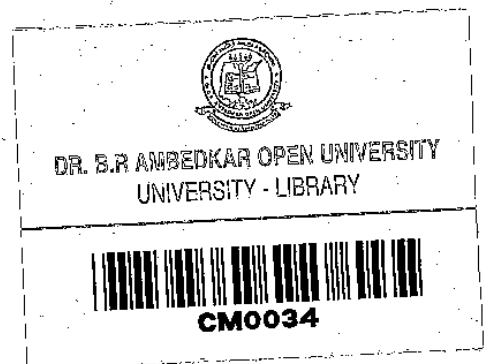
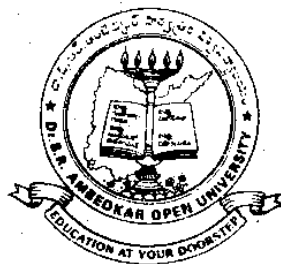


LIBRARY CATALOGUING PRACTICE

Block-I AACR2

BRAOU



Dr. B. R. Ambedkar Open University
Hyderabad

1996

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COURSE - 8 : LIBRARY CATALOGUING PRACTICE

This book deals with the topics in Library Cataloguing Practice included in the syllabus for the Bachelor Degree in Library and Information Science (BLISc) offered by the Dr.B.R. Ambedkar Open University. This is a revised edition of the course material published in 1985. The topics cover the 'core area' of the subject to be studied. The syllabus for the sake of convenience is divided into blocks and units. There are two blocks in this course : Block-I Anglo-American Cataloguing Rules, 2nd edition (AACR2) and Block-II Classified Catalogue Code (CCC). Each Block is further divided into Units. Each unit generally covers a specific area of the subject. The units are prepared in accordance with a format so designed as to enable you read and understand them without much difficulty. Each unit begins with a contents list, aims and objectives of the Unit, and introduction to the content. The subject matter has been sub-divided into smaller units with specific subheadings. Self check exercises are provided to test your progress of understanding the content.

A catalogue is the tool of a library which unrfs the holdings of the library. A catalogue can answer number of questions if it is based on scientific principles. To this end many individuals and organisations have attempted to compile rules and have published several catalogue codes. Among them AACR 2 and Dr. S.R. Ranganathans' classified catalogue code are popular and used in our libraries.

The present book deals with Block-I : Anglo-American Cataloguing Rules, 2nd edition(AACR2).

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BLOCK - I ANGLO-AMERICAN CATALOGUING RULES, SECOND EDITION, (AACR2)

This block deals with Anglo-American cataloguing Rules, Second edition, popularly called AACR2. AACR2 is the most popular and extensively used catalogue code all over the world. You have studied in the Library Cataloguing Theory about its history and development.

We have divided the block into eight units. Each unit covers specific area, grouping similar problems encountered in cataloguing practice. We have made an attempt to provide varied examples to the extent possible to explain you major rules in the code.

The first unit gives you an introduction to AACR2, covering its structure, level of description, preparation of main entry and different entries, etc.

The second Unit covers subject headings. Assigning subject headings to the documents is an other important aspect in the cataloguing practice. Most of the users generally approach the library catalogue through subject terms. How to use *Sears List* in assigning subject headings is covered in this Unit.

Unit-3 : Single Personal Author deals with rendering of the name of an author. The name of author consists two or three parts. The name of a person in Western countries consists of forename, middle name and surname and the main entry heading made under surname. There are several varied practices in the case of Indic names. The Unit discusses them with examples.

Choice of heading among different names (pseudonyms, title of nobility, change of name) and references are covered in Unit-4.

Unit-5 covers shared responsibility and works under editorial direction. Usually books are written by two or more authors and several other persons such as editors, translators, illustrators and compilers, collaborate in the production of the book. AACR2 provides rules how to catalogue them and you will learn about them.

Unit-6 deals with corporate bodies. Books are authored by not only personal authors, but also the responsibility of creating a work rests with Government, Institutions, Committees and Commissions. Seminars/Conference, Fairs and Exhibitions, etc.

Unit-7 deals with works published under series, multi-volume works, uniform titles and also works published anonymously (unknown and uncertain authorship).

Cataloguing of Serials (periodicals, journals, etc) is covered in the last unit (Unit-8).

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UNIT - 1 INTRODUCTION, STRUCTURE OF AACR-2

Contents

- 1.0 Aims and Objectives
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- 1.3 Physical Form & Structure of Catalogue Entry
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1.0 AIMS AND OBJECTIVES

This Unit aims at providing an understanding of the structure of a dictionary catalogue prepared according to Anglo-American Cataloguing Rules, 2nd edition (AACR-2). Construction of Card Catalogue and the details to be included in a catalogue entry are explained.

After studying this unit you should be able to

- explain the structure of AACR-2 ;
- describe the catalogue card ; and
- state different kinds of entries.

1.1 INTRODUCTION

In the cataloguing theory you have learnt the purpose and objectives of library catalogue. In the cataloguing practice you will try to achieve this purpose by preparing different kinds of entries covering various aspects of a book/periodical. While preparing the entries and describing a book in a catalogue entry, we have to follow certain rules and guidelines formulated in the form of codes. The purpose of following these rules is to maintain uniformity and consistency in the cataloguing practices.

The rules given in AACR-2 are mainly useful in preparing a dictionary type of catalogue, a popular one among different kinds of catalogues about which you have already learnt from the theory. As you know a library catalogue is a systematic list of documents contained in the library. Each document is represented in the catalogue by means of sufficient number of entries. Different approach points like author, title, subject, series, collaborator, etc. are covered by these entries. Arrangement of entries in an alphabetical order in one sequence in the catalogue is known as dictionary type of arrangement and this catalogue is called a Dictionary Catalogue. Objectives and functions of a Dictionary Catalogue were discussed in your Cataloguing Theory. How to construct a dictionary catalogue with the help of rules given in AACR-2 is explained in the following sections.

Anglo-American Cataloguing Rules, 2nd edition (AACR-2) was prepared by the collaboration of the American Library Association, the British Library, the Canadian Committee on cataloguing, the Library Association and the Library of Congress. It was edited by Michael Gorman and Paul W. Winkler and jointly published by the American Library Association (Chicago) and the Canadian Library Association (Ottawa) in the year 1978.

1.2. STRUCTURE OF AACR-2

In this section you will be acquainted with basic principles and structure of AACR-2.

Rules given in AACR-2 are divided into two parts - Part I and Part II. Part I (Chapters 1-12) provide rules for standard description of all kinds of documents. Part II (Chap.21-26) deals with the selection (Choice) of access points or headings and rendering of the names of authors and titles.

1.2.1 Part-I : Description

General rules for the description of all kinds of Library materials are given in Chapter-1 of Part-I. Rules for description of specific type of materials are given in chapters 2 to 12. The rules for description given in Part-1 of AACR-2 are in accordance with International Standard Bibliographic Description (ISBD). The bibliographical description of a document should include the following areas:

- Title and Statement of responsibility.
- Edition.
- Materials or type of publication.
- Publication, distribution etc.
- Physical description.
- Series.
- Notes.
- Standard number.

Before going into the details of types of entries, sequence and punctuation to be followed between different areas of document description in the catalogue entry, we have to decide the amount of description to be included in the catalogue.

Self Check Exercise - 1

Answer the following questions in one or two sentences.

- (a) What type of catalogue can be constructed with the help of the rules prescribed in AACR-2?
- (b) How many parts are there in AACR-2 and what are they ?
- (c) What is ISBD? In what way it is connected with AACR-2?

Note : i) Write your answer in the space given below.

ii) Check you answers with those given at the end of this unit.

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1.2.2. Levels of Description

The amount of information about a document to be included in the description depends upon the kind library and its users. All the libraries may not provide full details about the documents in the catalogue. Keeping in view the bibliographical needs of different kinds and sizes of libraries,

AACR-2 has recommended three levels of description. According to its local needs library can choose any level of description to be provided in the catalogue.

(i) First level of Description :

The first level of description includes minimum details which are necessary to identify a given document in the library's collection. This level of description is suitable for small libraries. Under the first level of description, at least the areas set out in the schematic illustration given below are to be included.

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.

The book written by Parkinson under first level of description will be

PARKINSON, C. Northcote.
Retirement. - India Book House, 1985.
x, 122 p.

(ii) Second level of Description :

This level of description suggests the provision of all the areas which may be considered as necessary for the description of documents. It is an ideal level of description, as it is used for medium to large sized libraries. The schematic illustration given below indicates the areas to be included in the second level of description.

Title proper [general material designation] = parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. - Edition statement / first statement of responsibility relating to the edition. - Material (or type of publication) specific details. - First place of publication, etc. : First publisher, etc., date of publication, etc. - Extent of item. other physical details ; dimensions. - (Title proper of series / statement of responsibility relating to series, ISSN of series ; numbering of within series. Title of sub-series, ISSN of subseries ; numbering within subseries). - Note (s). - Standard number.

As second level of description meets the demands of the majority of libraries, we will be following the same level of description while preparing the catalogue entries for documents.

Description of the same book under second level will include more areas like

PARKINSON, C. Northcote,
Retirement : plan now for your
best years / C. Northcote Parkinson. -
Bombay : India Book House, 1985.
x, 122 p.; 22 cm. - (IBH Management series).

(iii) Third level of Description :

The third level of description prescribes the inclusion of all elements set out in the rules that are applicable to the item being described. The libraries of highly specialised nature where minute bibliographical details are of use, can make use of this level.

From the above discussion you have learnt about various areas of description to be included in a catalogue entry. As already mentioned the rules provided in part-1 of AACR-2 provides guidelines in describing various types of materials. You will know more about each area of description, while discussing about the structure of the main entry in the catalogue. Let us look into the rules covered by Part-II of AACR-2.

Self-Check Exercise - 2

Answer the following questions in one or two sentences.

- What are the different levels of description? How can you differentiate one level from the other?
- How can you select the level of description ?

Note : i) Write your answer in the space given below.

ii) Check you answers with those given at the end of this unit.

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1.2.3 Part-II : Heading

Part II deals with the determination and establishment of headings, or access points in the catalogue, under which the description of a document is presented.

The rules in Part II are based on the proposition that one main entry is made for each item catalogued and that is supplemented by added entries. The rules in Part II apply to all library materials irrespective of their physical form.

The rules help us to decide the headings for both main and added entries, based on the condition of authorship (Chap.21). Condition of authorship is associated with the principal responsibility for thought content in the item.

Part-II also deals with the form of headings and uniform titles (Chap. 22-25), and with cross references (Chap.26). Rules for the form of rendering of headings for persons, corporate bodies and geographic names are provided separately in different chapters.

Condition of authorship has been divided into different categories as single author, shared responsibility, mixed responsibility and works produced under editorial direction. For both personal author and corporate author the rules are same for deciding the principal responsibility.

Besides part I and II there are three kinds of appendixes in AACR-2. Appendix A deals with rules for capitalization, Appendix B with abbreviations, Appendix C deals with numeals and Appendix D provides a glossary of technical bibliographical cataloguing terms.

We have noticed from the above discussion that rules given in AACR-2 will help us in the choice and rendering of heading on one hand and in the description of various types of documents on the other hand. The headings that we choose based on the rules of Part II of AACR, will help us in preparing only author and title entries. The code does not prescribe rules for the selection of subject headings and preparation of subject entries. The rules you have to follow for this purpose are discussed under each section of the main entry and added entries with illustrations. Rules regarding the indentions, tracings, call numbers and accession numbers were also not covered by the rules in AACR-2. Individual libraries follow their own rules for the above mentioned areas.

For the selection of standard subejct headings published list of subject headings viz., *Sears List of Subject Headings* is used. How to select standard subejct headings from *Sears List of Subject Headings* (12th ediion) will be taught in the catalogiung theory and this aspect in practice is dealt in Unit-2.

Self - Check Exercise - 3

What is an access point? In what form it is indicated in the entry?

Note : i) Write your answer in the space given below.

ii) Check your answers with those given at the end of this unit.

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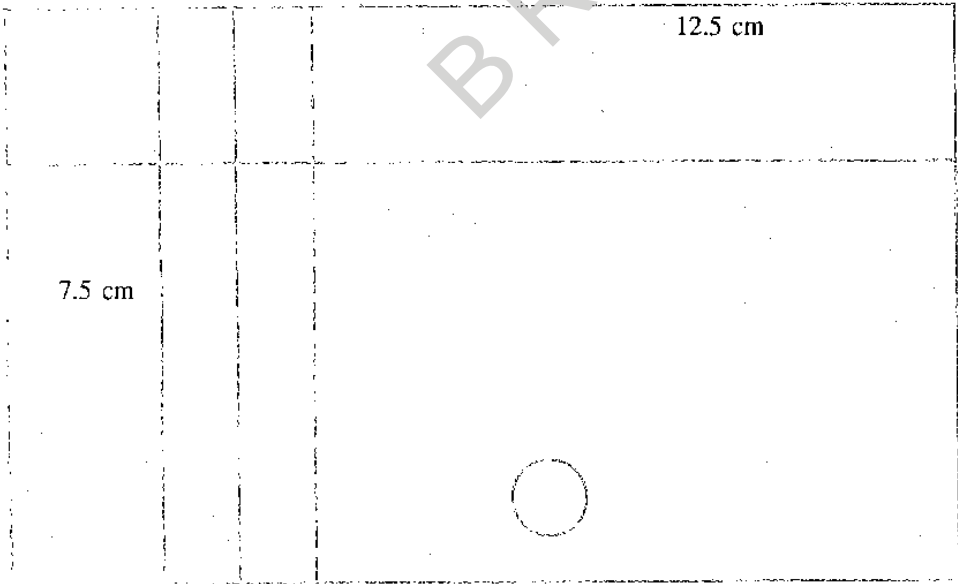
1.3 PHYSICAL FORM AND STRUCTURE OF A CATALOGUE ENTRY

You have learnt in theory about various physical forms of catalogue viz. book form, sheaf form, card form, computer output microform (COM) etc. Among these card form of catalogue is the most popular one used in libraries. Standard size of the card is 12.5 cm x 7.5 cm (5" x 3"). A Card becomes the basis for an entry. Let us discuss about what is an entry and its structure. In an entry, there will be two vertical lines and one horizontal line. Vertical lines are also called as "indentions". The first vertical is called first indention and seocnd vertical as second indention. An imaginary third vertical line will also be taken into consideration while entering the description of a document as third indention.

Heading of the entry will be provided on the horizontal line. Indentions are useful to indicate clearly the beginning (starting point) of heading and other paragraphs of description in the entry. Continuatoin of heading and each line in the description will also be shown with the help of indention. By doing so each item of information in the entry will have definite starting point and ending point and there will not be any confusion for the user while searching the bibliographic details about documents in the catalogue.

Following illustration will give yu an idea about the card form of catalogue and its structure.

Horizontal line



Third vertical line (Imaginary/Third Indention)
 Second Vertical line (Second Indention)
 First Vertical line (First Indention)

The skeleton card which is given above will become an entry in the catalogue if it contains bibliographical details about a document. Depending upon their purpose entries are categorised into different types. Now we will discuss the types of entries to be given for a document according to AACR-2.

1.4 TYPES OF ENTRIES

The purpose of library catalogue is to provide information about the collection to know whether a document of his interest is available in the library or not. Depending upon his knowledge about the document, he may search for the document under different headings like name of the author, title, subject, editor etc. He tries to get access to the required item in the library's collection through these headings or approach points. These approach points are called access points. A document may be identified with different access points by the user. So single entry will not serve the purpose of satisfying different approaches of the user. Keeping this in view information about a document will be exposed through multiple entries in the catalogue. Based on the condition of authorship about which we are going to discuss later and the nature of the document we have to decide the number of access points to be covered. Number of entries to be given for a document depends upon the number of access points it possesses.

Entries in a dictionary catalogue are mainly of three types. They are

- (i) Main Entry.
- (ii) Added Entry
- (iii) Reference Entry

Main Entry which is a basic or principal entry will be given for each and every document. But the number of added entries vary depending on the condition of authorship and nature of the document. The library policy, nature of the collection and kind of user will decide the number of reference entries to be given.

Now let us discuss about the purpose and structure of each type of entry in detail.

Self-Check Exercise - 4

- (a) What is the standard size of a catalogue card? Explain the structure of a card?
- (b) What is an entry and what are different types of entries?

Note: i) Write your answer in the space given below.

ii) Check your answer with those given at the end of this unit.

1.4.1 Main Entry

Main Entry is a basic record for a document in the library. Complete bibliographical details about a document will be given in the main entry. AACR-2 defines the main entry as "the complete catalogue record of an item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracings of all other headings under which the record is to be represented in the catalogue". The information to be covered in the main entry has been grouped as (1) Heading, (2) Description, (3) Tracings, (4) Call Number, and (5) Accession Number.

Call No.	Heading
Acc. No.	Title/ Statement of responsibility. - Publication details. Physical description . - (Series) Note Standard Book Number Tracing

Heading : In a dictionary catalogue heading consists of a word or word group. According to AACR-2 choice of heading for a document is done, based on the condition of authorship irrespective of the medium in which it is published. Headings may be the name of a personal author, corporate body or sometimes title of documents. By condition of authorship we mean document may be written by single author, two authors, three authors or more than three authors. Depending upon the condition of authorship we choose one of them as the main entry heading and others being added entry headings. We will discuss later more about choice and rendering of headings.

Heading in the main entry is written on the horizontal line starting from the first indention. Sometimes the heading can not be accommodated on the first line then it can be continued from third imaginary line or indention. A word or word group is again divided into entry element, secondary element, and individualising element. In most of the cases heading consists of only basic elements i.e. entry element and secondary element. For example, if the document is of single personal authorship, the name of the author will be taken as heading. See the following illustration.

The Orphan / by Thomas Otway.

The book with title 'The Orphan' is written by Thomas Otway. He is the person responsible for the thought content of the document. So the book will be entered under the heading for personal author.

Thomas Otway ----- OTWAY, Thomas

In this case surname 'Otway' is taken as entry element and written in capitals, whereas 'Thomas' taken as secondary element and is written in small letters. The symbol to be used between entry element and secondary element is comma (',').

If two authors have the same name, dates of birth and death of the authors can be used as individualising elements.

If authorship for a document is given to corporate body, then the name of the corporate body becomes the heading.

For example, if Government of India is the author of a document then the conventional name of the geographical area over which the government exercises jurisdiction will be taken as the heading. Here are some examples:

Title
 Government of India
 All India Radio
 Andhra University
 Ministry of Education,
 Government of India

Rendered heading
 INDIA
 ALL INDIA RADIO
 ANDHRA UNIVERSITY
 INDIA. *Ministry*
of Education

You will be taught how to select and render different kinds of headings including personal authors and corporate bodies in the following units.

The illustration given below shows how to write the heading in the main entry.

Main entry heading under personal author

		OTWAY, Thomas

Main Entry Heading under Corporate body

		INDIA. <i>Ministry of Education</i>

In the case of unknown, uncertain, authorship (and more than three authors) authorship and also for works produced under editorial direction, title of the book will be selected as the heading.

In the case of title main entry, title of the book is written on the first horizontal line starting from first indention. If it extends to the second line it should be continued from the second indention. 'Hanging Indention' model has been adopted to prepare the title main entry. In the case of hanging indention,

as illustrated in the example, information about collaborators, editors, imprint, etc. continues from the second indentation only.

Main Entry Heading under title

		Advanced Inorganic Chemistry / Satyaprakash ... (et al) . - 16th ed. -
		New Delhi : S. Chand, 1983.

Till now you have learnt what is a heading, different kinds of headings and how to write a heading in the entry. Next to heading, we will provide the description of document in the entry. Next section deals with different areas of description, punctuation marks to be used for connecting the main areas and sub-areas in the description with illustrations.

Self - Check Exercises - 5

Answer the following questions in one or two sentences.

- (a) What is the difference between main and added entry?
- (b) What is meant by unit card system ?
- (c) What are the areas to be included in the main entry?
- (d) Some of the areas given in the main entry are not covered by the rules of AACR-2. What are they?

Note: i) Write your answers in the space given below.
ii) Check your answers with those given at the end of this unit.

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Description of a document :

Describing a document means giving all the details about a document like title, author, collaborator, edition, publication details, pagination, illustrations, size, series etc.

As already mentioned description of a document is divided into eight areas. Each of these areas is divided into a number of elements. Main areas of description are:

Title and Statement of responsibility.
Edition.
Material (or type of publication) specific details.
Publication, distribution etc.
Physical description.
Series.
Note.
Standard number and terms of availability.

We have seen that there are three recommended levels of description set out by the rules in the code. Second level of description is followed in this practice. Let us look into the details of description in the entry.

As given above description is divided into areas; areas are again divided into elements. AACR-2 prescribes the use of punctuation marks or connecting symbols to differentiate one area from other and also between elements in one area. Between two areas of description the punctuation mark full stop, space, dash and space (-) will be used as connecting symbol unless the area begins as a new paragraph. On the other hand elements within an area are connected with different punctuation marks as specified by the code. If any information for description is taken from outside sources it should be enclosed in square brackets. If any part of our element is omitted from the description it should be indicated by mark of omission (...) eg. Title area. We should not indicate the omission of an area or element by the mark of omission.

The description is given in four different paragraphs. First paragraph consists of (1) title and statement of responsibility (2) edition, (3) publication details. Second paragraph consists of physical description and series. Third paragraph consists of Notes and Fourth standard number. The areas to be covered under the description discussed in detail are given below.

Title and statement of responsibility area:

This area consists of two main areas namely title and statement of responsibility. Title area is further divided into different elements. They are

1. Title proper or main title.
2. General material designation.
3. Parallel title.
4. Other title information.
5. Alternative title.

Title Proper:

According to Rule 1.1B1 title proper is to be transcribed exactly as to wording, order, and spelling from the title page of the document.

It should be written from the second indentation and can be continued from the first indentation.

Ex: The Gandhian alternative to Western Socialism.
A text book of practical Granic Chemistry.

If two titles are given for the same document. The title given on the title page will be taken as title proper and the other title as alternative title. Alternative title should be treated as part of the title proper. The connecting symbol used between title proper and alternative title is 'or' with preceding and proceeding commas (',').

A book of bits, or, A bit of a book/by Mike Milligan.
The Edinburgh world atlas, or, Advanced atlas of modern geography.
Nicholas Crabbe, or, The one and the many

Self-Check Exercise - 6

- (a) What are the different areas of description ?
(b) What is the purpose of using punctuation ? What punctuation is used before each area of description ?

Note : i) Write your answer in the space given below.
ii) Check your answers with those given at the end of this unit.

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General Material Designation (GMD)

It is used to indicate the broad class of material to which an item belongs e.g. microforms, sound recording etc. AACR-2 recommends two lists for British and American use. Any one of the lists can be chosen for application. The use of general material description is only optional and not compulsory. Normally general material designation is used for non-book materials.

LIST 1 (British use)

Cartographic material

Graphic

machine-readable data file
manuscript
microform
motion picture
multimedia
music

object

sound recording
text
videorecording

LIST 2 (North American use)

map
globe

art original
chart
filmstrip
flash card
picture
slide
technical drawing
transparency

machine-readable data file
manuscript
microform
motion picture
kit
music

diorama
game
microscope slide
model
realia

sound recording
text
videorecording

Immediately after title proper, General Material Description will be added within square brackets.

Books in English [Microform]
The Beatles [Sound recording].
Jayadeva Astapadi [Sound recording].
World atlas [Atlas].

Parallel Title: Sometimes title may be given in different language or script other than the language of the text. In such cases they are to be recorded in the order found on the title page. Title in the language of the text is considered as title proper. Title in another language i.e. parallel title has to be preceded by the punctuation '=' equal sign.

Canadian bibliographics = Bibliographies Canadiennes.

Other Title information: Other title information or subtitle is to be written following the title proper of parallel title to which it relates. Other title information should be preceded by ':' (colon) and the first letter of the first word of it should be small letter.

Retirement : Plan now for your best years.

Fundamentals of management : selected readings.

Statement of responsibility : After title area, a statement relating to persons responsible for the intellectual or artistic content of the document or to corporate bodies from which the content emanates is to be given. That means this statement contains names of personal authors or corporate bodies or both depending on the nature of authorship. Always information for this area should be taken from the title page of the documents. The statement of responsibility is preceded by the punctuation '/' (slash). Usually statement of responsibility appears in the space between title and publication details on the title page. But there may be cases where it appears at the head of the title page or mixed with the title.

Head of the title

HEINRICH VON KLEIST
The Broken Jug : a comedy

Merged with title

- (i) A WRITER'S DIARY
being extracts from the
diary of Virginia Woolf.
- (ii) Dewey Decimal Classification.
- (iii) Selections from Shakespeare.

Presentation of statement of responsibility varies depending upon the author statement on the title page. The name of the author will be written as it is, in the natural order found on the title page.

The broken jug : a comedy / Heinrich von Kleist

If the work is of two authors, i.e. joint authors, the statement of responsibility includes the names of both authors as given on the title page.

The spirit of 'C' : an introduction to modern programming /
Henry Mullish and Herbert L. Cooper.

Two names of joint authors can be connected with comma (',') or by a phrase 'and' within square brackets, if there is no connecting phrase between the names on the title page. If statement of responsibility includes names of three authors, then it should be written as

Nutrition : concepts and controversies / Evanay Nunelley Hamilton, Eleanor
Noss Whitey [and] Frances Sienkiewicz Sizev.

In the case of more than three authors, only the name of first mentioned author will be given followed by the punctuation '...' and the term 'et al' (means 'and others') within square brackets. See the example

Advanced Inorganic Chemistry / Satyaprakash ... [et al].

Till now we have seen sharing of responsibility in the same area of work, if responsibility is shared in different spheres like writing, editing, translating etc. the connecting symbol to be used is ; (semicolon) between the author statement and collaborator statement.

The broken jug: a comedy / Heinrich von Kleist; translated from the German and with an introduction by John J. Krumpelmann.

Abdul Kalam Azad: an intellectual and religious biography / Jan Heuderson Douglas; edited by Gail Minaul-1 and Christian Wi Troll

Edition Area:

A statement relating to edition other than the first has to be transcribed as found on the item after the punctuation. - (fullstop, space, dash space). Sometimes edition statement appears in the form of words on the item. Such edition statement should be written in the form of standard abbreviations and numerals.

Second Edition as 2nd ed.

Third Revised Edition as 3rd rev. ed.

A particular edition of a document may have its own statement of responsibility. Such statements should be entered as illustrated after the statement about edition followed by a slash (/).

Nutrition : concepts and controversies / Eva May
Nunnclley Hamilton, Eleanor Noss Whitney [and] Frances
Sienkiewicz Sizer .- 4th ed. / prepared by Eleanor Noss
Whitney and Frances Sienkiewicz Sizer.

Materials (or type of publication) specific details area:

This area is used only in the case of cartographic materials (Maps, atlases etc) and serials. In the description of printed monographs, this area is not used.

Publication, distribution etc. Area:

In this area information about name of the publisher, place of publication and date of publication are provided. Each of these elements have to be connected with specific connecting symbols as shown in the example.

The Gandhian alternative to western Socialism / by V.K.R.V. Rao . -
2nd ed. - Bombay : Bharatiya Vidhya Bhavan, 1970.

After edition statement details about publication are to be written with the common connecting symbol used between two areas of description i.e. fullstop, space, dash, space (. -).

Sometimes more than one publisher's name, place and date may be given for a document. In Such cases we will consider only first named publisher and palce of publication for the sake of description. In the case of year of publication, if it is a first edition, the year of first publication will be given. If the document is published in different editions, the year corresponding to the edition statement given on the item is to be taken into consideration. In the absence of first publication date, copyright date can be used.

Till now we have seen the areas to be included in the first paragraph of description in the main entry. They are I Title and Statement of responsibility, II Edition Statement, III Publication details area.

Now let us examine what are the areas to be covered in the second paragraph. Second paragraph of the description covers I) Physical description, II) Series statement. As the physical description, comes in the begining of a new paragraph, it need not be preceded by any connecting symbol.

Physical Description Area :

Physical description area which is also known as 'collation' gives information about the number of pages, volumes, illustrated matter and the size of the item to be catalogued.

Each element in this area should be followed by a specific connecting symbol as shown in the illustrated example.

Call No.	DELA MOUNT, Sara
	The sociology of women : an introduction / Sara Delamont - London : Allen & Unwin, 1980. x, 244 p. : ill.; 22 cm.

Pagination area i.e. extent of the item area includes information about preliminary pages and textual pages. Preliminary pages are to be written in small Roman numerals where as textual pages are to be written in Arabic numerals followed by standard abbreviation 'p' for pages. If the item is a multivolume work, instead of pagination the number of volumes will be indicated as '3' if it is a completed set. In the case of uncompleted set only 'v' has to be written after leaving two letter space after second indentation. ',' (coma) is to be used to as connecting symbol between preliminary and textual pages.

xvi, 450 p.: ill.; 20 cm.
3 v ; ill. ; 20 cm.

Illustrations are given for details about the illustrated matter used along with textual matter in the item like maps, charts, diagrams photos etc. If a book contains illustrations of any kind, it has to be indicated with the standard abbreviation 'ill.' followed by the punctuation colon (':').

xvi, 450 p.: ill.; 20 cm.

The last element in the physical description area is size of the item usually in the case of standard size only the height of the book will be given as size in centimetres.

Always size of the book is indicated not in a fraction, but as to the next whole number (22.5 cm as 23 cm).

Series Area:

Series statement comes as second area after physical description in the second paragraph. This area should be preceded by the punctuation (.-). Always the statement of series should be enclosed in circular brackets and the over flow can be continued from the first indentation.

134 p.; 24 cm. - (Golden age books)

xvi, 368 p. : ill.; 18cm. - (The George School readings on developing lands / edited by Clark D. Moore and David W. Miller)

viii, 68 p.; 18 cm. - (Bhavan's book university series; 9).

As seen in the examples besides title, a series also may have independent statement of responsibility and a standard number of series or a number within the series. Editor statement is to be preceded by slash (/) and the number of the series is to be followed by the punctuation (;).

Note Area:

Main areas of description have been covered under various sections in the first and second paragraphs of the main entry. Sometimes extra details related to the main areas of description may also be found to be of importance for the user. We can not interpolate these extra details in the main frame of the description. The provision is made to indicate such kind of information in the note area.

Note area is to be started as a third paragraph from the second indention and continued from the first indention. Any relevant information found to be useful to the readers can be given as an informal statement as notes.

If a document was first published in 1914 and its reprint came in 1968, we can give year of first publication in the main description and information about reprint as notes.

Reprinted in 1968.

Standard Number :

Last paragraph in the description of a document consists of information about International Standard Book Number of an item. It is to be written from the second indention in its standard form, if available. For books ISBN (International Standard Book Number) and for Serials ISSN (International Standard Serial Number) are to be used.

ISBN 0-906495-64-4
ISSN 0264-0201

Standard Number should be preceded by the term ISBN or ISSN in the description.

The description of an item as stated above includes mainly eight areas which have been conveniently grouped into four paragraphs. AACR-2 provides rules covering all the eight areas of description. But rules do not cover the provision of tracings which comes as the last paragraph in the main entry.

Self-Check Exercise - 7

- (a) What is the purpose behind giving call number and accession number of a book on entry?
- (b) Give the location of call number and accession numbers on the entry.

Note: i) Write your answers in the space given below.

- ii) Check your answers with those given at the end of this unit.

Tracing :

Main entry heading covers the principal access point (Principal personal author, corporate body or title) selected according to the rules in Part II of AACR-2. The remaining access points or headings are being covered by added entries.

Tracing given at the end of the main entry is a record of all possible headings to be covered by added entries.

DR. BRACH
LIBRARY

Acc. No: CM-0034
Class No: 025
17 B

Tracing section is to be written as a separate paragraph, starting from the second indention. The subject headings are listed first in Arabic numerals followed by other headings in the order shown in the skeleton card in Roman numerals.

1. German Poetry. I. Crampton, Patricia. II. Glauber, Uta. III. Title.

The headings to be covered by Reference entries should not be included under tracings. If tracing section exceeds the main entry card, continuation card can be used to record the remaining information.

Call Number :

The Call Number is a combination of Class Number and Book Number of the Item. From the verso of the title page call number of the book can be ascertained. The purpose of giving the call number of a book on the catalogue entry is to indicate the location of the item catalogued in the library collection.

Class number of the item is to be written on the line above the horizontal line and the book number on the horizontal line in the left and side top corner of the entry as shown in the illustration.

Call Number 305.40941 DEL
 Class Book
 Number Number

Accession Number :

Accession number is a serial number given to an item acquired in the library. It can be noted down from the verso of the title page. Accession numbers are not provided on added entries.

There are no strict rules for the location of accession numbers, but to maintain consistency and uniformity we will write the accession number on the fourth line from the bottom of the main entry.

So far we were discussing about various items of information to be included in the main entry of a document. It is necessary to remember the location of each area and element along with the specific punctuation marks to be used.

All the areas and elements described above were consolidated and given below in the form of a skeleton entry. This will help you to remember easily the location of the areas and elements with punctuation to be given in the main entry.

SKELETON CARD (Main Entry)

Call No.	Heading	
Acc. No.	Editor	<p>Title : other title information / statement of responsibility. - Edition Statement. - Place of publication : Name of the publisher, date of publication.</p> <p>Pagination : Illustrations ; Size of the item. - (Series title / editor of series; number of the series).</p> <p>Notes Standard Number Tracing</p>

ILLUSTRATED MAIN ENTRY :

832 IBS		IBSEN, Henrik
2330		Ghosts, a public enemy when we dead wake / Henrik Ibsen; translated by Peter Watts. - 2nd ed. - Harmondsworth : Penguin, 1964. 301 p. : ill. ; 18 cm. 1. German drama. I. Watts, Peter. II. Title.

Let us now discuss about added entries and their format in detail.

1.4.2 Added Entries

AACR-2 defines an added entry as "an entry additional to the main entry, by which an item is represented in catalogue; a secondary entry". Added entries cover the additional headings, not covered by the main entry.

The description in the added entry depends upon the system adopted by the library. The library may follow either unit card system or simplified added entry system.

Unit card is a "basic catalogue card in the form of a main entry which when duplicated may be used as a unit for all other entries for that work in the catalogue by the addition of the appropriate heading" (ALA rules 1949 and AACR-1). The level of information we provide in the main entry and added entry will be the same in the unit card system. Depending upon the type of added entry, suitable heading (subject, title, joint author etc.) will be added on the top of the entry.

Added entry for Joint author - Unit Card Method

832 ISB		WATTS, Peter. IBSEN, Henrik
		(Rest as in the main entry)

Instead of repeating all the areas of description in the added entry, only the phrase 'rest as in the main entry' was used within circular brackets. Added entry heading is to be written from second indention and continued on the second line after imaginary / third indent.

In simplified form of providing added entry, it consists of the heading of added entry followed by the main entry heading, title and statement of responsibility area, edition area and publication details area. The following example illustrates simplified form of added entry.

Added Entry for translator - Simplified form of Added Entry

832 IBS	WATTS, Peter ISBEN, Henrik
	Ghosts, a public enemy when we dead wake / Henrik Isben ; translated by Peter Watts. - Harmondsworth : Penguin, 1964.

Rules 21.24 - 21.30M of Part II of AACR-2 help in the selection of headings for added entries. Usually added entries are prepared for joint authors, collaborators, editors and compilers, authors of related works, title, series, etc. (Single volume - simple book)

In the case of multi-part items added entry or analytical entry is to be made under the heading for a constituent part. If the constituent part also contains independent author, we have to make a name-title added entry.

