2.1 Introduction**

Libraries exist to serve their users by acquiring, processing and disseminating various kinds of documents. It is not possible for any one Library to acquire all the published documents to satisfy the needs of users. Hence, it is necessary for Libraries to co-operate among themselves by resource sharing or networking. The advancement of Information technology and reprographic services paved the way for Library networks, enabling the Libraries to share the resources and provide pin-pointed, exhaustive and expeditious service to users. The Libraries formed into networks for resource sharing. These Library networks may be confined to a geographical area or to type of library or to subject area etc. The libraries formed into a network

are called participating libraries. The Catalogue of all the participant libraries is compiled as Union Catalogue and made available to all. This Union Catalogue serves as a valuable tool in finding and locating a document.

2.2 Definition of Union Catalogue

A Library Catalogue lists documents, which form the holdings of a Library. When a Library Catalogue lists holdings of two or more libraries, it is known as Union Catalogue.

Knud Larson defines Union Catalogue as “a catalogue, listing in one sequence the holdings or part of holdings of two or more libraries.”

ALA Glossary defined it as “an author or subject catalogue of all the books or a selection of books in group of Libraries, covering books in all fields or limited by subject or type of material, generally established by co-operative efforts”.

According to **S.R.Ranganathan** Union Catalogue is “a list of all the documents or restricted kind of documents in two or more Libraries giving the names of all the Libraries where a copy of each document can be found”.

In the words of **Eugene R.Hanson** “a Union Catalogue is an up-to-date, open ended, selective or comprehensive compilation of catalogue entries whose primary function is to indicate the resources of two or more libraries”.

A Union Catalogue is a simple ‘Finding List’ or Catalogue of the books, Periodicals, pamphlets and other reading material held in the co-operating libraries within a region, country or world. The entries in the Union Catalogue are arranged alphabetically by authors in a single sequence and indicate the location of every copy of the book available in the libraries of the area. Union Catalogue is a product of co-operative activity of the participant libraries in a group or network.

2.3 History of Union Catalogue

The first attempt to compile a Union Catalogue was made in 13th century. The catalogue entitled ‘**Registrom Librarum Angliae**’ was attempted to list the holdings of 183 English and Scottish Monastic libraries. It remains a concept and the catalogue was unfinished. Next attempt was made in 15th century by J.B.Bury to compile Union Catalogue ‘**Scriptorium Ecclesiae**’ which used symbols to identify the individual libraries covered in the Union Catalogue. **Konrad Gesner** attempted for compilation of Union Catalogue in the form of **Bibliothica Universalis** in 1545. In 19th century International Federation of documentation (FID) began to compile Universal Bibliographic Catalogue but remains as unsuccessful event. The development of Information Technology and its application in Libraries paved the way for forming more library networks. The successful compilation of Union Catalogues at local, regional and national level is seen from the beginning of 20th century.

2.4 Scope of Union Catalogue

Union Catalogues are limited in scope

- a) by locality

- b) by subjects
 - c) by form of reading material
- a) **by locality:** If a town or city with a number of independent libraries in the area compiles a catalogue of their entire resources and uses it to common advantage, it may be called the city union catalogue. Union Catalogues are for a contiguous geographical area. When it comprises to a city it is called city Union Catalogue (ex. Catalogues of DELENET, MALIBNET etc). When it comprises a defined geographical area, it is called a regional Union Catalogue (ex. Cleveland regional catalogue, Philadelphia regional catalogue etc.). When it comprises the whole country, it is teemed a National Union Catalogue (ex.BNB, INB etc.,)
- b) **by subject:** Union Catalogues in select subject fields are found very useful to scholars, and subject experts. (ex. Union Catalogue of the British Institute of Education covering all books and periodicals in the field of education).
- c) **by form of reading materials:** Union Catalogues of material in a given form of reading materials appeared are also compiled and found as useful bibliographic tools. (ex. the British Union catalogue of periodicals, Published by Butterworth. National Union Catalogue of scientific serials in India Published by INSDOC.)

2.5 Functions

The primary purpose of the Union Catalogues is to serve as finding list. The functions of the union Catalogue are listed below:

1. To service as a tool for the location of a given document.
2. To help in inter-library loan.
3. To serve as a tool for selection of documents.
4. To help to achieve co-ordination acquisition as well as in the book selection.
5. To avoid duplication in acquisition in the group libraries.
6. To service as a useful source for obtaining bibliographical information and to improve the quality of the Cataloguing.
7. Besides the above stated functions, Union Catalogues help conservation, maintenance and organization of countries document resources.

Let us assume that, all the nations of the world maintain dependable union catalogues. The entries of all these National Union Catalogues are combined and arranged in one alphabetical sequence by authors. This will certainly be a master Union Catalogue of library resources of the world and approximate to a Universal Bibliography as was conceived by Konrad Gesner.

2.6 Criteria for Compilation of Union Catalogue

Various criteria are to be considered before starting compilation of Union Catalogue. First consideration to compile a Union Catalogue is to prepare a statement of the purpose. This should be followed by the decision regarding:

- i) Libraries to be included
- ii) Materials (Form, Period, Subject, Language etc.) to be covered.
- iii) Period to be covered
- iv) Subject/s to be covered
- v) Language of the documents to be covered

Let us briefly discuss all these criteria

- i) **Libraries:** It is necessary to decide whether the Union Catalogue is going to be local, regional, national or world in scope. The local Union Catalogues are helpful as they show at a glance the total holdings of local libraries within reach of the users. When compared to the regional and national Union Catalogues, Local Union Catalogue is practically feasible to prepare, maintain and up-date.
- ii) **Materials:** The reading materials are available in different forms such as books, periodicals and non-book materials comprising of films, microfiche, CDROMS etc., Union catalogues can be compiled pertaining to a form of reading material. Depending upon the form of material selected for compilation of Union Catalogues, we may call them as Union Catalogue of books, Union Catalogue of Periodicals, Union Catalogue of Films etc.,
- iii) **Period:** The Union catalogues can be compiled for a particular period. The general National Union Catalogues appear on yearly basis so as to make it precise and easy for compilation and use. The subject Union Catalogues and Union Catalogues of specific form of materials can be compiled restricting to a certain time span (i.e for 1980-2000).
- iv) **Subject:** Union catalogues at local and regional level, are compiled on a particular subject. These are very useful tools for the research scholars and subject experts to know the literature published in specific subject field. These tools help in assessing the development or growth of a particular subject.
- v) **Language:** As you all aware that the literature is being published in different languages throughout the world. Depending upon the purpose, and the need of the users Union Catalogues are compiled for the literature published in the selective language.

Base on the purpose and the users to be served decisions regarding the above criteria is to be taken before compiling a Union Catalogue, so as to make it an effective and exhaustive bibliographic tool.

2.7 Structure of Union Catalogue

2.7.1 Types of Entries

It is necessary to decide the rules for headings and description of documents covered in the Union Catalogue. All the Co-operating Libraries should adopt the rules and follow the

standard of descriptions. S.R.Ranganathan in his Classified Catalogue Cade enumerated some rules for compilation of Union Catalogues.

The Union Catalogue of books consists of two kinds of entries. These are author entry and title entry. Author entry is considered as main entry, in which the holding section indicates the names of libraries having the document and the title entry is considered as added entry, which refers to the main entry for full details of document and holdings. The names of Libraries are codified basing on prescribed or conventional rules. Ranganathan suggested a scheme of numbers to codify the names of libraries. The first digit represents the Zone; the second digit represents sub-zone; and the third one stands for locality; forth is for type of library. Fifth digit is used for individualization of the library, if required.

Description: It is necessary that only minimum details required for the identification of a book should be included in the main entry. Author, title, edition and year of publication are considered sufficient. The holding section should show the symbols representing the libraries holding that document. Tittle entry should contain the title and serial number referring to the main entry.

Ex. Main Entry

210 Ranganathan (S.R)
Prolegomena to Library Classification

AIM1	AIM3	AIM5
A2A5	BICD	BICDU

Title Entry

Prolegomena to Library Classification 210

For a Union Catalogue of Periodicals, main entry is provided under class number. It also includes information about change of title if any, volumes published, cumulative indexes and holding section. Class index entries and sponsoring body entry are prepared as added entries, which refers to the main entry. These entries should consist of subject in the leading section followed by the class number.

Ex. Main Entry

lwN65
JOURNAL, Indian Botanical Society

1- ; 1965-

AIM2	1-15
A2M5	1-
BICD	5-
BICDU	25-

Class Index Entries

Indian Botanical Society	lwN65
Botany	lwN65
JOURNAL, Indian Botanical Society	lwN65

2.7.2 Arrangement of Entries

The arrangement of entries in the Union Catalogues is by any one or combination of the following patterns:

1. Alphabetical
2. Classified Sequence with Alphabetical
3. Alphabetical with different Indexes.

Generally, the Union Catalogue for books should be arranged in a single file alphabetically. The Union Catalogue for periodicals should have two parts, viz., classified part and alphabetical part. The main entries are arranged according to class number and class index entries are arranged alphabetically. The regional Union Catalogues compiled by INSDOC have two parts. In the main part, main entries are arranged alphabetically. In the second part the entries for various indexes are also arranged alphabetically. These indexes are prepared separately for sponsoring body, language, place and subjects. For alphabetical arrangement the rules to be followed are to be decided in advance and be followed.

Each method of arrangement has its own advantages and disadvantages. In the classified arrangement all the documents on a subject are brought together. In the alphabetical arrangement all the documents by a particular author and all the periodicals published by a particular sponsoring body are brought together. However alphabetical arrangement is the most common pattern followed in the arrangement of Union Catalogues.

2.8 Method of Compilation and Revision of Union Catalogue

The success of compilation and revision of Union Catalogues depends upon the co-operation of the participating libraries. The participating libraries must strictly adhere to the rules and standards once decided and agreed upon. Following are some of the methods being followed for compilation of Union Catalogues.

1. The large Library circulates its catalogue of holdings among other co-operating libraries. Each library indicates items available with them and also add new titles if not listed there in. Thus Union Catalogue is compiled. This method is certainly a time consuming method.
2. The large library prepares a number of copies of its catalogue and circulate among participating libraries. Each library indicates the documents available with them and add new titles if not listed already and sent back to the large library or to central agency. Thus Union Catalogue is compiled. This method consumes less times than the above for compilation of Union Catalogue.
3. Each library participating in the compilation of Union Catalogue prepares a catalogue of its holdings following uniform rules and standards and these catalogues are cumulated to form Union Catalogue.
4. Union Catalogue is also being compiled by sending one or more persons to each participating library to collect the catalogue information of the documents available with them.
5. Each Library catalogue is photographed and by processing the film by some suitable method of reproduction, Union Catalogue can be compiled

Due to the advancement and application of Information technology in Libraries computer based Union Catalogues are produced successfully in less time without much expenses and difficulty.

Revision: As new documents are published and being added to libraries continuously, there must be an adequate provision to continuous revision of the Union Catalogue. Some agency or the large library among the participants must be identified to keep the Union Catalogue up-to-date. The participating libraries must keep inform the identified agency about new additions and withdrawals affected in their library holdings.

2.9 Summary

Union Catalogue is a list of documents of more than one Library. The scope of Union Catalogue may be local, regional or national or world. Union catalogues can be for books, periodicals and other non-book materials. Though the attempts for compilation of Union Catalogues started in 13th century, successful Union Catalogues are compiled only after the introduction of Computers in Libraries. The Union Catalogues compiled as result of co-operation and networking of Libraries. Better planning, mutually agreed standards and rules for preparation of entries and arrangement; and strict adherence to practicing the agreed standards are key elements in the success Union Catalogue. In the present day information explosion and publication explosion it becomes difficult for every user to keep abreast of the latest information about the documents. The Union Catalogues are an indispensable tools to the users in this information era.

2.10 Self Assessment Questions

- 1) What is Union Catalogue and discuss its functions
- 2) Briefly describe the methods of compilation of Union Catalogue.
- 3) What are the Criteria to be followed for compilation of Union Catalogue?
- 4) Explain the Structure of Union Catalogue with suitable examples.

2.11 Further Reading

1. Girija Kumar and Krishan Kumar – Theory of Cataloguing. 5Th. rev.ed. New Delhi; Vikas Publishing House, 1993.
2. Ranganathan S.R. Classified Catalogue Code with an additional rules for dictionary catalogue. 5Th. ed. Bombay, Asia Publishing House, 1964
3. Sharp, Henry A. Cataloguing: a textbook for use in Libraries. 5Th. ed. Bombay, Allied Publishers, 1964.

LESSON – 03**LIMITED CATALOGUING****3.0 Aims and Objectives**

This unit describes limited cataloguing and its forms viz., selective cataloguing and simplified cataloguing.

After studying this unit you should be able to:

- Know the need for limited cataloguing
- Define simplified and selective cataloguing
- Understand ways and factors effecting limited cataloguing.

Structure**3.1 Introduction****3.2 Selective Cataloguing****3.2.1 Identification and sorting out the Library material according to their potential use****3.2.2 Preparation of Minimum Number of Entries****3.3 Simplified Cataloguing****3.3.1 Methods of simplified cataloguing****3.3.2 Simplified cataloguing according to CCC****3.3.3 Simplified Cataloguing according to AACR-2****3.4 Factors Affecting Limited Cataloguing****3.5 Summing up****3.6 Self Assessment Questions****3.7 Further Reading****3.1 Introduction**

The literature is growing exponentially due to dynamic inter-disciplinary and team approach to research. This resulted in information explosion. The information so generated is being published in different kinds of documents, resulting in publication explosion. The libraries procure, process, and arrange these documents to meet the demands of its users. Cataloguing is one of the traditional activities adopted by the library to process the documents. Catalogue is an important tool to describe the library collection to the users. The catalogue codes identified various data elements to describe a document. These data elements used in describing a document in a catalogue helps the user to identify and locate a given documents in the library. Different catalogue entries such as author, title and subject are prepared for each document in the library to satisfy various approaches of the users.

Owing to increase in the amount of literature being published and its increasing complexity, the cost of cataloguing in individual libraries has been increasing steadily. Card

catalogues of a library with full cataloguing have become overgrown creating storage problems. Skilled manpower available to catalogue the documents acquired by the library can not meet the demand. Many libraries are shelving their documents without cataloguing them. This necessitated the libraries towards new approaches of cataloguing to achieve economy.

Limited cataloguing is one such approach to reduce costs, "which refers to any reduction in the amount of cataloguing" These reductions can take place in terms of number of entries for a document and number of elements used in each entry to describe a document. The term 'Limited cataloguing' was first used by the Library of Congress. Limited Cataloguing is a generic term which includes selective cataloguing and simplified cataloguing. Selective cataloguing is concerned with reduction in the number of entries for a document and simplified cataloguing is concerned with reduction in the number of elements used to describe a document.

3.2 Selective Cataloguing

Selective cataloguing is concerned with reduction in the number of entries prepared for a document. Many Cataloguing experts have recognized the need for selective cataloguing and advocated its application in libraries. Von Hoesen has suggested 12 rules for economy in the choice of subject headings. S.R.Ranghanathan's principle of local variation suggests selective cataloguing. The Prussian instructions listed different categories of documents where the application of selective cataloguing is allowed. Selective cataloguing is an extremely useful idea which leads to saving in time and space. At times it may be decided to have no entry for certain kinds of documents.

The process of selective cataloguing includes:

- 1) Identification and sorting out the library material according to their potential use, and
- 2) Preparation of minimum number of catalogue entries required for a document.