Hence we can either make name-title added entry or analytical entry based on the library's policy. The following examples facilitate better understanding of the formats of both kinds of entries.

The following two analytical entries are provided under the heading for author of the part and title of the part.

Analytical Entry - Author

823. 083 80L	NARAYANA RAO, Velcheru
	The political novel in Telugu / Velcheru Narayana Rao. - p. 94-105; 23 cm. In Politics and the novel in India / edited by Yogendra K. Malik. - [S.l.] : Orient Longman, 1978.

Analytical Entry- Title

823. 083 POL	POLITICAL novel in Telugu / Velchuru Narayana Rao . -
	p. 94-105 ; 23 cm. <i>In Politics and the novel in India / edited by Yogendra K. Malik. - [S.1.] : Orient Longman, 1978.</i>

Examples given below illustrate name-title added entries. Their format is almost same as ordinary added entries except the heading.

Name - Title Added Entry

823.083 POL	NARAYANA RAO, Velcheru. The political novel in Telugu. POLITICS and the novel in India / edited by Yogendra K. Malik.
	(rest as in the main entry)

Information about parts or constituent works or volumes should be indicated in the note section of the main entry as contents or partial contents. The headings of the parts indicated as notes are taken as headings for name-title added entries. These headings should also be indicated in the tracing of the main entry along with other added entry headings.

The third kind of catalogue entries which can be prepared for a document are reference entries.

1.4.3 Reference Entries

Chapter 26 of AACR-2 deals with the provision of reference entries. Reference entries are many types like see, see also, name-title and explanatory.

See reference entries are provided to connect the form of heading not used with the form of heading that is used in the catalogue. Headings may be names of authors, corporate bodies, title or subject.

Aves
See Birds

U.N.E.S.C.O.
See Unesco

See also references are used to direct the user from one name heading or uniform title to another that is related to it.

RADHAKRISHNAN, Sarvepalli
See also Sarvepalli.

HEAT POWER
See also THERMODYNAMICS

Where more detailed guidance is necessary than a simple see or see also reference these explanatory references are made. For example,

Queen, Ellevy
The joint pseudonym of Frederic
Danny and Manfred Lee. For a work
written by Danny under his earlier name,
see DANNY, Frederic.

When simple see or see also references are made from a title that has been entered under a personal or corporate heading, it is made in the form of a name-title reference beginning with the personal or corporate heading followed by the title.

D., H.
Sea Garden
See H. D.

The headings covered by reference entries are not included under tracing of the main entry.

The reference entry format is illustrated below. Reference entries consist of three parts 1) Referred from Heading, 2) Directing element like 'see' or 'see also' and 3) Referred to Heading.

Example For See Reference Entry

	Aves	
		See BIRDS

Here
'Aves' is
referred
from
Heading

'See' is
Directing
element

'BIRDS' is
Referred
to Heading

Example for See also Reference Entry

	HEAT POWER	
	<i>See also</i> THERMODYNAMICS	

Here 'HEAT POWER' is referred from heading
See also is directing element
Thermodynamics' is referred to heading

Self-Check Exercise - 8

- a. What is tracing ?
 - b. The rules of AACR-2 help to make two types of entries. What are they?
- Note: i) Write your answers in the space given below.
ii) Check your answers with those given at the end of this unit.

.....

.....

.....

.....

.....

.....

1.7 SUMMING UP

From the above discussion, you have learnt how a library catalogue can be prepared with the help of rules provided in AACR-2. For every document in the library we have to prepare one main entry, added entries and reference entries. Number of added entries can be decided based on the nature of the document. Main entry acts as a basic record of an item which tells bibliographic details about the item catalogued. It consists of heading or principal access point under the name of principal author. Other access points are covered by added entries. We are following second level of description in the cataloguing entry. For added entries the unit card system is followed.

We are using card form to prepare catalogue entry. Information to be included in the catalogue entry can be conveniently divided into 1. Heading, 2. Description, 3. Tracing, 4. Call Number and 5. Accession Number. AACR-2 prescribes rules for choice and rendering of heading and description of the item. For other areas, we will follow our own pattern as given in the course material.

While recording the areas and elements of description in the entry, we should follow strictly the rules for form of heading and punctuation marks. Description will be given in three paragraphs.

Tracing includes the list of additional headings or access points to be covered by added entries. Additional headings include subject headings, names of joint authors, collaborators (like editors, translators etc.), title, series etc. AACR-2 does not provide any rules for preparing subject catalogue. *Sears List of Subject Headings* is used for selecting standard subject headings.

1.8 ANSWERS TO SELF CHECK EXERCISES

1. (a) We can construct dictionary catalogue with the help of rules given in AACR-2.
(b) AACR-2 has been divided in two parts. Part I deals with description of an item and Part II deals with selection and rendering of headings.
(c) ISBD means International Standard Bibliographic Description. AACR-2 follows the standard frame work for description of an item in the entry given by ISBD.
2. (a) There are three levels of description. Based on the amount of information included in each level, we can differentiate them as First, Second and Third level of description.
(b) The choice of level of description is based on the purpose of the catalogue or catalogues for which the entry is constructed.
3. An access point is a name, term, code etc., under which a bibliographic record may be searched and identified. In a catalogue entry the access point is indicated in the form of heading.
4. (a) The standard size of a catalogue card is 12.5 x 7.5 cm (5" x 3"). It has two vertical lines and one horizontal line. The first vertical line is called first indentation and second vertical line as second indentation. There is one more imaginary line known as third indentation.
(b) Entry is a record of an item in the catalogue. There are three kinds of entries namely Main entry, Added entry and Reference entry.
5. (a) Main entry is a complete catalogue record (with full description) of an item with which the item is uniformly identified and cited. It holds the principal or chief access point as heading. It provides a list of additional headings as tracing to be covered by added entries.
Added entry is an additional entry to the main entry. It is a secondary entry which provides access to other headings in addition to that of the main entry heading.
(b) In the unit card system, main entry becomes the basic catalogue card which when duplicated may be used as a unit for the purpose of all other added entries for that work by adding the appropriate heading.
(c) Areas to be included in the main entry are (i) Heading, ii) Description, iii) Tracing, iv) Call number and v) Accession number.
(d) AACR-2 does not prescribe any rules for tracing, call number and accession number areas.
6. (a) The description of a document has been categorised into different areas. They are title and statement of responsibility, edition, material specific details ; publication details ; physical description ; series, note and standard number.
(b) Punctuation marks are used to connect different areas/elements of description. Each area/element in the description will be preceded by a specific punctuation. The common punctuation mark that is used to connect different areas is full stop, space, dash and space (. -). In the beginning of a paragraph no punctuation mark is used.

- 7 (a) Call number is provided on the entry to facilitate the exact location of an item in the library. After knowing the details about an item of his interest in the catalogue, if user wants to have the item, he can locate it with the help of the class number which is the basis for helpful arrangement on the shelves.

Accession number is the serial number given to an item acquired by the library. Accession number is useful for the technical staff of the library.

- 8 (a) Tracing is a guiding record of additional headings given in the main entry which are to be taken care of by added entries. These include headings for subject, names of joint authors, collaborators, title, series etc.
- (b) The rules prescribed by AACR-2 help to prepare only author and title entries. Subject entries are not covered by the rules.

1.9 ASSIGNMENT

1. Visit any college / university / special library (or any library of your locality) and examine its catalogue. Note down your observations on its physical form, and catalogue code and the edition used.
2. What are the different types of entries found in a dictionary catalogue. Briefly describe each type.
3. Describe briefly different items that go into the description of a main entry according to AACR-2.

1.10 RECOMMENDED BOOKS

ANGLO- American Cataloguing Rules, 2nd ed. London: Library Association, 1978. Chapters 1 and 2

HUNTER, Eric J. AACR2 : An introduction to the second edition of Anglo-American Cataloguing Rules. Rev ed. London : Clive Bingley ; Hamden, Conn : Linnet Books, 1979.

KRISHAN KUMAR. An Introduction to AACR 2, 3rd rev ed. New Delhi : Vikas, 1990.

MAXWELL, Margaret F. Handbook for AACR 2 : Explaining and Illustrating Anglo-American Cataloguing Rules, Second Edition. Chicago : American Library Association, 1980.

1.11 REFERENCES

ANGLO-AMERICAN Cataloguing Rules / prepared by American Library Association ... et al. North American Text. Chicago : American Library Association, 1967.

1.12 GLOSSARY

- Access point** : An entry heading or point through which a bibliographical record can be traced. It is usually a name of an author, title, etc.
- Added entry** : Any entry other than main entry. The access points other than main entry heading are taken as entry points by the added entries.
- Element** : An area of the bibliographical description in the catalogue entry.
- Heading** : An access point placed at the head of an entry, through which a document is located.
- Indentation** : The vertical lines marked on the catalogue card. There are usually three such indentations - first, second and third (imaginary).
- Secondary entry** : *See* Added entry
- Tracing** : It is a guiding record of additional headings given in the main entry which are to be taken care of by added entries.
- Unit card** : The main entry when duplicated may be used as a unit for the purpose of preparing all other added entries by adding appropriate heading.

UNIT-2 SUBJECT HEADINGS

Contents

- 2.0 Aims and Objectives
- 2.1 Introduction
- 2.2 Sears List
- 2.3 Format of Heading
- 2.4 Structure of Main Headings
 - 2.4.1 Single Noun Headings
 - 2.4.2 Compound Headings
 - 2.4.3 Adjective with Noun Headings
 - 2.4.4 Phrase Headings
- 2.5 References
 - 2.5.1 Specific *See* References
 - 2.5.2 Specific *See also* References
 - 2.5.3 General References
- 2.6 Subdivisions
 - 2.6.1 Subject or Topical Subdivisions
 - 2.6.2 Form Subdivisions
 - 2.6.3 Period or Chronological Subdivisions
 - 2.6.4 Place, Local or Geographical Subdivisions
- 2.7 Headings Omitted from the List
- 2.8 Worked out Examples
- 2.9 Summing Up
- 2.10 Answers to Self Check Exercises
- 2.11 Assignment
- 2.12 Recommended Books
- 2.13 Glossary

2.0 AIMS AND OBJECTIVES

Users may approach the catalogue to find out the books/documents that are available in the library on a particular subject of their interest. Hence the library catalogue must also attempt to satisfy the subject approach of the user. This unit explains you how to choose standard subject headings for documents in order to make added and reference entries under the headings for subjects. After reading this unit, you will be able to

- Describe the structure of the Sears list of subject Headings ;
- Select an appropriate standard term for the subject from the Sears list ;
- Make added entry under the heading for subject ; and
- Make reference entries for related subject headings.

2.1 INTRODUCTION

In most of the cases the user approaches the library to have book(s) on a particular subject. He/She may not be aware of authors or titles of books in a specific subject field. But he wants to know about all documents available in the library on a topic of his interest. Through known subject heading the user approaches the library catalogue to locate documents on that subject. Hence, a library catalogue has to indicate to the user about the collection of books on a subject available in the library through a device known as subject catalogue. The subject catalogue may be maintained either separately or along with author or title catalogue.

Subject catalogue consists of catalogue entries made under the headings for subjects. Deriving

subject headings is not an easy task. For this purpose you have to examine the book you are cataloguing, study its contents and then you have to choose appropriate word or phrase by which you can express the subject. In the case of Multifocal documents, the same book may deal with more than one subject, in such cases you have to indicate as many subject headings as it may demand in the catalogue.

While selecting the name of the subject of a document, you may face the problem of alternative and variant forms of names of subjects. For example thermodynamics, the term which is now popular is also termed as. "Heat Power". Books on the same subject may have titles giving rise to alternative names of the same subject. Alternative and variant forms of names of subjects may create the problems of inconsistency in subject cataloguing. This may create confusion among the users who want to search the catalogue through subjects they knew.

To avoid confusion in the selection of subject headings and to maintain uniformity, most libraries rely on standard lists of subject headings. The popular printed lists of subject headings are *Library of Congress list of Subject Headings* and *Sears list of Subject Headings*. You are supposed to follow *Sears list of Subject Headings* to prepare subject entries for documents.

2.2 SEARS LIST

In this section you will learn about *Sear's list of subject Headings*. We will discuss the purpose of using this list its structure, how to use the list to find out the appropriate subject heading for the document and lastly how to indicate the selected subject headings as access points in the leading sections of added entries. Besides we will also discuss how to provide reference entries for alternative and variant forms of names of subjects.

In 1923, Minnie Earl Sears compiled a list of subject headings mainly meant for small libraries. It is now in its 13th edition. It is a list of subject headings arranged alphabetically, just like in a dictionary. For your cataloguing purpose 12th edition of Sear's List of subject Headings is to be followed. The general principles on which Sear's List is based are the principles of an alphabetical subject catalogue namely specific entry, Uniform headings, common usage and syndetic devices (references).

First let us discuss the structural aspect which covers the format of main headings and subdivisions in the list. Later we will go into the details of different kinds of main headings and subdivisions. Besides main and subdivisions, Sear's List also uses an important device called references which are used to connect related subject headings. This Section also explains you about the purpose of different kinds of references employed by Sear's List.

2.3 FORMAT OF HEADINGS

Sears List consists of headings printed in two types : headings printed in boldface type and headings printed in lightface Roman letters. Headings and their sub divisions printed in boldface type are to be used as standard subject headings in the catalogue entry. Those printed in lightface Roman letters are not to be used as subject headings. These headings printed in lightface Roman letters are synonymous terms or variant forms of regular headings, and are followed by see references to the terms that are used as headings. e.g.,

Library Surveys

x Surveys

xx **Library Science**

Library legislation. *See* **Libraries - Law and Legislation**

Library Classification. *See* **Classification - Books**

2.4 STRUCTURE OF MAIN HEADINGS

Sears list consists of main headings in different forms based on certain grammatic principles. Main headings are given in the form of single noun, compound headings, adjective with noun and phrase headings.

2.4.1 Single Noun Headings

Most of the large fields of knowledge and many specific objects are represented by single words in the form of nouns. e.g. Education, History, Journalism, Ice, Lawns, Jewellery, Jews, Laughter, Music; etc. But there are problems even in the selection of a word as heading. Due to synonyms of a word, or a word may have two or more different meanings (homonym), or some times the same word may have different spellings or due to the singular and plural forms of words the problem of choosing one word or spelling arises. We will examine now how Sears list tries to solve the above said problems while indicating the subject headings.

In the case of words having synonyms one term will be chosen as heading and references are made from the other terms. For example in the case of Quartz, other words that might be used are ; minerals, rockcrystals. In the Scar's List, the term chosen is Quartz and from other terms (minerals ; Rock crystals) only referenes are made. The actual format in which such type of headings given in the Sears List are shown below:

Quartz
x Minerals ; Rock crystals
xx Minerology

Physicians
x Doctors ; Medical Profession
xx Surgeons

Periodicals
x Magazines ; Press ; Serials

You might have also noticed in English language, a single word having more than one meaning. For example the term "annuals" may refer among other things to almanaces; yearbooks ; calendars and to plants. Whether to use a term in singular form or the plural or both sometimes depends on the peculiarities of the language since the two forms may express quite different concepts. In many cases singular form expresses the general and abstract of ideas and the plural refers to specific aspects i.e., to things. For example the terms like **Alphabet** and **Alphabets**. Singular form **Alphabet** has been used for series of characters which form the elements of a written language and for materials teaching children the ABC. On the other hand the plural form **Alphabets** refers to materials dealing with the styles of alphabets used by artists etc. In most of the cases both forms are used by the list, but in general if only one form is necessary the plural has been adopted. However as an exception in the case of fruits and nuts the singular form has been chosen. For example: Apple, Citrus Fruit, Orange etc.

2.4.2 Compound Headings

Sears list also indicates subejct headings consisting of two nouns joined by "and". Such compound headings are used to

i) Group together under one heading closely related material which cannot be easily separated in concept and usually treated together in books by authors. To solve the problem of indicating such headings more specifically, one of the identical terms has to be qualified.

eg: **Annuals.** See **Almanacs ; Calendars; Year Books ;** and General subjects and names of organizations with the subdivision year books, e.g. **Literature-Yearbooks ; United Nations-Yearbooks**

Annuals (Plants)

xx **Flower Gardening ; Flowers ; Plants, Cultivated**

Composition (Art)

See also **Architecture-Composition, Proposition etc., ; Painting**

x **Art-Composition**

xx **Art ; Painting**

Composition (Music)

See also **Counterpoint ; Fugue ; Harmony ; Instrumentation and Orchestration; Music, Popular (Songs, etc) - Writing and Publishing ; Musical Accompaniment.**

x **Music - Composition ; Musical composition ; Song Writing**

xx **Music Music - Study and Teaching ; Music - Theory.**

Composition (Printing). See **Type setting**

Composition (Rhetoric). See **Rhetoric;** and names of languages with the subdivision **Composition and exercises,** e.g. **English Language- Composition and Exercises; etc.**

- ii) to indicate two different subjects that are treated in their relation to each other. For example, **Art and Religion ; Libraries and Community ; Space and Time etc.**
- iii) to indicate under one heading two subejts that are opposites but are usually discussed together. For example, **Information Storage and retrieval systems ; Joy and Sorrow ; Truthfulness and Falsehood.**

There is no rule covering the order of words in such type of headings. But whatever may be the order, reference must be made from the opposite order. For example:

Joy and Sorrow

See also **Happiness ; Pleasure**

x **Affliction ; Grief ; Sorrow**

xx **Emotions ; Ethics ; Happiness ; Sufferings**

Sorrow. See **Joy and Sorrow**

2.4.3 Adjective with Noun Headigns

When a specific subject or concept cannot be properly expressed by a single noun, a noun with an adjective may be taken (**Military Education; Intellectual Property; Library Architecture; Slow Learning Children etc**). Some times the heading is inverted in order to bring the noun as the entry element. For exmple: **Education, Higher ; Chemistry, Organic; Civilization, Modern; Medicine, Popular etc.**

2.4.4 Phrase Headings

In order to express some concepts which involve two areas of knowledge Sear's List uses nouns or noun phrases connected by prepositions to express their relationships. For example, **Illumination of Books and Manuscripts ; Space Flight to the Moon ; Employees' Representation in Management; Moon-Photographs from Space ; Montessori Method of Education etc.**

Self Check Exercise - 1

Assign subject headings to the following titles from *Sears List* :

- Note: i) Write your answer in the space given below.
ii) Check your answers with those given at the end of this unit.

- a) *Millions in the poverty grip*
- b) *Public administration in theory and practice*
- c) *Elements of Company law*
- d) *Housing for the elderly*
- e) *Taxation of Sales*
- f) *POW*
- g) *Business English*
- h) *Music and Radio*
- i) *The Classified Catalogue ; basic principles and prtices*
- j) *Contribution of women to literature*

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2.5 REFERENCES

Subject references are provided in the catalogue mainly to guide the users who consult the catalogue under terms other than those used as subject headings or to call their attention to materials related to the topics being consulted. Now let us discuss various types referenes used by Sears list method of formulation and use.

References in the Sears list appear in three forms for different purposes : Specific *See* references, Specific *See also* references, and general referenes.

2.5.1 Specific *See* References

These references direct the user from the terms that are not used as headings to those that are used in the list. Instruction for making *See* references is given after the heading with the indication of symbol 'x'. This means that *See* references are to be made from the terms that follow, to the heading immediately above it. See the example,

Libraries, College and University

x College libraries ; Libraries, University; Univeristy libraries

Here in this example instead of the terms college libraries ; Libraries, University, University libraries. Sears list uses the term **Libraries, College and University**. If user searches under College libraries, there should be direction from this term to the term used in the catalogue. So a 'see reference entry' is made from the user point of approach i.e., college libraries to the heading used i.e., **Libraries, College and University** in the catalogue. The see reference entry format is shown below.

College libraries

See

Libraries, College and Univeristy

In the same manner Libraries, University and University Libraries have to be covered by see reference entries.

The same form of reference with *See* as directing element instead of *x* (single *x*) can be seen in the Sears List under the term College libraries as

College libraries. *See* Libraries, College and University

In general *See* references are made from synonymous or near synonymous terms and inverted forms of headings which are not used as subject headings. For example:

Liberty

x Civil Liberty ; Freedom ; Natural law ; Personal liberty

Letters

x Correspondence

Mind and Body

x Body and Mind

Dogs

x Dog

Architecture, Ancient

x Ancient Architecture

Voluntary Workers

x Voluntary Work

Occasionally *See* reference is also made from a more specific term which is not used as heading to the more general term which is used. For example :

Engraving

x Copper engraving ; Line engraving ; Steel engraving

Slides

x Colour slides ; Lantern Slides

See references entries will be made under narrower terms (copper engraving ; line engraving, steel engraving) to the broader term **Engraving**.

Copper engraving

See

Engraving

Colour Slides

See

Slides

Thus *see* references are concerned mainly with terminology, guiding the reader from words he may think of to those actually used as subject headings.

2.5.2 Specific *See Also* References

A *See also* reference is used mainly to connect a heading with another related headings. But such type of references are made only when the library has listed the material under both headings. For example a library may contain books published on the subject Thermodynamics. But the same subject might also have been indicated as Heat Power in some of the books. In this case library possess books published with the terminology Heat Power as well as Thermodynamics. Though the terminology is

different the subject content is same. Hence we have to direct the reader who sees under one heading to all related headings on the same subject with the help of *See also* references.

Heat Power
See Also
Thermodynamics

Generally *See also* references are made in the case of two kinds of headings: i) These are made from general subject headings to more specific part of it. For example, **Botany** *See also* **Bulbs; Flower Gardening; Flowers ; Fruits ; Grafting ; Leaves etc.** But no *See also* referenes entry will be made from **Bulbs** and other narrower terms, to broad subject term **Botany**.

See also references are also between related subjects of more or less equal importance. For example

Drugs and Youth
x Youth and drugs
xx Drug Abuse ; Juvenile Delinquency ; Narcotics and Youth

Library Science
x Librarianship
xx Bibliography ; Documentation ; Information Science

2.5.3 General References

General references or blanket references are used to refer from one heading to all related headings of a particular class. These references avoid the problem of referring to many individual headings from a heading. The most common types of general references are to refer from,

1) Common names of different species of a class, e.g.

Plants
See also
Alpine Plants also names of plants (e.g. Ferns, Mosses ; etc.) ; headings beginning with the words **Plant** and **Plants**.

Self Check Exercise - 2

(a) Provide *See* References to the following terms according to *Sears List* :

Cat
U.S.A.
Gravity
Space rockets
Laser photography

Note: i) Write your answer in the space given below.
ii) Check your answers with those given at the end of this unit.

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(b) Find out *See also* references to the following terms from *Sears List* :

Apartment Houses
Electronic toys
Ultrasonics
Women-Political Activity
Business Libraries

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.....
.....
.....
(c) Give general references to the following terms :

Flowers

Games
.....
.....
.....
.....
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2.6 SUBDIVISIONS

In order to indicate special aspects or to provide a sub arrangement for a large number of works on the same subject, many general subjects are subdivided by the Sear's list. Types of subdivisions used by the list are: Subject or topical ; form ; period or chronological ; place, local, or geographic. These are added to the main heading with hyphen (-).

Now we will discuss about each kind with examples.

2.6.1 Subject or Topical Subdivisions

A subject or topical subdivision added to a main heading brings out a special feature, aspect or characteristic of the general subject.

Ex: **Bible - Astronomy**
Bible - Bibliography
Bible - Chronology
Bible - Commentaries
Bible - Concordances
Bible - Criticisms, Interpretations etc.
Bible - History
Bible - Natural History
Bible - Dictionaries
Bible - Study
Bible - Pictorial Works
Bible - Stories
Bible - Prophecies
Bible - Use

2.6.2 Form Subdivisions

A form subdivision expresses the physical or bibliographic form of the work being catalogued.

Library Science - Bibliography
Library Science - Indexes
Library Science - Periodicals
Classification - Books
Librarians - Directories
Music Libraries - Directories

Telugu Languages – Dictionaries
Chemistry – Dictionaries
Photography – Handbooks, Manuals etc.

As many of the form subdivisions and some of the topical subdivisions are so common that they are applicable to many subjects. They are not enumerated under each subject to which they may be added as sub-divisions. Instead the common subdivisions are listed in the introduction of Sear's list. These subdivisions may be used under subject headings where applicable. In addition a list of subheadings provided by the sears List serve the as the key patterns for subdivisions. The subdivisions listed under these headings may be used wherever appropriate with other headings in the same categories. For example, the subdivisions listed under English Literature may be used with the headings for another literature.

Category	Key Heading
Country	- United States
State	- Ohio
City	- Chicago
Language	- English Language
Literature	- English Literature
Author	- Shakespeare, William
President	- Presidents - U.S.
War	- World War, 1939-1945.

2.6.3 Period or Chronological Subdivisions :

The period subdivisions appear as subdivisions under the subdivisions - History.

- India – History, Modern
- India – History, Modern – 20th Century
- India – History, Modern – Freedom – 19th Century

2.6.4 Place, Local or Geographic Subdivisions

Subjects dealing with a specific locality are indicated with this kind of subdivisions. The instructions for geographic subdivisions are given in the form of a parenthetical treatment following the main heading.

Hospitals (may subdiv. geog. country or state)

indicates that the following headings though not listed can be used as subdivisions.

- Hospitals – India**
- Hospitals – Andhra Pradesh**
- Hospitals – Andhra Pradesh – Visakhapatnam**

Sometimes geographic subdivisions may appear in the adjectival form

Ethics (May subdiv. geog. adjective form e.g. **Ethics, Japanese; Ethics, Jewish, etc.**)

2.7 HEADINGS OMITTED FROM THE LIST

The list includes some headings and omits some. The following are the classes of Headings included in the list.

1. Names of the most common
 - a) Animals
 - b) Chemicals and Mineral substances
 - c) Diseases
 - d) Games
 - e) Musical Instruments

- f) Organs and Regions of the body.
 - g) Scientific and technical subjects.
2. Names of the principal languages and literatures.
 3. Names of the most prominent church denominations.

Classes of headings omitted from the list for which the cataloguer must supply specific names as needed are:

- 1) Names of persons, *except* :
 - a) Jesus Christ.
 - b) Shkespeare.
- 2) Names of Places, *except* :
 - a) to serve as example of use of subdivisions under geographic names (e.g. United States)
 - b) to list historical period divisions (e.g. France)
 - c) to indicate the scope of the heading (eg. Northwest, Old)
- 3) Names of corporate bodies such as associations, institutions, government bodies *except* names of prominent church denominations.
- 4) Names of buildings, parks, ships etc.
- 5) Names of tribes of North American Indians.
- 6) Names of individual :

Battles	Fruits	Treaties
Birds	Nuts	Trees
Fishes	Tools	Vegetables.
Flowers		

There are directions for adding individual names in the main list under these headings.

2.8 WORKED OUT EXAMPLES

1. *Steel Industry in the public sector.*
2. *The Structure of interest rates in India.*
3. *The Stock exchange*
4. *The Japanese political system*
5. *Buddhisim in India and Abroad.*
6. *Women's Education in Eastern India,*
7. *Astronomy.*
8. *Modern Integral Calculus.*
9. *Introduction to the study of Geological maps.*
10. *Management of University libraries in India.*

ANSWERS :

- (1) *Steel Industry in the Public Sector :*

This book deals about the steel industry in the public undertakings (Government undertakings). When we see under the heading Industry. The Statement reads like this

Industry

Use for general works on manufacturing and mechanical activities. Names of all individual industries are not included in this list but are to be added as needed, e.g. **Steel Industry and Trade.**

Based on this we can take **Steel Industry and Trade** as the first part of subject heading. For the second aspect that is about the sector we have to seek under the organisational control of industry. Under Industry-Organisation, Control etc. We can see a direction as **'See Industrial Management ; Industry and State.**

Under **Industry and State** there are different subdivisions. Among them the relevant subject subdivision to our title is **Government Ownership**

Hence the subject heading will be **Steel Industry and Trade – Government Ownership.**

(2) The Structure of Interest rates in India:

The topic 'Interest' is concerned with the financial transactions. So if we search in the list under the heading for 'Finance' there is a reference to 'Interest (Economics)' which can be taken as standard subject heading for this title. To indicate geographical coverage of the subject, we can subdivide it as **'Interest Economics' - India'.**

(3) The Stock Exchange :

As a subject 'Stock exchange' is a developed area. So if we see directly under this term we can notice that the term is given as main subject heading in block letters. References are given under this term as :

Stock Exchange

See also **Bonds ; Foreign Exchange ; Investments ; Securities; Speculators; Stocks ; Wall Street**

x Options; Securities exchange.; Stock market.

xx Commerce; Exchange; Finance; Investments ; Speculation ; Stocks.

(4) The Japanese Political System :

This topic is concerned with the political machinery and activities in Japan. So first we have to search for specific subject under the term 'political science. Under political science, there are many enumerated related subjects connected with see also 'directing element'. If we read carefully the note given under each subheading only term appears to be relevant to this title is **'Politics, Practical'**. To show the geographical coverage we can construct the heading as **Politics, Practical - Japan.**

(5) Buddhism in India and abroad :

As 'Buddhism' is one kind of religion, we can see under Religions, where we can see the names of individual religions as subdivisions. Buddhism has been indicated as "Buddha and Buddhism" which can be considered as the specific subject heading for this title. Moreover we can further subdivide it by geographical area as **'Buddha and Buddhism – India'.**

(6) Women's Education in Eastern India :

From the title it is evident that the text is concerned with the subject Education of women in Eastern India. Hence under the term education in the list we have to search for Education for Women. We can notice the enumerated list of subdivisions include the heading 'Education of Women'. So this can be taken as specific subject heading for this title. To show the education of women in Eastern India we can add the term India Eastern to the subject heading **'Education of Women'.**

Education of Women – India, East.

(7) Astronomy :

It is well developed subject area, which has been entered directly in the list as main heading **Astronomy.** As we are not concerned with subdivisions of Astronomy we can take Astronomy' as the specific subject for this book.

(8) Modern Integral Calculus :

We know that calculus is a subdivision of the subject 'Mathematics'. More than that it is a well developed subject field. So we can either directly see under the term 'Calculus' or under broader subject Mathematics for direction.

If we look directly under the heading Calculus there are references under that as shown below:

Calculus
x Analysis (Mathematics) ; Integral Calculus
xx **Mathematics**

That means to indicate both the terms analysis (Mathematics) and Integral Calculus the list uses a standard term '**Calculus**'

So we can take '**Calculus**' as the subject heading for this title.

(9) Introduction to the Study of Geological Maps :

From the title it is evident that the subject deals with studying maps in a specific subject. So the subject 'Geology' should be subdivided with the term 'Maps'.

We can also see a direction under the term Maps subdivide a specific subject with the term 'Maps'.

So the subject heading we can assign for this title is **Geology – Maps**.

(10) Management of University Libraries in India :

University Libraries are one kind of libraries so if we see under Libraries, University which is provided in light face letters, we will get a direction like

Libraries, Universities *See* Libraries, College and University.

This statement means that instead of the term Libraries, Universities, the list uses the term Libraries, College and University. To indicate the management aspect of University Libraries, further Subdivision can be added as shown below.

Libraries, College and University – Management

Self Check Exercise - 3

Assign subject headings to the following titles:

- (a) *Indian foreign policy*
- (b) *Indian Constitutional law*
- (c) *Teaching of English*
- (d) *A history of the Indian Library Association*
- (e) *Works of Shakespeare (Dramas)*
- (f) *Problems of Indian Trade Unions*
- (g) *American Civil war, 1861-1865*
- (h) *Political parties in Australia*
- (i) *Commentaries on the New Testament*
- (j) *Life of Abraham Lincoln*

- Note: i) Write your answers in the space given below.
ii) Check your answers with those given at the end of this unit.

.....
.....
.....

- (c) Flowers
See also
 Flower Gardening...

 ...
 Wild flowers
 Window gardening
See also names of flowers, e.g. Roses; etc.

Games
See also Amusements; Kindergarten; Play; Sports;
See also names of types of games and of individual games, e.g.
 BALL GAMES; CARD GAMES; CHESS; INDOOR GAMES; etc.

- 3. (a) India--Foreign Relations
- (b) India-- Constitutional Law
- (c) English Language - Study and Teaching
- (d) Indian Library Association - History
- (e) Shakespeare, William - Drama - Collections
- (f) Labour Unions - India
- (g) United States - History - 1861 - 1865, Civil War
- (h) Political Parties - Australia
- (i) Bible. N.T.- Commentaries
- (j) Lincoln, Abraham - Biography
 Presidents - United States

2.11 ASSIGNMENT

Assign standard subject headings for the following titles:

- (a) *Information for Industry*
- (b) *Selected papers in Urban and Regional Planning.*
- (c) *Management Handbook.*
- (d) *Dravidian Linguistics.*
- (e) *American Journal of*
- (f) *An Introduction to Old testament.*
- (g) *Port and Dock workers for major ports, 1974.*
- (h) *National Accounts Statistics.*
- (i) *Jawaharlal Nehru's Speeches 1949-1953.*
- (j) *The History of British India.*
- (k) *Introduction to International Relations.*

2.12 RECOMMENDED BOOKS

- BAKEWELL, K.G.B. *A manual on cataloguing practice.* Oxford: Pergamon, 1972, (Chapter 5)
- CARMEN, Rovira and Caroline Reys. *Sears list of subject Headings.* New York : H.W. Wilson, 1986.
- CHAN, Lois Mai. *Library of Congress Subject Headings.* Littleton : Libraries Unlimited, 1986.

FOSKETT, A.C. *Subject approach to information*. 4th ed. Hamden, Conn. : Shoe String, 1982.

SEARS, Minnie Earl. *Sears list of Subject Headings*, 12th ed./Barbara M. Westby. New York : H.W. Wilson, 1982. p. 11-40.

WYNAR, Bohdan S. *Introduction to Cataloguing and Classification*. 7th ed. Littleton: Libraries Unlimited, 1985. (Chap. 28)

2.13 GLOSSARY

General Reference : A reference which serves as a blanket reference to all headings of a particular group of references.

See also references : A reference directing to other related and similar subject headings to refer and use as subject headings.

See references : A reference directing from terms or phrases not used as subject headings to consult and use the directed part or terms or phrases as subject headings.

Specific subject : A subject listed under the most specific term available rather than a broad heading.

Subject heading : A word or phrase used in the catalogue to describe the topic of a document.

Contents

- 3.0 Aims and Objectives
- 3.1 Introduction
- 3.2 Single Personal Author
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 - 3.2.3 Works of Single Personal Authorship
- 3.3 Principal Responsibility
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3.0 AIMS AND OBJECTIVES

This unit aims to familiarise you the rules relating to choice of heading for books written by single personal author.

After going through this unit you should be able to:

- Identify personal author, principal author, probable personal author and the person to whom authorship is attributed erroneously or fictitiously.
- Decide the heading for the catalogue entry.
- Prepare main and added entries for works of single personal author with or without collaborators.

3.1 INTRODUCTION

Preparation of a main entry for a document consists of three parts. First part is describing the document. Second part is providing main entry heading. Third part is assigning subject headings and preparing a list of other added entries to be provided for the document. This is called tracings section of the main entry. In the main entry all these three parts are arranged in the sequence of Main Entry heading, Description and Tracings. For description and preparation of added entries please refer to unit one. For choice among different names and rendering of names of authors please refer to unit three. For assigning subject headings please refer to unit two.