3.2.1 Identification and sorting out the Library material according to their potential use

In order to reduce the cost of cataloguing while saving time and space, each library must identify and sort the documents into the following categories depending upon their potential use:

- i. **Books that require full cataloguing:** Reference books, standard works, original classic works etc.,
- ii. **Books that require partial cataloguing:** Textbooks, translations, foreign language editions etc.,
- iii. **Books which do not need cataloguing:** Ephemeral materials like pamphlets, brochures, serials etc.,

The documents which are of temporary use need not be catalogued. In some cases the books of certain organizations can be shelved separately without cataloguing. For example the documents of World Health Organization and United Nations can be shelved separately without cataloguing. In some cases the books can be arranged according to its official numbers without being catalogued. For example the documents of Standards Organizations such as Indian standards, British standards etc.,

3.2.2 Preparation of Minimum Number of Entries

This is concerned with reduction in number of entries prepared for certain documents without affecting the efficiency of catalogue.

Following are same ways to limit the number of entries:

- i. If subject and title entries are the same either entry can be avoided, depending upon the type of the library. If it is academic or public library subject entry can be avoided. If it is a special library title entry can be avoided.
- ii. Joint author, Joint editor, Joint translator and joint illustrator entries are often omitted
- iii. If an index which contains analytical entries is available then there is no need to prepare these for those books which have already been analyzed in the index.
- iv. National Bibliographies such as INB, BNB can be provided to users instead of preparing catalogue entries, provided these bibliographies are current and up-to-date.
- v. If a document deals with three or more sub-divisions of a subject, then an entry is prepared under the general heading and references are made to satisfy other approaches. Chain procedure as compared to printed lists such as 'Sears List' or 'Library of Congress Subject Headings' is considered economical with regard to number of subject headings to be prepared.

The extent of selective cataloguing to be practiced in a library depends upon the circumstances in a particular library. The types of users to be served and number of staff available for cataloguing are two of the most important factors.

3.3 Simplified Cataloguing

The concept of limited cataloguing can be traced back to 19th century. Cutter's Rules for a dictionary catalogue appeared in 1876 provided rules for short, medium and full cataloguing depending upon the type of the library. The same idea has been incorporated in AACR-2. The code has presented three levels of descriptions: First level provides the minimum information which is necessary to identify a given document. Second level provides all data elements necessary for medium and large libraries. The third level provides information covering every descriptive element described in AACR-2 code. Ranganathan's classified catalogue code also provided different provisions for limited cataloguing. The basic idea behind the concept of limited cataloguing is that the catalogue entry need not be a source of information, but enough for identification and location of the documents in a library.

Simplified cataloguing is concerned with reduction in the descriptive cataloguing as well as simplification of heading. The data elements which are essential for the identification of given document are to be used for description of catalogue entry. The form of heading and number of access points or headings prepared for a given document is also be limited depending upon the type of library and users served.

3.3.1 Methods of simplified cataloguing

Simplified cataloguing suggested the reduction in the number of data elements in a catalogue entry. It also suggested to use short or abbreviated entries on the assumption that

catalogue is only to serve the purpose of finding and location of documents. Simplification of various data elements can be achieved as suggested below:

- i. **Heading:** The heading consists of entry element and other elements, whether it is a personal name or corporate name. So to simplify the description, the entry element is given in full and the other elements in abbreviated form.

Ex. Ranganathan, S.R. instead of
 Ranganathan, Siyali Rama
 India. Min. of Inf. & Broadcasting instead of
 India. Ministry of Information and Broadcasting.

- ii. **Title:** The unnecessary words in the title which do not signify the subject of the document can be abbreviated or omitted. The last part of the lengthy title can be omitted by inserting three dots (...), provided it is not necessary to identify the title of the document. The other title information is usually omitted.
- iii. **Statement of Responsibility:** The Statement of responsibility can be omitted, provided it is not different from the heading.
- iv. **Publication, distribution:** Except the year of publication all the other elements like place of publication and publisher details can be eliminated. Distributor information is also eliminated from the description.
- v. **Physical description:** The information in the physical description area can be drastically reduced as it is not required to serve the finding and locating purpose of the catalogue.
- vi. **Notes:** This element can be eliminated unless it is essential in identifying the document being described.

3.3.2 Simplified cataloguing according to CCC

Among all the catalogue codes, the classified Catalogue code of Ranganathan strongly favours simplified cataloguing. CCC provides lot of provisions for simplified cataloguing. According to Ranganathan the catalogue is expected to provide so much information as is necessary for the purpose of identifying the document. The following are some of the provisions which CCC provided for simplified cataloguing:

- a) CCC prescribes omission of imprint and collation.
- b) CCC prescribes to give less emphasis to notes in a catalogue entry.
- c) CCC included the year of publication in the book number and omitted from the description of the entry.
- d) CCC suggests to omit joint authors, joint editors, joint translators etc., and the omission is denoted by adding the words 'and others' to the first named author or editor or translator etc.,
- e) CCC suggests the elimination of the collation completely and provided alternative devices to describe the size of the document.
- f) CCC suggests omission of initial articles and honorific words in headings, titles etc.,
- g) The book index entries of the documents contain minimum bibliographical information.

3.3.3 Simplified Cataloguing according to AACR-2

Contrary to CCC, Anglo American Cataloguing Rules (AACR) demands inclusion of details regarding publication, distribution area, physical description area, notes area etc. AACR is motivated by a different philosophical approach when compared with that of CCC. According to AACR the catalogue is considered a storehouse of information containing maximum information about the document including the publisher, place of publication, size, pages, notes etc.,

However, to facilitate simplified cataloguing, AACR-2 prescribed three levels of description for a catalogue entry. First level provided the minimum information which is necessary to identify a given document. It also gives a minimal physical description. Statement of responsibility is omitted if it is same as main entry heading. Statement of responsibility relating to edition is omitted. Second level provides all the data which may be considered necessary for description of documents. This level of catalogue entry can be called standard description, suggested for medium and large libraries. The third level provides information in the catalogue entry covering every descriptive element described in the AACR-2.

Even though AACR prescribes full cataloguing it offers some flexibility by providing three levels of bibliographic description of the catalogue entry. The choice of a level of description would depend upon the purpose to be satisfied by a given catalogue and cataloguing policy of the library.

3.4 Factors Affecting Limited Cataloguing

The limited cataloguing process is affected by following factors;

1. **Kinds of Library:** Limited cataloguing can be practiced to a greater extent in a public Library. Where as in a special library there is less or no scope for limited cataloguing, since enquiries are often detailed ones, requiring full cataloguing.
2. **Types of services:** Depending upon the types of reference services provided by the library limited cataloguing can be practiced. The library which provides intensive reference services required more information in the catalogue entry and more number of entries for each document. So the library whose services are not intensive can practice limited cataloguing.
3. **Accessibility:** Libraries generally provide either open access or closed access to their collection. The library providing open access can practice limited cataloguing. Whereas closed access library should have detail catalogue to help the users in finding and locating a document.
4. **Types of materials:** Libraries acquire different types of material. All materials do not require the same amount of information to be given in the catalogue entry. For example Fiction documents, Children Books, Pamphlets etc., requires minimum information in the catalogue entry.
5. **Indexes, Bibliographies etc:** If an index which contains analytical entries is available then there is no need to prepare analytical entries for books which have already given analyzed in the index. The up to date printed bibliographies and indexes if available can be used as catalogues and avoid cataloguing.

6. **Physical form of cataloguing:** In case a catalogue is printed, then limited cataloguing can be adopted to reduce the cost. If the catalogue is the hand written or typed, limited cataloguing is practiced to save the time and effort of the cataloguer. But, if the entries are reproduced by mechanical process then there may be less need to practice limited cataloguing.

Depending up on the type of the library and purpose of its catalogue the factors to be considered may differ. However the above factors certainly help a cataloguer to decide the type and extent of limited cataloguing to be practiced in given library.

3.5 Summary

Simplified and selective cataloguing are the two forms of limited cataloguing practiced in libraries to reduce the cost and time of cataloguing. It enables the cataloguers to reduce the cost of cataloguing and also increases their output. Simplified cataloguing refers to the reduction of information to describe the document in a catalogue entry. Selective cataloguing refers to the reduction in the number of entries prepared for a document. However, the application of limited cataloguing should be considered rather carefully. The decision about the extent of limited cataloguing to be adopted must be based on the type of the library, its users and services. It is best suited for a Public library and there is less or no scope for limited cataloguing in special libraries, where the users approaches and demands for services are intensive. There are no established norms to adopt limited cataloguing. The flair of the librarian or cataloguer plays an important role as regards where to apply limited cataloguing and how to draw parameters to be followed consistently.

3.6 Self Assessment Questions

1. What is limited cataloguing? Discuss the forms of limited cataloguing.
2. Discuss simplified cataloguing and its methods to be followed in a college library.
3. Define limited cataloguing and discuss the factors affecting it.

3.7 Further Reading

1. Girija Kumar and Krishan Kumar – Theory of Cataloguing. 5Th. rev.ed. New Delhi; Vikas Publishing House, 1993.
2. Needham, C.D. Organization of knowledge in libraries: an introduction to information retrieval. 2nd ed. Lindon: Andre Deuston, 1977.
3. Ranganathan S.R. Classified Catalogue Code with an additional rules for dictionary catalogue. 5Th. ed. Bombay, Asia Publishing House, 1964
4. Sharp, Henry A.- Cataloguing: a textbook for use in Libraries. 5Th. ed. Bombay, Allied Publishers, 1964.

LESSON – 04**FILING OF ENTRIES****4.0 Aims and Objectives**

In the previous units you have learned that each library prepares different types of catalogue entries for each document available in its collection. All these entries are to be arranged in an order in a catalogue cabinet to facilitate easy finding and location of the document. In this unit we shall discuss the different types of filing and rules of filing set forth by different codes.

After studying this unit you should be able to

- Define filing of catalogue entries
- Identify types of filing
- Know different codes of filing and
- Problems in filing of catalogue entries

Structure**4.1 Introduction****4.2 Filing****4.2.1 Definitions****4.2.2 Need and Purpose of filing of catalogues entries****4.2.3 Nature of Catalogue Entry****4.2.4 Codes of Filing****4.2.4.1 Cutter's Rules for filing****4.2.4.2 Library of Congress filing rules****4.2.4.3 ALA rules of filing of catalogue cards****4.2.4.4 Ranganathan's Classified Catalogue Code****4.3 Types of filing****4.4 Shelf list filing****4.5 Order of entries****4.6 Problems in Filing****4.7 Summing up****4.8 Self Assessment Questions****4.9 Further Reading****4.1 Introduction**

In the earlier units you have learned about what the catalogue is and various kinds of entries. For each document in a library, one main entry and several added entries are prepared to satisfy the different approaches of the users. A library catalogue is an index to its collection. Each

entry whether it is main or added entry consists of heading, followed by bibliographic description of the document. Generally the heading elements are personal authors, corporate authorship, title, series, translators, editors, and subject descriptors. Except the main entry of the classified catalogue, all the entries, whether the library is following classified catalogue code (CCC) or AACR-2, are in natural language i.e., in the language of the document. So that entries must be arranged alphabetically, just like the arrangement of words in a dictionary, to enable the users to consult the catalogue easily.

In the libraries where Classified Catalogue Code is being followed, the entries in a classified part should be arranged by means of class number given in their heading sections. The order of the entries is based on the ordinal values allotted to digits by the scheme of classification used. This main entry catalogue arranged by class numbers is supported by different added entries arranged alphabetically for the convenience of users.

The filing of entries into the catalogue is not as simple as it might appear to be. Alphabetization of catalogue entries is full of problems. Many difficulties are faced in dealing with initials, abbreviations, hyphenated words etc. There are number standard codes available for filing of catalogue entries which can be followed. In the following sections of this unit we shall discuss some problems of filing and how they are resolved by different codes of filing.

4.2 Filing

It is necessary to place things in an order to trace them immediately when required. Every one of us practices some sort of filing letters, papers etc., to trace them easily.

Following are some of the definitions of filing:

4.2.1 Definitions

The Oxford Advanced Learner's Dictionary defines filing "as the act of putting documents, letters etc., into a file".

Webster's Dictionary defines filing as "to arrange in order for preservation of reference".

In the words of Hunter and Backwell a file is "a collection of related and usually similarly constructed records treated as a [unit. eg.](#) the catalogue of a library...".

From the above definitions it can be understood that filing helps to find a place for a thing and brings order among the things filed. Filing serves the purpose of preservation and ready use. Filing saves time in searching for a thing. When catalogue entries are systematically filed it saves the time of the user in identifying the required document.

4.2.2 Need and purpose of filing of catalogues entries

Each document in the library is catalogued either according to AACR-2 or CCC. Different entries are prepared for each document to satisfy the approaches of users. Whatever the form or type of the catalogue once the entries are ready; these must be filed in an order into the catalogue.

Library catalogue is to find and locate a document in a library collection. Filing of entries in a systematic helpful sequence is necessary for finding a document. The size of the

catalogue depends upon the collection of the library. If the collection of the library is small there is no need for a catalogue, and even if the catalogue is prepared there is no need for systematic filing of entries. One can find a desired document, by spending little time in searching the catalogue, since it is small. The fifth law of Library Science states that library is a growing organism. Library grows continuously in its collection of documents, so its catalogue also grows continuously. Once the number of entries in a catalogue grows into large numbers it is necessary to file the entries in a systematic helpful sequence.

The entries are to be filed basing on its headings appear on the leading section of the catalogue cards. Usually the entry heading elements are personal authors, corporate names, title, subject headings etc. Unfortunately these headings are not always composed of alphabets. Some times abbreviations, Arabic numerals, hyphenated words, initials, articles etc. are found in the headings causing problems for filing. The bigger the catalogue, the occurrences of problems are also great. Each problem requires a decision. Once a decision has been made it must be followed consistently. In order to achieve systematic and consistent filing of entries, a standard filing code is to be followed. The code provides rules for filing of entries in a helpful sequence without any confusion.

Misfiling or wrong filing of entries in a catalogue creates lot of problems. An entry which is misfiled is an entry lost. The user may not find the document if the entry is filed in wrong position, even though the library possess the document required by the user. The purpose of the filing catalogue entries is:

- a) Systematic filing brings all the related entries at one place. For example entries for all the books written by a particular author are filed at one place.
- b) Filing makes the user to search the catalogue easy.
- c) Filing save the time of the catalogue user.
- d) Catalogue entries are prepared keeping in view the different approaches of the user to a particular document. Systematic filing of these entries, bring out the items which the user may not know till the time of the search.

4.2.3 Nature of Catalogue Entry

Each catalogue entry consists of heading section or leading section and body of the catalogue. The body of the catalogue entry is the bibliographic description of the document. The heading or leading section contains various approach points to that particular document. Basically there are two types of catalogue entries viz., 1) Word entries and 2) Notational entries. As per Ranganathan's Classified Catalogue Code main entries are given to class number. So the class numbers appear on the leading section of the main entries. The class number is the notational representation of the thought content of the document catalogued. The notation followed by schemes of classification is of two types. The notation which consists of either numerals or alphabets is called pure notation. Where as the notation which contains both alphabets and numerals is called mixed notation. The classified part or main entry of CCC consists of numerals or numerals mixed with alphabets. These catalogue entries are called notational entries. All the added entries in CCC and all the entries in AACR are word entries which are filed alphabetically. Filing of word entries is known as alphabetization and filing notational entries is known as 'classified arrangement'. The classified arrangement is easy to apply, basing on the ordinal values allotted to digits by the scheme of classification used. But alphabetization is full of problems, which require prescribed standards and rules.

4.2.4 Codes of Filing

Catalogues with some order of entries were found even in ancient libraries, which are usually small in size. When the catalogue entries are prepared for a large library collection, these must be filed to facilitate search. In order to make the filing helpful and consistent, some system or code becomes necessary to file all the entries. So codes for filing of entries have been developed in late 19th century. These include ALA Rules for filing of catalogue cards, Ranganathan's Classified Catalogue Code, Library of Congress Filing rules etc., Some of the filing codes are briefly described in the following sections.