In this unit we will learn about the preparation of main and added entries for works of single personal author. The cataloguer first prepares the description of the document following the rules provided in AACR-2 for description. After preparing the description the cataloguer assigns the main entry heading. Assigning main entry heading of choice of name for main entry heading and rendering of the name. Choice of name for heading depends on condition of authorship. The cataloguer has to determine whether the responsibility for the intellectual or artistic content of the work is by a single

personal author or corporate body or by joint authors (shared responsibility) or different persons performing different kinds of activities (mixed responsibility).

3.2 SINGLE PERSONAL AUTHOR

3.2.1 Definition

A personal author is the person chiefly responsible for the creation of the intellectual or artistic content of a work. For example, writers of books and composers of music are the authors of the works they create; compilers of bibliographies are the authors of these bibliographies; cartographers are the authors of their maps; and artists and photographers are the authors of the works they create. (AACR2 rule 21.1A).

3.2.2 Choice of Heading

General Rules: Enter a work by one or more persons under the heading for the personal author (see rule 21.4A), the principal personal author (See 21.6) or the probable personal author (21.5B).

3.2.3 Works of Single personal authorship

Enter a work, a collection of works by one personal author (or any reprint, reissue, etc. of such a work) under the heading for that person whether named in the work or not. (See rule 21.4A).

According to this rule a work or collection of works or selections from a work or works by one personal author are to be entered under the heading for that person. To prepare the heading under the name of the person one has to find the information regarding the name of the person. The chief source of information according to AACR 2 is title page of the document. If the chief source of information does not indicate the name of the author, the cataloguer may take the information from other sources.

(i) Usually cataloguer finds the name of the personal author on the chief source of information (i.e. title page). If chief source of information does not reveal the name of the author the cataloguer can take the information from other sources within the document or from outside reference sources.

(ii) Generally statement of authorship is given on the title page after the title of the document, introduced by terms like by or written by or its equivalents followed by the name of the author.

eg:

Colon Classification

by

Dr. S.R. Ranganathan.

Here the entry will be:

RANGANATHAN, S.R.

Colon classification / by S.R. Ranganathan.

(iii) Some times the statement of authorship may appear above the title of the document.

e.g. :

Godavari Bhaskar Rao

JANAPADA GEYALU

Here the entry will be

BHASKARA RAO, Godavarti

Janapada Geyalu / Godavarti Bhaskara Rao

Here Godavarti Bhaskara Rao is the author and *Janapada Geyalu* is the title.

(iv) At other times, name of the author may not be given as a separate statement of responsibility.
e.g. :

FRANKLIN'S Autobiography.

In case of autobiographies the biographer himself is the author hence Benjamin Franklin is the author of this autobiography.

FRANKLIN, Benjamin
Franklin's autobiography

Another example is *Stories from Tagore*

TAGORE, Ravindra Nath
Stories from Tagore.

This is a selection of stories written by Tagore and the statement of responsibility is not given separately. According to rule, selections and collections from the work or works of an author are to be entered under the name of the author.

3.3 PRINCIPAL RESPONSIBILITY

In some cases of shared responsibility the work written by a single author may be edited or illustrated or translated or provided commentary by another person. In such cases the principal responsibility for the creation of that work is to be established by the cataloguer. In assessing the relative importance of persons associated with the creation of the relative importance of persons associated with the creation of the document guidance may be taken from the chief source (Title Page) of the document. This guidance may be in the form of wording or layout. After establishing principal responsibility main entry heading may be given under the name of the person chiefly responsible for the existence of the document.

e.g. : 1:

LEAVES OF GRASS
A selection of the Poems
WALT WHITMAN
illustrated by
MARIE JANE GORTON

This work is a selection of poems written by Walt Whitman. He is the person principally responsible for the existence of the document. The illustrator will be provided an added entry.

WHITMAN, Walt
Leaves of Grass: A selection of the poems / Walt Whitman ;
illustrated by Marie Jane Gorton.

eg. 2:

A Bibliography of Cricket
Compiled by
E.W. Padwick
in association with
J.W. Mekenzie

In this case the wording and layout of the title page indicates E.W. Padwick is the person chiefly responsible for compiling the bibliography hence main entry heading will be given to E.W. Padwick and an added entry to J.W. Mekenzie.

Padwick, F.W.

A bibliography of cricket / compiled by E.W. Padwick in association with J.W. Mekenzie.

3.4 WORKS ERRONEOUSLY OR FICTITIOUSLY ATTRIBUTED TO A PERSON

If responsibility for a work is erroneously or fictitiously attributed to a person enter under the actual personal author or under title if the actual personal author is not known. Make an added entry under the heading for the person to whom the authorship is attributed, unless he or she is not a real person (AACR2 rule 21.4C) e.g. :

The autobiography of Alice B. Toklas

(The life of Gertrude Stein written by herself as though it were an autobiography of her secretary, Alice B. Toklas). In this case main entry should be given under heading for Stein and added entry under the heading for Toklas.

3.4 WORKS OF UNKNOWN OR UNCERTAIN AUTHORSHIP

If a work is unknown or uncertain personal authorship ... enter it under title.
eg.: The Arabian Nights.

The author is not known hence main entry heading will be under title.

If reference sources indicate that a person is the probable author or such a work enter under the heading for that person and make an added entry under the title. e.g.:

The
MRICHCHHA KATIKA

A Hindu drama attributed to King Sudraka. Translated from the original Sanskrit into English prose and verse by A.W. Ryder.

SUDRAKA

The Mrichchha Katika : a Hindu drama / attributed to Sudraka, translated...
by A.W. Ryder.

This work is attributed to King Sudraka. So main entry to Sudraka and added entries to title and translator are to be given.

If the name of personal author is unknown and the only indication of authorship is the appearance in the chief source of information of a characterising word or phrase or of a phrase naming another work by the person, enter under the word or phrase . . . Make an added entry under title. e.g. :

The Lion and Fawn
A legend

by

A Gentleman.

Main entry heading to Gentleman and added entry to title are to be given.

GENTLEMAN

The lion and fawn : a legend /
by a Gentleman.

3.6 PREPARATION OF MAIN ENTRY

You have learnt in Unit-1 the structure of a catalogue entry, and various elements that go into the description of a catalogue entry for a document. In the preceding sections (of this Unit) we have discussed about the choice of heading for a single personal author. We now explain you how to prepare a main entry card for works of a single personal author with the help of an example.

Example:

The Sociology of Women

An Introduction

Sara Delamont

Senior Lecturer in Sociology, University College, Cardiff

London

George Allen & Unwin

Other Information

Call No.	305.40941 DEL
Pages	x, 244
Size	22 cm
Accession number	3761
Date	1980
ISBN	0-04-301119-5

Call Number :

Call Number is made up of Class Number and Book Number. In our example, 305.40941 DEL is the Call Number. Class Number is to be written one line above the horizontal line and the Book Number on the horizontal line. Both the numbers should start, leaving one space from the left edge of the card.

Heading :

The work is written by a single personal author. Entry of personal names should be done under the surname of the author. The name of the author in our example is Sara Delamont. 'Delamont' is surname and 'Sara' is the forename. The name is to be rendered and then entered.

AACR2 also recommends to write the first part (entry element) in capitals though it is not compulsory.

Surname starts from the first indention and written on the first horizontal line. Surname is followed by a comma and then the forename is to be written.

Delamont, Sara
(or) DELAMONT, Sara

Title :

Title of the book should be reproduced as it is in the title page as to wording order and spelling and not necessarily to punctuation and capitalization. The title has two parts: main title and subtitle. Main title is to be followed by a colon (:). Title starts from the second indention and continuation from the first indention.

The sociology of women : an introduction

Statement of Responsibility :

The title is to be followed by a Slash (/) and the name of the author is to be repeated.

The sociology of owmen : an introduction / Sara Delamont

Edition Area :

There is no edition statement in our example.

Publication, Distribution, etc Area :

This Area is used to record information relating to publisher, distributor, etc. Publication details are place of publication, name of the publisher, and date of publication. The name of the publisher is to be entered in the shortest form in which it can be understood and identified internationally.

In our example the first word 'George' is omitted because the publishers are well known as Allen & Unwin. The punctuation to be followed is : (i) precede this area by a full stop, space, dash, space, (ii) precede the name of the publisher by a colon, and (iii) precede the date of publication by a comma.

. - London : Allen & Unwin, 1980.

Physical Description Area :

It consists of extent of item (pagination / volumes), illustrative matter, dimensions, accompanying material and series area. In our example, pagination and height are given. They should be entered as a separate paragraph, begins from second indention.

x, 244 p.; 22 cm.

The punctuation marks used are comma preceding the text pages and a semicolon before height. The abbreviations used for pages is 'p.' and that of centimetres is 'cm'.

Notes Area :

Notes provide useful details of a document which cannot be fitted into the rest of the description. In our example no notes statement is called for.

Standard Book Number :

This number is given on the back of the title page. This is to be given in a separate paragraph starting from the second indention.

ISBN 0-04-30119-5

Tracings :

AACR-2 has not prescribed any rules for tracing. Tracings lists other headings (access points) under which a work is referred. Added entries are made according to tracings. Tracings is recorded on the lower portion of the card in a separate paragraph below the Notes Area. It consists of subject headings, name of the collaborators, title and series. The traicngs applicable in our example is subject headings and title. Subejct headings are taken from *Sears list of subject headings* (12th edition).

The practice is subject headings are given by Arabic numbers and all other tracings are written by Roman numerals.

1. Women – Great Britain – Social conditions. I. Title.

Complete Main Entry :

Complete main entry card for our example is given below:

305.40941 DEL	DELAMONT, Sara
3761	The sociology of women : an introduction / Sara Delamont. -- London : Allen & Unwin, 1980. x. 244p. ; 22 cm. ISBN 0-04-301119-5 1. Women - Great Britain - Social conditions. I. Title

Self Check Exercise - I

Answer the following questions in one or two sentences :

- (a) Can you enter a work under the name of a personal author even though he is not named in the work.
- (b) What is the chief source of information for printed monographs ?
- (c) What are the forms of name which could form the basis of heading for a personal author in a catalogue entry?
- (d) When can a cataloguer use outside sources for determining access points of an item?
- (e) If responsibility for a work is erroneously or fictiously attributed to a person, and if the actual personal author of the work is found out from the reference sources, how should we enter the work ?
- (f) If the reference sources indicate the probable author of an anonymous work, what should be the entry for this work ?

Note : i) Write your answers in the space given below.

ii) Check you answers with those given at the end of the unit.

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3.7 PREPARATION OF ADDED ENTRIES

An added entry is an entry additional to the main entry, by which an item is represented in a catalogue. These are prepared according to the item given in the tracings.

In our example we have identified only two items - subject heading and title and noted them in the tracings of the main entry. We have to prepare subject added entry under WOMEN-GREAT BRITAIN-SOCIAL CONDITIONS and title added entry under the Sociology of women. While preparing added entries the subject heading is written in capitals and subtitle is omitted.

There are two methods of preparing added entries : i) Unit card system, and ii) Non-Unit card system.

3.7.1. Unit Card System

In the Unit card system an exact copy of the main entry is used for preparing added entries. The main entry cards are duplicated according to the number of added entries required. Each copy of the Unit card (duplicated main entry) is added with appropriate heading just above the main entry heading starting at the second indention, to make it a specific added entry. The subject and title added entries prepared thus are given below:

305.40941 DEL		WOMEN - GREAT BRITAIN - SOCIAL CONDITIONS DELAMONT, Sara
3761		The sociology of women : an introduction / Sara Delamont. - London : Allen & Unwin, 1980. x, 244 p. ; 22 cm. ISBN 0-04-301119-5 1. Women - Great Britain - Social conditions. I. Title.

305.40941 DEL		The SOCIOLOGY of women DELAMONT, Sara
3761		The sociology of women : an introduction / Sara Delamont. - London : Allen & Unwin, 1980. x, 244 p. ; 22 cm. ISBN 0-04-301119-5 1. Women - Great Britain - Social conditions, I. Title.

In the above worked out example, added entries are shown exactly duplicating the main entry card which is the actual job of a cataloguer in a library following the unit card system. But you need not copy out all the description of the main entry in your practice. You can simplify it. You can write the call number, added entry heading, main entry heading and then indicate in the body of the catalogue card the omitted portion of the description as 'Rest same as in the main entry' or 'Same as in the main entry'.

The above procedure is meant for the convenience of the students to save their time and labour in their practice sessions, not for actual practical work in libraries.

Now let us work out added entries for our example using this simplified procedure. (This simplified unit card system will be followed in our course material from the next unit).

305.40941 DEL	DELAMONT, Sara	WOMEN - GREAT BRITAIN - SOCIAL CONDITIONS
		(rest same in the main entry)

305.40941 DEL	DELAMONT, Sara	The SOCIOLOGY of women
		(rest same as in the main entry)

3.7.2 Non-Unit Card System

Another method of preparing added entries is also existing in some libraries, where the added entries are prepared omitting some portion of the main entry. This method is also called 'Short form method'.

In this method the added entries record only two or three elements besides call number. Full details can be obtained from the main entry.

The added entries for our example on hand are worked out below:

305.40941 DEL	DELAMONT, Sara	WOMEN - GREAT BRITAIN - SOCIAL CONDITIONS
		The Sociology of Women. - 1980.

305.40941 DEL		The SOCIOLOGY of Women / Sara Delamont. - 1980.

3.8 WORKED OUT EXAMPLES

3.8.1 Western Names

Example-1 : Single Personal author with Edition Statement

Financial Management Theory and Practice

Third Edition

Eugene F. Brigham
University of Florida.

The Dryden Press
Chicago New York Philadelphia
San Francisco Montreal Toronto
London Sydney Tokyo Mexico City
Rio de Janeiro Madrid

Holt-Saunders Japan

Other information:

Call No. : 658.1 BRI
Pages : xviii, 875
Size : 21cm
Acc. No. : 4251
Date : 1982
ISBN : 0-03-059593-2

Explanation :

Edition statement is to be given after the Statement of responsibility. Edition statement should be preceded by a full stop, space, dash and space. Edition number is to be transcribed as 3rd ed. Punctuation marks - a full stop, (space) and a dash (space) should succeed the edition statement, before giving the place of publication. (Rule 1.2B) If there are two publishers the names should be separated by a semicolon. (Rule 1.4)

Main Entry

658.1 BRI	BRIGHAM, Eugene F.
4251	Financial management : theory and practice / Eugene F. Brigham. - 3rd ed. - Chicago : Dryden Press ; Tokyo: Holt - Saunders, 1982. xviii, 875 p. ; 21 cm. ISBN 0-03-059593-2 1. Finance management. I. Title.

Added Entry, Subject

658.1 BRI		FINANCE MANAGEMENT BRIGHAM, Eugene F.
4251		Financial management : theory and practice / Eugene F. Brigham. - 3rd ed. - Chicago : Dryden Press ; Tokyo: Holt - Saunders, 1982. xviii, 875 p. ; 21 cm. ISBN 0-03-059593-2 1. Finance management. I. Title.

Added Entry, Title

658.1 BRI		FINANCIAL Management BRIGHAM, Eugene F.
4251		Financial management : theory and practice / Eugene F. Brigham. - 3rd ed. - Chicago : Dryden Press ; Tokyo: Holt - Saunders, 1982. xviii, 875 p. ; 21 cm. ISBN 0-03-059593-2 1. Finance management. I. Title.

Example-2 : Single Personal author with a Series.

Marx and the End of Orientalism

Bryan S. Turner
Senior Lecturer in Sociology,
University of Aberdeen

London
GEORGE ALLEN & UNWIN
BOSTON SYDNEY

Other information:

Call No. : 335.43 TUR
Date : 1978
No. of pages : x, 98
Size : 21
Acc. No. : 2884
ISBN : 0-04-321021-x
Series : Controversies in Sociology, 7

Explanation :

In this example, the book is published under a series. The rules in this regard are covered under Rule Nos. 1.6 and 2.6 of AACR 2. The series statement is to be given after the physical description with a dash. The series is to be enclosed in parentheses. The number of the series is to be given after a semi colon. Series requires an additional entry under the name of the series.

Main Entry

335.43 TUR	TURNER, Bryan S.
2884	Marx and the end of Orientalism / Bryan S. Turner. - London : Allen & Unwin, 1978. x, 90 p. ; 21 cm. - (Controversies in sociology; 7) ISBN 0-04-321021-X 1. Communism and Islam. 2. Islamic Countries - Social conditions. I. Title II. Series.

Added Entry, Subject (1)

335.43 TUR	COMMUNISM AND ISLAM TURNER, Bryan S.
2884	Marx and the end of Orientalism / Bryan S. Turner. - London : Allen & Unwin, 1978. x, 98 p. ; 21 cm. - (Controversies in sociology; 7) ISBN 0-04-321021-X 1. Communism and Islam. 2. Islamic Countries - Social conditions. I. Title II. Series.

Added Entry, Subject (2)

335.43 TUR		ISLAMIC COUNTRIES - SOCIAL CONDITIONS TURNER, Bryan S.
2884		Marx and the end of Orientalism / Bryan S. Turner. - London : Allen & Unwin, 1978. x, 98 p. ; 21 cm. - (Controversies in sociology; 7) ISBN 0-04-321021-X 1. Communism and Islam. 2. Islamic Countries - Social conditions. I. Title II. Series.

Added Entry, Title

335.43 TUR		MARX and the end of Orientalism TURNER, Bryan S.
2884		Marx and the end of Orientalism / Bryan S. Turner. - London : Allen & Unwin, 1978. x, 98 p. ; 21 cm. - (Controversies in sociology; 7) ISBN 0-04-321021-X 1. Communism and Islam. 2. Islamic Countries - Social conditions. I. Title II. Series.

Added Entry, Series

335.43 TUR		CONTROVERSIES in Sociology ; 7 TURNER, Bryan S.
2884		Marx and the end of Orientalism / Bryan S. Turner. - London : Allen & Unwin, 1978. x, 98 p. ; 21 cm. - (Controversies in sociology; 7) ISBN 0-04-321021-X 1. Communism and Islam. 2. Islamic Countries - Social conditions. I. Title II. Series.

John Stuart Mill

Considerations on
Representative Government

With an Introduction by
HOWARD PENNIMAN

Professor of Government,
Georgetown University

Forum Books, INC.
New York

Other Information :

Call No. : 324.22 M42
copy right year : 1958
Pages : xxvii, 275
Height : 21cm
Accession No. : 53469

Explanation :

Writing introduction is not considered as an important function. (Only in certain exceptional cases the introducer is given an added entry.) In this case a reader is not likely to look under the name of Howard Penniman to locate the document. Hence no added entry is necessary. However his role in the document production may be given in the main entry description.

Main Entry

324.22 M42	MILL, John Stuart	
53469		Considerations on representative government / John Stuart Mill ; with an introduction by Howard Penniman. - New York : Forum Books, 1958. xxvii, 275 p. ; 21 cm. 1. Representative government and representation. I. Title.

Added Entry, Subject

324.22 M42		REPRESENTATIVE GOVERNMENT AND REPRESENTATION MILL, John Stuart
53469		<p>Considerations on representative government / John Stuart Mill ; with an introduction by Howard Penniman. - New York : Forum Books, c1958.</p> <p>xxvii, 275 p. ; 21 cm.</p> <p>1. Representative government and representation. I. Title.</p>

Added Entry, Title

324.22 M42		CONSIDERATIONS on representative government MILL, John Stuart
53469		<p>Considerations on representative government / John Stuart Mill ; with an introduction by Howard Penniman. - New York : Forum Books, c1958.</p> <p>xxvii, 275 p. ; 21 cm.</p> <p>1. Representative government and representation. I. Title.</p>

Example-4 : Single Personal author and collaborator

Sears List of Subject Headings

12th Edition

Edited by
Barbara M. Westby

New York
The H.W. Wilson Company, 1982

.....
Other information :

Call No. : 025.4 SEA
Pages : 624
Height : 24.2 cm
Acc.No. : 50662
ISBN : 0-9242-0676

The first five editions of the above title were published by Minnie Earl Sears (1873-1933) as *List of Subject Headings for small libraries*.

.....

Explanation :

In this example, Minnie Earl Sears is the principal author - Barbara M. Westby is the editor. The main entry heading is given under Sears (Rule 21.4A) as the title proper includes the statement of responsibility and it is transcribed as such according to Rule 1. 1B2.

Main Entry

025.4
SEA SEARS, Minnie Earl

Sears list of subject headings / edited by Barbara M. Westby. - 12th ed. - New York : H.W. Wilson, 1982.

50662 624 p. ; 25 cm.

First to 5th ed. published under the title 'List of Subject headings for small libraries'.

ISBN 0-9242-0676

1. Subject headings. I. Westby, Barbara M. II. Title.

Added Entry, Subject

025.4 SUBJECT HEADINGS
SEA SEARS, Minnie Earl

Sears list of subject headings / edited by Barbara M. Westby. - 12th ed. - New York : H.W. Wilson, 1982.

50662 624 p. ; 25 cm.

First to 5th ed. published under the title 'List of Subject headings for small libraries'.

ISBN 0-9242-0676

1. Subject headings. I. Westby, Barbara M. II. Title.

Added Entry, Editor

025.4 SEA		WESTBY, Barbara M. SEARS, Minnie Earl
50662		Sears list of subejct headings / edited by Barbara M. Westby. - 12th ed. - New York : H.W. Wilson, 1982. 624 p. ; 25 cm. First to 5th ed. published under the title 'List of Subject headings for small libraries'. ISBN 0-9242-0676 1. Subject headings. I. Westby, Barbara M. II. Title.

Added Entry, Title

025.4 SEA		SEARS list of subject headings SEARS, Minnie Earl
50662		Sears list of subejct headings / edited by Barbara M. Westby. - 12th ed. - New York : H.W. Wilson, 1982. 624 p. ; 25 cm. First to 5th ed. published under the title 'List of Subject headings for small libraries'. ISBN 0-9242-0676 1. Subject headings. I. Westby, Barbara M. II. Title.

Example - 5 : Single personal author and collaborators

Capital

A Critique of Political Economy

by **KARL MARX**

The process of capitalist production
Translated from the third German Edition by
Samuel Moore and Edward Aveling

Edited by

Frederick Engels

Revised And Amplified According to the
Fourth German Editon

By **Earnest Untermann**

THE MODERN LIBRARY

New York

Other Information:

Call No. : 335.4 M29
Copyright year : 1906
Height : 21 cm
Pages : 869
Accession No. : 2489

Explanation :

The above example has a single personal author, two translators, and an editor. The entry element is Marx. The description in the title page may be abridged and the same may be indicated by three dots (mark of omission). Added entries are to be prepared for translators (rule 21.30K1), to the editor (rule 21.30D) and to the title (rule 21.30J).

Main Entry

335.4 M29	MARX, Karl	
2489		Capital : a critique of political economy ... / by Karl Marx : translated from the third German edition by Samuel Moore and Edward Aveling ; edited by Frederick Engels ; revised ... by Earnest Untermann . - New York : The Modern Library, ^c 1906. 869 p.; 21 cm. 1. Communism. 2. Economics. I. Moore, Samuel. II. Aveling, Edward. III. Engels Frederick. IV. Untermann, Earnest. V. Title.

Added Entry, Subject (1)

335.4 M29	COMMUNISM MARX, Karl	
2489		Capital : a critique of political economy ... / by Karl Marx : translated from the third German edition by Samuel Moore and Edward Aveling ; edited by Frederick Engels ; revised ... by Earnest Untermann . - New York : The Modern Library, ^c 1906. 869 p.; 21 cm. 1. Communism. 2. Economics. I. Moore, Samuel. II. Aveling, Edward. III. Engels Frederick. IV. Untermann, Earnest. V. Title.

Added Entry, Subject (2)

335.4 M29		ECONOMICS MARX, Karl
2489		Capital : a critique of political economy ... / by Karl Marx : translated from the third German edition by Samuel Moore and Edward Aveling ; edited by Frederick Engels ; revised ... by Earnest Untermann . - New York : The Modern Library, ^c 1906. 869 p.; 21 cm. 1. Communism. 2. Economics. I. Moore, Samuel. II. Aveling, Edward. III. Engels Frederick. IV. Untermann, Earnest. V. Title.

Added Entry, Translator (1)

335.4 M29		MOORE, Samuel MARX, Karl
2489		Capital : a critique of political economy ... / by Karl Marx : translated from the third German edition by Samuel Moore and Edward Aveling ; edited by Frederick Engels ; revised ... by Earnest Untermann . - New York : The Modern Library, ^c 1906. 869 p.; 21 cm. 1. Communism. 2. Economics. I. Moore, Samuel. II. Aveling, Edward. III. Engels Frederick. IV. Untermann, Earnest. V. Title.

Added Entry, Translator (2)

335.4 M29		AVELING, Edward MARX, Karl
2489		Capital : a critique of political economy ... / by Karl Marx : translated from the third German edition by Samuel Moore and Edward Aveling ; edited by Frederick Engels ; revised ... by Earnest Untermann . - New York : The Modern Library, ^c 1906. 869 p.; 21 cm. 1. Communism. 2. Economics. I. Moore, Samuel. II. Aveling, Edward. III. Engels Frederick. IV. Untermann, Earnest. V. Title.

Added Entry, Editor

335.4		ENGLES, Frederick
M29	MARX, Karl	Capital : a critique of political economy ... / by Karl Marx : translated from the third German edition by Samuel Moore and Edward Aveling ; edited by Frederick Engels ; revised ... by Earnest Untermann . - New York : The Modern Library, ^c 1906.
2489		869 p.; 21 cm. I. Communism. 2. Economics. I. Moore, Samuel. II. Aveling, Edward. III. Engels Frederick. IV. Untermann, Earnest. V. Title.

Added Entry, Reviser

335.4		UNTERMANN, Earnest
M29	MARX, Karl	Capital : a critique of political economy ... / by Karl Marx : translated from the third German edition by Samuel Moore and Edward Aveling ; edited by Frederick Engels ; revised ... by Earnest Untermann . - New York : The Modern Library, ^c 1906.
2489		869 p.; 21 cm. I. Communism. 2. Economics. I. Moore, Samuel. II. Aveling, Edward. III. Engels Frederick. IV. Untermann, Earnest. V. Title.

Added Entry, Title

335.4		CAPITAL
M29	MARX, Karl	Capital : a critique of political economy ... / by Karl Marx : translated from the third German edition by Samuel Moore and Edward Aveling ; edited by Frederick Engels ; revised ... by Earnest Untermann . - New York : The Modern Library, ^c 1906.
2489		869 p.; 21 cm. I. Communism. 2. Economics. I. Moore, Samuel. II. Aveling, Edward. III. Engels Frederick. IV. Untermann, Earnest. V. Title.

Self Check Exercise - 2

Catalogue the following books. The title page and other information are provided.

Note: i) write your answer in your own note book.

ii) Check your answer with the answer provided at the end of this unit.

Exercise - 2 (a)

**The United Nations
As a political Institution**

H.G. Nicholas

Fifth Edition

OXFORD UNIVERSITY PRESS

London Oxford New York

Other Information :

Call No. : 940.5322 N46
Copyright year : 1975 (Reprint 1979)
Pages : 363
Accession No. : 25792
Height : 21cm

Exercise - 2 (b)

**The Portable
Thomas Jefferson**

Edited and with an introduction by
MERRILL D. PETERSON

The Viking Press
New York

Other Information :

Call No. : 920.71 J18
Copy right year : 1975
Pages : xlv, 585
Height : 22 cm
Accession No. : 15893

3.8.2 Compound Names

Example - 6 : Hyphenated name

Brain Heaton - Jones

Freside Poems

Regency Press
London, New York

Other information :

Call No. : 811.54 HEA
No. of Pages : 39
Size : 22cm
Date : 1972
Acc. No. : 8001
ISBN : 0-7212-0242-X

Explanation :

In this example the surname of the author is hyphenated compound name. The rule (22.5C3) states "if the elements of a compound surname are regularly or occasionally hyphenated, enter under the first element". Hence the entry element is Heaton-Jones. However there is a possibility of readers looking under Jones. A *See* reference entry is to be provided under 'Jones' directing the users to the main entry heading.

Main Entry

811.54 HEA	HEATON-JONES, Brain	
8001	Fireside poems / Brain Heaton-Jones. - London : Regency Press, 1972. 39 p. ; 22 cm. ISBN 0-07112-0242-X I. American poetry. I. Title	

Added Entry, Subject

811.54 HEA	AMERICAN POETRY HEATON-JONES, Brain	
8001	Fireside poems / Brain Heaton-Jones. - London : Regency Press, 1972. 39 p. ; 22 cm. ISBN 0-07112-0242-X I. American poetry. I. Title	

Added Entry, Title

811.54 HEA		FIRESIDE Poems HEATON-JONES, Brain
8001	Press	Fireside poems / Brain Heaton-Jones. - London : Regency 1972. 39 p. ; 22 cm. ISBN 0-07112-0242-X I. American poetry. I. Title

See Reference Entry

		JONES, Brain Heaton-
		See Heaton-Jones, Brain

Example-7 : Surname following a prefix (German)

The Four Season

Gertrud von Walther

Translated from the German by Patricia Crampton
illustrated by Uta Glauber

London,
New York Abelard - Schuman

Other information:

Call No. : 831.94 WAL
Pages : not numbered, there are 26 pages
Acc. No. : 8004
Size : 28 cm.
Illustrations : Some are in colour
Date : 1968

Explanation :

The author is a German with a prefix but it is not an article. The rule in such cases is to enter under the name following the prefix.

The pages of the book are not numbered and in such cases the Rule No.2.5B7 states "ascertain the total number of pages, etc., and give the number in square brackets." The book contains illustrations, some of which are in colour. This is to be given after the pagination and is preceded by a colon. As per Rule 2.5C3 information about coloured illustrations is given in parentheses as (some col).

Man Entry

831.914 WAL		WALTHER, Gertrude von
8004		The four seasons / Gertrude von Walther ; translated from the German by Patricia Crampton ; illustrated by Uta Glauber. - London : Abelard - Schuman, 1968. [26] p. ill. (Some Col.) ; 28 cm. 1. German poetry. I. Crampton, Patricia. II. Glauber, Uta. III. Title.

Added Entry, Subject

831.914 WAL		GERMAN POETRY WALTHER, Gertrude von
8004		The four seasons / Gertrude von Walther ; translated from the German by Patricia Crampton ; illustrated by Uta Glauber. - London : Abelard - Schuman, 1968. [26] p. ill. (Some Col.) ; 28 cm. 1. German poetry. I. Crampton, Patricia. II. Glauber, Uta. III. Title.

Added Entry, Translator

831.914 WAL		CRAMPTON, Patricia WALTHER, Gertrude von
8004		The four seasons / Gertrude von Walther ; translated from the German by Patricia Crampton ; illustrated by Uta Glauber. - London : Abelard - Schuman, 1968. [26] p. ill. (Some Col.) ; 28 cm. 1. German poetry. I. Crampton, Patricia. II. Glauber, Uta. III. Title.

Added Entry, Illustrator

831.914 WAL		GLAUBER, Uta WALTHER, Gertrude von
8004		The four seasons / Gertrude von Walther ; translated from the German by Patricia Crampton ; illustrated by Uta Glauber. - London : Abelard - Schuman, 1968. [26] p. ill. (Some Col.) ; 28 cm. 1. German poetry. I. Crampton, Patricia. II. Glauber, Uta. III. Title.

Added Entry, Title

831.914 WAL		The FOUR seasons WALTHER, Gertrude von
8004		The four seasons / Gertrude von Walther ; translated from the German by Patricia Crampton ; illustrated by Uta Glauber. - London : Abelard - Schuman, 1968. [26] p. ill. (Some Col.) ; 28 cm. 1. German poetry. I. Crampton, Patricia. II. Glauber, Uta. III. Title.

Example-8 : Surname with a prefix (French)

Alain Rene le Sage

Gil Blas

Translated by Tobias Somollet
A modern abridgment with an introduction by
Bergem Evans

Fawcett
Greenwich

Other information :

Call No. : 843.5 LES
Acc. No. : 8003
Size : 18 cm
No. of pages : 315
Date : 1962

Explanation :

Many European surnames have prefixes, may be an article or a preposition. One has to know the cultural background of the country, origin of the names of those countries and the rules for the language of the country to understand the nature of names. The example above is a French name and with a prefix. The rule (22.5D1) is if the prefix consists of an article or of a contraction of an article and a preposition enter under the prefix. In the author's name 'le' is an article and hence the entry element becomes Le Sage.

Main Entry

843.5 LES	LE SAGE, Alain Rene
8003	Gil Blas / Alain Rene le Sage ; translated by Tobias Somollet ; a modern abridgement with an introduction by Bergem Evans. - Greenwich : Fawcett, 1962. 315 p. ; 18 cm. 1. French fiction. I. Somollet, Tobias. II. Evans, Bergem. II. Title.

Added Entry, Subject

843.5 LES		FRENCH FICTION LE SAGE, Alain Rene
8003		Gil Blas / Alain Rene le Sage ; translated by Tobias Somollet ; a modern abridgement with an introduction by Bergem Evans. - Greenwich : Fawcett, 1962. 315 p . ; 18 cm. 1. French fiction. I. Somollet, Tobias. II. Evans, Bergem. II. Title.

Added Entry, Translator

843.5 LES		SOMOLLET, Tobias LE SAGE, Alain Rene
8003		Gil Blas / Alain Rene le Sage ; translated by Tobias Somollet ; a modern abridgement with an introduction by Bergem Evans. - Greenwich : Fawcett, 1962. 315 p . ; 18 cm. 1. French fiction. I. Somollet, Tobias. II. Evans, Bergem. II. Title.

Added Entry, Collaborator

843.5 LES		EVANS, Bergem LE SAGE, Alain Rene
8003		Gil Blas / Alain Rene le Sage ; translated by Tobias Somollet ; a modern abridgement with an introduction by Bergem Evans. - Greenwich : Fawcett, 1962. 315 p . ; 18 cm. 1. French fiction. I. Somollet, Tobias. II. Evans, Bergem. II. Title.

Added Entry, Title

843.5 LES		GIL Blas LE SAGE, Alain Rene
8003		Gil Blas / Alain Rene le Sage ; translated by Tobias Somollet ; a modern abridgement with an introduction by Bergem Evans. - Greenwich : Fawcett, 1962. 315 p . ; 18 cm. I. French fiction. I. Somollet, Tobias. II. Evans, Bergem. II. Title.

Self Check Exercise - 3

Catalogue the following books. The title page and other information are provided.

Note : i) Write your answer in your own note book.

ii) Check your answer with the answer provided at the end of this unit.

Exercise - 3 (a)

Iron and Its Compounds

Cecil Day-Lewis

Third Revised Edition

Revised by Philip Francis

George Allen & Unwin Ltd

London 1955

Other information:

Call Number : 546.6212 N55
 Pages : x + 204
 Size : 17.2 x 12 cm
 Accession number : 5612
 Half title page : American Chemical Society
 Scientific Monograph Series, No.3
 General Editor ; George Grove

Exercise - 3 (b)

Of Arms and Men

A History of War, Weapons, and Aggression

Robert L O'Connell

New York Oxford
 Oxford University Press

1989

.....
Other information:

Call No. : 355.009 OCO
Acc No. : 178069
ISBN : 0 -19-505359-1
Pages : VIII, 367
Size : 24 cms
some illustrations present

.....

3.8.3 India Names

Example -9 : Indic name with Surname

**'Popular' Movements and 'Middle Class'
Leadership in Late Colonial India :
Perspectives and Problems of a
'History From Below''**

SUMIT SARKAR

Published for
Centre for Studies in Social Sciences, Calcutta

by
K.P. Bagchi & Company
Calcutta New Delhi

.....
Other information :

Call No. : 954.035 SAR
Acc. No. : 8101
Pages : 95
Size : 22
Date : 1983

.....