4.2.4.1 Cutter's Rules for filing

Charles Ammi Cutter described some rules for filing, in his book entitled 'Rules for a Dictionary Catalogue'. According to him, the basic principle of arrangement is the alphabetical sequence. He also suggested the interfiling of author, title and subject entries. Cutter also advocated certain features for the classified arrangement of entries.

4.2.4.2 Library of Congress filing rules

Library of Congress framed the filing rules for the dictionary catalogues in the year 1956 for its internal use. LC published this work and made available for use by other libraries. This code of filing favors alphabetical order of entries in the catalogue. But there is a considerable departure from the strict alphabetical order, particularly in the interfiling of different kinds of entries and in the grouping of subject headings. As this code is suitable for card catalogues only, a new set of filing rules was developed at the Library of Congress by John C. Rather in the year 1971.

The basic principles underlying this code are:

- i) Elements in a heading should be taken in exactly the form and order in which they appear on the entry.
- ii) Related entries should be kept together.
- iii) A standard set of fields should be established for each major type of filing entry.

4.2.4.3 ALA rules for filing of catalogue cards

It is one of the codes for filing cards in an alphabetical sequence. American library Association published its filing code in 1942. The revised edition of the code appeared in 1968 under the title "ALA Filing Rules".

These rules were published in two parts — a full text and an abridged paperback edition. Following are some of the rules for filing given by this code.

0. **Basic Principle:** Filing should be straight forward, item by item, through the entry, not disregarding or transposing any of the elements.
1. **Basic order:** The basic order is alphabetical word by word, except in certain cases where a numerical or chronological arrangement is preferable.
 - a) The space between words is considered as 'nothing' and 'nothing' must be placed 'before something'.

Eg.

 - Inscriptions of Aamaravathi temple
 - Inside Japan
 - Inside Malaysia
 - Introduction to computers
 - Introduction to molecular biology
 - b) Initial articles and articles at the beginning of certain proper names are disregarded.

Eg.

'An introduction to library science' is filed under introduction ... omitting the initial article An.

- c) Arrange initials single or in combination as one-letter words before longer words beginning with same initial letter.
eg. ALA
ALA Filing rules.
- d) Disregard variations in spacing and punctuation and arrange initials in one straight alphabetical order.
ex. XYZ
XYZ
X.Y.Z.

All these entries should be filed as if written as xyz.

- e) Arrange acronyms as words unless written in all capitals with a space or period between the letters.
Eg. UNESCO
U.N.E.S.C.O
Perfect model library: A case study of ANU library.
PERT and CPM for libraries.
PERT for libraries.
- f) Arrange abbreviations as if spelled in full in the language of the entry.
ex. Macdonald
McWilliams
Madan, S
- g) Arrange initials and other abbreviations for geographical names in author and subject headings as if written in full.
ex. USA foreign relations
United State of America's trade policy
- h) Arrange numerals in the title of books, corporate names etc., as if spelled out in the language of the entry.
ex. Thermodynamics
3 dimensional Images
Three hundred years of Microbiology
- i) Two-word forms are always filed under the one word form: ex.
Cooperation in cataloguing.
Co-operative enterprises in Andhra Pradesh

4.2.4 .4 Ranganathan's Classified Catalogue

Ranganathan's 'Classified Catalogue Code' enumerated certain rules to be followed for arrangement of entries in the classified part of the catalogue. These are:

1. The entries in the classified part are to be arranged by the class numbers in their respective leading sections.
2. Among the entries with the same class numbers, those with book number are filed first and then those entries without book number are to be filed.
ex. Bw M87 N51
Krishnamurthy (J.S)
Biography of Ramanjun
6724
Bw M87

See also

Bx M87 N27 Ramanujan Collected Papers

P.xi-xix.

3. Entries with book numbers in their respective leading sections are to be arranged among themselves by the book numbers.

Eg. Bw M87 N51

Krishnamurthy (J.S)

Biography of Ramanujan

6724

Bw M87 N79

Ramakotaiah(D)

Near Rings

23456

Bw M87 093

Koteswararao(G) Algebra

3456

4. Entries with the same class numbers as well as book numbers in their respective leading sections are to be arranged among themselves in numerical sequence.

Entries with the same class number and without book number in their respective leading sections are to be arranged among themselves by the book number, if any, in their respective third Sections.

ex. Bw M87

See also

Bx M87 N27 Ramanujan

Collected Papers P.xi-xix.

Bw M87

See also

B N51

Ramakotaiah (D)

Near Rings

4.5 Types of Filing

You have learnt from the nature of entry section (2.3) that, there are two types of entries, word entries and notational entries. Consequently there are two types of filing viz., alphabetical and classified filing. In this section we shall discuss these two types of filing:

Classified filing of Entries

Classified entries include class number entries and call number entries. Class number entries contain only class number in their respective leading sections. Call number entries are those entries which contain class and book number in their respective leading sections. Documents catalogued according to Ranganathan's Classified Catalogue Code produce entries in which some entries are number entries and some entries have words in the leading section. The notation followed by different schemes of classification is either of the two type's viz., Pure notation, consisting of only alphabets or numerals and Mixed notation consisting of both alphabets and numerals. If class numbers are based on pure notation consisting of only alphabets, it is easy to arrange entries in a dictionary sequence. The Dewey decimal classification followed pure notation using numerals only, where as in Colon Classification there is a mixed notation. It has Arabic numerals, capital and small alphabets and punctuation marks.

Colon classification assigned different values to each digit used in its notation. So the entries in the classified part are arranged according to the ascending value of digits.

Alphabetical Filing

Ranganathan's Classified Catalogue Code specified the rules of alphabetization and rules of writing in its chapter ED. Ranganathan has tried to achieve mechanization of filing by providing the rules. He has adopted the midway position between Gestalt alphabetization and all through alphabetization. In Gestalt alphabetization ordinal values are given to 'word space', 'sentence space', and 'paragraph space'. Different ordinal values are also given to 'capital letters', 'small letters' and 'letters in italics'. In all through alphabetization space at any position is ignored.

Following are some of the important rules given by Ranganathan for arrangement of entries in the alphabetical part.

1. The entries in the alphabetical part are to be arranged strictly by the alphabet as in the dictionary.
2. No attention is to be paid to initial articles (i.e a, an and the).
3. German words spelt with the vowels are to be arranged as if they were spelt.
4. Scottish names with the prefix Mac or MC are to be arranged as if they are spelled fully, while arranging the entries.
5. Alphabetical arrangement should follow the ascending values assigned to the punctuation marks, symbols and digits. [(* ") & . : ; , = + ab...z 01...9 A...Z ()].

4.6 Shelf List Filing

Shelf list is the exact replica of the arrangement of documents on the racks of the library. The entries in the shelf list are arranged according to call number of the documents. Therefore filing of entries in the shelf list is based on classificatory arrangement.

The entries in the shelf list are called classified entries. These should be arranged by means of call numbers given in the leading section in the case of CCC or on the left hand top corner of the heading section in the case of AACR-2. The call number consists of class number and book number. The class number is the notational representation of the subject of the document. Book number is to individualize the document. The arrangement of entries depends upon the ordinal values allotted to digits by the scheme of classification used. The notation adopted by the scheme of classification may be pure or mixed.

Following are some examples of filing of shelf list cards.

C C C: Filing of Shelf list cards as per CCC

```

BwM87      N51
XXXXXXXXXX
XXXXXXXXXX
BwM87      N71
XXXXXXXXXX
XXXXXXXXXX
BwM87      P94

```

D D C : Filing of shelf list entries according to DDC.

1. The entries are arranged according to class number of the documents.

003	Operations research
020	Library science
022	Library building
025	Library management
025.4	Library classification
150	Psychology
294.5	Hinduism
333.8954	Economic development of India
823	English fiction
954	Indian history

In this example the entries are arranged according to class number assuming that in a library there is only one document dealing with a particular subject.

2. Usually in libraries there will be more than one document dealing the same subjects. In other words, library may contain more than one document with same class number. In such cases the entries are arranged according to book number. The book numbers are assigned by using cutter two or three figure alpha-numeric table or first three alphabets of the author's name.

581	Botany
581.2	N164 581.2
	N275
581.2	P354
581.2	P375
581.2	R245
581.3	An34

3. The library may also contain several works by the same author on the same subject. In such cases the entries are filed by adding the letter representing the first significant word of the title of the work.

822.33S52A	All is well that ends well by	Shakespeare
822.33 S52H		Hamlet
822.33 S52J		Julius Ceaser
822.33S52K		King Lear

Following is the example of filing shelf list entries where the libraries are using first three digits of the authors name to individualize the document.

004.53 Raj	C programming language by Rajaraman
004.53 Sha	C made easy by R. S. Sharma
005.53 Thy	C++ by Thyagarajan

4.7 Order of entries

- a) Different kinds of entries begin with same word or combination of words. These entries are to be divided into two groups as follows:

- i. Single surname entries are to be arranged alphabetically by forenames. Different kinds of entries under the single surname heading form into groups in the following order:

Author (Main or / and added entry)

Subject without subdivision
Subject with subdivision

- II. All other entries arranged alphabetically word by word disregarding kind of entry, form of heading and punctuation: Arrange personal name entries (Compound names or given names under the same compound or given name heading in three groups.

Author (Main or / and added entry)
Subject without subdivision
Subject with subdivision

Arrange different kinds of corporate entries under the same corporate name in the groups in the following order Author (Main or / and added entry) without subheading. Subject without subdivision and identical title added entries interfiled and sub arranged alphabetically

Name with corporate and / or Subject Subdivisions

The sub divisions interfiled alphabetically with each other and with titles etc., disregarding punctuation. Each corporate author heading followed by its own subject entries.

When title and subject entries are identical these are to be interfiled and sub arrange alphabetically by their main entries. Title main entries precede identical entries with an author.

Eg.

Single surname entries

Love, John	(author heading)
LOVE, JOHN	(subject heading)
Love, William	(author heading)

Headings are identical sub arranged by author

Love	(title heading)
Brown, R	
LOVE	(subject heading)
Shakespeare, William	
Love	(title heading)
Shankar, I	

Identical title and main entry

Love and beauty
LOVE, METARNAL LOVE, PETARNAL LOVE
POETRY
LOVE — QUOTATIONS Love songs
LOVE (THEOLOGY)

Corporate Name Headings

United Nations	(author entry)
UNITED NATIONS	(subject entry)
United Nations and its Organization	(title entry)
UNITED NATIONS-PEACE COMMITTEE (sub. Heading with sub-div)	

United Nations. Peace forum

(author with sub-div)

United Nations Structure: a study

(title heading)

B. Arrange entries under the same surname followed by the designations, forenames, or initials alphabetically by the letters that follow the surname. Designations as title of nobility are disregarded.

James

James, Luther Martin, James Ranganathan, S.R.

Rangarajan, C.

Williams, Mr.

Williams, Mrs.

c) An initial precedes a fully written forename beginning with the same initial letter. The initials with or without space or period in between are treated as same:

Brown, James Brown, R

Brown Robert Smith, J.C.

Smith, J C D

Turner, James D

4.8 Problems in Filing

Although the alphabetical sequence appears to be a simple and straight forward principle, there are many problematic situations encountered in the arrangement of catalogue entries. This results in modifications of the basic principles of filing, in order to make the catalogue useful tool.

Following is a discussion of the major problems in filing.

1. Different kinds of entries beginning with the same word or words: Frequently headings representing author, title, subject, cross-reference etc., begin with the same word or words. In such a case, the question is whether it would be useful from the user point of view to file them in a strict alphabetical order, or whether it might be more useful to group them by kind of entry first and then alphabetize within the group. In some libraries author, title and subject catalogues are filed separately in alphabetical order. In some libraries all these are interfiled in single alphabetical sequence. The problem is further complicated by the fact that among the author entries or subject entries, there are different kinds of names —personal, corporate and geographic — which may begin with the same word.
2. **Abbreviations:** Initials are generally filed as separate one-letter words. Acronyms are often filed as words rather than initials. The problem arises when, in some cases, it is not exactly clear whether a group of letters written together is meant to be initials or an acronym.
3. **Numerals:** These may be filed numerically in a separate sequence from the alphabetical file or filed as if spelled out in the language of the entry. For example 1,200 is to be spelled as one thousand two hundred and filed accordingly. However exceptions must be made in some cases. For example Henry II and Henry IV are filed as Henry 2 and Henry 4 instead of Henry the second and Henry the Fourth.
4. **Diacritical marks and symbols:** In most cases diacritical marks are disregarded in filing. Non alphabetical and non numerical signs/symbols, including punctuation marks must be taken into consideration. A decision must be made with regard to how they should be filed.

4.9 Summary

Catalogue is a gate way to the library collection. In order to satisfy the approaches of the user different kinds of entries are prepared for each document. These entries are to be filed basing on the headings in a helpful sequence. In this unit we have discussed about the meaning of filing and its need and purpose. We have also discussed the two types of filing viz., alphabetical and classified. In alphabetical filing the entries are arranged in dictionary sequence. In the classified arrangement the entries are arranged in numerical order. A brief outline of various codes of filing codes put forwarded by associations and individuals is given. The filing of entries in an alphabetical order or number order is not easy as it appears due to various forms of headings. Some of the problems in filing are also discussed.

4.10 Self Assessment Questions

1. What is filing? Discuss the rules of filing according to ALA
2. Explain the rules of filing enunciated by S.R. Ranganathan

4.11 Further Reading

1. ALA Rules for filing catalogue cards. Chicago: ALA, 1968.
2. Girija Kumar and Krishan Kumar Theory of Cataloguing. 5Th. rev.ed. New Delhi; Vikas Publishing House, 1993.
3. Ranganathan S.R. Classified Catalogue Code with an additional rules for dictionary catalogue. 5Th. ed. Bombay, Asia Publishing House, 1964.
4. Selden, William and others. Filing and finding. New Jersey: Prentice Hall, 1962.
5. Sharp, Henry A.- Cataloguing: a textbook for use in Libraries. 5Th. Ed.
6. Bombay, Allied Publishers, 1964.

UNIT – IV**SUBJECT CATALOGUING &
STANDARDIZATION****LESSON – 01****SUBJECT HEADINGS****1.0 Aims and Objectives**

The principles of subject headings are described in this unit are from the fifteenth edition of Sears of List of Subject Headings (SLSH). The Library of Congress Subject Headings (LCSH) and its basic principles are presented in a brief form. The students are able to follow and understand various principles of the subject headings of SLSH and LCSH after going through this unit, the students can:

- Understand the scope and meaning of subject headings in general
- The importance of basic principles of subject headings of SLSH and LCSH and the
- Practical approach of how to construct subject headings through SLSH and LCSH

Structure**1.1 Introduction****1.2 Subject Headings - History and Scope (SLSH)****1.3 Basic Principles of Subject Headings****1.3.1 Specific and Direct Entry****1.3.2 Common Usage****1.3.3 Uniformity****1.3.4 Form Headings****1.3.5 Classification and Subject Headings****1.4 Library of Congress Subject Headings (LCSH)****1.5 Basic Principles of LCSH - Subject Headings****1.5.1 Common Usage****1.5.2 Scope-match Specificity****1.5.3 Specific Entry****1.6 Summing up****1.7 Self Assessment Questions****1.8 Recommended Books****1.9 Glossary**

1.1 Introduction

Catalogue is a list of documents and other materials in a collection or collections. Subject cataloguing is an important and intelligent as part of cataloguing, further the subject catalogue brings together the entries of a specific subject. The subject headings can be indicated in words or through a national based scheme of classification. A subject headings is the word or phrase used in the catalogue to describe the basic area of the topic. The subject catalogue will provide direct and specific approach to locate the documents on subject. The number of subject entries for each document may depends on the subject treatment of the book.

A subject heading is the word or phrase used in the library catalogue is to express the theme or topic by the author. The purpose of subject cataloging is to list less than one uniform work or phrase all of the materials on a given subject that library has in its collection.

Charles Ami 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.

1.2 Subject Headings - History and Scope

Sears List of Subject Headings (SLSH): Minnie Earl Sears prepared the first edition of subject headings in the name of "List of Subject Headings for Small Libraries, published in 1923", was based on the headings used on the nine small libraries. Minnie Earl Sears used only "See" and "Refer from" references in the first edition. In the second edition (1926), she added "See also" references and a 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 "Rfer 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 non-book materials also. In the thirteenth edition (1986), has introduced the online database to take the advantage of computer validation. The Sears List is intended for both adult and juvenile collections, but the Library of Congress Subject Headings (LCSH) has two different headings.

The latest edition of Sears List of Subject Headings (SLSH) is the 15th revised edition reflect the developments in the world and changes in 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. Certain principles and practices of subject cataloging should be understood before an attempt is made to assign subject headings to library materials. A subject entry is usually displayed at the top of the catalog record, above the main kentry, regardless of the format of the catalog (card, book, microform, or online). The SLSH, and the LCSH is a basis for establishing headings, the cataloguer has a standard, consistency, specificity and the form of subject headings is attained by working from an accepted list of subject headings. The cataloguer will also be able to add new headings that will be compatible and to establish useful cross references. 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. The students or the professionals should know some of the basic principles for determining subject headings, and then only a professional will be in a position to formulate correct type of subject headings.

1.3 Basic Principles of Subject Headings (SLSH)

The 15th edition of Sears List of Subject Headings (SLSH) has served the needs of small and medium- sized libraries, for over seven decades. The series now conforms to the NISO standards for thesauri approved in 1993 and the code designation, viz., BT, NT, RT, SA, and UF, for Broader Terms, Narrower Terms, Related Terms, See Also, and used for introduced.

The 15th Ed 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.

1.3.1. Specific and Direct Entry

The Principle of specific and direct entry is fundamental both in using and in making a modern subject catalog. The rule of specific and direct entry of a work directly entered under the most specific term (i.e subject heading). The Principle of specific entry holds that work is entered under a specific term rather than under a broader heading.

1.3.2. Common Usage

The word, words or phrases that are used to express a subject must be in a common usage. In American spelling and terminology; i.e., Labour not Labor, Color, not Colour, Elevators not lifts. But In British libraries these choices would be reversed; i.e., 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 and easy.

The general rules are to use popular or common words rather than a scientific or technical word where there is 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 "Poison" may be preferred.

1.3.3. Uniformity

Another important factor to be considered is that of uniformity. One uniform term must be selected from several synonyms, and this 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; Eg 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 headings are to be in 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.

1.3.4. 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 etc.

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 Gazettes.

1.3.5 Classification and Subject Headings

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. A work about Lemons and Oranges would be entered under Lemon and Orange. If the work also included the Grapefruit, 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.

The classification is less precise than the subject entries for the catalog. Eg. On specific kinds of garden flowers are classed together in-635. It is well to remember that books are classified by discipline, not by subject. The Dewey classification numbers given with headings while the Sears List are intended only to direct the cataloger to the disciplines.

1.4 Library of Congress Subject Headings (LCSH): Introduction

Catalogue is a list of documents and other materials in a collection or collections. Subject cataloguing is an important and intelligent as part of cataloguing, further the subject catalogue brings together the entries of a specific subject. The subject headings can be indicated in words or through a notational based scheme of classification. A subject heading is the word or phrase used in the catalogue to describe the basic area of the topic. The subject catalogue will provide direct and specific approach to locate the documents on subject. The number of subject entries for each documentary depends on the subject treatment of the book.

The Library of Congress during the year 1909, initiated the subject headings work, but a complete list with all the areas of subject knowledge come out in 1911. The subject headings of the Library of Congress, observed the Cutter's list of 'subject headings in many respects. The LC Subject Headings supplements are prepared every month, and in an year about 9,000 new subject headings are found every year. The H.W. Wilson Company and the Library of Congress, used these LC subject headings in their printed card catalogue cards as subject headings. As per the data, the Sears List of Subject Headings based on Library of Congress, in drawing the subject headings. But the number of subject headings is more in Library of Congress, while the number of subject headings in Sears is less and it eliminates the specific

subject headings, thus it is more useful for the small libraries. These two lists of subject headings have few basic principles and followed high standards in spite of its limitations. The library of congress maintains currency, it used to adopt new knowledge of the world in the form of 'subject headings, land thus refined and updated. The online requests and formats are developed by the Library of Congress developed the interactive systems and CD-ROM systems to meet the impact of IT on subject headings through interne.

The entries in card or computer catalog will provide you to locate every book held by the library within the filing sequence viz., one record of the book will be under the name of the author; one will be filed under the title and one or more will appear under subject , assigned to correspond to the contents of the book. The filing of the cards will be letter by letter, so in finding the right subject heading for their interested topic.

Eg. 1. If the user wants a book on – “Morality” Whether the user has to see in – Morality on Ethics.

Eg. 2. If another user wants information on – “Sentencing a criminal” whether the user has to look into – Punishments – Death Personality or Capital Punishment”

Eg. 3. Similarly “Multinational Corporations” – should see under “International Business or Enterprises”.

Eg. 4. Similarly “Test Tube Babies” should see under “Fertilization in Vitro, Human”

Inverted forms should not be used in certain areas, where we get wrong meaning as in the case of:

1. Eg. “Surgical Diagnosis” - “Diagnosis Surgical” – x
2. Eg. “Heavy Minerals” - “Minerals, Heaving” – x
3. Eg. Fraudulent Advertising - Advertising, Fraudulent – x

Use the acceptable form of headings to get right meaning in the above areas.

1.5 Basic Principals of LCSH – Subject Headings

However, systematic ways in which you can find right subject heading for your topic through terms called “Library of Congress Subject Headings (LCSH)”. There are three important principles governing the use of LCSH; and the there are four ways to solve the problems of “Specific Entry” are as follows:

1. Uniform Heading
2. Scope – Match Specificity; and
3. Specific Entry

1.5.1 Uniform Heading

Uniform heading addresses the problem of Synonymous, variant phases, and different language terms being used to express the same concept. Eg. 1. "Morality" or under "Ethics", 2. "Death Penalty" or under "Capital Punishment".

It also serves to round up the different aspects of subject through the use of subdivisions of the single chosen term. The advantage of Uniform Headings is that of subject grouping is brought about by, and then adding on artificial point of commonality, thus the LCSH enables them to be retrieved. Returning to capital punishment, most of the wide variety of key words that appear.

- The Ultimate Coercive Sanction
- To kill and be killed
- A life for a life
- Executing the mentally ill
- Hanging not punishment enough for Murderers
- Habeas Corpus Issues
- In spite of Innocence
- The unforgiven: Utah's Executed Men
- Until you are Dead
- Fatal Error
- Philosophy of punishment
-

Without creating and assignment of the artificial point of commonality (the LCSH term "Capital Punishment") to each record, the user would miss most of these works. Finding a whole group of relevant words/works under a single term, enables the user to recognize within one set of whole relevant titles at one place.

It serves to round up the different aspects of a subject, through the use of subdivisions of the single chosen term. Uniform headings thus round up, in one place, both variant titles for the same subject that are scattered through out the book stock. The basic advantage of uniform heading is that of subject grouping is brought about by the work that catalogers first creating and then adding an artificial point of commonality; which enables them to retrieve. The wide variety of keywords that appear as a brief sampling of titles that have been written on this topic:

- The Ultimate Coercive Sanction
- To kill and be killed
- A life for a life
- Executing the mentally ill
- Hanging not punishment enough for Murderers
- Habeas Corpus Issues
- In spite of Innocence
- The unforgiven: Utahis executed Men
- Until you are Dead
- Fatal Error
- Philosophy of punishment

Variant titles could be listed, but without creating and assignment of the artificial point of commonality (the LCSH term: "Capital Punishment"), to record as a subject heading. Thus it is a process of adding standardized terms "on top" or in addition to the words provided by the book.

1.5.2 Scope – Match Specificity

Subject headings, are not sampling a matter of transcribing words from the title page or tables of contents; it is a matter of comprehensive meaningful coverage extending and creating new headings, and integrating the new terms into a web of cross-references, its relationship with the existing headings.

The scope – Match Specificity means, that catalogues will usually assign the minimum number of headings, which indicate the subject content of a book as a whole. Thus if a book deals with “orange” and “grape fruit”, will be entered under these two terms. However if a book deals with “orange”, “Grape fruit”, “Tangerine”, and “Lemon” it cannot be cataloged under for different headings. So when a work treats four or more related topics, then a single generic heading representation all the topics comprehensively will be assigned, as in this case, “Citrus Fruits” is the most specific term that covers the book as a whole. If there is no single term that expresses the subject heading of a book as a whole, usually about these headings will sum up it as a whole. While in the computer catalogues of online environment, to assign a subject heading on any topic, one can take up at least 20% of the books on hand. Hence, under the computerized environment, the principle of Scope Match – Specificity has not been rendered absolute.

1.5.3 Specific entry

This is one of the most important principles, which gives a choice between using specific or general subject headings for books, and the catalogues will predictably select the possible most specific heading, for the book as a whole, rather than the general heading available in LCSH.

Eg. 1. Night mares – do not see under “Dreams” as “Sleep” but under “Night mares” specifically – because the term is “tightest fit”.

Eg. 2. The books on “Children Dreams”, in particular, the narrower term is “Children’s Dreams” – because the term is “Tightest fit”.

Eg. 3. “The effects of divorce on Children” – looking into general heading “Divorce” rather than on specific term “Children of Divorced Parents”, or “Adult Children of Divorced Parents”.

In the LCSH list of subject terms contains both general and specific headings. The understanding of “Specific Entry” is crucial in LCSH. There are FOUR ways to solve these problems.

1. Follow cross references in the library of congress Subject Headings lists, especially the NT (Narrower Terms). The LCSH list includes words and phrases, that are most used, with cross references to the proper terms.

Eg. 1. “Morality you will find note “use ethics””

Eg. 2. “Surgical Diagnosis” which should not be used, the acceptable form of usage is “Diagnosis, Surgical”.

If you find the proper term, in LCSH book, will also direct you a list of other subject headings that are related to it, so that you can systematically search different topics of generality. The LCSH headings proceeded by different code designations. They are UF, BT, RT and NT.

UF means for “Used for”, if terms are proceeded by UF do not use them as headings.

RT means “Related Term”- RT references refer to valid headings.

NT means “Narrower Term” – NT also acceptable search term to get the clarity of subject headings under specificity.

There are two crucial points here, i.e., the first is the BTs, RTs and NTs are not subsets on subdivisions of the bold force terms of LCSH. They are not included in the coverage of the bold force terms. The second, point is that the NT, cross references are by far the most important ones to follow up. They are usually the specific entry terms that you need, and thus you will get more specific terms.

Thus, the LCSH list, “Divorce” does not provide a direct NT reference to “Children of Divorced Parents”, but it starts a series of specific terms of “Divorce” provides as NT reference to “Divorced People”; this heading in turn, provides a NT reference to “Divorced Parents”, and this heading finally provides a NT reference to “Children of Divorced Parents” – which then provides still another NT reference to “Adult Children of Divorced Parents” knowledge of the manpower / broader nature of the cross reference structure can help you to refine your search, through an extended scale of headings.

2. Look for manpower that are Alphabetically Adjacent to broader terms in the LCSH: not all narrower terms in the red books (printed LCSH) receive NT cross – reference, because they are already alphabetically adjacent to the BT broader terms.
3. Within the library catalog itself, look for subject tracings on relevant records, that are retrieved by other means: sometimes a good starting point can be secured in a catalog by finding a good title rather than a cataloguing term for the red book. The keyword search feature offered by many data bases is often most useful not as the best way to find relevant records themselves, but this helps as a first step towards finding proper subject tracings that lead to whole groups of records, the individual member of which have entirely different key words their titles.
4. Within the library catalog, browse through all of the subdivisions of any relevant subject heading you find: the FOURTH way to find the best subject heading for your topic is to look at the subdivisions of headings that show in the catalog. These are three important points:
 - 1) A subdivision added to a heading (as in "Business intelligence Case studies") makes an otherwise general heading more specific.
 - 2) A subdivision added to a heading enables you to recognize a Boolean combination of elements that you would not have thought to combine yourself.
 - 3) Although some of these subdivisions are listed under their respective headings within the LCSH list itself, most of them are not. You have to look in the catalog itself rather than just in the red books set to see the full range of subdivisions that appear under any given heading.

The overall points to be remembered about subject headings are:

You must find the subject term that is acceptable to the retrieval system, which will very often not be the term you think of by yourself.

To find the right term or terms you need to consult the Library of Congress Subject Headings list, which is the standard roster of category terms used by libraries throughout the English-speaking world.

Within the LCSH list you must follow the cross-references, paying particular attention to the NT (narrower term) references, which lead you to the most specific headings. Books are cataloged, as a rule, only under the most specific headings applicable to them and not also under broader or more general headings.

Within the LCSH list there is a second way to find, systematically, the most specific appropriate headings: Look in the areas alphabetically adjacent to the general headings.

Within the library catalog itself, you can find additional LCSH terms by "snagging" relevant records by other means (through author, title, keyword, or call number searches) and then looking at the subject tracings that appear at the bottom of those catalog records. These are the category terms you should look under to find other, similar books.

Within the catalog itself, look for subdivisions of any relevant heading you come across. These subdivisions are frequently not listed in the red books LCSH set, but they will enable you to recognize many search options for your topic that you could never specify in advance.

1.6 Summing up

The subject headings are framed into a Subject Catalogue in which entries are arranged under alphabetical order in each subject heading. The subject headings are derived in two ways: viz., 1. Either chosen from a standard list of subject headings, i.e., Sears List of Subject Headings and from Library of Congress Subject Headings, and the second way is derived from the class number of the book being catalogued.

The list of subject headings i.e., Sears List of Subject Headings (SLSH) and Library of Congress Subject Headings (LCSH) is by far the most commonly used and widely accepted vocabulary for general application in the libraries. It is the defector universal controlled is more suitable vocabulary and has been a model for developing subject heading systems by many countries. The purpose of adopting SLSH and LCSH is with simplified subject headings, the purpose of using these subject headings, vocabulary control, easy application and use in the management of the subject headings. The subject entry is usually displayed at the top of the catalogue record, regardless of the format of the catalogue (Card, Book, Microform or Online). The basic principles of SLSH and LCSH are a basis for establishing headings, by which the subject catalogue attained the standard, consistency, specificity and form of subject headings. The catalogue will also be able to add new headings that will be compatible and to establish useful cross references.

1.7 Self Assessment Questions

1. Explain the basic principles of Sears List of Subject Headings with **** table examples.
2. Discuss the principles of library of congress subject headings with suitable examples.
3. Distinguish the basic principles of SLSH of LCSH

1.8 Further Reading

1. Sears, Minni Earl, Sears List of Subject Headings, 15th edition, H.W. Wilson Company.
2. Library of Congress Subject Headings.

1.9 Glossary

SLSH	:	Searls List of Subject Headings
LCSH	:	Library of Congress Subject Headings
BT	:	Broader Terms
NT	:	Narrower Terms
RT	:	Related Terms
SA	:	See Also
UF	:	Used Fos

LESSON – 02**SUBJECT INDEXING****2.0 Aims and Objectives**

The subject indexing plays a very important role in the retrieval and storage of the information, particularly in the library system. This lesson gives a distinctive view of about the subject headings and subject indexing.