Series: Sakharam Ganesh Deusakar Lectures on Indian History, 1980

.....

Explanation :

Lengthy title need not be recorded and it can be abridged. The left out portion can be indicated by the mark of omission (by three dots....) (See rule 1.1E3). In the note section the organisation responsible for the publication of the document can be shown as given in the title page. The series has no number but only the year of delivery of the lecture and hence it is to be recorded as it is. (see rule 1.6G3)

Main Entry

954.035 SAR	SARKAR, Sumit	
8101	Indian	<p>'Popular' movement and 'middle class' leadership in late colonial India ... / Sumit Sarkar. - Calcutta : K.P. Bagchi, 1983.</p> <p>95 p. ; 22 cm. - (Sakhram Ganesh Deusakar lectures on history ; 1980)</p> <p>Published for Centre for studies in Social Sciences, Calcutta.</p> <p>1. India - History. I. Title. II. Series.</p>

Added Entry, Subject

954.035 SAR	SARKAR, Sumit	INDIA - HISTORY
8101	Indian	<p>'Popular' movement and 'middle class' leadership in late colonial India ... / Sumit Sarkar. - Calcutta : K.P. Bagchi, 1983.</p> <p>95 p. ; 22 cm. - (Sakhram Ganesh Deusakar lectures on history ; 1980)</p> <p>Published for Centre for studies in Social Sciences, Calcutta.</p> <p>1. India - History. I. Title. II. Series.</p>

Added Entry, Title

954.035 SAR	SARKAR, Sumit	POPULAR movement and middle class leadership in late colonial India
8101	Indian	<p>'Popular' movement and 'middle class' leadership in late colonial India ... / Sumit Sarkar. - Calcutta : K.P. Bagchi, 1983.</p> <p>95 p. ; 22 cm. - (Sakhram Ganesh Deusakar lectures on history ; 1980)</p> <p>Published for Centre for studies in Social Sciences, Calcutta.</p> <p>1. India - History. I. Title. II. Series.</p>

Added Entry, Series

954.035 SAR	SARKAR, Sumit	SAKHARAM Ganesh Deusakar lectures on Indian history ; 1980
8101	Indian	'Popular' movement and 'middle class' leadership in late colonial India ... / Sumit Sarkar. - Calcutta : K.P. Bagchi, 1983. 95 p. ; 22 cm. - (Sakhram Ganesh Deusakar lectures on Indian history ; 1980) Published for Centre for studies in Social Sciences, Calcutta. I. India - History. I. Title. II. Series.

Example- 10 : Indic name without surname

Indian Government and Politics
(A Study of Indian Political System)

By
Dr. Parkash Chander

1984

BOOKHIVE

Publishers for Competitive Exams,
CB-231, Ring Road, Naraina
New Delhi - 110 028.
(Phone: 536707)

.....
Other information:

Call No. : 320.954 PAR
Acc No. : 3673
Pages : viii, 134, 284, 184
Size : 21
.....

Explanation :

In the name of the author Dr. is left out as per Rule No.1.1F7. The name of the author is Parkash Chander. Chander is not a surname, hence the entry is under Parkash Chander. Full name is forename and hence cannot be separated. It is only in doubtful cases cross reference entry is given. The pagination of the book is not in one sequence and as per Rule No.2.5B8(a) the pages numbered in different sequences, are to be totalled and given. (602p. in various pagings)

Main Entry

320.954 PAR	PARKASH Chander	
3673		<p>Indian Government and politics : a study of Indian political system / Parkash Chander. - New Delhi : Book-hive, 1984.</p> <p>xiii, 602 p. in various pagings ; 21 cm.</p> <p>1. India - politics and government. I. Title.</p>

Added Entry, Subject

320.954 PAR	PARKASH Chander	INDIA - POLITICS AND GOVERNMENT
3673		<p>Indian Government and politics : a study of Indian political system / Parkash Chander. - New Delhi : Book-hive, 1984.</p> <p>xiii, 602 p. in various pagings ; 21 cm.</p> <p>1. India - politics and government. I. Title.</p>

Added Entry, Title

320.954 PAR	PARKASH Chander	INDIAN government and politics
3673		<p>Indian Government and politics : a study of Indian political system / Parkash Chander. - New Delhi : Book-hive, 1984.</p> <p>xiii, 602 p. in various pagings ; 21 cm.</p> <p>1. India - politics and government. I. Title.</p>

Example- 11 : Indic name : Muslim name

Political Aspects of National Integration

Kousar J. Azam

with a foreword by Professor G. Ram Reddy

Meenakshi Prakashan
Meerut New Delhi

Other information:

Call No. : 320.54 KOU
Acc No. : 3632
Pages : vi, 316
Size : 1983

Explanation :

As there is no surname for Indian Muslim names cataloguers are often confused about the entry heading. AACR2 rule 22.22D deals with only Arabic names. The entry element in Indian Muslim names is usually under their forename and in few cases under family name.

In the above example, the author is an Indian Muslim. The entry element in the usual case should have been under Azam, but in case of Muslim women they are usually not known by their surnames. The author has continued to write in her maiden name and adopted her father's surname, though married. A cross reference entry in such cases can be given.

Main Entry

320.54 LOU	KOUSAR J. Azam	
3632	I. Title.	Political aspects of national integration / Kousar J. Azam ; with a foreword by G. Ram Reddy . - Meerut : Meenakshi Prakashan, 1983. vi, 316 p. ; 23 cm. 1. India - Politics and government. 2. Nationalism.

Added Entry, Subject (1)

320.54 LOU		INDIA - POLITICS AND GOVERNMENT KOUSAR J. Azam
3632		Political aspects of national integration / Kousar J. Azam ; with a foreward by G. Ram Reddy . - Meerut : Meenakshi Praka- shan, 1983. vi, 316 p. ; 23 cm. 1. India - Politics and government. 2.Nationalism. I. Title.

Added Entry, Subject (2)

320.54 LOU		NATIONALISM KOUSAR J. Azam
3632		Political aspects of national integration / Kousar J. Azam ; with a foreward by G. Ram Reddy . - Meerut : Meenakshi Praka- shan, 1983. vi, 316 p. ; 23 cm. 1. India - Politics and government. 2.Nationalism. I. Title.

Added Entry, Title

320.54 LOU		POLITICAL aspects of national integration KOUSAR J. Azam
3632		Political aspects of national integration / Kousar J. Azam ; with a foreward by G. Ram Reddy . - Meerut : Meenakshi Praka- shan, 1983. vi, 316 p. ; 23 cm. 1. India - Politics and government. 2. Nationalism. I. Title.

See Reference Entry

		AZAM, Kousar J.
		See KOUSAR J. Azam

Self Check Exercise - 4

Catalogue the following books. The title page and other information are provided.

Note : i) Write your answer in your own note book.

ii) Check your answer with the answer given at the end of this unit.

Exercise - 4 (a)

Book Selection

By Benoyendra Sen Gupta, M.A. L.L.B., Dip. Sc.

With a foreword by

Prof. Niharranjan Ray

M.A., D. Lett. & Phil. (Leyden). Dip. Lib (London) F.L.A.,

Calcutta

The World Press Private Limited

1974

Other information :

Call No. : 025.21 SEN

Acc No. : 4620

Pages : xiii, 207

Size : 22

Exercise - 4 (b)

Some Contributions of South India to Indian Culture

S. Krishnaswami Aiyangar

Cosmo Publications

New Delhi

1981

Dr. SHANTI
LIBRARY

Acc. No.
Class. No.

CM-0034
025
LIB

Other information:

Call No. : 954.8 KRI
Acc No. : 4684
Pages : xxx, 429
Size : 22

Originally published by Calcutta University in the year 1923.

Exercise - 4 (c)

Regional Analysis of Population Structures
A Study of Uttar Pradesh

Farasat Ali Siddiqui

Concept Publishing Company
New Delhi

Other information:

Call No. : 304.60954 FAR
Acc No. : 3944
Pages : xx, 298
Size : 22
Date : 1984

3.9 SUMMING UP

In this unit definition of single personal author is given. Rules for choice of heading in different conditions of single personal authorship have been given. An explanation of the concept of principal responsibility is provided to enable you to identify the person principally responsible for the intellectual or artistic content of the work. Choice of heading for works of unknown, uncertain authorship and works erroneously and fictitiously attributed to persons is discussed with suitable examples. Sufficient number of examples are worked out to enable you to prepare main and added entries for works of single personal authorship.

3.10 ANSWERS TO SELF CHECK EXERCISES

1. (a) Yes.
- (b) Title Page
- (c) The person's real name, nickname, initials, or their appellation.
- (d) When the statements appearing in the chief source of information are ambiguous or insufficient
- (e) Under the actual personal author. If the actual personal author of the work is not known, then the work should be entered under title.
- (f) The work should be entered under the heading (name) for that person.

Main Entry

940.5322 N46	NICHOLAS, H.G.	
25792		<p>The United Nations : as a political institution / H.G. Nicholas. - 5th ed. - London : Oxford University Press, 1979.</p> <p>363p. ; 21 cm.</p> <p>1. United Nations . I. Title.</p>

Added Entry, Title

940.5322 N46	UNITED NATIONS NICHOLAS, H.G.	
25792		<p>The United Nations : as a political institution / H.G. Nicholas. - 5th ed. - London : Oxford University Press, 1979.</p> <p>363p. ; 21 cm.</p> <p>1. United Nations . I. Title.</p>

Added Entry, Title

940.5322 N46	The UNITED Nations NICHOLAS, H.G.	
25792		<p>The United Nations : as a political institution / H.G. Nicholas. - 5th ed. - London : Oxford University Press, 1979.</p> <p>363p. ; 21 cm.</p> <p>1. United Nations . I. Title.</p>

Explanation :

This is an example of single personal author with edition statement. The edition statement is recorded as 5th ed. If the subject and title entries are same there is no need to provide title entry in a dictionary catalogue.

Answer to self check Exercise - 2 (b)

Main Entry

920.71 J 18	JEFFERSON, Thomas	
15893	Merill D.	The Portable Thomas Jefferson / edited and with an introduction by Merill D. Peterson. - New York : Viking Press, c1975. xlv, 585p. ; 22 cm. 1. United States - Politics and Government. I. Peterson, Merill D. II. Title.

Added Entry, Subject

920.71 J 18	JEFFERSON, Thomas	UNITED STATES - POLITICS AND GOVERNMENT
15893		The Portable Thomas Jefferson / edited and with an introduction by Merill D. Peterson. - New York : Viking Press, c1975. xlv, 585p. ; 22 cm. 1. United States - Politics and Government. I. Peterson, Merill D. II. Title.

Added Entry, Subject

920.71 J18		PETERSON, Merrill D. JEFFERSON, Thomas
15893	Merill	The Portable Thomas Jefferson / edited and with an introduction by Merrill D. Peterson. - New York : Viking Press, ©1975. xiv, 585p. ; 22 cm. 1. United States -- Politics and Government. I. Peterson, Merrill D. II. Title.

Added Entry, Title

920.71 J 18		The PORTABLE Thomas Jefferson JEFFERSON, Thomas
15893	Merill	The Portable Thomas Jefferson / edited and with an introduction by Merrill D. Peterson. - New York : Viking Press, ©1975. xiv, 585p. ; 22 cm. 1. United States - Politics and Government. I. Peterson, Merrill D. II. Title.

Explanation :

In this example the statement of responsibility is included in the title proper. The main entry heading is Jefferson, Thomas (rule 21.4A). The editor is provided an added entry.

Answer to Self Check Exercise - 3 (a)

Main Entry

546.6212 DAY	DAY-LEWIS, Cecil
56372	<p>Iron and Its compounds / Cecil Day-Lewis. - 3rd rev. ed. / revised by Philip Francis. - London : Allen & Unwin, 1955.</p> <p>x, 204 p. : 18 cm. - (American Chemical Society Scientific monograph series / George Grove ; 3)</p> <p>I. Chemistry, Inorganic, I. Francis, Philip. I. Title. III. Series.</p>

Added Entry, Subject

546.6212 DAY	CHEMISTRY, INORGANIC DAY-LEWIS, Cecil
56372	<p>Iron and Its compounds / Cecil Day-Lewis. - 3rd rev. ed. / revised by Philip Francis. - London : Allen & Unwin, 1955.</p> <p>x, 204 p. : 18 cm. - (American Chemical Society Scientific monograph series / George Grove ; 3)</p> <p>I. Chemistry, Inorganic, I. Francis, Philip. I. Title. III. Series.</p>

Added Entry, Reviser

546.6212 DAY	FRANCIS, Philip DAY-LEWIS, Cecil
56372	<p>Iron and Its compounds / Cecil Day-Lewis. - 3rd rev. ed. / revised by Philip Francis. - London : Allen & Unwin, 1955.</p> <p>x, 204 p. : 18 cm. - (American Chemical Society Scientific monograph series / George Grove ; 3)</p> <p>I. Chemistry, Inorganic, I. Francis, Philip. I. Title. III. Series.</p>

Added Entry, Title

546.6212 DAY	DAY-LEWIS, Cecil	IRON and its compound
56372		Iron and Its compounds / Cecil Day-Lewis. - 3rd rev. ed. / revised by Philip Francis. - London : Allen & Unwin, 1955. x, 204 p. : 18 cm. - (American Chemical Society Scientific monograph series / George Grove ; 3) I. Chemistry, Inorganic, I. Francis, Philip. I. Title. III. Series.

Added Entry, series

546.6212 DAY	DAY-LEWIS, Cecil	AMERICAN Chemical Society Scientific monograph Series / George Grove ; 3
56372		Iron and Its compounds / Cecil Day-Lewis. - 3rd rev. ed. / revised by Philip Francis. - London : Allen & Unwin, 1955. x, 204 p. : 18 cm. - (American Chemical Society Scientific monograph series / George Grove ; 3) I. Chemistry, Inorganic, I. Francis, Philip. I. Title. III. Series.

See Reference Entry (Series Editor)

	GROVE, George	
		See American Chemical Society Scientific monograph series / George Grove ; 3

See Reference Entry (Hyphenated name)

		LEWIS, Cecil Day -
		See DAY-LEWIS, Cecil

Explanation :

This is an example of hyphenated compound surname. According to rule 22.5C3 the entry element is under the first element of the hyphenated surname : DAY-LEWIS. A *See* reference entry has been provide under Lewis. Added entries for the reviser and series are provided. The editor of the series is given a *See* reference entry.

Answer to Self Check Exercise - 3 (b)

Main Entry

355.009 OCO		O' CONNELL, Robert L.
178069		Of arms and men : a history of war, weapons, and aggression / Robert L. O' Connel . - New York : Oxford University Press, 1989. viii, 367 p. : ill. ; 24 cm ISBN 0-19-505359-1 1. Arms and armor. 2. War - Hisotry. I. Title

Added Entry, Subject (1)

355.009 OCO		ARMS AND ARMOR O' CONNELL, Robert L.
178069		Of arms and men : a history of war, weapons, and aggression / Robert L. O' Connel . - New York : Oxford University Press, 1989. viii, 367 p. : ill. ; 24 cm ISBN 0-19-505359-1 1. Arms and armor. 2. War - Hisotry. I. Title

Added Entry, Subject (2)

355.009 OCO		WAR - HISTORY O' CONNELL, Robert L.
178069		Of arms and men : a history of war, weapons, and aggression / Robert L. O' Connel . - New York : Oxford University Press, 1989. viii, 367 p. : ill. ; 24 cm ISBN 0-19-505359-1 1. Arms and armor. 2. War - Hisotry. I. Title

Added Entry, Title

355.009 OCO		OF Arms and Men O' CONNELL, Robert L.
178069		Of arms and men : a history of war, weapons, and aggression / Robert L. O' Connel . - New York : Oxford University Press, 1989. viii, 367 p. : ill. ; 24 cm ISBN 0-19-505359-1 1. Arms and armor. 2. War - Hisotry. I. Title

Explanation :

AACR2 Rule 22. 4D1 guides to enter English surname with separately written prefixes under the prefix. Hence the main entry heading is O' CONNEL.

Answer to Self Check Exercise - 4 (a)

Main Entry

025.21 SEN	SENGUPTA, Benoyendra
4620	Book Selection / by Benoyendra Sen Gupta ; with a foreword by Prof. Niharranjhan Ray. - Calcutta : World Press, 1974. xiii, 207 p. ; 21 cm. 1. Book selection.

Added Entry, Subject

025.21 SEN	SENGUPTA, Benoyendra
4620	Book Selection / by Benoyendra Sen Gupta ; with a foreword by Prof. Niharranjhan Ray. - Calcutta : World Press, 1974. xiii, 207 p. ; 21 cm. 1. Book selection.

Explanation :

This is an example of modern Indic name (rule 22.25B). The entry element taken is SENGUPTA.

In this example, the subject heading and the title are the same. Hence there is no need of preparing added entry for title in a dictionary catalogue.

Answer to Self Check Exercise - 4 (b)

Main Entry

954.8 KRI		KRISHNASWAMI, Aiyangar, S.
4684		Some contributions of South India to Indian Culture / S. Krishnaswami Aiyangar. - New Delhi : Cosmo Publications, 1981. xxx, 429 p. ; 22 cm. Originally published by the Calcutta University in 1923. 1. India, South-History. 2. India, South-Civilization. I. Title.

Added Entry, Subject (1)

954.8 KRI		INDIA, SOUTH - HISTORY KRISHNASWAMI, Aiyangar, S.
4684		Some contributions of South India to Indian Culture / S. Krishnaswami Aiyangar. - New Delhi : Cosmo Publications, 1981. xxx, 429 p. ; 22 cm. Originally published by the Calcutta University in 1923. 1. India, South-History. 2. India, South-Civilization. I. Title.

Added Entry, Subject (2)

954.8 KRI		INDIA, SOUTH - CIVILIZATION KRISHNASWAMI, Aiyangar, S.
4684		Some contributions of South India to Indian Culture / S. Krishnaswami Aiyangar. - New Delhi : Cosmo Publications, 1981. xxx, 429 p. ; 22 cm. Originally published by the Calcutta University in 1923. 1. India, South-History. 2. India, South-Civilization. I. Title.

Added Entry, Title

954.8 KRI		SOME contributions of South India to Indian Culture KRISHNASWAMI, Aiyangar, S.
4684		Some contributions of South India to Indian Culture / S. Krishnaswami Aiyangar. - New Delhi : Cosmo Publications, 1981. xxx, 429 p. ; 22 cm. Originally published by the Calcutta University in 1923. 1. India, South-History. 2. India, South-Civilization. I. Title.

Explanation :

Cataloguing of books written by Indian authors are to be dealt according to the tradition how the authors are known. The names of the Indian authors are based on religion, caste, language, region and cultural background.

AACR2 has given few guidelines but they are not complete. Rule No.22.25 B1 deals with Kannada, Malayalam, Tamil and Telugu names. "If a name in one of these languages does not contain a surname, enter under the given name. Given names ... are normally preceded by a place name and occasionally by the father's given name and may be followed by a caste name.

In this example, 'Aiyangar' is only a caste name and it should not be inverted. There is also no necessity of giving a cross reference entry under it. Entry heading is to be made under Krishnaswami Aiyangar, S.

Answer to Self Check Exercise - 4 (c)

Main Entry

304.60954 FAR		FARASAT Ali Siddiqui
3944		Regional Analysis of population Structures : a study of Uttar Pradesh / Farasat Ali Siddiqui. - New Delhi : Concept, 1984. xx, 298 p. ; 22 cm. 1. Uttar Pradesh - Population. I. Title.

Added Entry, Subject

304.60954 FAR		UTTAR PRADESH - POPULATION FARASAT Ali Siddiqui
3944		Regional Analysis of population Structures : a study of Uttar Pradesh / Farasat Ali Siddiqui. - New Delhi : Concept, 1984. xx, 298 p. ; 22 cm 1. Uttar Pradesh - Population. I. Title.

Added Entry, Title

304.60954 FAR		REGIONAL analysis of population structures FARASAT Ali Siddiqui
3944		Regional Analysis of population Structures : a study of Uttar Pradesh / Farasat Ali Siddiqui. - New Delhi : Concept, 1984. xx, 298 p. ; 22 cm 1. Uttar Pradesh - Population. I. Title.

See Reference Entry

		SIDDIQUI, Farasat Ali
		See FARASAT Ali Siddiqui

Explanation :

The author is an Indian Muslim. Farasat Ali Siddiqui is a single personal author and the name cannot be reverted. Hence the entry made under the name as it is.

3.11. ASSIGNMENT

Catalogue the following books. The title page and other information are provided.

Assignment -1

Jesse H. Shera

Introduction to Library Science

Basic Elements of Library Service

1976

Libraries Unlimited, INC

Littleton, Colorado

Other Information :

Call No : 020.16
Accession No. : 94072
Series : Library Science Text Series

Assignment - 2

Local Government And Education

By D.E. Regan

London School of Economics and Political Science

London

George Allen & Unwin Ltd

Ruskin House Museum Street

Other information:

Call No. : 379 REC
Series : The New Local Government Series
Series editor : Prof Peter G Richards
First Published in : 1977
ISBN : 0-04-352064-2 hardback
 : 0-04-35065-0 paperback
Acc No. : 66551
size : 21.8 cm
pages : 265

IDEOLOGY AND UTOPIA

An introduction to the Sociology of Knowledge

By
KARL MANNHEIM

with a preface by
LOUIS WIRTH

Translated by
EDWARD SHILS

ROUTLEDGE & KEGAN PAUL
London and Henley

Other Information :

Call No. : 301 MAN
Acc. NO. : 183184
First published in England : 1936
This paperback edition reprinted : 1979
ISBN : 0-7100-4609 - x (p)
pages : xxx0, 318
size : 21.5 cms

Assignment - 4

A MILTON DICTIONARY

Edward Sempie le Comte

Philosophical Library
New York

Other Information :

Call No. : 821.003 KI
Acc No. : 7999
No. of Pages : 358
Size : 20
Date : 1961

The book contains a portrait of John Milton

Subejct headings (1) Milton, John - Dictionaries (2) Milton, John 1608 - 1674.

REFERENCE SERVICE

by
S.R. Ranganathan

Sarada Ranganathan Endowment
For Library Science
Bangalore - 560 078

Other Information :

Call No. : 025.5 RAN
Pages : 432
Size : 20 cm.
ISBN : 81 - 85273 - 20 - 0
Second Edition : 1961 (Reprint 1989)

3.12 RECOMMENDED BOOKS

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

CHAN, Lois Mai. *Cataloguing and classification : an introduction*. New York : McGraw-Hill, 1985.

HUNTER, Eric. J. *AACR 2 : an introduction to the second edition of Anglo - American Cataloguing Rules*. London : Clive Bingley, 1979.

KRISHAN KUMAR. *An introduction to AACR2* . 3rd rev. ed. New Delhi : Vikas Pub. House, 1990. (Chapter 6)

MAXWELL, Margaret F. *Handbook for AACR2 : Explaining and Illustrating Anglo-American Cataloguing Rules Second Edition*. Chicago : American Library Association, 1980.

3.13 GLOSSARY

- Access point** : A name, term, code, etc., under which a bibliographic record may be searched and identified.
- Added entry** : An entry additional to the main entry by which an item is represented in a catalogue. Also called as Secondary entry.
- Collaborator** : One who works with one or more associates to produce a work. These collaborators may all make either the same kind of contribution or different kinds of contributions.

- Chief Source of information** : The source of bibliographic data to be given first preference as the source from which a bibliographic description (or portion thereof) is prepared.
- Entry word** : The word by which an entry is primarily arranged in the catalogue, usually the first word (other than an article) of the heading.
- Format** : In its widest sense, any particular physical presentation of an item.
- Heading** : A name, word or phrase placed at the head of a catalogue entry to provide an access point in the catalogue.
- ISBN** : International Standard Book Number. It is an internationally agreed upon standard number for books. It gives a unique identity to any published book.
- Tracing** : The record of headings under which an item is represented in the catalogue.

BRAOU

UNIT-4 : CHOICE OF HEADING AMONG DIFFERENT NAMES (Pseudonyms, Title of Nobility, Change of Name, etc.) REFERENCES

Contents

- 4.0 Aims and Objectives
- 4.1 Introduction
- 4.2 Choice of Name
 - 4.2.1 Predominant Name
 - 4.2.2 Change of Name
 - 4.2.3 Pseudonyms
- 4.3 Choice among different forms of the same name
 - 4.3.1 Fullness
 - 4.3.2 Language
 - 4.3.3 Spellings
- 4.4 References
 - 4.4.1 *See* References
 - 4.4.2 *See also* References
 - 4.4.3 Explanatory Reference
- 4.5 Worked out Examples
 - 4.5.1 Change of Name
 - 4.5.2 Title of Nobility
 - 4.5.3 Pseudonyms
- 4.6 Summing Up
- 4.7 Answers to Self Check Exercises
- 4.8 Assignments
- 4.9 Recommended Books
- 4.10 Glossary

4.0 AIMS AND OBJECTIVES

While preparing the catalogue entries, besides providing description of an item, we have to supply different access points as headings in the leading sections of entries. Here we have to keep in mind two aspects : (i) Choice of heading, and (ii) Rendering of selected heading. In this unit we will discuss about the rules for choice and rendering of headings for persons. We will also work out some examples to explain you these aspects.

After studying this unit you will be able to

- Recognise different alternative names used by the same author.
- Provide *See* and *See also* references wherever necessary.

4.1 INTRODUCTION

We have seen that authorship may be personal authorship or corporate body named as responsible for the creation of the work. Based on the rules we decide the principal author to provide main entry and other added entries. Though we have decided the Principal author for entries, it is not easy to decide which name of the author to be taken as heading if he/she is identified with alternative names. For cataloguing purpose, the determination of a name of person for heading is done normally based

on the information given on the title page (Chief source of information) of the work by the authors issued in his or her language. Usually in the case of authors using different names like pseudonyms or changed names as in the case of married women Cataloguer has to choose one name of the author for main entry heading and others for reference entries. AACR-2 provides separate rules (Chap.22) for choice of heading for persons.

While determining the heading for a person we have to consider three basic aspects viz., choice of name, choice of form and choice of entry element.

4.2 CHOICE OF NAME

General rule (22.1) regarding the names of persons states that the name by which the person is commonly known is to be taken as the basis for heading for that person. This popular name of the person may be person's real name, pseudonym, title of nobility, nickname, initials or other appellation. For example,

S.R. Ranganathan (Though the full name of the author is Shiyali Ramamrutha Ranganathan, he is popularly known as 'S.R. Ranganathan').

Sri Sri (though the author's real name is Srirangam Srinivasa Rao, he is popularly known with his pseudonym 'Sri Sri').

Queen Elizabeth II

Pope John XXIII (though his real is Joannes Papa XXIII the well established name is Pope John XXIII)

As we have said earlier a person may use more than one name while writing his works. In this context arises the problem of selecting one name among different names as the heading. AACR-2 discusses this problem under three subheadings as (1) Predominant name ; (2) Change of name ; (3) Pseudonym.

4.2.1 Predominant Name

If a person is known by more than one name, the name by which that person is most commonly known, if there is one, is to be taken as the predominant name of the person. This will be the main entry heading. If there is no commonly known name, we have to select one name for heading according to the following order of preference:

1. the name that appears most frequently in the person's works ;
2. the name that appears most frequently in reference sources ;
3. the latest name.

For example :

Ravindra Nath Tagore

(Anglicised form of the name mostly used by the author. But the real name of the author in Bengali language i.e. Rabindra Nath Thakura)
Puttaparthi Narayanacharyulu.

4.2.2. Change of Name

When a person changes his/her name, we have to select latest name or form of name for heading unless there is reason for considering the previous name as predominant name.

Change of name may be seen usually in the case of :

- (1) Married women who change their maiden name (name used before marriage) and adopt the surname of their husbands : E.g.:

Arikepudi Kausalya Devi

She is better known as Koduri Kausalya Devi which is the maiden name of the writer.

Muppalla Ranganayakamma is the changed name of the writer after her marriage. Her maiden name is Daddanala Ranganayamma

(2) Secular names : Names are changed if the person changes his religious order :

Eg : Narendra Nath (Real name)

Swami Vivekananda (changed name after he became a saint)

Siddartha (original name of the prince)

Buddha (changed name of the prince after he became a saint)

4.2.3. Title of Nobility

When a person acquired title of nobility and becomes known by that title.

Some authors instead of using their proper name and surname, use their title of nobility in their works. Usually this trend can be seen in the case of British (English) authors. The titles of nobility may be indicated as Baron, Sir, Lord, Lady, Duchess, Countess etc.

Eg : Sir Winston Churchill

Sir Walter Scott.

If the author is better known with title 'Sir', then only we can enter his name along with 'Sir' as heading. Otherwise the surname of the persons will be considered as heading.

4.2.4. Pseudonyms

According the rule (22.2C1) if the name of an author appears in all his/her works under one pseudonym, we can choose that pseudonym as heading. If we are aware of the real name of the author, a reference entry is made under the real name of the author.

e.g. George Orwell

(The real name of the author is Eric Arthur Blair. But he is popular with his pseudonym)

James Hadley Chase

(The real name of the author is Reni Raymond. He is popular with his pseudonym)

4.3 CHOICE AMONG DIFFERENT FORMS OF THE SAME NAME

After a name has been chosen from among two or more names for the same person, the next step is to determine which form of a name is to be used in the heading. Three aspects : (1) Fullness; (2) Language and (3) Spelling are to be taken into consideration while deciding one form of name among different forms.

4.3.1. Fullness

Some times a person's name may vary in fullness, in terms of the number of elements involved or in terms of abbreviations or initials used. Here also the basis for choice is the predominant form or commonly known form of the name of the person.

e.g. : T.S. Eliot

(The full name of the author is Thomas Stearn Eliot. But he is known commonly as T.S. Eliot)

H.D.

(Though Fullness of the author is Hilda Doelittle, he is popularly known as H.D.)

4.3.2 Language

A person's name may appear in different language forms, particularly in the case of famous authors, we have to choose the name according to the languages involved, the types of names and the periods involved. In general, there is a strong preference for well established English form of name.

e.g. Dominage de Guzman
(or)
Saint Dominic
Rabindranath Tagore
or
Ravindranath Tagore.

4.3.3. Spellings

If the same name is spelled in more than one way the most predominant form of the name spelt will be taken as heading.

e.g. S.R. Ranganadan
S.R. Ranganathan
S.R. Ranganadhan
S.R. Ranganatham

(Among them the popular form of name is S.R. Ranganathan usually by which the author is recalled)

4.4 REFERENCES

References are mainly used as directions from one heading or entry to another. In the previous sections of this unit we have identified the areas where the problem of choice of one name among different names used by the author occur. We are selecting one name among different names for the heading of the main entry based on the rules given in Chap.22 of AACR-2. Other names of the same author are also equally important from the users point. References are the entries used to bring the alternative names of authors to the notice of users.

References are used in all forms of catalogue to link related headings and alternative forms of the same heading. AACR-2 made separate provision for reference in Chapter 26. Three kinds of references are used to show the relationship among alternative names of authors. They are 'See' references; 'See also' references and explanatory references. The function of a see reference entry is to direct the user from a heading which is not used in a catalogue to one which is used. See also reference entry is used to show the user two headings used in a catalogue. On the other hand explanatory references are useful to indicate the relation between the real names of two or more authors and the single pseudonym collectively used by them.

4.4.1 See References

The well known Telugu writer Srirangam Srinivasa Rao was famous only with his pseudonym, 'Sri Sri'. Throughout his life as writer he constantly used the pseudonym 'Sri Sri' for all his writings. Naturally all his works are entered under the heading 'Sri Sri'. But he may also be recalled as Srirangam Srinivasa Rao by some users. With the help of reference entries we can help the user to identify all works written by Srirangam Srinivasa Rao which are entered in the catalogue under the heading for Sri Sri. That means we are directing the user from a heading not used in the catalogue to a heading that is used. In this case we can make see reference entry to relate two names of the same author.

		Srinivasa Rao, Srirangam
		See SRI SRI

4.4.2. See also References

See also reference entries are used with a different purpose. When an author uses two different names simultaneously for his works, to show the relationship between these two names See also reference entries are used in the catalogue. Take the example of Jandyala Papayya Sastri, a famous writer whose pseudonym is Karunasri. The author simultaneously uses both real and pseudonyms for his writings. In the catalogue, his works are entered under both names. That means both names of the author are used as headings in the library catalogue. To direct the user from one heading to another heading which may be of interest to him, we can make use of see also references.

		PAPAYYA Sastri, Jandyala
		See also KARUNASRI

4.4.3 Explanatory References

Explanatory reference is used when a simple see or see also reference does not give adequate guidance to the user of the catalogue. An explanatory reference gives more detailed guidance to the user by explaining the relation between the pseudonym and the real names of authors. For example two brothers, namely, Srinivasapuram Seshacharyulu and Srinivasapuram Ramacharyulu are famous as writers with the pseudonym Srinivasapuram Sodarulu. Naturally works written jointly by them are entered under the heading Srinivasapuram Sodarulu. Sometimes the users may also come to the library with the names of authors for their works. In such cases with detailed explanation in the reference entry we can show the relation between real names of two authors and a single pseudonym used collectively by both. We have to make two separate explanatory reference entries under the headings for real names of two authors.

		RANGACHARYULU, Srinivasapuram
		For works of this author written in collaboration with Srinivasapuram Seshacharyulu, <i>See</i> SRINIVASAPURAM Sodarulu

		SESHACHARYULU, Srinivasapuram
		For works of this author written in collaboration with Srinivasapuram Seshacharyulu, <i>See</i> SRINIVASAPURAM Sodarulu

As seen in the example reference entries are useful to relate different alternative names of authors. Depending upon the purpose we can make see or see also or explanatory references for alternative names of authors. Thus like main and added entries which contain the main access points as headings, reference entries are also equally important to connect different headings in the catalogue.

Self Check Exercise - 1

Which name should be chosen as heading in the following cases ?

- The maiden name of the author is Miss Anna Katherine Green. After her marriage to Charles Rohlf, she has been known predominantly as Mrs. Rohlf.
- Letters to Press*, by Sir Arthur Conan Doyle
- The gift of magi*, by O. Henry. Though the real name of the author is William Sydney Porter, he, is predominantly known by his pseudonym.
- Washington Irving has used three pseudonyms : Jonathan Oldstyle, Lancelot Wagstaffe and Geoffrey Crayon, but he is predominantly known by his real name in all reference sources.
- Evergreen*, by Emmett Holt. The real name of the author is also given on the title page as William Warner Bishop and he is known by his real name in all reference sources.

- (f) The real names of Frederick Evans found outside the document as Robert Smith and Manning Bonn.

Note: (i) Write your answers in the space given below.

ii) Check your answers with those given at the end of this unit.

4.5 WORKED OUT EXAMPLES

4.5.1 Change of Name

Example - 1

Dorothy Belle Huges.

**Earle Stanley Gardner
the case of the
Real Perry Mason**

William Morrow & Co. Inc.
New York

Other information:

Call No.	:	823.09 HUG
Acc No.	:	8411
Pages	:	206
Size	:	21
Date	:	1978
Earlier name of the author :		Dorothy Belle Flanagan

Explanation :

In this example the author was predominantly known by Dorothy Belle Flanagan and changed her name later and was writing under the name Dorothy Belle Huges. The rule 22.2B States that if a person has changed his or her name, choose the latest name or form of name unless there is reason to believe that an earlier name will persist as the name by which the person is better known. In this example, Dorothy Belle Huges is the latest name, so main entry has to be made under HUGES. A 'See' reference is to be given for the earlier name.