After going through this lesson, one can understand the following components of subject indexing.

1. The subject indexing origin, development and scope.
2. The various techniques involved in the subject indexing.
3. It gives the comprehensive view of the different indexing systems.

Structure**2.1 Introduction****2.2 Indexing Systems****2.2.1 Alphabetical Subject Catalogue****2.2.2 Dr. S.R. Ranganathan's Subject Cauterization****2.3 Post-Coordinated Indexing System****2.3.1 Manual Indexing Systems****2.3.2 Mechanical System****2.3.3 An item Record file****2.3.3.1 A list of terms****2.3.3.2 Catalogue Cards****2.3.3.3 Marginal Storage Cards****2.3.3.4 Field Punch Cards****2.3.3.5 Aperture Cards****2.3.3.6 Magnetic Computer topes****2.3.4 Term Records Indexes****2.3.4.1 Term Cards****2.3.4.2 Terminal Digit****2.3.4.3 Field Punch Cards****2.3.4.4 Dual Dictionaries****2.3.4.5 Optical Coincidence Cards****2.3.4.6 Edge Punch Cards**

2.3.4.7 Magnetic tape or Disks

2.4 Pre-coordinate Indexing Systems

2.4.1 Cutter's Rules for a Dictionary Catalogue

2.4.2 Kaiser's Systematic Indexing

2.4.3 Coates and British Technology Index

2.5 PRECIS (Preserved Context Indexing System)

2.6 Chain Indexing System

2.7 Summing up

2.8 Self Assessment Questions

2.9 Recommended Books

2.10 Glossary

2.1 Introduction

B.C. Vickery has defined, "An Index is a working tool designed to help the user to find his way about the mass of documented information in a given subject field". The Index is a systematic guide to the text of any reading material, with alphabetical order or other chosen order. Indexing is a matter of setting one's house in order. Indexing is an advanced art and not easily grouped. The concept of modern indexing comes into mind, when Alexander Curden compiled the first complete concordance in 1837.

The objective of our Index is to retrieve the records or documents that have been stored and organized by the Indexing process. Index terms must be used as an access points, the summarization of document content achieved in indexing documents must be more tightly structured. An Index is defined as "an organized series of access points, which lead from Information known to the user or additional information previously known in portion" on a series of headings or access or entry points arranged in some recognizable order. Each access point is supplemented by some other information which is designed to indicate where further information or document details may be located.

2.2 Indexing Systems

The subject Index terms will be accompanied by document reference number or classification numbers of and document citation. However, here the main concern is subject Indexes, and those subject indexes based upon alphabetical subject headings. Subject Indexes are a series of Index records with each record incorporating a word or phrase describing the subject acting as an access point.

All the indexing systems can be divided into two groups:

1. Those which employ natural language terms in an alphabetical sequences, as in alphabetical subject catalogue.
2. Those which are arranged by notational symbols of a classification scheme; but both the systems are interrelated.

2.2.1 Alphabetical Subject Catalogue

In the conventional method of indexing, in the first instance, some words from the title are chosen as a catch word to express the subject to arrange the title. The single word rarely used, while a compound expression is generally used. Where several words are needed, as well the possible entry has several sub-entries, and the Cutter has categorized the subjects:

- i) Individual subjects
- ii) General subjects
- iii) Simple subject
- iv) Compound subject; and
- v) Specific subject

2.2.2 Dr. S.R. Ranganathan has categorized four types of subjects

- a) Subject of specific document,
- b) Specific self-contained subject,
- c) Related subject,
- d) One subject in relation with other subject, (phrase relationship)

2.2.3 Types of Subject Catalogue

1. Alphabetic – Direct Catalogue
2. Alphabetic – Indirect Catalogue
3. Alphabetic – Classical Catalogue
4. Classified Catalogue

The idea behind the preferred sequences of composite headings is not so clear but alternatives were suggested without showing sufficient reasons. The efforts to arrive a suitable subject heading is to some extent adhoc, without any theoretical base. But, Dr. Ranganath's Chain Indexing, translating class number, using the schedules of the colon classification scheme, would admit a subject formulation by using the components of the scheme i.e., personality, matter, energy, space and time (PMEST).

It is evident from many points of view, the terms "indexing", and "subject cataloguing" are synonyms; but indexing implies more specificity try and depth of subject analysis. No infraction system is complete without indexing. An information retrieval system is supposed to index all the documents and the subject areas covered in each document. It is the communication link between a source of Information – with library collection and who obtain some information from it. A good index does more and assures optimal research output. (Pre-coordinated and post-coordinated indexing procedures are preoccupied primarily with the index entries that must be generated in order that complex subjects can be satisfactorily retried).

The subject indexing system comprehensively expressed by two Indexing systems viz.

- i) Post-Coordinated Indexing System and
- ii) Pre-Coordinated Indexing System

2.3 Post-Coordinate Indexing System

In early 1950's Mortimer Taube concerned the post-coordinate Indexes as a means of dealing with the research reports acquired by the US Armed Services Technical Information Agency. The basic essence of a post-coordinate Indexing System relied upon 'uniterms'; on uniterm card based system. The essential feature of a post-coordinate indexing system is that concepts are coordinated at the search stage. But the Indexing is that concepts are coordinated at the search stage. But the Indexing principles of this system hold good for computerized information and document retrieval systems. The post coordinate index depends upon specialized equipment and storage devices. This indexing system has good potential in machine retrieval.

Tabu's indexes were based upon 'Uniterm Cards', a card based system, but the indexing principles of this system hold good at

- i) Document retrieval system – Manual; and
- ii) Computerized information retrieval system.

2.3.1 Manual – Post-coordinate Indexing Systems

Many of the aspects of the Indexing process and the term selection and search logic have common features, although there some important distinctions between normal and mechanized versions. Most of the manual systems have a limited capacity, in terms of number of documents indexed under this system or the number of terms that can admitted to the system. The manual post-coordinate Indexes have primarily found in special libraries including industrial libraries, research and government libraries. In the manual post-coordinate Indexing System, the librarian as the information officer can mediary between the index and its uses, the user cannot operate, effectively otherwise the information seekers will tamper the index, due to their inexperience and acquaintance.

2.3.2 Mechanized System

Offer a wide range of search strategies, and more options for sanctioning specific subjects to be described by a complex terms. Almost all the special libraries, found themselves tended towards a computerized information storage and retrieval system. The Information retrieval software become cheaper, attractive user friendly and tested packages are available. By which, these systems will be linked to on-line systems and networks. All the post-coordinate indexing systems generally having the following three features, without having any degree of coordination.

1. In the library there are number of documents in each headings, and the researcher is liable to scan number of entries under each heading to distinguish between relevant and less relevant documents.
2. Generally, the numbers of Index entries under post-coordinate indexing have to more than the index entries, of pre-coordinate indexing. Even though the number of entries in pre-coordinate has more entries, but it will depend upon the incidence of references and multiple entries.

3. In the indexing system, the number of different headings are relatively small, but in the synthetic scheme of classification, it needs less categories in subject headings, than an enumerative scheme of classification.

The post-coordinate indexing systems whether manual or computerized can be categorized into two types of indexing systems. These indexing systems are based on:

- 1) Item Records, and
- 2) Term Records

2.3.3 An 'Item record file'

It is a file, which records are serially ordered by document identifier or number. Every entry on record stores the information relating to one document, which is available in the system, with reference and Index terms.

The item record file is also known as Item Record Index; its physical form imposes limitations, upon the type of information to be stored and the way the Index can be searched. There are about six item records indexes are considered with inherent limitations under the approach are as follows:

1. A list of terms
2. Catalogue cards
3. Marginal storage cards
4. Field punch cards
5. Aperture cards and
6. Magnetic computer tapes

2.3.3.1 A list of terms

The terms on the cover sheet of the document to be indexed, which constitutes the simplest form of the item record index is not a satisfactory index. In order to search the index, the entire list of index terms assigned to each of the documents in the collection must be scanned, for the purpose of retrieve the documents with required confirmation of index terms. This format is not a realistic option, but it has been included here in order to illustrate simply, with this principle of an 'Item Record Index'

2.3.3.2 Catalogue Card

Each catalogue card representing one document and the format citation of a document limited on that card. This is better than the indexing cited above under 'A list of terms'. One can search the entire deck of cards, one by one, until all documents with confirmation of terms have been located.

2.3.3.3 Marginal Storage Cards

Edge Notch Cards are probably the commonest form of non-computerized item record index. Each card carries the details of one document, and the index terms are encoded around the edge of the card. Edge Notch Cards have a series of holes around their perimeter and the piece of card between the hole and the edge of the card may be removed, using a punch, to form a notch. The pattern of notches and holes, along the edge of a card stores the index terms assigned to the document for which the card is acting as a surrogate. The search is initiated by inserting a needle through the whole pack of cards, at the position of the holes which represents the terms to be searched. The notched cards, representing relevant documents, will drop off

the needle and fall from the bulk of the pack. 'False drops', are cards which drop from the needle, when the documents that reports are not truly relevant to the topic of a search.

An Index term 'Special Education', is a term in the indexing language used in the index, and represented by a hole numbered '9'. When needle is inserted through the '9' position, all the relevant cards in that pack, with the hole '9' notched out will drop from the needle. Thus all the cards related documents covering 'Special Education' are withdrawn from the pack. There are many types of coding that have been tried indexes based upon marginal storage cards.

Thus, several different types of Indexes may be accordingly needing different regions of the cards

2.3.3.4 Field punch cards

Such as IBM computers input cards or optical coincidence cards, may form the new material of an item record index. Every field in a punch cards acts as a surrogate the document, and the vocabulary is limited by the number of coding positions available within the body of the card. These 'Field punch cards' are more commonly found in their records of post-coordinate indexes.

2.3.3.5 Aperture Cards

These are a special form of marginal cards, which provide sufficient space to absorb the entire document information, to be stored in the centre of the card. A microform insert / attached to the centre of the card, which contains the full text of the document. Documents may be retrieved by means of the coding around the edge of the card, and the microfiche insert are similar to other marginal storage cards. An index using aperture cards in more than an index, and the cards must be withdrawn to record the documents, but its applications limited. But aperture cards are the standard form of storing technical drawing, and have been used in regards with patents.

2.3.3.6 Magnetic Computer topics

In the form of cassettes or on 'spools' can be used to store the data/ records in the computer as an item record index, it is a serial file, gives serial search only. Serial files are cumulated by adding document records as they are presented to the system. Each document record can be examined in term; in order to ascertain the desired confirmation of index terms.

2.3.4 Term Records Indexes

May also, emerge into different physical forms; and there are about seven popular forms are described below:

1. Term cards
2. Technical digit cards
3. Field punch cards
4. Dual dictionaries
5. Optical coincide cards
6. Edge punch cards; and
7. Magnetic tape or disks

2.3.4.1 Term Cards: are having little difference, from our ordinary card index, but this index is in fact a post-coordinate index. Each index term claims one card in the index, and these cards are

displayed document numbers or very briefly references to those documents, for which a particular index term has been assigned. Document numbers are usually recorded in a serial order. This simple card format is not very popular, those indexes that rely upon term cards do so largely, because this is a cheap and ready means of storing an index to a relatively small collection of data.

2.3.4.2 Terminal Digit: These cards are known as special type of term cards, and also known as term cards. Each card is divided into ten vertical columns, numbered from 0-9. The numbers are relatively evenly distributed across the card. Cards are filed in alphabetical order according to the index term at their head. Searching is conducted by visual comparison of the document numbers in equivalent columns of two or more cards. Terminal digit cards are a cheap means of storing a post-coordinate index, and little special equipment is necessary. They are, however, not very convenient and scanning and comparing document numbers can be awkward and prone to errors.

2.3.4.3 Field punch cards: The IBM and Remington Rand cards have been used as the basis for a term record post-coordinate index. IBM eighty column computer punched cards can, for instance, be employed. The card is divided into eight (8) vertical columns and document numbers may be coded by punching holes in coded positions in the body of the card. There are about 960 coding positions on an IBM card, i.e., capacity for 960 documents, with one hole per one number. To compile and search an index based on field punch cards it is necessary to have available equipment for punching, verifying, sorting, collating and tabulating the appropriate form of cards. It used indexing is very limited in these days.

2.3.4.4 Dual dictionaries: It is also known as computer produced 'term cards'. Usually two identical lists are printed on continuous computer stationery. In each list index terms are arranged alphabetically, and document numbers are listed under each index term. Numbers may be grouped as in terminal digit cards. The Search is conducted by comparing visually, the numbers entered under two or more index terms. The chief merit of a dual dictionary as a format for a post-coordinate index is that a dual dictionary as distinct from card based indexes, can be reproduced in multiple copies.

2.3.4.5 Optical coincidence cards: These are one of the popular physical formats for a post-coordinate index. These cards are alternatively known as Peek-a-boo or Batten cards, are available in various sizes and styles. They all have space at the top for a keyword and the index is arranged in alphabetical order by keyword. Each card has a grid covering most of the body of card which provides for the coding of document numbers. Search involves reading the coding, corresponding to the position of the holes, and comparing the holes that recur on more than one card, by 'optical coincidence'. Cards are superimposed, one on top of another, and carefully aligned. The positions correspond to documents have been indexed under each of the index terms whose cards have been selected from the index and compared. Special light boxes are manufactured which incorporate the punching facility. Optical coincidence cards have been one of the more common formats for post-coordinate indexes, and they have the potential to store 9,999 documents, and coding positions to store. Most of less satisfactory aspects of optical coincidence cards are associated with the punching, and it is very difficult to correct any errors in punching and to make any modification to the index.

2.3.4.6 Edge punch cards have been considered as a basis for an item record index; they may also be used in a term record index. And each card contains all the data relating to a

given index term. The coding positions around the periphery of the card are punched in order to represent the numbers of the documents indexed under a specific index term.

2.3.4.7 Magnetic tape or disks: A magnetic disk (a floppy disk or diskette) each term has an associated record, and these records are organized as a direct access file. Here the records are stored in one sequence, and are linked by addresses to appropriate index terms. Index terms are related to addresses one another may be linked by storing addresses to one index term, which designates the locations of associated terms. The computer based indexes that are necessary for the operation of online information retrieval systems. This storage medium, combined with on-line retrieval, offers flexibility in search, sophisticated search techniques and potential for access to large files of data.

2.4 Pre-Coordinate Indexing Systems

Principles: Pre-coordinate indexing procedures are preoccupied primarily with index entries that must be generated in order that complex subjects can be satisfactorily retrieved. The subject represented in pre-coordinate indexes is shown with the entire component concepts coordinated. Such coordination or linking of concepts that is present in the subjects are to be entered in the index is recognized at the indexing stage and retained as index entries, subsequently generated. Pre-coordination eliminates the need for sophisticated search logic. Pre-coordinate indexes require no special features in their physical format. And the indexing principles are evident to a very limited extent in on-line or batch searched computer based information retrieval systems. Pre-coordinate indexing are to be found in abstracting and indexing journals, national bibliographies, and indexes to journals. Pre-coordinate indexing principles have also found some application in subject indexes to library catalogues and the shelf arrangement of book stock. Two issues recur in all pre-coordinate indexes. The first issue concerns the consistent description of subjects. Before a consistent citation order can be achieved, some principles must be established and agreed concerning the acceptable citation order. A theoretical basis to citation order should produce a more highly structured system whose objective is to achieve consistent citation orders between similar, yet distinct, subjects. The second issue that all indexers must consider is the need to provide access for those users who approach the subject under consideration for indexing from one of the 'secondary concepts'. At least one reference to added entry is usually deemed to be necessary from each of the 'secondary' concepts in the preferred order.

Citation Order: The importance of citation order on the operation of an index based on alphabetical subject headings. In the alphabetical subject indexing should be formulated in accordance with some principles.

2.4.1 Cutter's Rules for a Dictionary Catalogue

These rules were published in 1876. The issue of citation orders for composite subjects is not considered systematically and Cutter's recommendations serve more to illustrate problems than to demonstrate solutions. Cutter selected headings on the basis that headings in a catalogue should be those terms that are in general usage, and are accepted by educated people. The Cutter's devotion to natural language posed problems with multi-word terms. Sometimes the natural language ordering of words in a term would cause filing of the term under the first and possibly less significant terms. Cutter gave some guidelines on citation order, and he believed that where subject and place both elements of a topic: 1. Subject should precede place in scientific and related areas, but 2. that place should take precedence in areas

such as history, government and commerce. For Humanities, eg: literature and art, the adjectival form of the country or language is recommended eg. German Poetry. Cutter's practices and policies were a starting point and remain important today because they are embodied in the Library of Congress, list of subject Headings and Sears' List of Subject Headings. Both of these lists are widely used in dictionary catalogues in the United States. The information that most modern indexes must organize emerges in greater quantities and concerns much more complex subject than Cutter could have anticipated. The bulk of the headings and the complexity of reference structures in a dictionary catalogue based on the Library of Congress Subject Headings is sufficient to confirm that a more systematic approach might prove fruitful.

2.4.2 Kaiser's Systematic Indexing

Kaiser's stepping off point was the observation that many composite subjects can be analyzed into a combination of a **Concrete** and **Process**. He suggested that if subjects with these two components were cited in the order first Concrete, then Process. Thus a document on the 'Servicing of ships' may be indexed under: Ships, Servicing. Thus a document on 'Shipbuilding in Japan' would be entered under each of the two headings: 'Shipbuilding — Japan' and 'Japan — Shipbuilding'. One problem on which Kaiser alighted was that many processes can be further analyzed into a concrete and a process; for example, 'Steelmaking' can become 'Steel Production', All subheadings representing processes may be grouped and precede those referring to places.

2.4.3 Coates and British Technology Index

E.J. Coates ideas are embodied in British Technology Index (now Current Technology Index), of which he was the editor for many years. Coates started his study of citation order by nothing Kaiser's theories of Concrete-Process and reaffirmed this aspect of Kaiser's work. Kaiser's concrete-Process was re-labelled **Thing-Action**. **Coates** believed that in order to conceptualize the thing on which the action is being performed. This principle was used to establish an extended citation order:

Thing — part — material — Action

The following headings show the citation order advised by coates:

1. Inorganic Chemicals: Reactions: Liquid Metals
2. Instruments: Analysis: Finishing: Metals — See Metals

Finishing: Analysis: Instruments

2.5 PRECIS

The PRECIS was originally developed in 1968 by the British National Bibliography (BNB). Preserved context indexing system (PRECIS), developed for producing alphabetical subject indexing. Précis is generally presented as a two-stage index a subject index in above each entry is followed by one or more addresses. The précis was referred to as a 'rotated' index but later term 'shunted' was used to describe the way in which the computer manipulates the concepts in a subject statement to produce the various required entries. PRECIS, underlying the theory of facet analysis and synthesis, which are then recombined into a meaningful and logical string that summarizes the content of the document. This conveys the intention of offering the user a kind of 'PRECIS', of the subject content of an item under every term, regards as significant enough to be used as an entry word. Précis conserts essentially a

narrowing down the concepts of a search statement. The subject indexing system thus provides compatibility between searcher and the information system. The development of new indexing techniques both normal and mechanical is to provide further performance is a continuous process. Malvil Dewey, C.A. Cutter, J. Kaizus, Dr. S.R. Ranganathan and many others have contributed significantly towards the development of indexes and indexing. In indexing, where the coordination of components are done at the input stage, it is termed as pre-coordinate index; and where the coordination is affected, at the output stage, it is tend to as a post coordinate index.

2.8 Self Assessment Questions

1. What is subject indexing? Explain the contributor of different authors of Indexing.
2. What is chain indexing? How it differs from PRECIS.
3. Distinguish the Pre-and Post coordinate indexing systems.

2.9 Further Reading

1. Austin, Derek and Jeremy A. Digger. "PRECIS"
The preserved context Index system. Library resources and technical services 21:13-30; writer, 1977.
2. Chain, Louis Mai. Library of Congress subject Headings, 7th ed. Colorado: Clive Bingley, 1982.
3. Choudhury, G.G. Information retrieval systems, Calcutta: IASLIE 1993.
4. Ranganathan, S.R. Prolegomana to Library classification 3rd ed. Bombay: Asia Publishing House, 1967. p. 422-424.
5. Yama, A.K. Trends in subject Headings, Delhi: Mittal Publication, 1984.

2.10 Glossary

1. Pre - coordinate Indexing.
2. Post - Coordinate indexing.

LESSON – 03**INTERNATIONAL STANDARD BIBLIOGRAPHIC DESCRIPTION (ISBD)****3.0 Aims and Objectives of ISBD**

This Lesson aims to describe the comprehensive view of the International Standard Bibliographic Description (ISBD). It starts with brief historical background of IFLA initiatives of the Standard Bibliographic Descriptions, and IFLA Committee on Cataloging officially adopted at Liverpool, in 1971. After reading this lesson you are able to understand about:

1. What is ISBD, Scope, purpose and use of ISBD
2. Structure and outline of ISBD(G)
3. Specification of Elements and Punctuation etc.

Structure**3.1 Introduction****3.2 Scope of ISBD****3.2.1 The Objectives of the ISBD Format****3.2.2 Purpose of ISBD****3.2.3 Use of ISBD****3.3 Outline of the ISBD (G)****3.3.1 ISBDs for Specific Types of Materials****3.3.2 Continuing Work in ISBDs****3.4 Specification of Elements****3.5 Punctuation****3.6 Sources of Information, Languages, Abbreviations & Capitalization****3.6.1 Language and script of the description****3.6.2 Abridgements and abbreviations****3.6.3 Capitalization****3.6.4 Options and Omissions****3.7 Summing up****3.8 Self Assessment Questions****3.9 Further Reading****3.10 Glossary**

3.1 Introduction

The International Standard Bibliographic Description date back to 1969, subsequently renamed as Standing Committee of the IFLA, section on cataloging, now known as Standing Committee of the IFLA cataloging section, sponsored on International meeting of cataloging experts.

An IFLA International Meeting of Cataloguing Experts in Copenhagen in 1969 set up a working group to study the possibilities for an International Standard Bibliographic Description for Monographs. The Committee on Cataloging put into motion and resulted the concept of International Standard Bibliographic Description on Monographs ISBD (M), was subsequently officially adopted by the IFLA Committee on Cataloging at its meeting in Liverpool in 1971. By 1973, this standard has been adopted by a number of national Bibliographies, with translation of the original English text into several other languages. The revised text of ISBD (M) was published in 1974 as the first standard edition.

In 1975, the Joint Steering Committee for Revision of the Anglo-American Cataloging Rules (AACR) proposed to the IFLA Committee on Cataloging, to develop 'General International Standard Bibliographic Description' suitable for most of the common types of library resources. A 'General framework for description was produced, viz., ISBD (G), and published in 1977. The ISBD (M) was revised to bring it into line with the ISBD(G), and the "First Standard edition revised" was published in 1978.

The IFLA Committee on Cataloging, met in 1981 to make plans for reviewing and revising the ISBDs, covering monographic publications, cartographic materials, and Non-Book materials. There are three major objects set out for this project:

- 1) To harmonize provisions among the ISBDs, achieving increased consistency.
- 2) To improve examples; and
- 3) To make the provisions more applicable to cataloguers working with materials published in non-roman scripts.

In addition, two narrower objects motivated this particular revision effort:

- a) To review the use of the equals sign; and
- b) To consider proposals regarding the ISBD (NBM) emanating from specialist groups such as the International Association of Music Libraries most prominent of which was to remove "Machine Readable Data Files (MRDF) as format from this standard.

To facilitate the application of the practices stipulated, the ISBDs designate particular data elements as optional. The ISBD practices are also recommended, libraries that share bibliographic data with each other, wherein the inclusion of data elements is considered mandatory.

In the early 1990s, the IFLA Section on Cataloguing with the cooperation of the section on classification and Indexing set up a Study Group on the Functional Requirements for Bibliographic Records (FRBR). One immediate consequence of this development was the decision to suspend most revision work on the ISBDs while the FRBR Study Group pursued its charge to "recommend a basic level of functionality and basic data requirements for records, created by national bibliographic agencies". In 1998, the FRBR Study Group published its Final Report after its recommendations were approved by the IFLA Section on Cataloguing Standing

Committee. At that time the ISBD Review Group was reconstituted to resume its traditional work. As expected, the IFLA Section on Cataloguing Standing Committee asked the ISBD Review Group to initiate a full-scale review of the ISBDs. The objective of this “second general review project” was to ensure conformity between the provision of the ISBDs and FRBR’s data requirements for the basic level of national bibliographic record.

The ISBDs, national bibliographic agencies are called upon to prepare the definitive description containing all the mandatory elements set out in the relevant ISBD insofar as the information is applicable to the publication being described. This practice is also recommended for application by libraries that share bibliographic data with each other”. “Inclusion of a data element is considered mandatory”. To facilitate the application of the practices, the ISBDs designate particular data elements as optional.

Despite the changes introduced by the revision projects summarized above, the essential structure and data components of the ISBDs have proved relatively stable over the years and continue to be widely used in full or part by creators of cataloguing codes and metadata schemes.

The 2004 revision of the ISBD (G) will be published only on the Internet because the ISBD Review Group views it as an interim document subject to further review and revision in the near term. “The emergence of electronic resources, including such continuing resources as electronic journals and such integrating resources as ongoing World Wide Web Sites. The Review Group hopeful that the investigations and rule changes resulting from these code revision activities will facilities its efforts to maintain the currency of the ISBDs as well.

3.2 Scope of ISBD

The ISBD Review Group, continued attention to its provisions, in an effort to take into consideration of changes to national and multinational cataloguing codes. The emergence of electronic resources, including Electronic Journals and such integrating resources as ongoing World Wide Web sites. The Review Group is hopeful that the investigators and rule changes resulting from these code revision activities will facilitates its efforts to maintain the currency of the ISBDs as well.

The General International Standard Bibliographic Description referred to hereafter as the ISBD (G). The ISBD (G) forms the basis of the specialized ISBDs that have been prepared for special categories of material. These ISBDs include the continuing resources in print or electronic from and monographic resources in print or electronic forms. It forms the basis for future revision of existing ISBD texts. The ISBD (G) is concerned with the way in which resources are described first in bibliographic records produced by National Bibliographic Agencies, and in second the bibliographic records of other cataloguing agencies, whether in electronic or print form.

3.2.1 The Objectives of the ISBD Format

The logic behind the need, purpose, and prescription of ISBD has been expressed by SUMMER SPALDING, who took active part in the development and formulation of both the AACR and ISBD, as follows:

- To avoid duplication in cataloguing of current publication, the following plan was conceptualized.

- Each country should have a national bibliography or cataloguing service which would be responsible for cataloguing all publications of that country for the libraries in that country and for export for use in other countries.
- All countries should agree to a standard style of making bibliographical descriptions.
- Each national cataloguing service should avail itself of the product of the others in providing catalog entries for foreign books for libraries in its own country.
- Since exchange of this data would eventually be in machine readable form, the potentiality of standardized punctuation as a device to make possible automatic tagging of fields in the description (thereby cutting input costs) should be explored.

The significant impact of ISBD is, that it has got the approval of the ISO. The International agreement of on ISBD hastened the introduction of MARC by the Library of Congress. If the bibliographical information has to be exchanged on international scale, the document description should standardize. The ISBD provides all the necessary bibliographical standards acceptable to all nations.

3.2.2 Purpose of ISBD

The primary purpose of the ISBDs is to provide the stipulations for compatible description of cataloging World Wide in order to aid the International Exchange of Bibliographic Records between national bibliographic agencies and through out the International Library and Information community. The elements specified, that comprise a bibliographic description by prescribing the order, the element should be presented with the punctuation which it separated. The basic aims of the ISBD are to:

- a) Make records from different sources interchangeable, so that records produced in one country can be easily accepted in Library Catalogues or other bibliographic texts in any other country.
- b) Assist in the interpretation of records across language barriers, so that records produced for user of one language can be interpreted by users of others languages; and
- c) Assist in the convention of bibliographic records to electronic form.

3.2.3 Use of ISBD

The ISBDs provide stipulations to cover the maximum amount of descriptive information required in a range of different bibliographic activities, and therefore include elements that are essential to one or more of those activities, but not necessary to all. It is recommended that the, National bibliographic agency, should accept the responsibility of creating the definitive record for each resource issued in that country, containing all the mandatory elements set out in the relevant ISBD. In the ISBDs, certain elements are designated as mandatory in all situations, while some elements are mandatory in certain situation or optional in all cases can be included or omitted at the discretion of the agency.

The ISBD description forms part of a complete bibliographic record and is not normally used by it. The other elements that make up a complete bibliographic record, such as heading and subject information, are not included in the ISBD stipulation. The rules for such elements are normally given in cataloging codes.

To describe a resource that exhibits characteristics for the description of which more than one ISBD must be applied (eg. An electronic continue resource, a digital map that is serially issued), the cataloger may combine elements from any existing ISBD that are necessary

to describe all aspects of the resource including its content, its carrier and its form of issuance. The resources that are available in more than one physical format or in more than one output, it is recommended that National Bibliographic Agencies, and those cataloging agencies that participate in network sharing of bibliographic data with each other, create one bibliographic record for each physical format or output medium of the resource. It is also felt, that separate descriptions make future manipulations of such records, simpler for merging information in display for distinguishing the separate resource. Cataloging agencies may describe the resource using either a single bibliographic description or multiple bibliographic descriptions based on local requirements and needs of the users.

3.3 Outline of the ISBD (G)

In the outline, the term "First statement of responsibility" immediately after the title proper, the General Material Designation, within the square [] brackets. Subsequent Statement of responsibility and the like denote the order in each of these statements is given in the description. The Bibliographic description is based on the formulation of a general framework for all bibliographic description. The description of ISBD (G) is divided into the following eight areas:

1. Title and statement responsibility area.
2. Edition area.
3. Material (or type of publication) specific details area
4. Publications, Distribution, etc. area
5. Physical description area.
6. Series area
7. Notes(S) area.
8. Standard number or alternative and terms of availability area

When ever information normally associated with one area or element appears in the resource linked linguistically as an integral part of another area or element, it is transformed as follows:

3.3.1 ISBDs for Specific Types of Materials

IFLA has developed, and is developing, specialized ISBDs for specific types of material, also on the basis of the ISBD (G). The ISBD (G) contains an area 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), and computer files (Chapter-9), serial publications (see Chapter-12) and in some circumstances, microforms (Chapter-11). Do not use this area for any other materials treated in these rules, where it is applicable and appropriate, repeat this area. 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).

3.3.2 Continuing Work in ISBDs

The IFLA appointed an ISBD Review Committee in 1981 to have a five year review, for monographs ISBD (M), serials ISBD (S), Cartographic materials ISBD (CM) and non-book materials ISBD (NBM), with an intention to adopt revision in 1987. The ISBD (PM) – Printed Music was also being reviewed, special attention was also paid on Computer Files (ISBD-CF) by Working Group, and met in 1986, the final version of ISBD (CF) was published in 1990. The

ISBD (A), for rare, antiquarian books, was circulated among the appropriate experts in 1988. The IFLA working group, in 1981 published the ISBD for Analytics – ISBD (An), but later the group felt that 'Components' was a more appropriate term, and known as ISBD (CP), Component Part.