Main Entry

823.09 HUG		HUGES, Dorothy Belle
8411		<p>Earle Stanley Gardner : the case of the real Perry Mason. - New York : William Morrow, 1978.</p> <p>206 p. ; 21 cm</p> <p>1. Gardner, Earle Stanley - Criticism, interpretation, etc. I. Title.</p>

Added Entry, Subject

823.09 HUG		<p>GARDNER, EARLE STANLEY - CRITICISM, INTERPRETATION, ETC. HUGES, Dorothy Belle</p>
		(rest as in the main entry)

Added Entry, Title

823.09 HUG		<p>EARLE Stanley Gardner : the case of the real Perry Mason HUGES, Dorothy Belle</p>
		(rest as in the main entry)

See Reference Entry

		FLANAGAN, Dorothy Belle
		See HUGES, Dorothy Belle

Example -2 : Additions to Names- Persons of religious Vocation

Play of Consciousness
(Chitshakti Vilas)

Swami Muktananda

with an Introduction by
Gurumayi Chidvilasananda

Published by Syda Foundation
South Fallsburg, New York

Other Information :

Call No. 126 MUK
Acc No. G-18745
Height 20 cms.
Colour frontispiece of the author present
Pages vii, 300
Published in 1979
ISBN 0-914602-37-3 (Paperback)
Black and white photos present

Explanation :

Rules 22. 17D directs us to add the title, term of address, etc., in the vernacular to all (other) names of persons of religious vocation entered under given name, etc. Therefore the entry heading for the present title is 'Muktananda, Swami'. The title given in the circular brackets on the title page should be treated as parallel title. (rule 1.1D2).

Main Entry

126 MUK		MUKTANANDA, <i>Swami</i>
		<p>Play of consciousness = Chitshakti Vilas / Swami Muktananda ; with an introduction by Gurumayi Chidvilasananda. - South Fallsburg, New York : Syda Foundation, 1979.</p> <p>G-18745 vii, 300 p. : ill., col. port., b&w photo. ; 20 cm.</p> <p>ISBN 0-914602-37-3 (pbk.)</p> <p>1. Consciousness. I. Chidvilasananda, <i>Gurumai</i>. II. Title : Play of Consciousness. II. Title : Chitshakti vilas.</p>

Added Entry, Subject

126 MUK		CONSCIOUSNESS MUKTANANDA, <i>Swami</i>
		(rest as in the main entry)

Added Entry, Introducer

126 MUK		Chidvilasananda, <i>Gurumayi</i> MUKTANANDA, <i>Swami</i>
		(rest as in the main entry)

Added Entry, Title (1)

126 MUK		PLAY of Consciousness MUKTANANDA, <i>Swami</i>
		(rest as in the main entry)

Added Entry, Title (2)

126 MUK		CHITSHAKTI Vilas MUKTANANDA, <i>Swami</i>
		(rest as in the main entry)

See Reference Entry

126 MUK		SWAMI <i>Muktananda</i>
		See MUKTANANDA <i>Swami</i>

4.5.2. Title of Nobility

Example -3 : British Titles of Honour

Collected Poems
of
Sir John Betjeman

Compiled
by
The Earl of Birkenhead

Introduction
by
Philip Larkin

Enlarged edition
Houghton Mifflin
Boston

Other information :

Call No. : 821.914 BET
Acc No. : 7800
Pages : xli, 366
Date : 1971 ; copyright date 1970
ISBN : 0-395-12795-X
Height : 19 cm.

Explanation :

This is a collection of poems by single author, compiled by the Earl of Birkenhead. As a work single personal author main entry is to be made under Betjeman. Names of author and compiler both include the British titles of honour. According to rule 22.12B we have to add the titles of honour if they commonly appear with the name of the author in works by the person or in reference sources. Therefore we have to add the 'term of honour' before the forenames.

Main Entry

821.914 BET	BETJEMAN, <i>Sir</i> John
	Collected poem / Sir John Betjeman ; compiled by Earl of Birkenhead . - Enl. ed. - Boston : Houghton Mifflin, 1971. 7800 xli, 366 p. ; 19 cm. ISBN 0-395-12705 - X 1. English Poetry. I. Birkenhead, <i>Earl of</i> . II. Title.

Added Entry, Subject

821.914 BET	BETJEMAN, <i>Sir</i> John	ENGLISH POETRY
		(rest as in the main entry)

Added Entry, Compiler

821.914 BET	BETJEMAN, <i>Sir</i> John	BRINKENHED, <i>Earl of</i>
		(rest as in the main entry)

Added Entry, Title

821.914 BET	BETJEMAN, <i>Sir</i> John	COLLECTED Poems
		(rest as in the main entry)

4.5.3 Pseudonyms

Example - 4 : Single pseudonym

Adam Bede

George Eliot

Buccaneer Books
New York

.....
Other information :

Call No. : 823.8 ELI
Acc No. : 4800
Pages : 466
Size : 21
Date : 1977 (back of the title page: reprint of 1885 edition)
.....

Explanation :

George Eliot is a pseudonym and her works are mainly known by her pseudonym and identified in reference sources by one pseudonym and as per rule 22.2C1 the entry is made under the pseudonym. The rule states to make a reference to the real name if known. George Eliot's first name was Mairan Evans and later known as Marian Cross. One more 'see' reference entry is therefore necessary under Cross, Marian.

Main Entry

823.8 ELI	ELIOT, George	
4800	1977.	Adam Bede / George Eliot. - New York : Buccaneer Books, 466 p. ; 21 cm. It is a reprint of 1885 edition. 1. English fiction. I. Title.

Added Entry, Subject

823.8 ELI	ELIOT, George	ENGLISH FICTION
		(rest as in the main entry)

Added Entry, Title

823.8 ELI	ELIOT, George	ADAM Bede
		(rest as in the main entry)

See Reference Entry

	EVANS, Marian	
		See ELIOT, George.

See Reference Entry

	CROSS, Marian	
		See ELIOT, George.

Example-5: Author using both pseudonym and real name

The Story Teller
Thirteen Tales
by **Saki**

David R. Godine Publishers Inc.
Boston

.....
Other information:

Class No. : 823
Acc. No. : 4101
Pages : 112
Size : 18
Date : 1982
ISBN : 0-87923-445-8

Saki is the pseudonym of H.H. Munro (Hector Hugh Munro)
He is also writing in his personal name
.....

Explanation :

This is an example of an author using both pseudonym and real name. So a *See also* reference entry is to be made under the real name.

Main Entry

823 SAK	SAKI	
4101		<p>The story teller : thirteen tales / Saki . - Boston : David R. Godine Pub., 1982.</p> <p>112 p. ; 18 cm.</p> <p>ISBN 0-87923-455-8</p> <p>1. English fiction. 2. Short Stories. I. Title</p>

Added Entry, Subject (1)

823 SAK	SAKI	ENGLISH FICTION
		(rest as in the main entry)

Added Entry, Subject (2)

823 SAK	SAKI	SHORT STORIES
		(rest as in the main entry)

Added Entry, Title

823 SAK	SAKI	The STORY teller
		(rest as in the main entry)

See Reference Entry

	MUNRO, H. H.	
		<i>See also</i> SAKI

See Reference Entry

	MUNRO, Hector Hugh	
		<i>See</i> MUNRO, H. H.

Self Check Exercise - 2

Catalogue the following books. The title page and other information are provided.

Note : i) Write your answer in your own note book.

ii) Check your answer with the answers given at the end of this unit.

Exercise - 2 (a)

A Spectrun, Science, Criticism, Fiction

Sir C. P. Snow

Edited by
Stanley Weintraub

Scribner's Charles Sons
New York, N.Y.

Other information :

Class No. : 828
Acc No. : 5020
Pages : 155
Size : 24
Date : 1963

Full Name of C.P. Snow Charles Percy Snow. He is a Knight.

Exercise - 2 (b)

Bhagwan Shree Rajneesh

**A Rose is a Rose
is a Rose**

a dashan diary

Editing and commentary
Ma Prem Maneesha

Rajneesh Foundation

Other information :

Call No. : 922.9 RAJ
Acc. No. : G-1874
Pages : 414
Published in : 1979
ISBN : 0-88360-132-5. (Paper back)
Height : 21cms

Black and White Photos present

Colour Frontispiece of the Author present

Exercise - 2 (c)

(Harper's Modern Classics)

Life on the Mississippi

by
Mark Twain

With an introduction by
Dixon Wecter

Harper & Row Publishing Inc.
New York, N.Y.

Other information:

Class No. : 817.4
Acc No. : 4038
Pages : xvi, 526
Size : 21
Date : 1950

Subject : Mississippi River - description and travel.
Mark Twain is a pseudonym of Samuel Langhorne Clemens.

Exercise - 2 (d)

American Gun Mystery

Ellery Queen

Buccaneer Books
New York

Other information :

Call No. : 813.54
Acc. No. : 4809
Pages : 308
Size : 22
Date : 1976
ISBN : 0-89966-152-1

4.6 SUMMING UP

In this unit we have discussed how to choose one name among different names used by the same author. Rules given in AACR2 are discussed and examples are given for choice of name in the case of predominant names, change of names, title of nobility, and pseudonyms. Choice among different forms of the same name (Fullness, language and spellings) is also dealt. We have worked out examples illustrating the rules for choice of name for personal authors.

4.7 ANSWERS TO SELF CHECK EXERCISES

- 1 (a) ROHLFS, Anna Katherine
 (b) DOYLE, *Sir* Arthur Conan
 (c) O. HENRY
 (d) IRVING, Washington
 (e) BISHOP, William Warner
 (f) EVANS, Frederick. Explanatory reference entries under SMITH, Robert and BONN, Manning.

Answer to Self Check Exercise - 2 (a)

Main Entry

828 SNO	SNOW, <i>Sir</i> C.P.	
5020		A spectrum, science, criticism, fiction / <i>Sir</i> C. P. Snow ; edited by Stanley Weintraub. - New York : Scribner's Charles Sons, 1963. 155 p. ; 24 cm I. English literature - History and criticism. I. Weintraub, Stanley. II. Title.

Added Entry, Subject

828 SNO	ENGLISH LITERATURE - HISTORY AND CRITICISM SNOW, <i>Sir</i> C.P.	
		(rest as in the main entry)

Added Entry, Editor

828 SNO		WEINTRAUB, Stanley SNOW, <i>Sir</i> C.P.
		(rest as in the main entry)

Added Entry, Title

828 SNO		A SPECTRUM, Science, criticism, fiction SNOW, <i>Sir</i> C.P.
		(rest as in the main entry)

See Reference Entry

		SNOW, Charles Percy
		See SNOW, <i>Sir</i> C. P.

Explanation :

In this example the name of the author consists of title of honour 'Sir'. He was a knight. So, the heading included the term of honour. Though full name of the author is given on the title page, he is popular with abbreviated form of the name, as given on the title page. Reference entry is made under the full name of the author. Added entries are made under editor, title and subject.

Answer to Self Check Exercise - 2 (b)

Main Entry

922.9 RAJ	RAJNEESH, <i>Bhagwan Shree</i>	
G-1874	<p>A rose is a rose is a rose : a darshan diary / Bhagwan Shree Rajneesh ; editing and commentary by Ma Prem Maneesha. - Bombay : Rajneesh Foundation, 1979.</p> <p>414p. : ill., col. port., b&w photo. ; 21 cm.</p> <p>ISBN 0-88360-132-5 (pbk.)</p> <p>I. Rajneesh, <i>Bhagwan Shree</i> - Biography. I. Prem Maneesha, <i>Ma</i>. II. Title.</p>	

Added Entry, Subject

922.9 RAJ	RAJNEESH, <i>Bhagwan Shree</i> - BIOGRAPHY	
	RAJNEESH, <i>Bhagwan Shree</i>	(rest as in the main entry)

Added Entry, Editor

922.9 RAJ	PREM Maneesha, <i>Ma</i> RAJNEESH, <i>Bhagwan Shree</i>
	(rest as in the main entry)

Added Entry, Title

922.9 RAJ	A ROSE is a rose is a rose RAJNEESH, <i>Bhagwan Shree</i>
	(rest as in the main entry)

Explanation :

As per rule No.22.17D, the main entry heading is made under the given name 'Rajneesh' and the Vernacular term 'Bhagwan Shree' is added to it. The editor's name 'Ma Prem Maneesha' is also rendered on the same lines. Added entries are provided for the Editor and the title.

Main Entry

817.4 TWA	TWAIN, Mark	
4038		<p>Life on the Mississippi / by Mark Twain ; with an introduction by Dixon Wecter. - New York : Harper & Row Pub., 1950.</p> <p>xvi, 526 p. ; 21 cm. - (Harper's modern classics)</p> <p>1. Mississippi river - Description and travel. I. Title. II. Series.</p>

Added Entry, Subject

817.4 TWA	TWAIN, Mark	MISSISSIPPI RIVER- DESCRIPTION AND TRAVEL
		(rest as in the main entry)

Added Entry, Title

817.4 TWA	TWAIN, Mark	LIFE on the Mississippi
		(rest as in the main entry)

Added Entry, Series

817.4 TWA	TWAIN, Mark	HARPER'S modern classics
		(rest as in the main entry)

See Reference Entry

	CLEMENS, Samuel Langhorne	
	See TWAIN, Mark	

Explanation :

This is a work of pseudonymous author. The author is famous with his pseudonym. The title page has given only the pseudonym of the author. So main entry is made under the heading for pseudonym.

Reference is made from the real name 'Clemens' to the pseudonym Mark Twain. (The real name of the author is Samuel Langhorne Clemens).

Main Entry

813.54 QUE	QUEEN, Ellery
4809	<p>American gun mystery / Ellery Queen . - New York : Buccaneer Books, 1976.</p> <p>308 p. ; 22 cm.</p> <p>ISBN 0-89966-152-1</p> <p>1. English fiction. I. Title</p>

Added Entry, Subject

813.54 QUE	<p>ENGLISH FICTION QUEEN, Ellery</p>
	(rest as in the main entry)

Added Entry, Subject

813.54 QUE	<p>AMERICAN gun mystery QUEEN, Ellery</p>
	(rest as in the main entry)

Explanatory Reference

	DANNY, Frederic
	For works of this author written in collaboration with Manfred Bennington, <i>See</i> QUEEN, Ellery

Explanatory Reference

	LEE, Manfred Bennington
	For works of this author written in collaboration with Manfred Bennington, <i>See</i> QUEEN, Ellery

4.8 ASSIGNMENTS

Assignment -1

When Feel Night

by
Ellery Queen

London
Victor Collanez Ltd., 1970

Other information :

Call No. : 823.9 N70
Pages : 190
Size : 24 x 16 cm
Acc. No. : 48141
Copyright year : 1968

Ellergy Queen is the joint pseudonym of Federic Dannay and Manfred B. Lee
First published in USA under the title **What's in the Dark**
printed in Gt. Britain by North Holland Press Ltd., Gatehead.

Assignment - 2

A Clergyman's Daughter

by
George Orwell

1960
London
Secker & Warburg

Other information :

Call No. : 823.9 N60
Acc. No. : 17136
Pages : iv, 180
Height : 22 cms

George Orwell is the pseudonym of Eric Blair
Orwell is the popular name.

4.9 RECOMMENDED BOOKS

ANGLO- AMERICAN CATALOGUING RULES, 2nd ed. Chicago : ALA ; Ottawa : Canadian Library Association, 1978.

HUNTER, Eric J. *AACR2 : an introduction to the second edition of Anglo - American Cataloguing Rules*. London : Clive Bingley, 1970.

KRISHAN KUMAR . *An introduction to AACR2*, 3rd rev.ed, New Delhi : Vikas Pub. House, 1990.

MAXWELL, Margaret F. *Hand book for AACR2 : Explaining and Illustrating Anglo - American Cataloguing Rules Second Edition*. Chicago : ALA, 1980.

4.10 GLOSSARY

- Parallel Title** : The title proper in an other language and/or script.
- Predominant name** : The name or form of name of a person or corporate body that appears most frequently (1) in the person's works or works issued by the corporate body ; or (2) in reference sources, in that order of preference.
- Pseudonym** : A name assumed by an author to conceal or obscure his/her identity.
- Title of Nobility** : The title of honour added to the name of a nobleman or noblewoman, such as *Sir, Dame, Lord, Lady,* etc.,

BRAOUI

UNIT-5 : SHARED RESPONSIBILITY AND EDITORIAL DIRECTIONS

Contents

- 5.0 Aims and Objectives
- 5.1 Introduction
- 5.2 Shared Responsibility
 - 5.2.1 Principal Responsibility Indicated
 - 5.2.2 Principal Responsibility Not Indicated
 - 5.2.3 Worked out Examples
- 5.3 Works Produced under Editorial Direction
 - 5.3.1 Works with Collective Title
 - 5.3.2 Works without Collective Title
 - 5.3.3 Worked out Examples
- 5.4 Summing Up
- 5.5 Answers to Self Check Exercises
- 5.6 Assignments
- 5.7 Recommended Books
- 5.8 Glossary

5.0 AIMS AND OBJECTIVES

Libraries acquire different kinds of documents written by either personal author or issued by corporate bodies. Whatever may be the nature of authorship, all documents acquired by the library should be catalogued for the benefit of the user. In this unit you will learn how to catalogue not only works by two, three and more than three personal authors, but also works produced under editorial direction.

After studying this unit you should be able to

- identify works of shared responsibility from other kinds of works ;
- catalogue works by two, three and more than three personal authors;
- distinguish a principal author among different authors;
- provide title main entry and other added entries for works by more than three authors;
- identify and catalogue works produced under editorial direction; and
- prepare analytical entries for constituent parts of works produced under editorial direction.

5.1 INTRODUCTION

As we have discussed in the first unit, the author for a book may be either personal author or corporate body responsible for the thought content of the document.

Personal authorship can be categorised as single personal author, two personal authors, three personal authors and more than three personal authors. Already we have learnt how to catalogue the individual works or collections of works by single personal author. In this unit we are going to cover other kinds of personal authorship viz. two personal authors, three personal authors and more than three personal authors. AACR-2 uses the term 'works of shared responsibility' to indicate such works. Shared responsibility means sharing of responsibility for the contribution of thought content by two three or more than three authors. Separate rules (Rules 1.6) are provided by AACR-2 to catalogue works of shared responsibility.

You might also have noticed books having only editor's name on the title page, but having individual parts/sections/chapters written by different authors with or without independent titles. Such works

produced under the editorial direction are treated separately by AACR-2 (Rule 21.7A). Usually such items are multipartite in nature and deserves (needs) special care in the description. Even while selecting headings for such works, care should be taken to cover authors and titles of constituent parts.

5.2 SHARED RESPONSIBILITY

Shared responsibility has been defined as "Collaboration between two or more persons or bodies performing the same kind of activity in the creation of the thought content of an item. The contribution of each may form a separate and distinct part of the item or the contribution of each may not be separable from that of the other. Sometimes works with different contributions by different persons may be published under editorial direction. Such works are not covered by this section. Next section deals with cataloguing of such items.

While selecting the headings for such works first we have to check whether any of the authors collaborated have undertaken principal responsibility for the creation of the work than others so that we can trace the principal author whose name will become the main access point. Two ways of identifying the principal responsibility among different authors are prescribed by AACR-2.

- i) Principal responsibility indicated, and
- ii) Principal responsibility not indicated

Let us discuss in detail about the two ways of identifying principal author.

5.2.1 Principal responsibility indicated

In this case author statement given on the title page of the book itself will give due indication about the principal author. We can take an author as principal author if his name alone is printed in bold and dark face letters on the title page. As per the rule (Rule 21.6B1) we have to make the main entry under the heading for that author. For example if the author statement on the title page appears as:

RICHARD V. KADISON John R. Ringrose

The name appeared in bold letters i.e. Richard V. Kadison will be considered as principal author and main entry will be prepared under the heading for Kadison.

Sometimes the title page may have three names of authors indicated as below:

K. C. Mathew, M.A.
S. VEERARAGHAVAN, M.A., M.Sc.

and

T.Ragavan, M.A.

In this case the author in the middle will be considered as principal author. Hence main entry heading will be given under the name of S.Veeraraghavan and the other two authors will be covered as added entry headings. This is known as the condition where principal responsibility is indicated.

Sometimes principal responsibility may not be indicated by wording or layout on the title page. Now we will discuss the rules prescribed by the code to decide the principal responsibility for such books.

5.2.2 Principal Responsibility not Indicated

If responsibility is shared between two or three persons or bodies and principal responsibility is not indicated to any of them by working or layout, entry should be made under the heading for the person or body named first. Other persons are covered as headings of added entries.

Indexing Concepts and Methods

Harold Borko
Charles L. Brenler

Academic Press
New York
1978

In the above example, responsibility is shared by two personal authors. But none of them is attributed with the principal responsibility either by wording or layout. Both names of authors are printed in same manner. Based on the rule, we have to consider the first mentioned author as principal author for the work. So main entry is to be made under the heading for Broko and added entry is prepared under the heading for Brenler.

Some times the statement of authorship may include three names of authorship, which shows collaboration among three authors. Observe the example given below:

An Introductory Practical Organic Chemistry

F.D. Gunstone
J.I. Sharp
D.M. Smith

Chapman & Hall
1, New Peter Lane
London.

Above sample title page shows that three authors shared the responsibility for thought content of this book. Moreover, in this case principal responsibility is not attributed to any one. All the three names are printed in same kind of letters.

As per rule we will take the name of the author given in the first place as the heading for main entry and the second and third authors will also be covered as headings of added entries.

You might have also noticed that some of the books are written by more than three authors. How to catalogue such books when principal responsibility is not given to any one of them? AACR-2 also makes provision to solve such problems of cataloguing. According to Rule 21.6C2 if responsibility is shared by more than three persons or corporate bodies and principal responsibility is not attributed to any one, two or three, main entry is prepared under the title of the book. Among different names of persons or corporate bodies only first named person or corporate body is to be covered as added entry heading.

HOTKIN'S DISEASE

John F. Gurry
D.M. Care
F.D.W. King
Bryan M. Brooke

Macmillan
London.
1977

If the number of authors sharing the responsibility exceeds three, then the main entry is to be made under the title of the book. In the example cited above, there are more than three authors' names, and none of them indicated predominantly as principal author. Hence title of the book i.e. 'Hotkin's Disease' will be given as heading of the main entry. Added Entry is to be made only under the heading for the first named author i.e. Gurry.

There are also works produced by the collaboration of two or more persons using a single pseudonym. Such works are entered under the heading for the pseudonym. Reference entries are prepared under the real names of authors. This rule has been illustrated with the following example.

Deadly Weapon

Wade Miller

In this case Wade Miller is the pseudonym used jointly by Bill Miller and Bon Wade. Hence main entry is made under the heading for pseudonym. References are made from real names Miller and Wade to the pseudonym.

Till now we have learnt how to apply different rules provided by AACR-2 to catalogue works of shared responsibility. Now let us take some examples and work out the main entry, added entries and reference entries, if necessary.

Self Check Exercises - 1

- a) What is 'Shared responsibility' ?
- b) The title page of a book has given the names of the authors with a typographical indication as given below. What is the main entry heading?

Principles of Electrical Engineering

By
William H. Timble
and
VANNEVAR BUSH

- c) The book is written by three authors, state the rules of rendering in AACR-2.
- d) What is the entry heading for the following book?
Artificial Intelligence, edited by Rainer Born.
- e) 'Principles of psychology' is authored by R.H. Price, Mitchell Glickstein, David L Horton and Ronald H Bailey. What is its main entry heading?

Note: i) Write your answer in the space given below.
ii) Compare your answer with the model answer given at the end of this unit.

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5.2.3. Worked out Examples

i) Two Authors: Principal responsibility indicated

Example - I

Perspectives on Political Science

Frank J. Sorauf
Department of Political Science,
University of Minnesota

Charles S. Hyneman,
Consultant, Department of Government , Indiana University

Charles E. Merrill Books, Inc., Columbus, Ohio.

Other Information :

Call No. : 320 S56

Pages : viii, 85

Height : 21 cm

Accession No.: 35692

Series : Social Science Perspectives.

Explanation :

The above book is written by two authors. The name of the first author is printed in bold letters and that of the second author is printed in light type. Since the principal responsibility is indicated typographically, the entry heading should be given under 'Sorauf'. (21.6B1). Added entries are to be prepared under Hyneman (joint author), subject, and title.

Main Entry

320 S56	SORAUF, Frank J.
35692	Perspectives on Political Science / Frank J. Sorauf and Charles S. Hyneman. - Columbus (Ohio) : Charles Merill Books Inc., © 1965. viii, 85p.; 21 cm. - (Social Science perspectives). 1. Political science. I. Hyneman, Charles S. II. Title. III. Series.

Added Entry, Subject

320 S56		POLITICAL SCIENCE SORAUF, Frank J.
35692		Perspectives on Political Science / Frank J. Sorauf and Charles S. Hyneman. - Columbus (Ohio) : Charles Merrill Books Inc., ^c 1965. viii, 85p.; 21 cm. - (Social Science perspectives). 1. Political science. I. Hyneman, Charles S. II. Title. III. Series.

Added Entry, Joint Author

320 S56		HYNEMAN, Charles S. SORAUF, Frank J.
35692		Perspectives on Political Science / Frank J. Sorauf and Charles S. Hyneman. - Columbus (Ohio) : Charles Merrill Books Inc., ^c 1965. viii, 85p.; 21 cm. - (Social Science perspectives). 1. Political science. I. Hyneman, Charles S. II. Title. III. Series.

Added Entry, Title

320 S56		PERSPECTIVES on Political Science SORAUF, Frank J.
35692		Perspectives on Political Science / Frank J. Sorauf and Charles S. Hyneman. - Columbus (Ohio) : Charles Merrill Books Inc., ^c 1965. viii, 85p.; 21 cm. - (Social Science perspectives). 1. Political science. I. Hyneman, Charles S. II. Title. III. Series.

Added Entry, Series

320 S56	SOCIAL Science perspective SORAUF, Frank J.
35692	Perspectives on Political Science / Frank J. Sorauf and Charles S. Hyneman. - Columbus (Ohio) : Charles Merrill Books Inc., © 1965. viii, 85p.; 21 cm. - (Social Science perspectives). 1. Political science. I. Hyneman, Charles S. II. Title. III. Series.

ii) Two authors: Principal responsibility not indicated

Example - 2:

A Critical History of English Poetry

by Herbert J.C. Grierson
&
J.C. Smith

Humanities Press
New Jersey

Athlone Press
London

Other Information:

Call No. : 821.09 GRI
Acc.No. : 8012
Pages : viii, 527
Size : 23
Date : 1983
Standard No. : 0391028677 Humanities
0485300133 Athlone Press

Explanation :

This book is written by two authors, but none of them has been indicated as principal author by wording or layout on the title page. Hence as per rule 21.6B1, main entry is to be made under the heading for the one named first, i.e., Grierson. Added entries are to be made under headings for subject, joint author and title of the book.

Main Entry

821.09 GRI	GRIERSON, Herbert J.C.
8012	<p>A. critical history of English poetry / by Herbert J. C. Grierson and J.C. Smith . - New Jersey : Humanities Press ; London : Athlone Press, 1983.</p> <p>viii, 527 p. ; 23 cm.</p> <p>ISBN 0-391-02867-7 (U.S.) . - ISBN 0-485-30013-3 (U.K.)</p> <p>I. English poetry - History and criticism. I. Smith, J.C. II. Title.</p>

Added Entry, Subject

821.09 GRI	<p>ENGLISH POETRY - HISTORY AND CRITICISM GRIERSON, Herbert J.C.</p>
	(rest as in the main entry)

Added Entry, Joint Author

821.09 GRI	<p>SMITH, J. C. GRIERSON, Herbert J.C.</p>
	(rest as in the main entry)

Added Entry, Title

821.09 GRI	GRIERSON, Herbert J.C.	A CRITICAL History of English Poetry
		(rest as in the main entry)

Self Check Exercise-2

Catalogue the following title. The Title page and other information are provided.

Note: i) Write your answer in your own note book.

ii) Check your answer with the answers given at the end of this unit.

Congress and Its Members

by **Roger H. Davidson**
Congressional Research Service
University of California,
Santa Barbara

Walter J. Oleszek
Congressional Research Service

Congressional Quarterly Press
a division of
CONGRESSIONAL QUARTERLY INC.
1414 22nd Street,
N.W. Washington, D.C. 20037

.....
Other Information:

Call No. : 328.73 DAV
Acc.No. : 7990
Pages : xvi, 470
Size : 23
Date : 1981
ISBN : 0-87187-202-1

Series : Politics and Public Policy Series, Advisory Editor : Robert L. Peabody
.....

iii) Three Authors : Principal responsibility indicated

Example - 3

Moving the Mountain
Women Working for Social Change

Ellen Cantarow
with
Susan Cushee O'Malley
and
Sharon Hartman Strom

The Feminist Press
Old Westbury, New York

The McGraw-Hill Book Company
New York, St. Louis, San Francisco

Other Information:

Call No. : 303.484 CAN
Acc.No. : 8014
Pages : xii, 166
Size : 23
Date : 1981
ISBN : 0-07-020443-8 McGraw-Hill
0-0912670-61-4 (Feminist Press)
Date : 1980

Explanation :

In this example we see three authors sharing the responsibility of contributing to the thought content of the text. But by layout, Cantarow has been indicated as the principal author on the title page. Hence main entry is to be made under the heading for Cantarow. Added entries are to be prepared under the names of the joint authors.

Main Entry

303.484 CAN	CANTAROW, Ellen
8014	<p>Moving the mountain : Women working for social change / Ellen Cantarow with Susan Cushee O'Malley and Sharon Hartman Strom. - New York : Feminist Press ; McGraw-Hill, 1980.</p> <p>xli, 166 p. ; 23 cm</p> <p>ISBN 0-07-020443-8 (McGraw-Hill) . - ISBN 0-912670-61-4 (Feminist Press)</p> <p>1. Feminism - United States. 2. Women's movement - United States. I. O'Malley, Susan Cushee. II. Strom, Sharon Hartman. II. Title.</p>

Added Entry, Subject (1)

303.484 CAN		FEMINISM - UNITED STATES CANTAROW, Ellen
		(rest as in the main entry)

Added Entry, Subject (2)

303.484 CAN		WOMEN'S MOVEMENT - UNITED STATES CANTAROW, Ellen
		(rest as in the main entry)

Added Entry, Joint Author (1)

303.484 CAN		O' MALLEY, Susan Cushee CANTAROW, Ellen
		(rest as in the main entry)

Added Entry, Joint Author (2)

303.484 CAN		STROM, Sharon Hartman CANTAROW, Ellen
		(rest as in the main entry)

Added Entry, Title

303.484 CAN		MOVING the mountain CANTAROW, Ellen
		(rest as in the main entry)

iv) Three Authors : Principal responsibility not indicated

Example - 4

**Scientific and Technical Libraries
Their Organization and Administration**

SECOND EDITION

by **Lucille J. Strauss**

Chemistry and Physics Librarian, The Pennsylvania State University

Irene M. Shreve

Formerly Chief Librarian

Eli Lilly and Company, Library and Editorial Consultant

Alberta L. Brown

Formerly Head Librarian

The Upjohn Company, Library Consultant

A Wiley-Becker-Hayes Publication

BECKER AND HAYES, INC.

a subsidiary of John Wiley & Sons, Inc.,
New York, London, Sydney, Toronto, Bethesda

Other Information:

Call No. : 026 S91, 2

Acc.No. : 216531

Copyright year : 1964

ISBN : 0-471-83312-6

Pages : viii, 445

Height : 22 cms

Illustrations include photos, figures and tables

Subject heading : Libraries, Special

Main Entry

026 S91, 2	STRAUSS, Lucille J.
216531	Scientific and technical libraries: their organization and administration / Lucille J. Strauss, Irene M. Shreve and Alberta L. Brown. - 2nd ed. - New York : Becker and Hayes, a subsidiary of John Wiley, c 1964. viii, 445 p. : ill., photos ; 22 cm. ISBN 0-471-83312-6 1. Libraries, Special. I. Shreve, Irene M. II. Brown, Alberta L. III. Title.

Added Entry, Subject

026 S91, 2		LIBRARIES, SPECIAL STRAUSS, Lucille J.
		(rest as in the main entry)

Added Entry, Joint Author (1)

026 S91, 2		SHREVE, Irene STRAUSS, Lucille J.
		(rest as in the main entry)

Added Entry, Joint Author (2)

026 S91, 2		BROWN, Alberta L. STRAUSS, Lucille J.
		(rest as in the main entry)

Added Entry, Title

026 S91, 2		SCIENTIFIC and technical libraries STRAUSS, Lucille J.
		(rest as in the main entry)

Explanation :

Three authors shared the responsibility of the thought content in the above example. As per the layout of the title page, none of them has been indicated as the principal author, hence main entry heading is to be made under the first mentioned author. (See rule 21.6C1)

Self Check Exercise-3

Catalogue the following book. The title page and other information are provided.

Note: i) Write your answer in your own note book.

ii) Check your answer with the answer given at the end of this unit.

New Analytical Geometry

(Revised Edition)

by
Percy F. Smith
Arthur Sullivan Gale
and
John Haven Neeley

Ginn and Company,
Boston,
New York.

Other Information :

Call No. : 516.3 N28
Acc.No. : 31015
Pages : XI, 326
Copyright : 1928 (Back of the title page)

v) More than Three Authors

Exmple - 5

S.K. Chakraborty
K.K. Bhattachrya
N.K. Rao
P.K.Sen

**Financial Management
and Control**
Text and Cases

M

Other Information :

Class No. : 658.15
Acc. No. : 8019
Pages : v,485
Size : 23
Date : 1981
Publisher : Delhi, Macmillan & Co, Ltd.,

Explanation :

The above book is written by more than three authors and none of them is shown as principal author. Hence main entry is to be made under title. That means title occupies the leading section and other details follow as usual in the main entry. The statement of responsibility includes only the name of the first mentioned author followed by the omission mark (...) to indicate the omission of other author's names. Latin word *et al* or 'and others' is also given (see rule 21.62)

Main Entry

658.15 FIN	FINANCIAL management and control : text and cases / S.K. Chakraborty . . . [<i>et. al.</i>] . - Delhi : Macmillan, 1981.
8019	v, 485 p. ; 23 cm I. Finance - Managment. I. Chakraborty, S.K.

Added Entry, Subject

658.15 FIN	FINANCE - MANAGEMENT FINANCIAL management and control : text and cases / S.K.
	Chakraborty . . . [et. al.] . - Delhi : Macmillan, 1981. (rest as in the main entry)

Added Entry, Author

658.15 FIN	CHAKRABORTY, S.K. FINANCIAL management and control : text and cases / S.K.
/	Chakraborty . . . [et. al.] . - Delhi : Macmillan, 1981. (rest as in the main entry)

Self Check Exercise - 4

Catalogue the following book. The Title page and other information are provided.

Note: i) Write your answer in your own note book.

ii) Check your answer with the answer given at the end of this unit.

Strategies For Political Participation

Second Edition

Frank Kendrick Theodore Fleming
James Eisentein James Burkhart

Winthrop Publishers Inc.
Cambridge, Massachusetts.

Other Information :

Call No. : 329.01
Date : 1974
Pages : ix, 197
Acc. No. : 8007
ISBN : 0-87626-848-3
Size : 23 cm.