3.4 Specification of Elements

Each of these areas is further divided into elements.

1. Title and Statement of responsibility are
 - 1.1 Title Proper
 - [] 1.2 General material designation
 - = 1.3 Parallel title
 - : 1.4 Other title information
 - / 1.5 Statements of responsibility, first statement
 - ; Subsequent statement of responsibility
2. Edition Area
 - 2.1 Edition statement
 - = 2.2 Parallel edition statement
 - / 2.3 Statement of responsibility relating to the edition, first statement
 - ; Subsequent statement of responsibility
3. Material (or type of publication) specific details area
4. Publication, distribution, etc area
 - 4.1 Place of publication, distribution etc., first place
 - ; Subsequent place
 - : 4.2 Name of publisher, distributor etc
 - () 4.3 Statement of function of publisher, distributor etc
 - , 4.4 Date of publication, distribution etc
 - () 4.5 Place of manufacture
 - : 4.6 Name of manufacturer
 - , 4.7 Date of manufacture
5. Physical description area
 - 5.1 Extent of item (Specific material designation)
 - : 5.2 Other physical details
 - ; 5.3 Dimensions of item
 - + 5.4 Accompany materials statement
6. Series area
 - 6.1 Title proper of series
 - = 6.2 Parallel title of series
 - : 6.3 Other title information of series

(Note: Series statement is to be enclosed in parenthesis, If there are two or more series, each series statement is to be enclosed in separate parenthesis.)

 - / 6.4 Statement of responsibility relating to the series, First statement
 - ; Subsequent statement
 - : 6.5 International Standards Serial Number of series
 - ; 6.6 Numbering within the series
 - . 6.7 Enumeration and /or title sub-series
 - = 6.8 Parallel title of sub-series
 - ; 6.9 Other title information of sub-series

- / 6.10 Statement of responsibility relating to the sub-series First statement
- ; Subsequent statement
- : 6.11 International Standard Serial Number of sub-series
- : 6.12 Numbering within sub-series
- 7. Note area
- 8. Standard number (or alternative) and terms of availability area
 - 8.1 Standard number (or alternative)
 - : 8.2 Terms of availability and/or Price
 - () 8.3 Qualification (in varying positions)

The ISBD described above relates to monographic publications and it is called ISBD (M). Other recommendations are ISBD (G), ISBD (S), ISBD (NBM), ISBD (AV) ISBD (CF), ISBD (CM) (Catographic materials) etc.

3.5 Punctuation

Each element of the description, except the first element of area, is either preceded or enclosed by prescribed punctuation. Prescribed punctuation is preceded and followed by a space, with the exception of the comma (,) and point (;) which are only followed by a space. The inclusion of other punctuation is at the description of the National bibliographic agencies or other cataloging agencies, as in the spacing before and after such punctuation. ISBD punctuation is retained even when the results in double punctuation. For the punctuation of scripts written for right to left, commas (,) and semicolon (;) used as prescribed punctuation are reversed when that is the type of the script. Similarly, the point, space, dash, space confirmation of prescribed punctuation reads from right to left and meaning of open and closed parentheses and square brackets are each to be treated as a single punctuations symbol.

Square brackets ([]) are prescribed punctuation to enclose elements in area 1, and area 4 square brackets enclose information found outside the prescribed sources of information also. Marks of omission, i.e. three points (...), indicate the omission of the some part of an element. Parentheses (()), are prescribed punctuation to enclose each series statements in area 6, to enclose action elements in area 4 etc.

3.6 Sources of Information, Languages, Abbreviations & Capitalization

In making a description, information found on the resource itself normally is preferred to information found elsewhere. Details of the preferred sources of information and of the prescribed services of information for each type of material are set out in the specialized ISBDs.

3.6.1 Language and script of the description

Element in area 1,2,4 and 6 are normally transcribed from the resource and are, therefore, wherever practicable in the language(s) and or script(s) in which they appear there. Interpolation in these areas is enclosed in square brackets and is given in the language and or script of the context of that part of the description.

3.6.2 Abridgements and abbreviations

“In exceptional cases the abridgement of certain elements in the description is permitted, provided the omission takes place at the end or in the middle of the element (e.g. a lengthy title proper). In such cases, the omission is indicated by marks of omission (.....)”.

3.6.3 Capitalization

In general, in those scripts where capitalization is relevant, the first letter of the first word of each area should be a capital; the first letter of the first word of some elements should also be a capital (e.g. general material designation, parallel title, alternative title, section title). Other capitalization should follow the appropriate usage for the language(s) and or script(s) used in the description.

3.6.4 Options and Omissions

Although the rules for description are based upon a standard (ISBD-G), it is recognized that certain materials do not require every element of that standard. For this reason there are differences between the treatment of some materials and some others. 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 art facts.

3.7 Summing up

An IFLA International Meeting of Cataloging Experts in Copenhagen in 1969 set up a working group to Study the possibilities for an International Standard Bibliographic Description and resulted the concept of ISBD (M) which was subsequently adopted by the IFLA Committee on Cataloging at its meeting in Liver pool in 1971. The revised ISBD (M) was published in 1974 as the first standard edition. The continuous efforts of IFLA, proposed a Committee on Cataloging to develop “General International Standard Bibliographic Description”, suitable for common types of Library Resources. A general framework for description was provided viz., ISBD (G) and published in 1977.

In the early 1990’s the IFLA section on cataloging with the cooperation of classification and Indexing Section, set up a “Study Group”, on the “Functional Requirements for Bibliographic Records” (FRBR). In 1998, the FRBR Study Group published its ‘Final Report’, and the recommendations were accepted by the IFLA section on cataloging standing committee. At that time, the ISBD Review Group was reconstituted to resume its traditional work. The IFLA standing committee on cataloging asked the ISBD Review Group to initiate a full scale review of the ISBD. The objective of this ‘Second General Review Project’ was to ensure conformity between the provision of the ISBDs and FRBRs data requirements for the “Basic level national bibliographic record”.

3.8 Self Assessment Questions

1. Give an account on the historical background of ISBD

2. Explain the ISBD, Scope, purpose and use.
3. Describe the Importance of punctuation in ISBD,
4. Present the arrangement and Sequence of Specification of Elements in ISBD

3.9 Further Reading

1. Hunter, Eric J and Backwall, K.G.B(1991). Cataloging, 3rd revised and expanded edition. Library Association Publishing, London.
2. Munchen, Seur K.G. (1998). Functional Requirements for Bibliographic Records, IFLA.
<http://ible.org/VII/S13/fr.fr/frfr.htm> and
[http:// www.ifle.org/VII/S13/frfr/frfr.pds](http://www.ifle.org/VII/S13/frfr/frfr.pds)

3.10 Glossary

- 1) ISBD International Standard Bibliographic Description
- 2) ISBD (M) International Standard Bibliographic Description – Monographs.
- 3) ISBD (G) General International Standard Bibliographic Description.
- 4) ISBD (NBM) International Standard Bibliographic Description, Non-book Material.
- 5) IFLA International Federation of Library Association and Institutions.
- 6) FRBR Functional requirements for Bibliographic Records
- 7) MRDF Machine Readable Data Files.

LESSON – 04**TRENDS AND DEVELOPMENTS IN LIBRARY CATALOGUING****4.0 Aims and Objectives**

The first English language cataloguing code was developed by sir Anthony Panizzi' for the British Museum catalogue with 91 rules, approved by the British Museum in 1839 and published in 1841. The Cutter's Rules for a Dictionary Catalog was published in 1876. Charles Ammi Cutter's Rules set out of the objectives of the catalogue. Dr. S.R. Ranganathan plays a very important role in the development of library catalogue codes, by introducing the Classified Catalogue Code (CCC). The Anglo American Cataloguing Rules (AACR) from 1967; and the revisions of 1988, upto 2002 revision. The Joint Steering Committee (JSC) endorsement of the Committee Principles, undertaking the preparation of a new AACR-3 in environed as providing improved user access to all media in our online environment was discussed in this lesson.

After going through this less one can understand.

1. The historical developments of library catalogue
2. The developments in AACR-2, revised editions, and
3. The need of a new AACR-3 (RDA) to access all varieties of media in an online environment, with automated trends of developments.

Structure

- 4.1 Early English Language Cataloguing Codes**
- 4.2 Anglo-American Code**
- 4.3 A.L.A. Cataloging Rules**
- 4.4 Rules for Descriptive Cataloging in the Library of Congress**
- 4.5 Anglo-American Cataloguing Rules**
 - 4.5.1 AACR 1967**
 - 4.5.2 ISBD and AACR Revisions upto 1975**
 - 4.5.3 AACR2 1978**
 - 4.5.4 AACR2 1988 Revision**
 - 4.5.5 AACR2 2002 Revision**
- 4.6 Highlights of Major Changes for AACR-2**
- 4.7 AACR-2 to AACR-3 (RDA): Resource Description and Access**
- 4.8 International Cataloguing Principles**
- 4.9 MARC: Machine Readable Catalogues**

4.9.1 MARC 21**4.9.2 Five MARC 21 Communication Formats****4.9.3 Basic divisions of the MARC 21 format****4.10 Metadata****4.11 Dublin Core Metadata Standards (DC)****4.12 Summing up****4.13 Self Assessment Questions****4.14 Further Reading****4.15 Glossary**

4.1 Early English Language Cataloguing Codes

British Museum Rules: The first major English language cataloguing code was developed by Sir Anthony Panizzi for the British Museum Catalogue. Panizzi's 91 rules were approved by the British Museum in 1839, and published in 1841. The British Museum rules were revised up until 1936. The library departments of the British Museum became part of the new British Library in 1973.

Cutter's Rules for a Dictionary Catalog: The first edition of Charles Ammi Cutter's Rules for a Dictionary Catalog was published in 1876. Cutter's rules set out the first principles of cataloguing, and included a statement of the objectives of the catalogue. The code covered rules for dictionary catalogues including both entry (for authors, titles, subjects, and form headings) and description.

4.2 Anglo-American Code

Developments in the United States: The American Library Association (ALA) cataloguing rules "Condensed Rules for an Author & Title Catalog" were first published in the Library Journal in 1883. In 1990 ALA appointed a committee led by J.C.M. Hanson of the Library of Congress to reverse these rules. Of particular focus was agreement of the ALA rules and the rules of the Library of Congress due to the upcoming introduction of Library of Congress printed cataloguing cards. In 1902 an advance edition of the revised ALA rules was produced by the Library of Congress. Efforts were made to bring about uniformity between the ALA rules and the fourth edition of Cutter's rules (published in 1904).

Developments in the United Kingdom;

- In 1893 the "Cataloguing Rules" of the Library Association (LA) were published.
- In 1902 a Committee was formed to revise these rules, and in its to draw heavily on the British Museum rules, and the advance editioimg the revised ALA rules.
- A draft revision of the LA rules was discussed at the 1904 meeting of the Library Association.

Co-operation

- In light of the similar work being done on both sides of the Atlantic, Melvil Dewey

suggested that there should be co-operation to produce an Anglo-American code. The American Library Association and the Library Association formally agreed to co-operate in 1904, Consultation between the two bodies occurred by correspondence.

- The first international cataloguing code was published in 1908 in an American edition (Catalog Kirks, Author and Title Entries) and a British edition (Cataloguing Rules, Author and Title Entries)
- Both editions contained 174 rules covering both entry and heading for authors and titles, and description.

4.3 A.L.A. Cataloging Rule

- In the 1930s committees of American Library Association and the Library Association discussed revision of the 1908 rules. The two bodies co-operated until 1939 when the Second World War ended British involvement.
- A preliminary second edition of the American edition of the 1908 rules was published by the American Library Association in 1941, and contained 324 rules in two parts: Part I, Entry and Heading; Part II, Description of book; as well as various appendices, including one on "authority cards."

1949 Edition

- The 1941 edition was criticized for being too detailed and complex, and in 1949 ALA Cataloging Rules for Author and Title Entries was published. This edition contained only rules for entry and heading.
- American alternative rules in the 1908 code were reflected in the 1949 code.

4.4 Rules for Descriptive Cataloging in the Library of Congress

- As the 1949 ALA code did not contain rules for descriptive cataloguing, the Library of Congress took responsibility for documenting rules of this nature. As Library of Congress catalogue cards were widely used by American libraries, there was interest in the rules used by the Library of Congress.
- Rules for Descriptive Cataloging in the Library of Congress was published in 1949, and the rules were adopted by the American Library Association. Included were rules for separately published monographs, serials, and some non-book materials.
- Supplementary rules were subsequently issued for additional non-book formats.

4.5 Anglo-American Cataloguing Rules

4.5.1 AACR 1967

- In 1951 the American Library Association asked Seymour Lubetzky, of the Library of Congress, to analyse the 1949 ALA code. An approach was also made to the Library Association regarding co-ordination of revision of the 1949 code.
- In 1953 Lubetzky's report (Cataloging Rules and Principles) was published. This work

advocated a move towards a principle-based rather than case-based code.

- In 1956 Lubetzky was appointed editor of the revised code, and in 1960 he produced the draft Code of Cataloging Rules; Author and Title Entry.
- The International Conference on Cataloguing Principles was held in Paris in 1961 to examine the choice and form of headings in author/title catalogues. The outcome was a statement of 12 principles known as the Paris Principles.
- In 1962 C. Sumner Spalding, of the Library of Congress, became the new editor of the code.
- The American Library Association and Library Association co-operated by exchanging minutes and working papers, and attending each other's meetings. In addition, the Library of Congress assisted with revision of the descriptive cataloguing rules, and the Canadian Library Association was involved in reviewing drafts of the rules.
- In 1967 two versions of the Anglo-American Cataloguing Rules (AACR) were published, a North American text and a British text.

Both texts of AACR contained three parts:

Part I, Entry and Heading

- Based on the Paris Principles, the 1949 ALA rules, and Lubetzky's 1960 draft

Part II. Description

- Consisted of revised rules from the 1949 Library of Congress rules.

Part III, Non-book materials

- Contained rules for both entry and description of non-book materials.

- Consisted of revised rules from the 1949 library of Congress rules, and supplementary Library of Congress rules.

- Each text contained an appendix listing rules for entry and heading that differed in the other version.
- In 1966 there was a "memorandum of agreement" for continued revision of AACR between ALA and I.A. In light of their earlier involvement, the Library of Congress and the Canadian Library Association were also formally represented in the revision process.
- Amendments and changes from 1969-1975 were published for the North American text in the Library of Congress Cataloging Service and for the British text in the Library Association Anglo-American Cataloguing Rules Amendment Bulletin.

4.5 2 ISBD and AACR Revisions up to 1975

At the International Meeting of Cataloguing Experts in Copenhagen in 1969, a program of International Standard Bibliographic Description (ISBD) was developed. The objective was to identify components in a bibliographic description, their preferred order, and the necessary punctuation.

- The first ISBD standard to be produced was that for Monographs (ISBD(M)) in 1971.
- AACR chapter 6 was revised in line with ISBD(M), and published in two versions in 1974. The revised chapter contained rules for printed monographs and reproductions of printed monographs (including microform reproductions).

- Other ISBDs were developed, leading to the publication by the American Library Association of revisions to AACR chapter 12 (AV and Special Instructional Materials), and AACR chapter 14 (Sound Recordings).
- In 1975 work began on developing a general framework, known as ISBD (G).