5.3 WORKS PRODUCED UNDER EDITORIAL DIRECTION

So far we have discussed how to catalogue books having names of single, two, three or more than three authors on the title pages. Some times title pages may contain only information about title and editor/compiler of the book. But there may be different contributions by different authors inside the book. These are the books having two or more individual contributions by different authors and produced under the direction of an editor. He may not assign a common title to all the constituent individual works. Usually the title page for such books will indicate collective title and the name of the editor.

If there is no collective title or common title for all the parts/chapters/sections of the book, there may also not be a collective title page. Now we will discuss how to catalogue such collections of works consisting of individual contributions and produced under the editorial direction.

As mentioned earlier such collections of works by different persons may or may not have a collective title. AACR-2 prescribes rules for cataloguing works produced under editorial directions based on the criteria whether such an item is having collective title or not. So we will discuss these rules under two separate heads namely.

1. Items with collective title.
2. Items without collective title.

First let us discuss how to catalogue such multipart items with collective title.

5.3.1 Items with collective title

As per rule 21.7B multipart items having collective title are to be entered under the heading for collective title. Added entries are made under the headings for the compilers/editors if there are not more than three and if they are named prominently on the title page. If the number of compilers/editors exceeds three, only the first named compiler/editor will be considered for added entry. If there are two or three contributions/parts in the work, name-title added entries are to be made for each contribution. In the case of more than three contributions added entry is made under the one named first. See the example given below.

**India
Yesterday and Today**

Edited by
Charles D Moore and David Eldredge

Bantam Pathfinder Editions
Toronto/New York/London

This is an example of multipart item with collective title 'India' Yesterday and Today. All the individual works are brought together and edited by Moore and Eldredge. Hence Title main entry is made with collective title in the leading section. If there is indication about different contributions in the text, then that information will be shown in the note section of the main entry as 'contents'. Otherwise the main entry will be made based on the information given on the collective title page.

5.3.2 Items without Collective Title

If a multipart item lacks a collective title or common title, such items are to be entered under the heading appropriate to the first work or contribution named on the title page. Some times such items may not have common title page. Then the main entry is made under the heading appropriate to the first work or contribution in the item. Added entries are made for collaborators and for other contributions in the multipart item. Usually two or more independent contributions bound together either by the publisher or the library may not have a collective title page. These items normally look like single book but actually they are not. Each contribution in the item is an independent work and there is no common link like collective title between the constituent parts. Observe the example given below.

Eg.1

Brain Heaters-Jones
Fireside Poems

Reference Press
London New York

Eg.2

Mark Rose

Heroic Love
Studies in Sidney and Spencer

Harvard University Press
Cambridge, MASS

Both of the contributions are in the English literature having independent bibliographical details. But both works are bound together as a single physical entity. While cataloguing we will consider (rule 21.7C) the first contribution as the basis for preparing main entry. Information about the second part will be provided in the note section. Name-title added entry is provided to the second contribution.

Now let us workout some examples illustrating the works produced under editorial direction having collective title.

5.3.3 Worked out Examples

The following examples 6 and 7 illustrate the works produced under editorial direction. Example-6 contains only one editor where as collaboration of two editors can be seen in Exmple-7.

Example - 6

The **hep**
1986 Higher Education Directory

Published by
Higher Education Publications, Inc.

Edited by
Constance Healey Torregrosa
Washington, D.C. 1986

Other Information:

Call No. : 378 HEP
Acc. No. : 1015
Height : 28 cms
Pages : xxxvi, 454
ISBN : 0-914927-04-3

Explanation :

This book is a directory and is edited by Constance Haly Torregrosa. It is an example for items published under editorial direction. The item is to be entered as per rule 21.7B under the heading for title and added entry is to be made under the heading the editor.

Main Entry

378 HEP		The HEP 1986 higher education directory/ edited by Constance
1015	1986.	Healey Torregrosa . - Washington : Higher Education Pub., xxxvi, 454 p. ; 28 cm ISBN 0-914927-04-3 1. Educaiton, Higher-Directories. I. Torresgrosa, Constance Healey.

Added Entry, Subject

378 HEP		EDUCATION, HIGHER - DIRECTORIES The HEP 1986 higher education directory/ edited by Constance
	1986.	Healey Torregrosa . - Washington : Higher Education Pub., (rest as in the main entry)

Added Entry, Author

378 HEP	The HEP 1986 higher education directory/ edited by Constance	TORREGROSA, Constance Healey
	1986.	Healey Torregrosa - Washington : Higher Education Pub., (rest as in the main entry)

Example - 7

**The Study and Teaching of
International Relations**

A Perspective on Mid-Career Education

*Edited by
R.C. Kent
and
G.P. Nielsson*

Frances Printer (Publishers) Ltd.,
London

Nichols Publishing Co.,
New York

Other information:

Class no. : 327.07
Acc.No. : 0888
Pages : xxxiii, 358
Size : 22
ISBN : 0893970573
Subject heading : International relations - study and teaching

Explanation:

This is also an example for a work produced under editorial direction. Sharing of editorial work between two editors can be seen in this example. Such works are to be entered under the heading for title and both editors will be covered by added entries.

Main Entry

327.07 STU		The STUDY and teaching of international relations : a perspective on
0888		<p>mid-career education / edited by R. C. Kent and G. P. Nielsson. - London : Frances Printer (Publishers) ; New York : Nichols Publishing, [1970?]</p> <p>xxxiii, 358 p.; 22 cm</p> <p>ISBN 0-893970-57-3</p> <p>I. International relations - Study and teaching. I. Kent, R.C. II. Nielsson, G.P.</p>

Added Entry, Subject

327.07 STU		<p>INTERNATIONAL RELATIONS - STUDY AND TEACHING</p> <p>The STUDY and teaching of international relations : a perspective on</p>
		<p>mid-career education / edited by R. C. Kent and G. P. Nielsson. - London : Frances Printer (Publishers) ; New York : Nichols Publishing, [1970?]</p> <p>(rest as in the main entry)</p>

Added Entry, Subject

327.07 STU		<p>KENT, R. C.</p> <p>The STUDY and teaching of international relations : a perspective on</p>
		<p>mid-career education / edited by R. C. Kent and G. P. Nielsson. - London : Frances Printer (Publishers) ; New York : Nichols Publishing, [1970?]</p> <p>(rest as in the main entry)</p>

Added Entry, Joint Editor

327.07 STU		NIELSSON, G. P. The STUDY and teaching of international relations : a perspective on
		mid-career education / edited by R. C. Kent and G. P. Nielsson. - London : Frances Printer (Publishers) ; New York : Nichols Publishing, [1970?] (rest as in the main entry)

Self Check Exercise - 5

Catalogue the following book. The title page and other information are provided:

Note: i) Write your answer in your own note book.

ii) Check your answer with the answer given at the end of this unit.

India Yesterday and Today

Edited by

Charles D. Moore

and

David Eldredge

The George School Readings
on Developing Lands

Clark D. Moore and David Miller
Series Editors

Bantam Pathfinder Editions
Toronto / New York / London

.....
Other information :

Call No. : 954 NOO

Acc. No. : 8024

Size : 18

Pages : xvi, 368

Date : 1970
.....

5.4 SUMMING UP

In this unit we have discussed how to catalogue works of shared responsibility and works produced under editorial direction. Under shared responsibility, you have learnt how to choose a principal author between two, three or more. Among these works there are two kinds : i) Principal responsibility indicated by layout or wording on the title page, and ii) Principal responsibility is not indicated on the title page. If the principal responsibility is indicated to one, main entry is to be made under the heading for that person. If the principal responsibility is not indicated and there are not more than three authors, main entry heading is to be made under the first named one. Title entry is to be made, if there are more than three authors.

For the works produced under the editorial direction, first we have to check whether collective title is there or not. If collective title is present, then the work is to be entered under the collective title. If it is not having a collective title the predominant or first constituent part will be taken as the basis for heading and description in the main entry. Name-title added entries are provided, if information is available about the constituent parts. Added entries are made under the headings for editor/compiler.

5.5 ANSWERS TO SELF CHECK EXERCISES

1. (a) Shared responsibility is the collaboration between two or more persons or bodies performing the same kind of activity in the creation of the content of an item. The contribution of each may form a separate and distinct part of the item, or the contribution of each may not be separated from that of the others.
- (b) BUSH, Vannevar
- (c) As per rule 21.6B1, if principal responsibility is attributed (by the wording or the layout of the Chief source of information) to one person., enter under the heading for that person.

As per rule 21.6C1, if responsibility is shared between two or three persons or bodies and principal responsibility is not attributed to any one of them by wording or layout, enter under the heading for the one named first.
- (d) ARTIFICIAL Intelligence (Title)
- (e) Principles of psychology / R.H. Price . . . (et al)

Main Entry

328.73 DAV		DAVIDSON, Roger H.
7990		<p>Congress and its members / Roger H. Davidson and Walter J. Oleszek. - Congressional Quarterly Press, 1981.</p> <p>xvi, 470 p. ; 23 cm - (Politics and Public policy series / Robert L. Peabody)</p> <p>ISBN 0-87187-202-1</p> <p>1. United States - Congress. I. Oleszek, Walter J. II. Title. III. Series</p>

Added Entry, Subject

328.73 DAV		UNITED STATES - CONGRESS DAVIDSON, Roger H.
		(rest as in the main entry)

Added Entry, Joint Author

328.73 DAV		OLESZEK, Walter J. DAVIDSON, Roger H.
		(rest as in the main entry)

Added Entry, Title

328.73 DAV		CONGRESS and its memebtrs DAVIDSON, Roger H.
		(rest as in the main entry)

Added Entry, Series

328.73 DAV		POLITICS and Public Policy Series / Robert L. Peabody DAVIDSON, Roger H.
		(rest as in the main entry)

Reference Entry

		PEABODY, Robert L.
		See Politics and public policy series

Main Entry

516.3 N28		SMITH, Percy F.
31015		<p>New analytical geometry / by Percy F. Smith, Arthur Sullivan Gale and John Haven Neeley. - Rev. ed. - Boston : Ginn and Co., c 1928.</p> <p>xi, 326 p.; 21 cm.</p> <p>1. Analytic geometry. I. Gale, arthur Sullivan. II. Neeley, John Haven. III. Title.</p>

Added Entry, Subject

516.3 N28		<p>ANALYTIC GEOMETRY SMITH, Percy F.</p>
		(rest as in the main entry)

Added Entry, Joint Author

516.3 N28		<p>GALE, Arthur Sullivan SMITH, Percy F.</p>
		(rest as in the main entry)

Added Entry, Joint Author

516.3 N28		NEELEY, John Haven SMITH, Percy F.
		(rest as in the main entry)

Added Entry, Title

516.3 N28		NEW Analytical Geometry SMITH, Percy F.
		(rest as in the main entry)

Main Entry

329.01 STR		STRATEGIES for political participation / Frant Kendrick... [et. al]
8007		- 2nd ed. - Cambridge, Mass. : Winthrop Pub., 1974. ix, 197 p. ; 23 cm. ISBN 0-876268-48-3 1. Politics, Practical - United States. I. Kendrick, Frank.

Added Entry, Subject

329.01 STR		POLITICS, PRACTICAL - UNITED STATES STRATEGIES for political participation / Frant Kendrick... [et. al]
		. - 2nd ed. - Cambridge, Mass. : Winthrop Pub., 1974. (rest as in the main entry)

Added Entry, Author

329.01 STR		KENDRICK, Frank STRATEGIES for political participation / Frant Kendrick... [et. al]
		. - 2nd ed. - Cambridge, Mass. : Winthrop Pub., 1974. (rest as in the main entry)

Answer to Self Check Exercise-5

Main Entry

954 MOO	INDIA:	Yesterday and today / edited by Charles D. Moore and David Eldredge . - Toronto : Bantam Books, 1970.
8024		xvi, 368 p. ; 18 cm. - (The George School readings on developing lands / Clark D. Moore and David W. Miller) 1. India- Hisotry. I. Moore, Clark D. II. Eldredge, David. III. Series.

Added Entry, Subject

954 MOO	INDIA:	INDIA - HISTORY Yesterday and today / edited by Charles D. Moore and David Eldredge . - Toronto : Bantam Books, 1970.
		(rest as in the main entry)

Added Entry, Editor

954 MOG	INDIA:	MOORE, Charles D. Yesterday and today / edited by Charles D. Moore and David Eldredge . - Toronto : Bantam Books, 1970.
		(rest as in the main entry)

Added Entry, Joint Editor

954 MOO	INDIA	ELDREDGE, David Yesterday and today / edited by Charles D. Moore and
		David Eldredge . - (rest as in the main entry)

Added Entry, Series

954 MOO	INDIA	The GEORGE School readings on developing Lands / Clark D. Moore and David Miller Yesterday and today / edited by Charles D. Moore and
		David Eldredge . (rest as in the main entry)

Reference Entry (Series Editor)

		MOORE, Clark D.
		See The George School readings on developing lands

Reference Entry (Series Editor)

	MILLER, David	
		See The George School readings on developing lands.

Explanation :

The statement of responsibility for the publication of the document lies with two editors. There are some contributors and no single author held responsible for the publication of the document. Hence main entry is made under title.

The publisher statement slightly changed. On the back of the title page it is stated that the book is published as Bantam Books and the Publisher is more popular with that name. Series is provided an added entry and Series editors are provided with reference entries.

5.6 ASSIGNMENTS

Catalogue the following books. The title pages and other information are provided.

Assignment-1

Bilingual Education

A Sourcebook

Alba N. Ambert
Sarah F. Melendez

Garland Publishing Inc.
New York & London
1985

Other Information :

Call No. : 371.97 AMB
Acc No. : 2235
Pages : viii, 333
Size : 22 cms.

Garland Reference Library of Social Science (Vol.197)

Assignment-2

**Fourth
Directory of Periodicals**

Publishing Articles
on English
and
American Literature and Language

Donna Gerstenberger and George Hendrick

The Swallow Press Inc.
Chicago

Other Information :

Call No. : 016.42 GER
Acc No. : 2235
Height : 21 cms
Copyright date: 1974
ISBN : 0-8040-0675-8 (Paper bound edition)
Pages : 234

Assignment-3

Thesis and Assignment Writing

Janathan Anderson
The University of New England

Berry H. Durston
Western Australian Institute of Technology

Millicent Poole
LA Trobe University

Wiley Eastern Private Limited, New Delhi.

Other Information :

Call No. : 808.023 AND
Acc No. : 6130
Pages : First Edition Published in 1970
Size : 20 cms.
Illustrations present

Assignment-4

A Grammar of Contemporary English

Randolph Quirk
Sidney Greenbaum
Geoffery Leech
Jan Svartvik

LONGMAN

Other Information :

Call No. : 425 GRA
Pages : xii, 1120
Acc. No. : 8016
Size : 24
ISBN : 0585244X
First Published : 1980.

Assignment-5

The Analysis of Communication Content

**Developments in Scientific Theories
and Computer Techniques**

Edited by
**Geroge Gerbner
Ole R. Holsti
Klaus Krippenderff
William J. Paisley
Philip J. Stone**

John Wiley and Sons Inc.
New York, London, Sydney, Toronto

Other Information :

Call No. : 001.54 N69
Acc No. : 179731
Subject heading : Communication

Assignment-6

The Ebony Handbook

by the Editors of
Ebony

Johnson Publishing Company, Inc.,
Chicago, 1974.

Other Information :

Call No. : 917.3 EBO
Pages : 397
Height : 22 cm.

Illustrations include tables

Back of the Title Page

The Ebony Handbooks, edited by Ebony Editors and Doris E. Saunders.

5.7 RECOMMENDED BOOKS

ANGLO - *American Cataloguing Rules*, 2nd ed. New Delhi : Oxford-IBH, 1978.

KRISHAN Kumar. *An Introduction to AACR2*, 3rd rev.ed. New Delhi. Vikas Pub., 1990.

MAXWELL, Margaret F. *Handbook for AACR2* : 2nd ed. Chicago : ALA, 1980.

NOORUL Hasan, Kamleshwar Nath and J. L. Sardana. *Cataloguing Practice*, New Delhi, Gitanjali Pub., 1984.

5.8 GLOSSARY

Editor : One who prepares for publication an item not his own. Responsibility may extend to revising, providing commentaries and introductory matter, etc.

Hanging Indention : This form of indention is used when the main entry is under title; the title begins at first indention and all succeeding lines of the body of the record begin at second indention.

Shared Authorship

Shared Responsibility : More than one author is responsible for the work.

UNIT - 6 : CORPORATE BODIES

Contents

- 6.0 Aims and Objectives
- 6.1 Introduction
- 6.2 Corporate Bodies
 - 6.2.1 Definition
 - 6.2.2 Kinds of Corporate Bodies
 - 6.2.3 Where a Corporate Body can be taken as Author?
 - 6.2.4 Rules for rendering of Heading for Corporate Bodies
- 6.3 Worked out Examples
 - 6.3.1 Government, Legislative bodies and Government Officials
 - 6.3.2 Institutions, Associations and Societies
 - 6.3.3 Conferences, Congresses, Meetings, etc.
 - 6.3.4 Committees and Commissions
 - 6.3.5 Exhibitions, Fairs, Festivals etc.
- 6.4 Summing Up
- 6.5 Answers to Self Check Exercises
- 6.6 Assignments
- 6.7 Recommended Books
- 6.8 Glossary

6.0 AIMS AND OBJECTIVES

Books are usually written by personal authors. Sometimes we may come across the names of institutions like universities, associations, governments, religious bodies, cultural organisations, etc., on the title page of books in the place of author statement. These institutions having a name are called as "Corporate Bodies". The aim of this unit is to guide you how to catalogue books issued by such bodies.

After studying this unit, you will be able to

- differentiate between the works of corporate body and personal author ;
- identify different kinds of corporate bodies ;
- judge the conditions where we can consider corporate body as author; and
- render different kinds of headings for different corporate bodies and make entries for each type of corporate body.

6.1 INTRODUCTION

In the previous chapters we have seen how to catalogue books of personal authors. Those are the examples for contributions of single, two, three and more than three personal authors. They also cover the works produced under editorial direction where we can see diffused authorship. We have seen through these examples how personal authors are contributing to the thought content of the work in their individual capacities. But in the case of works issued by a body, we can notice that the contribution is in the form of collective expression of thought by a group of persons and not as an individual personal author. Usually such groups are identified by a specific name. So that for cataloguing purpose we will deal personal authors and corporate authors separately.

6.2 CORPORATE BODIES

There are several kinds of corporate bodies which are involved in different kinds of activities in the society. The nature and content of the books issued by these bodies differ based on the very nature and activities of the bodies. Some of the books issued by corporate bodies may cover topics of general interest. Sometimes these books deal only with the topics of interest for the members of the issuing corporate body. Corporate bodies may be governments, or agencies established by governments, private and voluntary organisations and so on. Sometimes corporate bodies may be subordinate to other bodies like Ministry of Education which is subordinate to Government of India. As there are many variations in the very nature of corporate bodies and the books issued by them, we need to make careful judgements regarding the choice and rendering of headings while cataloguing such kinds of books. AACR-2 prescribes separate rules for choice and rendering of headings for corporate-bodies (Chap-21-Rule 21.1B and Chap.24).

In the next section we shall enumerate different kinds of corporate bodies with examples and how to catalogue each type with the help of rules given by AACR-2.

6.2.1 Definition

According to AACR-2 a corporate body is any kind of organisation or group of persons which is identified by a particular name and which acts, or may act as an entity. Typical examples of corporate bodies are associations, institutions, business firms, non-profit enterprises, governments, government agencies, projects and programmes, religious bodies, conferences and fairs and festivals.

6.2.2 Kinds of Corporate Bodies

Corporate bodies may be governments, different bodies controlled by governments, government officials, legislative bodies, judicial bodies, armed forces, embassies, delegations to international and inter-governmental bodies and associations. Let us identify some examples so that it may help you to identify different types of corporate bodies.

Government : Governments are of different kinds. Government may act as a whole or it may act through executive, legislative and judicial organs controlled by it.

Government as a whole:

Ex: Government of India
Republic of China
Government of Andhra Pradesh
Georgia State

Executive bodies of Government :

Ex: Ministry of Education, Government of India
Ministry of Education, Government of Andhra Pradesh

Legislative bodies of Government:

Lok Sabha, Parliament, Government of India
Legislative Assembly, Government of Andhra Pradesh
House of Commons, Parliament, United Kingdom
House of Lord, Parliament, United Kingdom
House of Representatives, Congress, United States.

Judicial bodies of Government :

Supreme Court, Government of India
High Court, Government of Andhra Pradesh
District Court, Visakhapatnam District.

Associations :

Association of Indian Universities ;
Indian Library Association (ILA);
International Federation of Library Associations and Institutions (IFLA) ;

Institutions :

Andhra University
Documentation Research and Training Center (DRTC)
Birla Institute of Scientific Research ;
Tata Energy Research Institute ;

Committees and Commissions :

Commission on Thermodynamics,
International Union of Pure and Applied Chemistry ;
Power Economy Committee, Ministry of Irrigation and Power, Government of India.
Committee on Planning School Library Quarters, Building and Equipment Division,
Library Administration Division, American Library Association.

Armed Forces :

Indian Army, Government of India ;
Indian Navy ;
Eastern Naval Command, Indian Navy;
Indian Airforce.

Embassies :

Indian Embassy (US)
Consulate of United Kingdom (Cairo)

Delegations :

Indian Mission to the United Nations

Religious Bodies and Officials :

Catholic Church
Canadian Conference of Catholic Bishops, Catholic Church
Catholic Church, Pope John Paul I.
Tirumala Tirupathi Devasthanam.

Conferences, Congresses, Meetings:

IX IATLIS Conference on Standards for Library Education.
Prospects of the World Food Supply : Proceedings of a symposium.

Exhibitions, Fairs and Festivals :

Expo 70
State Industrial Exhibition 1989-90
World Book Fair 1990, New Delhi.

The examples we have cited so far for different kinds of corporate bodies are only few. There are still numerous kinds of corporate bodies listing of which is not possible here. The common feature present in all kinds of corporate bodies is that it has a group of persons acting as a single entity.

6.2.3 Where a Corporate body can be taken as author?

Till now we have discussed what a corporate body is and what are different types of corporate bodies. Corporate bodies may release or may be responsible for bringing out different kinds of documents on different occasions. But we can not take all of them as authors of the document for which they are responsible. Here comes the problem of deciding a corporate body as an author of a particular document. Sometimes though a corporate body publishes or issues a document, it can not be entered

under the heading for that body. Depending on the nature of the content of the document we have to decide whether or not a corporate body is author of the document.

AACR-2 has made elaborate rules for choice and rendering of headings for corporate bodies. Under Chapter 21 choice of access point, as a basic general rule (21.182) for making entry under corporate body the Code prescribes five categories of works. These five categories can be stated in a simple form as 1) works dealing with administrative activities of the body or its policies, procedures and/or operations; or its finances; or its staff and/or officers; or its resources like catalogues, directories etc. ii) Some legal and governmental works like laws, administrative regulations, treaties, court proceedings and legislative hearings; (iii) Works which record the collective expression of thought of the body like committee reports, commission reports etc; (iv) works which report collective activity of a conference, of an expedition, of an event if they have a specific name prominently given in the work catalogued and (v) sound recordings; films, and video recordings resulting from the collective activity of a performing group, if the responsibility of the group is more than mere performance, execution etc.

Sometimes we may not be able to decide whether or not the work falls into one or more of these categories. In such cases we will treat the work as it is not a work of corporate body.

Another important aspect we have to notice in the case of publications of corporate bodies is the role of the subordinate and related bodies. Sometimes a subordinate or related body of a parent body may be responsible for issuing a document. Whether or not to give main entry heading under the subordinate unit is a problem here. AACR-2 makes two provisions : i) if the name of the subordinate unit has been indicated prominently in the item showing its responsibility predominantly, then we can enter the work under the heading for subordinate unit. ii) if the responsibility of the subordinate unit is not given significantly (or) if the name of the parent body is given in the chief source of information (title page) without mentioning the name of subordinate unit we have to enter the work under the heading for the parent body.

Subordinate bodies:

- i) Entered under its own name
eg: Arts Council of Great Britain
University Grants Commission (India)
- ii) Entered under the name of parent body.
Andhra University, Department of Library and Information Science
India, Ministry of Education.

When determining the main entry heading (just like in the case of personal author we may face problems if the work emanates from more than one corporate body. We can apply the same rules (Rule 21.4-21.7) followed for choice of heading for personal authors, even for choice of headings for corporate bodies. But AACR-2 provides separate rules for rendering of headings for corporate bodies in Chap. 24.

6.2.4 Rules for rendering of Heading for corporate bodies

There is one basic rule (Rule 24.1) which is applicable to all kinds of corporate bodies which suggests to make entry directly under the name by which a corporate body is predominantly identified except when it is stated to enter under the name of a higher or related body or under the name of a government. AACR-2 also provides guidelines to distinguish subordinate and related bodies from independent bodies. A body can be treated as a subordinate body if

- i) the name of the body contains terms like department, division, section, branch etc.
Eg. Andhra University, Department of Economics
All India Radio, Engineering Division.
- ii) the name contains a word normally indicating administrative sub-ordination where the name of higher body is required for identification of the subordinate body.

Eg. Government of India. Planning Commission.
Government of India. Department of Agriculture. Evaluation Committee.

iii) a name of subordinate body has been or is likely to be used by another higher body for one of its subordinate or related bodies.

Eg: Bharat Heavy Electricals Ltd.,
Technical Information Centre.

iv) subordinate body is a name of University faculty, school, college, institute, laboratory etc. that simply indicates a particular field of study.

Eg: Andhra University, School of Correspondence Courses
Venkateswara University. Medical College.

v) Subordinate body's name includes the entire name of the higher or related body.

Eg: Andhra University Press

Now let us discuss the rules for rendering different kinds of corporate bodies with examples.

6.3 WORKED OUT EXAMPLES

6.3.1 Government, Legislative Bodies and Government Officials

While rendering a government as heading the conventional name of the government should be used unless the official name is in common use. Conventional name of a government is the geographic name of the area (country, province, state, country, district, municipality etc.) over which the government exercises jurisdiction.

Eg. Government of India *as* India
United States of America *as* United States
Commonwealth of Kentucky *as* Kentucky

Sometimes more than one government may have same name. Such names of governments are to be differentiated by adding the type of jurisdiction in English.

Eg. Georgia (U.S.)
Georgia (U.S.S.R.)
Hyderabad (India)
Hyderabad (Pakistani)
Cork (Cork, Ireland)
Cork (Ireland ; County)

A body created or controlled by a government is to be entered under the name of a higher body, if subordinate body can not be identified independently with its name. If the heading for corporate body consists of more than one body, from second level onwards the heading should be underlined. (Use italics in print)

Eg: India. *Ministry of Education*
United Kingdom. *Parliament. House of Commons.*
Select Committee on the Telephone Services.
India. *President*
India. *Navy*
India. *Supreme Court*
India. *Delegation to the United Nations.*
United States. *Commission on Civilrights.*
India. *Planning Commission*

The following are the sample title pages of publications for which government as a whole or subordinate body to government are authors. Let us work out the main entry and added entries for these titles.

Example - 1

Constitution of India
(as modified upto the 1st October, 1969)

Manager of Publication
Delhi

Other Information :

Call No. : 342.54 IND
Acc. No. : 058
Pages : xx. 502p
Size : 24cm
Date of Publication : 1970

Explanation:

For Government Publications Rule No.24.3E states to enter under the conventional name. The conventional name of a government is the geographic name of the area over which the government exercises jurisdiction. In the above example, Government of India is responsible for its thought content and as such should go under Government of India. The rule states only to write the geographic name and hence the author of the Constitution of India becomes only INDIA. The entry will be

Main Entry

342.54 IND	INDIA	
058		Constitution of India: as modified upto 1st October, 1969 . New Delhi : Manager of Publication, 1970. xx, 502p.; 24 cm. 1. India-Constitution 1. Title.

Added Entry, Subject

342.54 IND	INDIA.	INDIA - CONSTITUTION
		Constitution of India. (rest as in the main entry)

Added Entry, Title

342.54 IND	INDIA.	CONSTITUTION of India
		Constitution of India. (rest as in the main entry)

Example -2

**Sixth Five Year Plan
1980-85**

Mid-Term Appraisal

**Government of India
Planning Commission
August, 1983**

.....
Other Information :

Call No. : 338.9 IND
Acc. No. : 45088
Pages : v, 139
Size : 28
.....

Explanation:

Planning Commission is responsible for the thought content of the document, and Planning Commission is a subordinate body of Government of India. Entry cannot be made directly under the Planning Commission because Planning Commission may be applicable to any country and hence the individualizing element, Government of India is to be denoted first.

Main Entry

338.9 IND	INDIA.	<i>Planning Commission</i>
45088	Delhi :	Sixth Five Year Plan, 1980-85: mid-term appraisal. - New Planning Commission, 1983. v, 139 p.; 28 cm. 1. India-Economic Policy I. Title

Added Entry, Subject

338.9 IND	INDIA.	INDIA - ECONOMY POLICY <i>Planning Commission</i>
		(rest as in the main entry)

Added Entry, Title

338.9 IND	INDIA	SIXTH Five Year Plan, 1980-85: mid-term appraisal <i>Planning Commission</i> .
		(rest as in the main entry)

Example - 3

**Farmers Training
and
Education Programme**

Evaluation Committee
Department of Agriculture, 1969.

Other Information :

Call No. : 630.7 IND
Acc No. : 061
Pages : ii, 47p.
Size : 22 cm.

From the back of the title page it is ascertained that the Department of Agriculture is an organ of the Central Ministry of Agriculture.

Explanation :

The thought content of the document has to go to the Evaluation Committee but this Committee has no independent status and cannot be identified by itself. The Committee is an organ of the Department of Agriculture which itself is a subordinate body of the Ministry of Agriculture. It is not necessary to represent the Ministry as the Department of Agriculture can be identified with its own name.

Main Entry

630.7 IND	INDIA.	<i>Department of Agriculture. Evaluation Committee.</i>
061		Farmers training and education programme. - New Delhi : Department of Agriculture, 1969. ii, 47p.; 22 cm. 1. Farmers training I. Title.

Added Entry, Subject

630.7 IND	INDIA.	FARMERS - TRAINING <i>Department of Agriculture. Evaluation Committee.</i>
		(rest as in the main entry)

Added Entry, Title

630.7 IND	INDIA.	FARMERS training and education programme. <i>Department of Agriculture. Evaluation Committee.</i>
		(rest as in the main entry)

Education, Individual And Society

Selected Addresses
by
Smt. INDIRA GANDHI
Prime Minister of India

Government of India,
Ministry of Education & Social Welfare,
New Delhi.

Other Information :

Call No. : T. 44 L7
Acc. No. : 13612
Year of Publication : 1977
Pages : 300
Size : 22 cms.

Explanation:

Government dignitaries, such as sovereign, president, prime minister and such others are to be entered by designation, if they are acting in their official capacity, and not by their personal names. (Rule 24.20). The inclusive years of the reign or incumbency and the name of the person in a brief form are to be added in parenthesis after the official designation.

Main Entry

T.44 L7	INDIA.	<i>Prime Minister (1967-1977; 1980-1984 : Indira Gandhi)</i>
13612		<p>Education, Individual and Society : selected addresses / by Smt. Indira Gandhi. - New Delhi : Ministry of Education & Social Welfare, 1977.</p> <p>300 p.; 22 cm.</p> <p>1. Education - India. I. Indira Gandhi. II. Title.</p>

Added Entry, Subject

T.44 L7	EDUCATION - INDIA INDIA. <i>Prime Minister (1967-1977 ; 1980 - 1984 : Indira Gandhi)</i>
	(rest as in the main entry)

Added Entry, Author

T.44 L7	INDIRA Gandhi INDIA. <i>Prime Minister (1967-1977 ; 1980 - 1984 : Indira Gandhi)</i>
	(rest as in the main entry)

Added Entry, Title

T.44 L7	EDUCATION, Individual and Society. INDIA. <i>Prime Minister (1967-1977 ; 1980 - 1984 : Indira Gandhi)</i>
	(rest as in the main entry)

Self Check Exercise - 1

Catalogue the following books. The title page and other information are provided.

Note: i) Write your answer in your own note book.

ii) Check your answer with the model answers given at the end of this unit.

Exercise - 1 (a)

Family Planning Programme in India An Evaluation

Programme Evaluation Organisation
Planning Commission
Government of India, 1970.

Other Information :

Call No. : 363.96 IND
Acc No. : 14780
Pages : iv, 267
Size : 27cm

Exercise - 1 (b)

Survey on Infant and Child Mortality, 1979

Office of the Registrar General India
Ministry of Home Affairs
New Delhi.

Other Information :

Call No. : 312.23 IND
Acc No. : 46279
Pages : vii, 780
Date : 1981

Exercise - 1 (c)

Jawaharlal Nehru's Speeches 1949-1953

Publication Division,
Ministry of Information and Broadcasting

Other Information :

Call No. : 923.254 NEH
Pages : ix, 586
Height : 25 cm
Acc No. : 54367
Published in : 1954

6.3.2. Institutions, Association and Societies

In the previous section we were concerned with government and government agencies as authors. Under corporate bodies many publications are brought out by institutions, associations and societies. Like government, institutions also may have subordinate or related organs.

Institutions, associations and societies are also called as 'organisations'. The organisations can be at the international, national or local level. For example, United Nations, UNESCO, WHO, FAO, ILO, International Court of Justice, etc., are international bodies.

In every discipline there is an international body, to name a few: International Academy of Political Science and Constitutional Studies ; International Council on Social Welfare ; International Institute of Philosophy ; World Council of Management ; World Society for Ekistics, etc. In Library Science, we find professional bodies at the international level such as International Federation of Documentation (FID), International Federation of Library Associations and Institutions (IFLA).

At the national level, every country abound with several associations, societies and such other organisations in every field or discipline. Here are quoted few - Indian Institute of Architects ; Indian Council of World Affairs, Indian Economic Association, Indian Library Association and Indian Academy of Sciences.

Some of the local organisation are:

Andhra Pradesh Library Association (APLA),
Madras Literacy Society, etc.

The Publications of these bodies are usually entered directly under their names.
For example:

AMA Management Hand book,
Edited by Russel F. Moore

The main entry heading is to be made under

AMERICAN MANAGEMENT ASSOCIATION

In the case of subordinate bodies of the Institutions, the entry is to be made under the name of a higher or related body. For example:

The Department of Library and Information Science of Osmania University cannot be entered under the name of the Department, it is to be treated as a subordinate body and hence the heading will be:

OSMANIA UNIVERSITY. DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE,

Whereas the Library of Osmania University is treated as a related body because the name of the body includes entire name of the higher body and the heading will be:

OSMANIA UNIVERSITY. LIBRARY

Based on the explanation given above we have worked out a few examples.

Example - 5

**Social Science Methods
Decision - Making
And
Development Planning**

UNESCO

.....
Other Information:

Acc No. : 9825

Size : 23.5

Pages : 103

Call No. : 350.0072 M4

Published in 1984 by United Nations Educational Scientific and Cultural Organisations, Paris.
.....

Explanation:

Main entry heading is to be made directly under the name of the international body, UNESCO. Added entries are to be provided for title and series. A *See* reference entry is to be given for the full name of the body for the benefit of those referring under it.

Main Entry

350.0072 M4	UNESCO	
9825		Social science methods, decision-making and development planning. - Paris : Unesco, 1984. 103 p.; 24 cm. - (Socio-economic studies ; 8) 1. Social policy. I. Title. II. Series.

Added Entry, Subject

350.0072 M4	UNESCO	SOCIAL POLICY
		(rest as in the main entry)

Added Entry, Title

350.0072 M4	UNESCO	SOCIAL Science methods, decision-making and Developmental Planning
		(rest as in the main entry)

Added Entry, Series

350.0072 M4	UNESCO	SOCIAL – ECONOMIC studies ; 8
		(rest as in the main entry)

See Reference Entry

		UNITED Nations Educational Scientific and Cultural Organisation
		<i>See</i> UNESCO

Modern Language Association of America

Reports of Surveys and Studies
of Modern Foreign Languages 1959-1961
New York

Other Information :

Call No. : 407 MOD
Acc No. : 065
Pages : x, 326 p.
Size : 29 cm.

Explanation:

The corporate bodies, such as Institutions, associations and societies are to be entered directly under the name of the body. Hence the main entry heding is to be made under ' Modern Language Association of America'.

Main Entry

407 MOD		MODERN LANGUAGE ASSOCIATION OF AMERICA
065		<p>Reports of surveys and studies of modern foreign languages, 1959-1961. - New York : Modern Language Association of America, 1961.</p> <p>x, 326p.; 29 cm.</p> <p>1. Language, Modern - study and teaching 1. Title.</p>

Added Entry, Subject

407 MOD		LANGUAGE, MODERN - STUDY AND TEACHING MODERN LANGUAGE ASSOCIATION OF AMERICA
		(rest as in the main entry)

Added Entry, Title

407 MOD		REPORTS of surveys and studies of modern languages MODERN LANGUAGE ASSOCIATION OF AMERICA
		(rest as in the main entry)

Example - 7

Selections from Educational Records
New Series Vol.2

**Development of University Education,
1916-1920.**

Edited by
Suresh Chandra Ghosh

Zakir Hussain Centre for Educational Studies
Jawaharlal Nehru University,
New Delhi. 1977.

Other Information :

Call No. : 378 L8
Acc No. : 103451
Pages : 250
Size : 25 cm.
Subject Heading : College and universities - Curricula

Explanation:

Rule 24.13, Type-4 " A name of a university faculty, school, college, institute, laboratory, etc., that indicates a particular field of study" and such a subordinate body or related body to be entered as a subheading of the name of the body. Added entries for the editor and series are to be prepared.

Main Entry

378 L8		JAWAHARLAL NEHRU UNIVERSITY, <i>Zakir Hussin Centre for</i>
103451		<p><i>Educational Studies.</i></p> <p>Development of university education 1916-1920 / edited by Suresh Chandra Ghosh . - New Delhi : Jawaharlal Nehru University, 1977.</p> <p>250 p. ; 25 cm. - (Selections from educational records new series ; V.2)</p> <p>1. Colleges and universities - Curricula. I. Ghosh, Suresh Chandra. II. Title, III. Series</p>

Added Entry, Subject

378 L8		COLLEGE AND UNIVERSITIES - CURRICULA JAWAHARLAL NEHRU UNIVERSITY, <i>Zakir Hussain Centre</i>
		<p><i>for Education Studies.</i></p> <p>(rest as in the main entry)</p>

Added Entry, Editor

378 L8		GHOSH, Suresh Chandra JAWAHARLAL NEHRU UNIVERSITY, <i>Zakir Hussain Centre</i> :
		<p><i>for Education Studies.</i></p> <p>(rest as in the main entry)</p>

Added Entry, Title

378 L8		DEVELOPMENT of University Education, 1916-1920 JAWAHARLAL NEHRU UNIVERSITY. <i>Zakir Hussain Centre</i>
		<i>for Education Studies.</i> (rest as in the main entry)

Added Entry, Series

378 L8		SELECTIONS from educational records new Series;V.2 JAWAHARLAL NEHRU UNIVERSITY. <i>Zakir Hussain Centre</i>
		<i>for Education Studies.</i> (rest as in the main entry)

Example-8

Manual of Microbiology

Prepared by
Committee on Bacteriological Technic
Society of American Bacteriologists
Mc Graw-Hill Book Company, INC
New York, 1957.

Other Information :

Call No. : G91 N57
Pages : xi, 315
Size : 26 x 18 cm
Acc. No. : 89101

Main Entry

G91 N57		SOCIETY OF AMERICAN BACTERIOLOGISTS. <i>Committee on</i>
89101	Bacteri	<p><i>Bacteriological Technic.</i></p> <p>Manual of Microbiology / prepared by Committee on Bacteriological Technic, Society of American Bacteriologists. - New York : Mc Graw-Hill, 1957.</p> <p>xi, 315 p. ; 26 cm.</p> <p>1. Microbiology - Technique. I. Committee on Bacteriological Technic. II. Title.</p>

Added Entry, Subject

G91 N57		MICROBIOLOGY - TECHNIQUE SOCIETY OF AMERICAN BACTERIOLOGISTS. <i>Committee on</i>
		<p><i>Bacteriological Technic.</i></p> <p>(rest as in the same entry)</p>

Added Entry, Committee

G91 N57		COMMITTEE on Bacteriological Technic SOCIETY of American Bacteriologists. <i>Committee on</i>
		<p><i>Bacteriological Technic</i></p> <p>(rest as in the same entry)</p>

Added Entry, Title

G91 N57		MANUAL on Microbiology SOCIETY OF AMERICAN BACTERIOLOGISTS. <i>Committee on</i>
		<i>Bacteriological Technic.</i> (rest as in the same entry)

Explanation:

In the above example, the corporate body responsible for the preparation of the document is 'Society of American Bacteriologists', and the 'Committee on Bacteriological Technic' is its subordinate body. As per rule 24.13 the subordinate body is to be entered as a subheading of the name of the society.

Self Check Exercise - 2

Catalogue the following books. The title page and other information are provided.

Note: i) Write your answer in your note book.

ii) Check your answer with the model answer given at the end of this unit.

Exercise - 2 (a)

National Council of Applied Economic Research,
New Delhi.

Utilization of Primary Energy in India

Asia Publishing House
Bombay Calcutta
New Delhi Madras

Other Information :

Call No. : 338.39 N27
Acc. No. : 855630
Pages : iv, 67
Copyright date : 1958
Half-title page : Occasional Papers No.3

Non-book Materials Cataloguing Rules

Integrated code of practice and draft revision of the
Anglo-American Cataloguing Rules

British Text Part III

Prepared by the
Library Association
Media Cataloguing Rules Committee

National Council for Educational Technology
with the Library Association.

Other Information :

Call No. : 025.34 LIB
Acc No. : 22384
Pages : vi, 129
Height : 20 cms.

6.3.3 Conferences, Congresses, Meetings, etc.

If the book is a conference proceeding it should be entered under the specific name of the conference. Sometimes the conference may not be having specific name indicating the topic of the conference. Such documents are entered under the title of the conference proceedings. See the following example.

Teaching of English

International Conference Sponsored by
National Council of Teachers of English at Boston, 1965.

Edited by
James R. Squire

National Council of Teachers of English
Champaign, Illinois 1966.

In the above sample title page the purview of the conference has not been indicated in the name of the conference. Hence this book containing papers presented at the conference should be entered under the title of the proceedings viz. 'Teaching of English'.

Words denoting conferences number, frequency or year should be omitted from the name of the conferences while rendering conference as heading. But information regarding conference number, frequency or year and place should be added at the end of the name of the conference as individualising elements within circular brackets and the individualising elements should be underlined or italics in print.

Eg. : Conference of Tobacco Research workers in India (3rd: 1962: Madras)

If the place of the conference is given as part of the name of the conference, it need not be again given as individualising element

E.g.: Paris symposium on Radio Astronomy (1961)

**Seminar on Leadership
and
Political Institution in India**

California University, 1956
Leadership and Political Institute in India

Edited by
Richard L. Park
and
Irene Tinker

Oxford University Press,
Madras 1960.

Other Information :

Call No. : 320.954 SEM
Acc. No. : 067
Pages : x. 480
Size : 24 cm

Explanation:

The main entry heading is to be made under the name of the conference and the year and place are to be added in circular brackets after it. As the conference papers are edited by some one else added entries are to be made for the two editors.

Main Entry

320.954 SEM	SEM	SEMINAR OF LEADERSHIP AND POLITICAL INSTITUTE IN
067		INDIA (1956 : California) Leadership and political institute in India / edited by Richard L. Park and Irene Tinker. - Madras : Oxford Univ. Press, 1960. x, 480 p.; 24cm. 1. Leadership 2. India-Politics and Governmen I. Park, Richard L. II. Tinker, Irene, III. Title.

Added Entry, Subject (1)

320.954 SEM		LEADERSHIP SEMINAR OF LEADERSHIP AND POLITICAL INSTITUTE
		IN INDIA (1956 : California) (rest as in the main entry)

Added Entry, Subject (2)

320.954 SEM		INDIA - POLITICS AND GOVERNMENT SEMINAR ON LEADERSHIP AND POLITICAL INSTITUTE
		IN INDIA (1956 : California) (rest as in the main entry)

Added Entry, Editor

320.954 SEM		PARK, Richard L. SEMINAR ON LEADERSHIP AND POLITICAL INSTITUTION
		IN INDIA (1956 : California) (rest as in the main entry)

Added Entry, Joint Editor

320.954 SEM		TINKER, Irene SEMINAR ON LEADERSHIP AND POLITICAL INSTITUTE IN
		INDIA (1956 : California) (rest as in the main entry)

Added Entry, Title

320.954 SEM		LEADERSHIP and Political Institute in India SEMINAR ON LEADERSHIP AND POLITICAL INSTITUTE IN
		INDIA (1956 : California) (rest as in the main entry)

Example - 10

Summary of Proceedings of the third

Conference of Tobacco Research Workers in India

Held at Madras

From 13th to 15th September, 1962

Indian Central Tobacco Committee

Madras, 1962

.....
Other Information :

Call No. : 633.71072 CON
Acc. No. : 062
Pages : 18,169
Size : 24 cm.

.....

Explanation:

In case of conferences, committees, seminars and the like, if they have their distinctive periodicity and held at different places they are to be shown in parentheses as in the example above. It is part of the author entry and hence it is underlined. In this example title entry is not shown as the title is Summary of Proceedings of the third... and it is doubtful whether any one likely to ask for or look in the Catalogue under Summary.

Main Entry

633.71072 CON		CONFERENCE OF TOBACCO RESEARCH WORKERS IN
062		INDIA (<i>3rd : 1962 : Madras</i>) Summary of proceedings . Madras : Indian Central Tobacco Committee, 1962. * 18, 169 p.; 24 cm. 1. Tobacco - Research.

Added Entry, Subject

633.71072 CON		TOBACCO - RESEARCH CONFERENCE OF TOBACCO RESEARCH WORKERS IN
062		INDIA (<i>3rd : 1962 : Madras</i>) Summary of proceedings . - Madras : Indian Central Tobacco Committee, 1962. 18, 169 p.; 24 cm. 1. Tobacco - Research.

**International Symposium
on
Atomic Molecular and Solid State Theory
and
Quantum Biology**

held at Sanibel Island, 1970

PROCEEDINGS

Edited By
Per-Olev Lowdin

Interscience Publishers

Other Information :

Call No. : 541.28 INT
Acc. No. : 063
Pages : xvii, 484 p.
Size : 26 cm.

Place of Publication New York but not shown.

Date of Publication ascertained outside the source, 1971.

There is a series - International Journal of Quantum Chemistry (Symposium No.4)

Explanation:

In the above example, the place of publication and date of publication are not shown in the Chief source of information, hence they are to be given in the square brackets. There is not a clear cut title. The title is to be constructed as 'Proceedings of the International Symposium on Atomic Molecular and Solid State Theory and Quantum Biology'.

Main Entry

541.28 INT	INTERNATIONAL SYMPOSIUM ON ATOMIC MOLECULAR
063	AND SOLID STATE THEORY AND QUANTUM BIOLOGY (1970 : Sanibel Island). Proceedings/edited by Per-Olev Lowdin. - [New York] : Inter Science, [1971]. xvii, 484p.; 26 cm. - (International Journal of Quantum Chemistry No.4). I. Quantum Chemistry - Congress. I. Lowdin, Per-Olev II. Title III. Series.

Added Entry, Subject

541.28 INT	QUANTUM CHEMISTRY - CONGRESS INTERNATIONAL SYMPOSIUM ON ATOMIC MOLECULAR
	AND SOLID STATE THEORY AND QUANTUM BIO- LOGY (rest as in the main entry)

Added Entry, Editor

541.28 INT	LOWDIN, Per-Olev INTERNATIONAL SYMPOSIUM ON ATOMIC MOLECULAR
	AND SOLID STATE THEORY AND QUANTUM BIO- LOGY (rest as in the main entry)

Added Entry, Title

541.28 INT	PROCEEDINGS [of] INTERNATIONAL SYMPOSIUM ON ATOMIC MOLECULAR
	AND SOLID STATE THEORY AND QUANTUM BIO- LOGY (rest as in the main entry)

Added Entry, Series

541.28 INT	INTERNATIONAL Journal of Quantum of Chemistry INTERNATIONAL SYMPOSIUM ON ATOMIC MOLECULAR AND SOLID STATE THEORY AND QUANTUM BIOLOGY No.4 (rest as in the main entry)
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Self Check Exercise - 3

Catalogue the following books. The title page and other information are provided.

Note : i) Write your answer in your own note book.

ii) Check your answer with the answer given at the end of this unit.

Exercise - 3 (a)

**International Conference
on
Teaching of English**

The Common Purpose
The teaching of English in Great Britain,
Canada and the United States

A Report

**Boston
1965**

Edited by
James R. Squire

**National Council of Teachers of English
Champaign,
Illinois, 1966**

Other Information :

Call No. : 420.7 INT
Acc. No. : 059
Pages : 243
Size : 21 cm.

National Council of Teachers of English are sponsors of the Conference.

Quality in Libraries

Seminar Papers
Thirty-Second All India Library Conference
S.K. University, Anantapur ;

January 3-6, 1987

Edited by
C.P. Vashishth

Indian Library Association
A/40-41, Flat No.201, Ansal Building
Dr. Mukherjee Nagar, Delhi - 110 009.

Other Information :

Call No. : 020 M8
Acc No. : 20307
Height : 24 cms.
Pages : xiii, 407
Published in : 1987
Figures, tables & diagrams present

6.3.4 Committees and Commissions

Governments and several organisations appoint committees and commissions to survey or study on several aspects. Libraries acquire such reports (submitted and published) because of their importance. Many of these reports are popular by the name of the committee or commission or by the name of the chairman. For example:

- i) **Report of the Secondary Education Commission.** The chairman of the commission was A.L.Mudaliar. The Report is popularly known as 'Mudaliar Commission Report'.
- ii) **Report of the Advisory Committee for Libraries, 1959.** The chairman of the Committee was K.P. Sinha. The Report is popularly known as 'Sinha Committee Report'.
- iii) **Report of the committee on Libraries.** The Committee was appointed by the University Grants Committee of U.K., under the chairmanship of Dr. Thomas Parry. The Report is popularly known as 'Parry Committee Report'.

AACR2 rule 24.13 (Type-2) says, "A name that contains a word normally implying administrative subordination (e.g. Committee, Commission) providing the name of the higher body is required for the identification of the subordination".

E.g. : International Council on Social Welfare. *Canadian Committee.*

Rule 24.18 (Type-2) says, "An agency with a name containing a word that normally implied administrative subordination (e.g., Committee, Commission) providing the name of the government is required for the identification of the agency".

Therefore, the Committees and Commissions are either directly entered under the name of the Committee or Commissions or on the subordinate body of the government or higher body (organisation). Added entries are to be prepared for the chairman and the popularly known title.

Education and National Development

Report of the Education Commission,
1964-66.

NCERT,
New Delhi.

Other Information :

Call No. : 370.6 IND
 Acc. No. : 060-063
 No. of Vols. : 4
 Date of Publication : 1966
 Size : 20 cm.

Chairman of the commission : D.S.Kothari.

The Report is also known as Kothari Commission Report.

Explanation :

A Commission set up by the Government will go under the name of the Commission and sometimes the report of the commission becomes well known and in such cases the Reports are called by the name of the person who heads the Commission. Reader usually ask such reports by the name of the Officer and hence an additional entry is called for. In the above example the Education Commission headed by D.S. Kothari is popularly, known as Kothari Commission Report and hence an additional entry is called for.

Main Entry

370.6 IND		INDIA. <i>Education Commission (1964)</i>
060-063		Education and national development : report of the Education Commission, 1964-66. - New Delhi : NCERT, 1966. 4v. ; 20 cm. D.S. Kothari, Chairman Also known as Kothari Commission Report. 1. Education - India. I. Kothari, D.S. II. Title. III. Title : Kothari Commission Report.

Added Entry, Subject

370.6 IND		EDUCATION - INDIA INDIA. <i>Education Commission (1964)</i>
		(rest as in the main entry)

Added Entry, Chairman of the Commission

370.6 IND		KOTHARI, D.S. INDIA. <i>Education Commission (1964)</i>
		(rest as in the main entry)

Added Entry, Title (1)

370.6 IND		KOTHARI Commission Report INDIA. <i>Education Commission (1964)</i>
		(rest as in the main entry)

Added Entry, Title (2)

370.6 IND	EDUCATION and National Development INDIA. <i>Education Commission (1964)</i>
	(rest as in the main entry)

Example - 13

**Ministry of Irrigation and Power
Report of Power Economy Committee**

March 1971,
New Delhi.

Other Information :

Call No. : 354.54 L1
Acc No. : 25901
Pages : IV, 86

Note: The Committee was appointed by the Government of India in May 1969 and the report was submitted to the Government by the Chairman K.L.Vij in 1971.

Main Entry

354.54 L1	INDIA. <i>Ministry of Irrigation and Power. Power Economy Committee.</i>
25901	Report of Power Economy Committee. - New Delhi : Ministry of Irrigation and Power, 1971. iv, 86 p. ; 22 cm. K.L. Vij, Chairman. Also known as Vij Commission Report 1. Energy resources - India. I. Vij, K.L. II. Title. III. Title : Vij Commission Report.

Added Entry, Subject

354.54
L1

ENERGY RESOURCES - INDIA
INDIA. *Ministry of Irrigation and Power. Power Economy*
Committee.

(rest as in the main entry)

Added Entry, Chairman of the Commission

354.54
L1

VII, K.L.
INDIA. *Ministry of Irrigation and Power. Power Economy*
Committee.

(rest as in the main entry)

Added Entry, Title (1)

354.54
L1

REPORT of Power Economy Committee
INDIA. *Ministry of Irrigation and Power. Power Economy*
Committee.

(rest as in the main entry)

Added Entry, Title (2)

354.54 L1	INDIA.	VII Commission Report <i>Ministry of Irrigation and Power. Power Economy Committee.</i> (rest as in the main entry)
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Self Check Exercise - 4

Catalogue the following books. The title page and other information are provided.

Note : i) Write your answer in your own note book.

ii) Check your answer with the model answer given at the end of this unit.

Exercise - 4 (a)

**Report of
Advisory Committee
for Libraries 1959**

Ministry of Education,
Government of India.

Other Information :

Call No. : 027.454 N59

Pages : 144

Size : 23x14 cms

Acc No. : 45321

Published by Manager of Publications, Delhi, 1959. Shri K.P.Sinha was the chairman of the Committee. The Report is also known as Sinha Committee Report.

Exercise - 4 (b)

University Grants Committee

Report of the Committee on
Libraries

London

Her Majesty's Stationery Office

1967 : Reprinted 1968

Other Information :

Call No. : 027.442 K8
Pages : x, 281
Height : 24 cms
Acc No. : 4235

The Chairman of the committee was Thomas Parry. The Report is called as 'Parry Committee Report'.

6.3.5 Exhibitions, Fairs, Festivals etc.

Only the number of the exhibition, fair, festival etc. should be omitted from the name of the exhibition, fair or festival. But Number year and place should be added at the end of their names as individualising elements and are to be underlined.

Festival of India (1991 : Berlin)
World Book Fair (1990 : New Delhi, India)
Expo 67 (Montreal)

6.4 SUMMING UP

In this unit we have defined 'Corporate body' and identified five types of corporate bodies. They are (i) Government, legislative bodies and government officials ; (ii) Institutions, Associations and Societies ; (iii) Conferences, Congresses, Meetings, etc. (iv) Committees and Commissions; and (v) Exhibitions, Fairs, Festivals, etc. You have learnt how to decide the heading for items issued by a corporate body. To illustrate different kinds of corporate bodies we have worked out some examples under each type.

6.5 ANSWERS TO SELF CHECK EXERCISES

Answer to Self Check Exercise -1

Main Entry

363.96 IND	INDIA. <i>Planning Commission. Programme Evaluation</i>
14780	<i>Organisation.</i> Family Planning Programme in India : an evaluation. - New Delhi : Planning Commission, 1970. iv, 267 p., 27 cm. 1. Family Planning - India. I. Title.

Added Entry, Subject

363.96 IND		FAMILY PLANNING - INDIA INDIA. <i>Planning Commission. Programme Evaluation</i>
		<i>Organisation.</i> (rest as in the main entry)

Added Entry, Title

363.96 IND		FAMILY Planning Programme in India INDIA. <i>Planning Commission. Programme Evaluation</i>
		<i>Organisation.</i> (rest as in the main entry)

Explanation:

In this example there is a second subordinate body under the Planning Commission i.e. Programme Evaluation Organization. To represent this body it is made subordinate to the Planning Commission because it does not have independent status. Rule No.24.13 states to enter "under a subordinate or related body as sub-heading of the name of the body to which it is subordinated or related".

Answer to Self Check Exercise - 1 (b)

Main Entry

312.23 IND	INDIA. <i>Office of the Registrar General.</i>
47279	<p>Survey on infant and child mortality, 1979. - New Delhi : Ministry of Home Affairs, 1981.</p> <p>vii, 780 p.; 29 cm.</p> <p>1. Mortality - Infants I. Title.</p>

Added Entry, Subject

312.23 IND	MORTALITY - INFANTS INDIA . <i>Office of the Registrar General.</i>
	(rest as in the main entry)

Added Entry, Title

312.23 IND	INDIA	SURVEY on infant and child mortality <i>Office of the Registrar General.</i>
		(rest as in the main entry)

Explanation:

In the above example, office of the Registrar Genral is an organ of the Ministry of Home Affairs but while rendering the entry, the Ministry of Home Affairs is left out. This is in keeping with the Rule No.24.19. When lower organ can be identified by its own name and there is no ambiguity or not likely to distort the name of the agency, entry is to be made under the lower body.

Answer to Self Check Exercise - 1 (c)

Main Entry

923.254 NEH	INDIA	<i>Prime Minister (1947-1964 : Nehru)</i>
54367	II. title.	Jawaharlal Nehru's Speeches, 1947-1953 / Jawaharlal Nehru. - Delhi : Publications Division, 1954. ix, 586 p. ; 25 cm. I. Nehru - Speeches, Addresses, etc. I. Nehru, Jawaharlal

Added Entry, Subject

923.254 NEH		NEHRU - SPEECHES, ADDRESSES, ETC. INDIA. <i>Prime Minister (1947-1964 : Nehru)</i>
		(rest as in the main entry)

Added Entry, Author

923.254 NEH		NEHRU, Jawaharlal INDIA. <i>Prime Minister (1947-1964 : Nehru)</i>
		(rest as in the main entry)

Added Entry, Title

923.254 NEH		JAWAHARLAL Nehru's speeches, 1947-1953 INDIA. <i>Prime Minister (1947-1964 : Nehru)</i>
		(rest as in the main entry)

Answer to Self Check Exercise- 2 (a)

Main Entry

338.39 N27	NATIONAL Council of Applied Economic Research (New Delhi)
855630	Utilization of primary energy in India. - Bombay : Asia Pub. House, 1958. iv, 67 p. ; 22 cm. - (Occasional Papers ; 3) 1. Energy Consumption. I. Title. II. Series.

Added Entry, Subject

338.39 N27	ENERGY CONSUMPTION NATIONAL Council of Applied Economic Research (New Delhi)
	(rest as in the main entry)

Added Entry, Title

338.39 N27	UTILIZATION of primary energy in India NATIONAL Council of Applied Economic Research (New Delhi)
	(rest as in the main entry)

Added Entry, Series

338.39 N27	OCCASSIONAL Papers ; 3 NATIONAL Council of Applied Economic Research (New Delhi)
	(rest as in the main entry)

See Reference Entry

NCAER	
	<i>See</i> NATIONAL Council of Applied Economic Research (New Delhi)

Answer to Self Check Exercise-2 (b)

Main Entry

025.34 LIB	LIBRARY ASSOCIATION. <i>Media Cataloguing Rules Committee.</i>
22384	<p>Non-book materials cataloguing rules : integrated code of practice and draft revision of the Anglo-American cataloguing rules British text part III . - London : National Council for Educational Technology with the Library Association, [98 -].</p> <p>vi, 129 p. ; 20 cm. - (Working Paper ; 11)</p> <p>1. Cataloging-Audio-Visual material. I. Title. II. Series.</p>

Added Entry, Subject

025.34 LIB	<p>CATALOGING - AUDIO-VISUAL MATERIAL LIBRARY ASSOCIATION. <i>Media cataloguing Rules Committee.</i></p>
	<p>(rest as in the main entry)</p>

Added Entry, Title

025.34 LIB	<p>NON-BOOK materials cataloguing rules LIBRARY ASSOCIATION. <i>Media cataloguing Rules Committee.</i></p>
	<p>(rest as in the main entry)</p>

Added Entry, Series

025.34 LIB		WORKING Paper ; 11 LIBRARY ASSOCIATION. <i>Media cataloguing Rules Committee.</i>
		(rest as in the main entry)

See Reference Entry

	L.A.	
		See LIBRARY Association

Answer to Self Check Exercise-3 (a)

Main Entry

420.7 INT	INTERNATIONAL CONFERENCE ON TEACHING OF
243	<p>ENGLISH (1965 : Boston)</p> <p>A common purpose : the teaching of English in Great Britain, Canada and the United States ; a report /edited by James R. Squire. - Champaign, Ill. : National Council of Teachers of English, 1966.</p> <p>p; 21 cm</p> <p>1. English Language-study and teaching I. Squire, J.R. II. National Council of teachers of English III. Title. IV. Title: Teaching of English in Great Britain; Canada and the United States.</p>

Added Entry, Subject

420.7 INT	ENGLISH LANGUAGE - STUDY AND TEACHING INTERNATIONAL CONFERENCE ON TEACHING OF
	<p>ENGLISH</p> <p>(rest as in the main entry)</p>

Added Entry, Editor

420.7 INT	SQUIRE, James R. INTERNATIONAL CONFERENCE ON TEACHING OF
	<p>ENGLISH</p> <p>(rest as in the main entry)</p>

Added Entry, Sponserer

420.7 INT		NATIONAL Council of Teachers of English INTERNATIONAL CONFERENCE ON TEACHING OF
		ENGLISH (rest as in the main entry)

Added Entry, Title (1)

420.7 INT		A COMMON Purpose : the teaching of English... INTERNATIONAL CONFERENCE ON TEACHING OF
		ENGLISH (rest as in the main entry)

Added Entry, Title (2)

420.7 INT		The TEACHING of English in Great Britain INTERNATIONAL CONFERENCE ON TEACHING OF
		ENGLISH (rest as in the main entry)

Explanation :

The main entry is made in the name of the conference. The conference was sponsored by the National Council of Teachers of English and is likely to be referred by that name. In such cases an additional entry is to be provided. As the Conference papers were edited by some one else an extra entry for the editor is made. Two title entries are made as the 2nd part of title stands out like an alternative title, though it is not, joined by *or* its equivalent, but such titles are likely to be remembered and hence calls for an additional entry. In the added entries the title is shortened with three dots to denote some omission in the title proper.

Answers to Self Check Exercise - 3 (b)**Main Entry**

020 M8		ALL INDIA. Library Conference (32nd : 1987 :
20307		<i>Ananthapur</i> Quality in Libraries : Seminar papers / edited by C.P. Vashishth. - Delhi : Indian Library Association, 1987. xiii, 407 p. ; 24 cm. 1. Libraries - India. I. Vashishth C.P. II. Title.

Added Entry, Subject

020 M8		LIBRARIES - INDIA ALL INDIA Library Conference (32nd : 1987 :
		<i>Ananthapur</i> (rest as in the main entry)

Added Entry, Editor

020 M8		VASHISHTH, C.P. ALL INDIA Library Conference (32nd : 1987 : Ananthapur)
		(rest as in the main entry)

Added Entry, Title

020 M8		QUALITY in libraries ALL INDIA Library Conference (32nd : 1987 : Ananthapur)
		(rest as in the main entry)

Answer to Self Check Exercise-4 (a)

Main Entry

027.454 N59	INDIA	<i>Ministry of Education. Advisory Committee for Libraries.</i>
45321	144 p. ; 23 cm.	<p>Report of Advisory Committee for Libraries. - Delhi : Manager of Publications, 1959.</p> <p>K.P. Sinha, Chairman.</p> <p>Also Known as Sinha Committee Report.</p> <p>I. Libraries - India. I. Sinha, K.P. II. Title. III. Title : Sinha Committee Report.</p>

Added Entry, Subject

027.454 N59	LIBRARIES - INDIA INDIA	<i>Ministry of Education. Advisory Committee for Libraries.</i>
		(rest as in the main entry)

Added Entry, Chairman of the Committee

027.454 N59	SINHA, K.P. INDIA	<i>Ministry of Education. Advisory Committee for Libraries.</i>
		(rest as in the main entry)

Added Entry, Title (1)

027.454 N59		REPORT of Advisory Committee for Libraries INDIA. <i>Ministry of Education. Advisory Committee for Libraries.</i>
		(rest as in the main entry)

Added Entry, Title (2)

027.454 N59		SINHA Committee Report INDIA. <i>Ministry of Education. Advisory Committee for Libraries.</i>
		(rest as in the main entry)

Answer to self Check Exercise - 4 (b)

Main Entry

027.442 K8	UNIVERSITY GRANTS COMMITTEE (UK). <i>Committee on</i>
4235	<p><i>Libraries.</i> Report of the committee on Libraries . - London : HMSO, 1967. x, 281 p. ; 24 cm. Thomas Parry, Chairman. Also known as Parry Committee Report. I. Libraries - U.K. I. Parry, Thomas. II. Title. III. Title : Parry Committee Report.</p>

Added Entry, Subject

027.442 K8	LIBRARIES - U.K. UNIVERSITY GRANTS COMMITTEE (UK). <i>Committee on</i>
	<p><i>Libraries.</i> (rest as in the main entry)</p>

Added Entry, Chairman of the Committee

027.442 K8	PARRY, Thomas UNIVERSITY GRANTS COMMITTEE (UK). <i>Committee on</i>
	<p><i>Libraries.</i> (rest as in the main entry)</p>

Added Entry, Title (1)

027.442 K8		REPORT of the committee on libraries UNIVERSITY GRANTS COMMITTEE (UK). <i>Committee on</i>
		<i>Libraries.</i> (rest as in the main entry)

Added Entry, Title (2)

027.442 K8		PARRY Committee Report UNIVERSITY GRANTS COMMITTEE (UK). <i>Committee on</i>
		<i>Libraries.</i> (rest as in the main entry)

6.6 ASSIGNMENTS

Assignment - 1

Joint Stock Company in India

Research & Statistics Division
Dept. of Company Affairs

Manager of Publications
New Delhi, 1970.

Other Information :

Call No.
Acc. No. : 11000
Pages : xiv., 215
Size : 24 cm.

Assignment - 2

Legal Aspects of Impeachment

An Over view

Office of Legal Counsel
Department of Justice, 1974.

Other Information :

Call No. : 343.73062
Acc. No. : 11001
Pages : 252
Size : 27 cm.
Place of Publication : Washington (but not shown on the title page).
Subject Heading : Impeachment - United States

Assignment - 3

Ministry of Commerce India's Trade Agreement with Other Countries

As in Force on May 1, 1976

Directorate of Exhibition & Commercial Publicity, 1977

Other Information :

Call NO.
Acc. No. : 11002
Pages : 972
Size : 24 cm.

Assignment - 4

Ministry of Labour and Employment
Evaluation and Implementation Division

**Recognition of Unions
Under the Code of Discipline**

New Delhi, Manager of Publication, 1962.

Other Information :

Call No.
Acc. No. : 11003
Pages : iv, 38 p
Size : 22 cm.

Assignment - 5

**Season & Crop Report of Andhra Pradesh
for the Agricultural Year 1985-86**

Farli 1395

Issued by
The Bureau of Economics & Statistics
Government of Andhra Pradesh, Hyderabad.

Other Information :

Call No. : 338.1 AND
Acc. NO. : G-15608
Size : 29 cm. x 21 cms.
Pages : iii, 398
Published in : 1988

Assignment - 6

**Report of the UGC Curriculum Development Centre
in Foreign Languages**

Jawaharlal Nehru University
New Delhi.

University Grants Commission
New Delhi, 1990.

Other Information :

Call No. : 378 UGC
Acc No. : 225106
Pages : 150
Height : 28 cms.

Assignment - 7

**The College Handbook
Foreign Student Supplement
1987-88**

College Entrance Examination Board
New York.

Other Information :

Call No. : 378 COL
Height : 28 cms.
Pages : vii, 241
Acc No. : 11181
Copyright year : 1987

Assignment - 8

Proceedings of the Eighteenth Meeting of the
Standing Advisory Committee on Agricultural Credit

Reserve Bank of India
Bombay

Other Information :

Call No.
Acc. No. : 11010
Pages : 125
Size : 22 cm.
Date of Publication : 1962

Assignment - 9

Andhra Pradesh Economic Association

Conference Papers

Second Annual Conference
10 & 11 March 1984

Kakatiya University,
Warangal.

Other Information :

Call No.
Acc. No. : 11008
Pages : 94,86,12
Size : 24 cm.

Assignment - 10

**National Conference
on
Scientific Information for Defence**

25-26 February, 1986,
Vigyan Bhavan,
New Delhi.

Conference Papers

Organised by:
Defence Scientific Information & Documentation Centre
Metcalf House,
Delhi - 110 054.

Other Information :

Call No. : 026.355
acc No. : 33915
Pages : Various pagings
Height : 28 cms
Diagrams, figures & tables present

Assignment - 11

International Cooperative Information Systems

Proceedings of a seminar held in
Vienna, Austria,
9-13 July 1979

Organized by the
International Development Research Centre
with the cooperation of the
International Atomic Energy Agency and
the Secretariat for the United Nations Conference
on Science and Technology for Development

Other Information :

Call No.
Acc. No. : 021.65 L9
Acc No. : 21335
Pages : iv, 109
Height : 24 cms.

Report of the Secondary Education Commission

(October 1952-June 1953)

Ministry of Education & Scientific Research
Government of India 1958

Other Information :

Call No. : 373.54 J8
Pages : viii, 311
Size : 22.5 x 16 cms
Acc. No. : 65433

The Commission was appointed in the year 1952 under the chairmanship of Dr. A. Lakshmanswami Mudaliar. The report is also known as 'Mudaliar Commission Report'.

Published by Manager of Publications, Delhi.

6.7 RECOMMENDED BOOKS

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

KRISHAN Kumar. *Introduction to AACR2*, 3rd rev ed. New Delhi : Vikas Pub House, 1990.

SEHGAL, R.L. *Cataloguing Manual AACR II*. New Delhi : Ess Ess, 1993.

WYNAR, Bohdan S. *Introduction to cataloguing and classification*, 7th ed. Littleton : Libraries Unlimited, 1985.

6.8 GLOSSARY

- Corporate body** : An organisation or group of persons who are identified by a name and who act as an entity.
- Geographic name** : The place name usually used in reference to geographic area.
- Place name** : See Geographic name.
- Political name** : The proper name of a geographical area according to the law.