4.5.3 AACR2 1978

- In 1974 the joint Steering Committee for the Revision of AACR (OSC) was established, with membership from the American Library Association, the British Library, the Canadian Library Association (represented by the Canadian Committee on Cataloguing), the Library Association, and the Library of Congress.
- The JSC was charged with incorporating the North American and British texts into a single version. The JSC appointed two editors for the revised code, Michael Gorman of the British Library, and Paul W. Winkler of the Library of Congress.
- The Anglo-American Cataloguing Rules, Second edition (AACR2) was published in one version in 1978.
- AACR2 was divided into two parts:

Part I, Description

- Based on the ISBD(G) framework,
- Included a general chapter (chapter 1), and chapters for individual formats, including new chapters for machine-readable data files (chapter 9) and three-dimensional artefacts and text (chapter 10).
- The rules for non-book materials were based on alternative codes that were published in the 1970s.
-

Part II, Entry and Heading

- Rules were brought more closely into line with the Paris Principles.
 - AACR2 was adopted by the Library of Congress, the National Library of Canada, the British Library, and the Australian National Library in January 1981.
 - In 1981 an abridged version, the Concise AACR2 was published.
 - Revisions to AACR2 were adopted in 1982, 1983 (published 1984), and 1985 (published 1986).
 - A draft revision of AACR2 chapter 9 (renamed: Computer Files) was published in 1987.
 - From 1981 an Australian Committee on Cataloguing (ACOC) representative was sent to JSC meetings, and from 1986 ACOC became a full JSC member.

4.5.4 AACR2 1988 Revision

- The 1988 Revision of AACR2 incorporated the 1982, 1983, and 1985 revisions plus subsequent unpublished revisions.
- The 1988 Revision was published in both book and loose-leaf format
- One set of amendments was published in 1993

- The 1998 Revision of AACR2 incorporated the 1993 amendments, and revisions approved between 1992 and 1996.
- The 1998 Revision was published in book and CD-Rom format
- Amendments packages were published in 1999 and 2001. The 2001 amendments included a complete revision of chapter 9 (renamed: Electronic Resources).

4.5.5 AACR2 2002 Revision

- The 2002 Revision of AACR2 incorporated the 1999 and 2001 amendments, and changes approved in 2001, including complete revisions of chapter 3 (Cartographic Materials) and chapter 12 (renamed: Continuing Resources).
- The revision of chapter 12 arose from a recommendation of the International Conference on the Principles and Future Development of AACR, and IFLA-led efforts to harmonize ISBD(CR), ISSN practice, and AACR2.
- In 2002 AACR was published only in loose-leaf format.

4.6 Highlights of Major Changes for AACR-2

The Joint Steering Committee (JSC) for behaviour of AACR, with the endorsement of the Committee of Principles is undertaking the preparation of a new edition of AACR rules. The new AACR-3 is envisioned as providing improved user access to all media in an online, with search environment. It is being defined with a compatibility with other standards by resource description and retrieval and for use would wide. The first step taken in this process by JSC and the editor has been produce a draft part-I.

1. Organization of Rules

Part I of AACR3 is divided into three sections. The first section (section A) includes general rules applicable to all resources exhibiting the characteristic covered by that rule, regardless of the type of content embodied in the resource or the medium in which it is conveyed. The second (section B) covers supplementary rules applicable to specific type of content, and the third (section C) covers supplementary rules applicable to specific types of media. The chapters in sections Band Conly contain instructions that supplement those provided by the general rules in section A; they do not repeat the general instructions.

The following is an outline of the sections and chapters in part I:

Introduction

Section – A: General Rules

- A1 General Rules for Description
- A2 Resources Issued in Successive Parts
- A3 Integrating Resources

Section – B: Supplementary Rules Applicable to Specific Types of Content

- B1 Text
- B2 Music
- B3 Cartographic Resources
- B4 Graphics
- B5 Three Dimensional Resources

- B6 Sound
B7 Moving Images

Section – C: Supplementary Rules Applicable to Specific Types of Media

- C1 Print and Graphic Media
C2 Micrographic Media
C3 Tactile Media
C4 Three Dimensional Media
C5 Audio Media
C6 Projected Graphic, Film, and Video Media
C7 Digital Media

2. General Material Designations

The rules pertaining to general material designations have been revised to distinguish between designations that indicate the type of content contained in the resource and those that indicate the medium in which the resource is conveyed. The new rules permit the use of either a content designations or a medium designation, or both.

Content	Medium
Cartographic Resource	Audio
Choreography	Digital
Data	Film
Graphic	Graphic
Mixed Content	Micrographic
Moving Image	Main media
Music	Print
Sound	Projected
Software	Three Dimensional
Text	Tactile
Three Dimensional	Video

4.7 AACR-2 to AACR-3 (RDA): Resource Description and Access

Resource Description and Access (RDA) is a new standard for description and Access, designed for digital world. It discusses the relationship between RDA and other International Cataloguing Principles; such as IFLA's draft states of International Cataloguing Principles the influence of models such as FRBR (Functional Requirements for Bibliographic Records) and FRAR (Functional Requirements for Authority Records).

FRBR and FRAR

The IFLA study group on the Functional Requirements for Bibliographic Records (FRBR), 1998, which is a user oriented conceptual model for the Bibliographic Universe. It allows the data recorded in Bibliographic records to be related to the needs of the users of those records. It identified bibliographic entities, their attributes and relationships between them, and to user tasks. The FRBR influences the AACR-2 structure, terminology of the rules, levels of description, and access to FRBR user tasks. It also guides the choice, form and types of access points to be provided and the relationships to express.

FRAR (Functional Requirements for Authority Records)

The IFLA UBCIM working group on Functional Requirements and Numbering for Authority Records (FRANAR) 2005, is expected to influence the development of the new Part-III on Authority Records and the focus of FRAR is on user needs and user tasks.

4.8 International Cataloguing Principles

Another significant development of has been IFLA's statement of "International Cataloguing Principles". This document is being drafted during the successive meetings called the International Meetings of Experts for an "International Cataloguing Code (IME-ICC). The third and most recent of these meetings will be held in Cairo, Egypt, in December 2005 (Tillett, 2005). This document is intended to be a new and updated version of the Paris Principles, and is hoped to pave the way for our International Cataloguing Code.

AACR-3 to RDA

Basically the aim now is to go further in revising the code, to options RDA as a web based tool, to free RDA from the constraints of the ISBD (International Standard Bibliographic Description), and to better utilize opportunities offered by aligning the code more closely, with FRBR. To signify this change of direction JSC (Joint Steering Committee) agreed on a new working title for the code: RDA: Resource Description and Access is a new standard for description and access designed for the digital world.

Key features of RDA: Joint Steering Committee purposes that "Resource Description and Access" will have the following features are that RDA will be designed as an online product for use in a web environment. This will allow different views of the rules to be presented; e.g. present a concise version of the rules particular cataloguing i.e., "Music".

The second key feature is that the structure will be aligned more directly with the FRBR and FRAR models. This, more flexible framework will help address the challenges of describing digital resources. The data that is produced should also be more readily adoptable to newly emerging, more efficient, database structures.

The third key feature is that instructions for recording data will be presented independently of guidelines for data display. This will provide more flexibility, enabling the records to be used in a variety of online environments with different structures or syntax for data storage or display.

The final key feature is that RDA will contain clear general instructions, written in plain English. The instructions will be supplanted by detailed rules or by references to other standards as needed, and they will be backed by guidance on the principles behind the rules. This will enable the code to be used more readily beyond the library world. Together these changes will pave the way for improved catalogue design and a greater user focus.

4.9 MARC: Machine Readable Catalogues

MARC is an acronym for Machine Readable Catalogue; it is a kind of catalogue and a method of cataloguing. Machine Readable means computer can read and interpret the data into the cataloguing record. The original MARC format was developed at the Library of Congress in 1965-66 from which more than 20 such formats have been developed till to date. The MARC standards consist of the MARC formats, which are standards for the representation and communication of bibliographic and related information in machine readable form, and related documentation. It defines a bibliographic data format that was developed by Henriette Avram at the Library of Congress beginning in the 1960s. It provides the protocol by which computers exchange, use, and interpret bibliographic information. Its data elements make up the foundation of most library catalogues used today.

4.9.1 MARC 21

MARC 21 is a result of the combination of the United States and Canadian MARC formats (USMARC and CAN/MARC). MARC21 is based on the ANSI standard 239.2, which allows users of different software products to communicate with each other and to exchange data. MARC 21 was designed to redefine the original MARC record format for the 21st century and to make it more accessible to the international community. MARC 21 has formats for the following five types of data: Bibliographic Format, Authority Format, Holdings Format, Community Format, and Classification Data Format. Currently MARC 21 has been implemented successfully by The British Library, the European Institutions and the major library institutions in the United States, and Canada. MARC 21 allows the use of two character sets, either MARC-8 or Unicode encoded as UTF-8. MARC-8 is based on ISO 2022 and allows the use of Hebrew, Cyrillic, Arabic, Greek, and East Asian scripts. MARC 21 in UTF-8 format allows all the languages supported by Unicode.

The Need for MARC Records is due to

- Shared cataloguing information
- Uniformity in cataloguing practices
- Easy transmission of bibliographic data electronically

4.9.2 Five MARC 21 Communication Formats

MARC 21 has five communication formats and each MARC format provides detailed field descriptions and guidelines for applying the defined content designation and identifies conventions to be used to ensure input consistency,

The five MARC 21 Formats and the Mils are as follows:

- 1) MARC 21 Format for Bibliographic Data
<http://www.tledelivers.com/t1c/crsfbib0001.htm>
- 2) MARC 21 Format for Authority Data
<http://www.ticdelivers.com/t1c/ers/auth0001.htm>
- 3) MARC 21 Format for Classification Data
<http://www.ticdelivers.com/tic/crsiclas0001.htm>
- 4) MARC 21 Format for Community Information
<http://www.ticdelivers.com/tic/crs/comm0844.htm>
- 5) MARC 21 Format for Holding Data
<http://www.ticdelivers.com/tic/crsiho1d0654.htm>

4.9.3 Basic divisions of the MARC 21 format

The basic divisions of the MARC 21 bibliographic record are:

OXX Control information, numbers, codes

1XX Main entry

2XX Titles, edition, imprint (in general, the title, statement of responsibility, edition, and publication information)

3XX Physical description, etc.

4XX Series statements (as shown in the book)

5XX Notes

630C Subject added entries

7XX Added entries other than subject or series

8XX Series added entries (other authoritative forms)

The **9XXs have been left for locally** defined uses, such as **local barcode numbers**.

4.10 Metadata

The term “Meta” derives from the Greek, and it describes the information source. The Meta means, something of a higher or more, and it refers to descriptive information about [www.and](#) or the networked electronic resources. Metadata means, the data about data, and Metadata is an encoded description of our information package (eg. AACR2 record, encoded with MARC, a Dunklin core record, GILS record, etc.). The purpose of metadata is to provide a level of data at which choices can be made as to which information packages one wishes to view or search to avoid the search of massive arrangements of irrelevant full text.

Concept of Metadata

- Metadata is a critical mechanism both in knowledge representation of Digital Collection and in Data Mining.
- It describes digitized and Non-digitised in a networked environment.
- It describes the attributes of a resource, where the resource may consist of bibliographic objects, archival inventories and registers, geospatial objects, museum and visual resources or software implementation, to maintain just a few operational and proposed standards.
- Metadata could be-
 - Human generated textual descriptions of a resource.

Eg: OPAC, Bibliographic Database

- Machine generated descriptions of a resource.
-

Metadata is product of necessity and its need is felt basically due to three reasons:

1. A great deal of information is available through INTERNET.
2. This information needs to be organised for accessibility.
3. The concept parallel to cataloguing needed refinement in the INTERNET Environment.

Metadata – A tool for cataloguing Web Resources.

Purpose and Scope of Metadata

The purpose of metadata is to

- To facilitate and improve the retrieval of information in the context of www.
- To act as a surrogate for a larger database
- To characterize the original work sufficiently for the user to understand its contents, as well as its purpose and perhaps conditions of use.
- To establish standard structure and terminology.
- To provide information about an organisation's data holding to data catalogues, clearing houses, and brokerages.
- To provide information needed to process and interpret data to be received through a transfer from an external source.
- To be source for bibliographic data
- To help in ensuring the level of integrity of the data after necessary manipulations to preserve them for future use.
- To identify just the major concepts of information resource.

4.11 Dublin Core Metadata Standards (DC)

DC of OCLC is probably the most important metadata initiative for Web Resource Description. It is a simple, yet effective element set for describing a wide range of networked resources. It is an exchange format for sharing records. Intended to be limited to describing "Document like objects", such as HTML pages, PDF files and graphic images. DC standard was intended to be descriptive rather than evaluative. It does not provide for rating systems. DC standard was deliberately limited to a small set of elements, which would have applicability over a wide range of types of information resource. It is unstable, and is subject to reasonably rapid change. It supports the resource discovery and sharing by facilitating interoperability. A generic metadata standard for use by libraries, archives, government and other publishers of online information.

The Dublin Core Elements

Content	Title	The name given to the Resource by the CREATOR or PUBLISHER
	SUBJET	The Topic of the resource or keywords or phrases that describe the content or subject of the resources
	DESCRIPTION	A Textual description of the content of the resource
	TYPE	The nature or genera of the content/category of the resource
	SOURCE	The work, either print or electronic, from which this resource is derived, if applicable.
	RELATION	Relationship to other resources
	COVERAGE	The spatial locations and temporal duration characteristics
Intellectual	CREATOR	The persons/organizations primarily responsible for creating intellectual content
	PUBLISHER	The Agent / Agency responsible for making the resource available
	CONTRIBUTOR	Persons such as collaborators, who made intellectual contribution
	RIGHTS	A link to a copyright notice or rights management statement
Instantiation	DATE	A date associate with the creation or availability of the resources
	FORMAT	The Physical or digital manifestation of the resource
	IDENTIFIER	String or number used to uniquely identify the resource
	LANGUAGE	Language of the intellectual content of the resource

4.12 Summing up

The trends and developments in library cataloguing starts with Sir Anthony Panizzi for the British Museum, which was published in 1841 with 91 rules was the basic historic thought on cataloguing code. Charles Ammi Cutter's Dictionary Catalogue rules first set out the principles of cataloguing. Dr. S.R. Ranganathan's efforts on Classified Catalogue Code (CCC), and the theory developed by him accepted by the world countries. The developments of cataloguing in the name of AACR, 1967 have had its revisions in the 19th and 20th century. Another significant development of IFLA's statement of "International Cataloguing Principles", drafted during the successive meetings called the International Meetings of experts for "International Catalogue Code (IME-ICC). This document is intended to be a new and updated version of Paris Principles, and is hoped to pave the way for "International Cataloguing Code".

The AACR-3 (RDA) is a new standard for description and Access designed for digital world. The IFLA's draft states of "International Cataloguing Principles"; the influence of modes such as (FRBR) Functional Requirements for Bibliographic Records and (FRAR) Functional Requirements for Authority. The FRBR influence the AACR-2 structure, terminology of the rules, levels of description and access.

The advances in library automation, online activities created the need and utility of MARC-21. The Dublin Core (DC) and Metadata standards are useful for Web Resource description "Documents Like Objects", such as HTML pages, PDF files and graphic images. A generic metadata standard for use by libraries, archives, government and other publishers of online information.

4.13 Self Assessment Questions

1. Describe the historical developments in cataloging for British Museum to AACR 1967.
2. Explain the developments that took place in AACR in different revisions upto 2002.
3. Enumerate the need and purpose of AACR-3 (RDA), MARC-21, and Metadata and Dublin Core.

4.14 Further Reading

The basic source of this lesson based on Internet Services and Sites.

4.15 Glossary

AACR-3 (RDA)	:	Anglo American Cataloguing Rules three (Resource, Description and Access)
FRBR	:	Functional Requirements for Bibliographic Records
FRAR	:	Functional Requirements for Authority Records
JSC	:	Joint Steering Committee
DC	:	Dumblin Core
ICC	:	International Catalogue Code