UNIT-7 : SERIES, MULTIPART ITEMS, UNIFORM TITLES AND ANONYMOUS WORKS

Contents

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- 7.1 Introduction
- 7.2 Books published under Series
 - 7.2.1 What is a Series?
 - 7.2.2 Kinds of Series
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 - 7.2.4 More than one Series
 - 7.2.5 Need for Series added entry
 - 7.2.6 Rules for making Series added entry
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 - 7.2.8 Worked out examples
- 7.3 Multipart Items
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 - 7.3.2 Variations in Multipart items
 - 7.3.3 Problems in cataloguing Multipart items
 - 7.3.4 Description of Multipart items
 - 7.3.5 Worked out examples
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- 7.9 Assignments
- 7.10 Recommended Books
- 7.11 Glossary

7.0 AIMS AND OBJECTIVES

In this Unit we are introducing five aspects - Series, Multipart items, Analytical entries, Uniform titles and Anonymons works. Sometimes you may come across with a series statement to which a book belongs. Series of a book also demands one or more added entries. Cataloguing of books published with different parts/volumes known as 'Multipart Items'.

There are several other classical works like Epics, Folk Tales, etc., whose authors are not known, such works may be categorised under 'Uniform Titles'. Unknown and uncertain authorship are included in Anonymons works.

After studying this unit you will be able to

- identify different kinds of series statements;
- record various elements of a series in the description of the main entry as per rules of AACR 2;
- prepare added entries under the heading for series;
- differentiate multipart items from other documents;
- provide information about the special features of multipart items in their description in the main entry;
- make appropriate added entries including name-title or analytical entries for the parts/volumes of multipart items;
- identify and catalogue works of uniform titles ; and
- identify and catalogue anonymous works.

7.1 INTRODUCTION

You might have noticed statements like McGraw-Hill Series, Penguin Series, World Classics etc. on several books. Such statements are known as series statements. Series to which a document belongs is also an important aspect to be included in the description of the document. Rules of AACR - 2 made provision to include series as one of the areas of description in the catalogue entry. Moreover keeping in view the user approach, AACR-2 made provision for added entries under the heading for series. Sometimes the identification of series statement poses some problems. Hence you must be aware of what is a series, various kinds of series and how to record various sections of a series in the catalogue entry. Series is a collective name to which a set of books belong, usually published or brought out by a publisher or an organisation or a person. In this unit we will discuss the rules for cataloguing of books published under a series.

Till now we have covered cataloguing of simple and single volume books. But some books constitute more than one part or may be published in more than one volume. This unit discusses about the problems related to cataloguing of such multipart-items and suggests suitable solutions to them based on the rules provided by AACR-2. AACR-2 treats both multi-volume books and composite books as multipart items.

7.2 BOOKS PUBLISHED UNDER SERIES

Definition and kinds of series and various elements of series are covered in this part. Rules for rendering of series information and making added entry under the heading for series are also discussed.

7.2.1 What is a series ?

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

7.2.2 Kinds of series Statements

Series are of different types. The title of series usually indicates its kind. Series are named in different ways.

- i) In the name of persons as
Eg. *Gifford lectures (University of Edinburgh)*
Sethulakshmi Prasadamala
Ranganathan Series in Library Science.
- ii) In the name of organisations as
Eg. *University of Illinois Studies in Language and Literature.*
Broadway Oriental Library.
- iii) In the name of publisher as
Eg. *Wiley Social Science Series*
Mc Graw-Hill Wiley Series in management
- iv) In the name of subject as
Eg. *Cambridge tracts in mathematics and physics.*
- v) In the name of geographical areas as
Eg. *Madras Oriental Series.*

- vi) As memorial lectures
Eg. *Hepsa Ely Sulliman memorial lectures.*
- vii) In the form of generic names
Eg. *Teach yourself*
Everyman's Library
Historical series.

Sometimes a set of books not constituting a multi volume work but appears like that, and each book can be assigned a serial number may also contain statements which look like series statements. Just see the following example of a book which contains the following statement on its spine.

Works of Leo Tolstoy

Childhood, Boyhood and youth /

Centenary Edition 3/1928

It can be considered as Pseudo – series and entered as

Works of Leo Tolstoy, Centenary ed. 1928; 3 Charles Dickens; v.12.

7.2.3 Different elements of a series area and their rendering

Just like title of a document, series statement also consists of different elements. They are title proper of a series, parallel titles of series, other title information of series, statement of responsibility relating to series, ISSN of series, and numbering within series. Some times a series may also have a subseries. Some books may belong to more than one series. These cases are illustrated with examples in the following sections.

Under general rules (Rule 1.6) AACR-2 covers series area as part of description.

As per rules series should always be recorded within circular brackets. This area comes after physical description and before note area in the main entry.

Let us now discuss how to record each element of series area in the main entry.

(i) Title of the series

(a) Title Proper:

Title proper of a series should be written as it is.

(Politics and Public policy Series)

(Cambridge studies in Social Anthropology)

(b) Parallel Titles of Series:

Just like parallel title to the title of the book, parallel title to series is recorded. The parallel title of series is to be preceded by equal sign (=). AACR-2 gives the following example

(Jeux Visuals = Visual games)

(c) Other Title Information of Series:

It can be added to the title of series only if it gives valuable information identifying the series. See the example given by AACR-2.

(English linguistics, 1500-1750; a collection of facsimile reprints)

Other title information should be preceded by the punctuation colon (:) after title of the series.

(ii) Statement of responsibility relating to series:

Statement of responsibility relating to series will be preceded by slash (/) and the same rules adopted for rendering statement of responsibility of the item after title are applied here.

(George School readings on developing lands/
Series editors, Clark D. Moore and David Miller)

(iii) ISSN of Series :

ISSN (international Standard Serial Number) of series should be recorded in the standard manner preceded by the term 'ISSN' and punctuation to be used is comma (,)

(Western Canada Series Report, ISSN 0317-3127)

(iv) Numbering within Series :

Books published under a series will be allotted with individual serial numbers. While giving these numbers use standard abbreviations and arabic numerals in the place of other numerals or number in words. Usually the numbers will be designated as either number or volumes. Sometimes year may be given instead of number. Number of the series should be preceded by the punctuation semicolon (;). See the following illustrations.

(Helpse Ely Sulliman Memorial Lectures; v.25.)

(Ranganathan Series in Library Science; No.5)

(Occasional papers / University of Sussex Centre for Continuing Education, ISSN 0306-1108; no.4)

(Socio-Economic Studies; 8)

(Sakhram Ganesh Deuskar lectures on Indian History; 1980)

Sub Series :

If an item is one of a subseries (series within a series whether or not it has a dependent title) and both main and sub series are named in the item, we have to first give the details of main series and then information about sub series. The punctuation mark fullstop (.) is used between main series and subseries.

(National Extension College report. Series 2; no.6)

(University of Texas Bulletin ; 371. Humanistic series ;

17. Studies in English ; 2)

7.2.4 More than one series

Some of the items may belong to more than one series. They should be rendered as independent series statements within separate circular brackets.

For example colon classification 6th ed. 1960 belongs to both Ranganathan series in Library Science and Madras Library Association publication series.

(Ranganathan series in Library Science; 4) (Madras Library Association Publication series; 26)

7.2.5 Need for Series Added entry

Till now you have learnt about kinds of series statement, different elements of series area and how to render elements of a series in the main entry. But in the main entry series area is shown only as part of description of an item. As you know already, series is considered to be one of the user approach points in finding a required item. That is why series is covered as one of the added entry heading under tracings of the main entry.

7.2.6 Rules for making series added entry

Rule no. 21.30L of AACR-2 prescribes that an added entry can be prepared under the heading for a series for each separately catalogued work in the series if it provides a useful collocation.

The rules also suggest not to prepare added entry under the heading for a series if:

1. the items in a series are related to each other only by common physical characteristics.
eg. Microform collections.

or

2. the numbering suggests for stock control or to benefit from lower postage rates.

or

3. all the parts of a series are entered under the heading for one person.

- eg. Works of Ramanujan
- Works of Leo Tolstoy

In case of any doubt, we can make a series added entry.

7.2.7 Example of series added entry

Now let us learn how to make an added entry under the heading for a series. Series added entry is made in the same manner in which other added entries are prepared. We will make an added entry for a series, which has been entered in the description of the main entry illustrated in the previous section.

328.73 DAV		POLITICS and Public Policy Series; 6 DAVIDSON, Roger H.
		(rest as in the main entry)

In the added entry series heading is to be written from the second indention just above heading for principal author. It can be continued if necessary in the second line after leaving three letter space. Provision for number of the item within the series is an optional one. For the purpose of your practice, you are supposed to give the number of the series also in the heading of series added entry.

Self Check Exercise-1

- a. What is a series?
- b. What is the location of series area in the main entry?
- c. What are different elements of a series area?
- d. If a book belongs to two independent series, how to record them in the main entry?
- e. How can we meet the series approach of a user?

Note: i) Write your answer in the space given below.

ii) Check your answer with the model answer given at the end of this unit.

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7.2.8 Worked out examples

Example - 1

The Realm of the Nebulae

by
Edwin Hubble
of the
Mount Wilson Observatory
Carnegie Institution of Washington

Oxford University Press
London
1936

Other information:

Call No. : 523.1135 HUB
Ac. No. : 2001
Pages : xii, 210
Size : 24
Series : Hepsa Ely Sulliman Memorial Lecture, delivered at Yale University, 25 Volume.

Explanation:

Series are named several ways: in the names of persons, in the name of organisations, in the name of the publishers, some by fanciful names, some as the above one, as memorial lectures. Memorial lectures are usually instituted from funds donated for the purpose and held annually or at different intervals.

The numbering of the series also varies. Some have continuous numbers, few are identified only by years and some as in the above case numbered as volumes.

Some series have a single or more editors. The next example is a series with joint editors.

Main Entry

523.1135 HUB	HUBBLE, Edwin	
2001		The realm of the nebulae / by Edwin Hubble. - London: Oxford Univ. Press, 1936. xii, 210 p. ill.; 24cm. - (Hepsa Ely Sulliman Memorial Lecture : v.25) I. Nebulae 1. Title II. Series

Added Entry, Subject

523.1135 HUB		NEBULAE HUBBLE, Edwin
		(rest as in the main entry)

Added Entry, Title

523.1135 HUB		The REALM of the nebulae HUBBLE, Edwin
		(rest as in the main entry)

Added Entry, Series

523.1135 HUB		HEPSA Ely Sulliman Memorial Lecture ; v. 25 HUBBLE, Edwin
		(rest as in the main entry)

**The Backward Classes and
the New Social Order**

The Ambedkar Memorial Lectures
delivered under the auspices of the
University of Bombay

ANDRE BETEILLE
DELHI

Oxford University Press
BOMBAY CALCUTTA MADRAS

Other information:

Call No. : 305.56 BET
Acc. No. : 8120
Pages : 51
Size : 21
Date of Publication : 1981

The lectures were delivered on 6th and 7th March, 1980.

Subject heading: Social Classes

Explanation:

In this example, there is a series statement, 'The Ambedkar memorial lectures'. The series has no number but only the year of the delivery of the lecture and hence it is rendered as it is.

Main Entry

305.56 BET	BETEILLE, Andre	
8120		The backward classes and the new social order / Adre Beteille. - Delhi : Oxford University Press, 1981. 51 p. ; 21 cm. - (The Ambedkar memorial lectures; 1980) 1. Social classes. I. Title. II. Series.

Added Entry, Subject

305.56 BET		SOCIAL CLASSES BETEILLE, Andre
		(rest as in the main entry)

Added Entry, Title

305.56 BET		BETEILLE, Andre
		The backward classes and the new social order / Andre Beteille. (rest as in the main entry)

Added Entry, Series

305.56 BET		The Ambedkar memorial lectures; 1980) BETEILLE, Andre
		(rest as in main entry)

Self Check Exercise - 2

Catalogue the following book. The title page and other information are provided.

Note: i) Write your answer in your own note book.

ii) Check your answer with the answer given at the end of this unit.

Elite Politics in Rural India

Political Stratification and Political alliances
in Western Maharashtra

ANTHONY T. CARTER

Department of Anthropology,
University of Rochester

CAMBRIDGE
UNIVERSITY PRESS

Other information :

Call No. : 320.954792 CAR
Acc. No. : 3919
Date : 1974
Pages : ix, 207
Size : 23
ISBN : 052120366 X
Place of Publication: London
Series : Cambridge Studies in Social Anthropology No. 9
General Editors : M. Forters, J.R. Goody, E.R. Leach & S.J. Tambaiah
Subject heading : Maharashtra - Politics and government

7.3 MULTIPART ITEMS

Books published are either simple single items or items with more than one part or published in more than one volume. AACR-2 defines a multipart item as a monograph complete or intended to be completed in a finite number of separate parts. AACR-2 considers both multivolume books and composite books as multipart items.

7.3.1 Difference between multipart items and other documents

From the name itself we can say that a multipart item consists of more than one part/volume whereas simple book can be viewed as a simple physical unit. There will be single title page in the case of simple books. But in most of the cases, multipart items consist of separate title pages for individual part/volume. Each part/volume may or may not have independent title, author, pagination, date of publication besides a common title for all the parts/volumes. All constituent parts/volumes of a multipart item together are considered to be a single item for cataloguing purpose. Such peculiarities usually are not seen in the case of simple book. So the problem lies with the physical description of the multipart items. That means problem of giving multiple author statements, titles, and varying physical details in the description area of a single main entry prepared for a multipart item.

7.3.2 Variations within multipart items

Multipart item may be published or bound together by the library. They create some problems to the cataloguers. The problems are

1. There may or may not be collective title page for constituent parts/volumes.

2. Each part/volume may or may not have its own title besides the collective title to all the parts/volumes.
3. All parts/volumes may or may not have continuous pagination.
4. All parts/volumes may or may not have the same publication date.
5. Some of the multipart items are brought out by binding two or more independent items together by the library. They artificially look like a simple physical unit, without link between constituent parts.
6. A multipart item may or may not be a completed set.
7. Principal responsibility for thought content may or may not differ for each part/volume.

7.3.3 Problems in Cataloguing of multipart items

Problems regarding choice of heading can be resolved based on the condition of authorship like single author, joint authors, more than three authors or works produced under editorial direction etc. The same rules (Part II) for choice of heading for other kinds of documents can be applied even for the choice of heading for multipart items. For example if all the parts/volumes of a multipart item are written by same single personal author, then the main entry for that item is made under the heading for personal author. For example Dewey Decimal Classification by Melvil Dewey is published in 3 volumes. Principal responsibility for the work lies with Melvil Dewey for all the three volumes.

If a multipart item is produced under editorial direction, you can apply the rules for works produced under editorial direction which suggests that main entry is to be made under the heading for collective title. Most of the famous encyclopaedias and reference sources come under this category

FUNK & WAGNALLS NEW ENCYCLOPEDIA, 28 vols.
Robert S. Phillips, Editor-in-Chief

The description of multipart item poses many problems because of varying titles, date of publication and physical details etc.

The areas of description in the main entry where differences exist between multipart item and other documents are:

1. Title/Statement of responsibility.
2. Edition.
3. Date of Publication.
4. Pagination.
5. Series.
6. Note.

7.3.4 Rules for description of multipart items

Except for the following areas, other areas in the description are transcribed just like for other documents. The areas of description where special attention is to be paid are

1. Title/Statement of responsibility.
2. Edition.
3. Date of Publication.
4. Pagination.
5. Size.
6. Series.
7. Note.

Now we will discuss about the nature of each area of description of a multipart item and how it can be shown as part of description in the main entry according to the rules of AACR - 2.

(i) Title/Statement of responsibility:

First we will look into the variations in title area.

Title:

Multipart items usually consist of any one of the following kinds of titles.

1. All the parts/volumes bearing a common collective title without independent titles for each part/volume. In this case parts/volumes have only serial number as part 1, part 2, and part 3 or volume 1, volume 2, volume 3 and so on.
2. Independent titles for each part/volume in addition to a collective title.
3. Multipart items without collective title but with independent title for each part.

The method of rendering of title area differs in each of the above mentioned types of multipart items.

If an item with different parts/volumes consists of only collective title, the title area will include the collective title. See Example 1 which is published in three volumes not having separate titles.

If a multipart item consists of collective title with individual titles for parts/volumes, then title area consists of collective title of the whole item. Rule 1.7B18 makes provision for rendering individual titles of parts in note area as contents.

In the case of multipart item lacking a collective title but having individual titles for each constituent part, then according to rule 1.0H for description as well as heading the first part will be taken into consideration. Hence the title of the first part will be taken as title proper of the multipart item. Information about second part will be shown in the note as "with" notes. See Example 3 for better understanding.

(ii) **Edition Area**

If an item lacking collective title contains one or more works with an associated edition statements, such statements should be recorded after title and statement of responsibility to which they relate, separated by a full stop.

(iii) **Date of Publication**

If two or more dates are found to be on the various parts of a multipart item, we have to give the earliest and latest dates. In describing a multipart item that is not yet complete, only the earliest date will be given followed by a dash and four spaces.

(iv) **Pagination**

If parts/volumes has continuous pagination then the pagination will be given in parentheses after the number of volumes.

eg. 3v. (xx, 800p.)

(v) **Size**

If the volumes in a multivolume set differ in height and the difference is less than two centimetres, we have to the largest size. If the difference is more than two centimeters, we have to give both the smallest and the largest size separated by hyphen.

; 22 - 26 cm.

(vi) **Series**

If parts of an item belong to different series and this relationship can not be stated in main entry, then we have to give details of a series in a note.

(vii) **Note**

Note is an important area for the description of multipart items. Multipart items may have a collective title, or may not have a collective title. In both cases Note area used in the case of multipart item with collective title and also independent titles for each part/volume, collective title is used as title proper. Separate titles of parts/volumes, are given in the note section as

contents or partial contents. If we are providing titles of all the parts then it will be entered as 'contents'. If we are indicating incomplete information then it is called as 'partial contents'. We can see the second example where under contents titles of two volumes are given.

Another kind of note used in the case of multipart items lacking collective title is "with" notes. You can see the third example for "with" notes. "With" notes include, titles and authors of parts other than the first in a multipart item without collective title.

Note area is also used to record information about different series of different parts of a multipart item.

Till now we have covered the areas of description where variation may occur in the case of multipart items. You have also learnt how to record the special features in the description of multipart items as per rules. The above points can be better illustrated through the worked out examples.

Apart from description, variations are also seen in the case of tracing and provision of added entries.

As the title and author of constituent work are also important, they should also be covered as added entry headings. AACR-2 makes provision of two kinds of added entries viz. name-title added entries or analytical entries to cover access points for parts. Headings for name-title added entries are to be shown first in tracing of the main entry. Analytical entries are illustrated in the second example.

Self-check Exercises - 3

- (a) What is a multipart item?
- (b) What are the peculiar characteristics of multipart items?
- (c) How can we indicate information about parts in the catalogue?

Note: i) Write your answer in the space provided below.
ii) Compare your answer with the model answer given at the end of this unit.

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7.3.4 Worked out examples

Example - 3

History of the Freedom Movement in India

Volume One

by

TARA CHAND

Foreword by

HUMAYUN KABIR

Publications Division

Other information :

Call No. : 954.035 TAR
Acc. No. : 3501-3503
Pages : Vol.1 (xiii, 344), Vol.2 (ix, 629), Vol.3 (vi,527)
Size : 21
Date : Vo. 1 (1961) ; Vol. 2 (1967) ; Vol. 3 (1972)

Explanation :

This is a multivolume set of 3 volumes, and published during a period of 1961-1972. In such cases the Rule No. 1.4F8 states that "if two or more dates are found on the various parts of a multipart item (e.g., if such an item is published in parts over a number of years), give the earliest and latest dates". In the example the volumes are complete and hence the inclusive dates have been given. In case the publications of the multipart items. Rule No. 2.5B17 states that if a printed monograph is in more than one physical volume, record the number of volumes as done in the example. In regard, to pagination Rule 2.5B20 states that if a set of volumes is continuously paged, give the pagination in parentheses after the number of volumes.

Main Entry

954.035 TAR	TARA Chand	
3501.3503		History of the freedom movement in India / by Tara Chand; forewod by Humayun Kabir. - New Delhi: Publication Division, 1961-1972 3V. (xiii,344 ; ix, 629 ; iv, 527 p.) ; 21 cm. 1. Independence movement - India I. Title

Added Entry, Subject

954.035 TAR	TARA Chand	INDEPENDENCE MOVEMENT - INDIA
		(rest as in the main entry)

Added Entry, Title

954.035 TAR	TARA Chand	HISTORY of freedom movement in India
		(rest as in the main entry)

Example - 4

CRYPTOGAMIC BOTANY

VOLUME I
Algae and Fungi

GILBERT M. SMITH
Stanford University

SECOND EDITION

THEODOSIUS DOBZHANSKY
Professor of Zoology, Columbia University.

TATA MCGRAW-HILL PUBLISHING COMPANY LTD.
New Delhi

Other information:

Call No. : 586 SMI
Acc. No. : 4501-4502
Pages : v.1 (ix.546), v.2 (399)
Date of Publication : V.1. 1971, V.2. 1972
Size : 21 cm.

Explanation:

In the previous example each volume does not have a title of its own. They are merely numbered as 3 volumes. But in some instances each volume has its own title in addition to the main title for the set of volumes. In such cases AACR 2 mentions the names of titles against each volume in the content area (Refer Rule No. 1.7B18).

The second edition of the book is revised by Theodosius Dobzhansky but in the title page or anywhere inside the book it is not stated as a reviser. Hence, in the heading statement against the name of Dobzhansky no designation is given.

Pagination of both the volumes is shown in parentheses as per Rule No. 2.5B21. There are four subject entries as the book deals with those subjects. As explained earlier the number of subject entries depend on the nature of the book.

Main Entry

586 SMI	SMITH, Gilbert M.
4501-4502	<p>Cryptogamic botany / Gilbert M. Smith. – 2nd ed. / Theodosius Dobzhansky. – New Delhi : Tata McGraw-Hill 1971-1972.</p> <p>2V. (ix, 546; 399p.) ; 21cm.</p> <p>Contents : V. 1. Algae and fungi – V.2. Bryophytes and pteridophytes.</p> <p>1. Algae 2. Fungi 3. Bryophytes 4. Pteridophyta. I. Dobzhansky, Theodosius II. Title</p>

Added Entry, Subject (2)

586 SMI	ALGAE SMITH, Gilbert M.
	(rest as in the main entry)

Added Entry, Subject (2)

586 SMI		FUNGI SMITH, Gilbert M.
		(rest as in the main entry)

Added Entry, Subject (3)

586 SMI		BRYOPHYTES SMITH, Gilbert M.
		(rest as in the main entry)

Added Entry, Subject (4)

586 SMI		PTERIDOPHYTA SMITH, Gilbert M.
		(rest as in the main entry)

Added Entry, Reviser

586 SMI		DOBZHANSKY, Theodosius SMITH, Gilbert M.
		(rest as in the main entry)

Added Entry, Title

586 SMI		CRYPTOGAMIC Botany SMITH, Gilbert M.
		(rest as in the main entry)

Example - 5

THE STORY OF CIVILIZATION : PART I

OUR ORIENTAL HERITAGE

Being a history of civilization in Egypt and the Near East to the death of Alexander, and in India, China and Japan from the beginning to our own day; with an introduction on the nature and foundations of civilization.

By
Will Durant

SIMON AND SCHUSTER
NEW YORK : 1954

THE AGE OF REASON BEGINS

A History of European Civilization in the Period of Shakespeare,
Bacon, Montaigne, Rembrandt, Galileo, and Descartes: 1558-1648

By
Will and Ariel Durant

SIMON AND SCHUSTER
NEW YORK : 1954

Other Information :

Call No. : 909 DUR
Acc. No. : 2301 - 2311
Size : 25
No. of Volumes : 11
Date : The first volume was published in 1935 and the last volume in 1975.
The set on hand was published during the period 1954 to 1975

Explanation:

Above are given two title pages of a set of eleven volumes. The set has one running title with individual titles printed boldly. The volumes 1 to 6 written by one author and 7 to 11 by two authors.

The names of two authors given as Will and Ariel Durant. In such cases the surname of the authors is not repeated, only the fore names are given which actually should read as Will Durant and Ariel Durant. The fact that Ariel Durant was associated with the work from the seventh volume onwards can be shown only in the notes area. However, a joint author entry is given.

As the number of volumes are many it is not necessary to show the page numbers. The date of publication of the set on hand is from 1954-1975, but actually the 1st volume was published in 1935. This fact may be stated in the notes area. It is not necessary to give the titles of the different volumes as the work is well known as "The story of civilization."

Main Entry

909 DUR	DURANT, Will
2301-2311	<p>The story of civilization / Will and Ariel Durant. - New York : Simon and Schuster, 1954 - 1975. 11 pts.: 25 cm. Ariel Durant associated with the work from pts. 7-11 Contents : pt.1. Our Oriental heritage - pt.2. The life of Greece - pt.3. Caesar and Christ - pt.4. The age of faith - pt.5. The Renaissance - pt.6. The Reformation - pt.7. The age of reason begins - pt.8. The age of Louis XIV - pt.9. The age of Voltaire - pt.10. Rousseau and (cont. on next card)</p>

Main Entry (continued)

		[Card 2]
909 DUR	DURANT, Will	
		Revolution - pt.11. The age of Napoleon. I. Civilization, World - History I. Durant, Ariel, II. Title

Added Entry, Subject

909 DUR	CIVILIZATION, WORLD - HISTORY DURANT, Will	
		(rest as in the main entry)

Added Entry, Joint Author

909 DUR	DURANT, Ariel DURANT, Will	
		(rest as in main entry)

Added Entry, Title

909 DUR	DURANT, Will	The STORY of Civilization
		(rest as in the main entry)

Self Check Exercise - 4

Catalogue the following books. The title page and other information are provided.

- Note: i) Write your answer in your own notebook.
ii) Check your answer with the answer given at the end of this unit.

Exercise - 4 (a)

**Castes and Tribes
of
Southern India**

By
Edgar Thurstone, C.I.E.

Assisted By
K. Rangachari, M.A.

V.1 - A and B

Cosmo Publications
Delhi - 110006, INDIA
1975

Other information:

Call No. : 307.7 THU
Acc. No. : 3201-3207
No. of Volumes : 7
Size : 22

Originally published in 1909 by Government Press, Madras.

INTRODUCTION TO REFERENCE WORK

Volume I Basic Information Sources

Fourth Edition

William A. Katz

Professor, School of Library and Information Science
State University of New York at Albany

McGraw - Hill Book Company

New York St. Louis San Francisco Auckland Bogota
Hamburg Johannesburg London Madrid Mexico
Montreal New Delhi Panama Paris Sao Paulo
Singapore Sydney Tokyo Toronto

Other information:

Call No. : —
Acc. No. : 5301-5302
Pages : 2 Vols. V1. xii, 398; V2. vi, 309
Size : 23
Date : 1982
Series : McGraw-Hill Series in Library Education
Jean Key Gates - General Editor

7.4 ANALYTICAL ENTRIES

Some books are published with the contributions of several authors. Such books are edited by some one else and the main entry is made under the title of the book with an added entry for the editor. The actual contributors or real authors are not represented anywhere in the catalogue. The nature of such books fall under the category : (1) collections of independent works by different persons (2) collections consisting of extracts from independent works by different persons and (3) works consisting of contributions by different persons produced under editorial direction.

To represent the actual contributors of a work, analytical entries are found to be the solution. Chapter 13 of AACR 2 deals with analytical entries. Analytical entry has been defined as "an entry for a part of an item for which a comprehensive entry has been made". AACR 2 further states that analysis is the process of preparing a bibliographical record that describes a part or parts of a larger item.

Analysing the contents of books differ from library to library. Bigger libraries which subscribes to all indexing tools may not need the necessity of preparing analytical entries. This is specially true in case of short stories plays, poems and essays. Other libraries can enrich their resources to a very large extent if they adopt to the practice of preparing analytical entries for the significant parts of the books.

Analytical entries can be prepared for authors, titles and subject. Subject analyticals fall under subject headings and hence not part of AACR. In this lesson only examples of author and title analyticals are shown.

Analytical entries in case of monographic works are called for when a title is not dependent on that of the comprehensive item. This is usually applicable in case of multi-volume sets where individual

volumes have their own title. Rule No.13.2 states "if the item is a part of a monographic series or a multipart monograph and has a title not dependent on that of the comprehensive item, prepare an analytical entry in terms of a complete bibliographic description of the part. Give details of the comprehensive item in the series area". This is explained by an example below:

Example - 6

The History and Culture of the Indian People

Struggle for Freedom

General Editor
R.C. Majumdar

Assistant Editor
A.K. Majumdar

Bombay
Bharatiya Vidya Bhavan

Other Information :

1. It is 11th volume of the set : The History and culture of the Indian people
2. 2nd Edition : 1978
3. Pages : xxxii, 1144
4. Size : 2.5cm.

Analytical Entry

954 HIS	STRUGGLE for freedom / edited by R.C. Majumdar, assisted by
	A.K. Majumdar. - 2nd ed. - Bombay : Bharatiya Vidya Bhavan, 1978. xxxii, 1144p.; 24cm. - (The history and Culture of Indian people ; v.11)

The above is an analytical entry for a volume in a set, the volume having an independent title. There are 11 volumes in this set and all the 11 volumes have separate titles. The main entry is to be made under the *History and Culture of the Indian People* and in the note section the volume numbers and the titles are to be noted. While making the analytical entry the main title is treated as a series. Note also the example is given under Rule 13.2 of AACR 2.

The purpose of this entry is that by chance some reader knows only the title of the book, he can trace the same in the catalogue.

The more common analytical entries are "IN" analyticals. They are given both for author and titles. This is explained below, giving both author and title analyticals from the same book and to understand the problem, the main entry for the book also is given.

Example 7

Political Economy of India

A study of land reforms policy in Andhra Pradesh

Edited by
B.A.V. Sharma

Light & Life Publishers,
New Delhi, Jammu, Trivandrum

Other Information :

Call No. : 333.315484 POL
Acc.No. : 4907
Pages : xxxiii, 569
Size : 21 cm.
Date : 1980

There are 33 contributions by different authors. A random selection of six contributions are taken to show how analytical entries are to be made. (1) *Politics of land reforms* by B.A.V. Sharma (p 1-17) (2) *Bharatiya Jana Snngh and Swatantra Party and land policy* by M. Ranachander (p 155-173) (3) *Peasani movement and organisations in Andhra Pradesh* by G. Someswara Rao (p 237-247) (4) *Land reform policy and legislation (1956-1967)* by D. Satyanarayana (p 303-315) (5) *Land Reforms and village panchayats* by V. Sivalinga Prasad (p 441-448) (6) *Impact of land reforms on rural society* by K. Madhusudan Reddy (p 529-538).

Main Entry

333.315484 POL	POLITICAL economy of india : a study of land reforms policy in Andhra Pradesh/edited by B.A.V. Sharma. - New Delhi Light & Life publishers, 1980.
4907	xxxiii, 569 p.; 21 cm. Contents : (all the 33 contributions can be noted). 1. Land reform - Andhra Prdesh I. Sharma, B.A.V.

Added Entry, Subject

333.315494 333POL		LAND REFORM - ANDHRA PRADESH POLITICAL economy of india.
		(rest as in the main entry)

Added Entry, Editor

333.315484 POL		SHARMA, B.A.V. POLITICAL economy of india.
		(rest as in the main entry)

The above three entries will suffice for the usual cataloguing of the document. In the main entry all the 33 contributions are not shown just to save time and space. However, if a reader wants a particular article, there is no way one can trace it. It is for this purpose "IN" analyticals have been introduced. As per AACR 2 Rule No.13.5.A "IN" analytics consists of (1) elements of the title and statement of responsibility (2) elements of the editon area (3) numeric designation (4) Publication, distribution area (5) Physical details (6) dimensions. "IN" Analytical entries based on the above example are worked out below:

Analytical Entry, Author

333.315484 POL		SHARMA, B.A.V.
	21cm.	<p>Politics of land reforms / B.A.V. Sharma. - p. 1-17 ;</p> <p><i>In Political economy of India / edited by B.A.C. Sharma. - New Delhi : Light & Life Publishers, 1980.</i></p>

Analytical Entry, Author

333.315484 POL		SOMESWARA RAO, G.
		<p>Peasant movement and organisation in Andhra Pradesh / G. Someswara Rao. - p. 237-247 ; 21cm.</p> <p><i>In Political economy of India / edited by B.A.C. Sharma. - New Delhi : Light & Life Publishers, 1980.</i></p>

Analytical Entry, Author

333.315484 POL		MADHUSUDHAN Reddy, K.
		<p>Impact of land reorm on rural society / K. Madhusudan Reddy. - p. 529-538 ; 21 cm.</p> <p><i>In Political economy of India / edited by B.A.C. Sharma. - New Delhi : Light & Life Publishers, 1980.</i></p>

ticals can be worked out. For the three author analytical entries, below
als :

Analytical Entry, Title

333.315484 POL		POLITICS of land reforms / B.A.V. Sharma. - p. 1-17 ; 21cm.
		<i>In Political economy of India/</i> edited by B.A.C. Sharma. - New Delhi : Light & Life Publishers, 1980.

Analytical Entry, Title

333.315484 POL		PEASANT movement and organisations in Andhra Pradesh /
		G. Someswara Rao. - p.237-247 ; 21 cm. <i>In Political economy of India /</i> edited by B.A.C. Sharma. - New Delhi : Light & Life Publishers, 1980.

Analytical Entry, Title

333.315484 POL	IMPACT of land reforms on rural society / K. Madhusudhan
	Reddy. - p. 529-538 ; 21 cm. <i>In Political economy of India</i> /edited by B.A.C. Sharma. - New Delhi : Light & Life Publishers, 1980.

Example - 8

Modern Indian Short Stories

Editor
Suresh Kohli

Arnold Heinemann

Other Information :

Call No. : 823.01 MOD

Acc. No. : 5034

Pages : xvi, 192

Size : 22 cm.

Edition and Date : 2nd edition, 1983

There are in all 24 short stories by 24 eminent writers.

For purpose of analytical entries only two are noted here : Mulk Raj Anand : *Why does the child cry* (91-97 p.) ; Ruskin Bond : *The tiger in the tunnel* (172-176 p.)

Main Entry

823.01 MOD	MODERN Indian short stories / edited by Suresh Kohli. - 2nd ed. -
5034	<p>New Delhi : Arnold Heinemann, 1983.</p> <p>xiv, 192p.; 22 cm.</p> <p>Partial Contents: Why does the child cry / Mulk Raj Anand - The tiger in the tunnel / Ruskin Bond - Death of a city / Amritapitam - The survivor / Arun Joshi.</p> <p>1. English fiction, I. Kohli, Suresh.</p>

Added Entry, Subject

823.01 MOD	<p align="center">ENGLISH FICTION</p> <p>MODERN Indian Short Stories / edited by Suresh Kohli. -</p>
	<p>(rest as in the main entry)</p>

Added Entry, Editor

823.01 MOD	<p>KOHLI, Suresh</p> <p>MODERN Indian Short Stories / edited by Suresh Kohli. -</p>
	<p>(rest as in the main entry)</p>

Analytical Entry, Author

823.01 MOD	ANAND, Mulk Raj	
		<p>Why does the child cry / Mulk Raj Anand. - New Delhi : Arnold Heinemann, 1983.</p> <p><i>In Modern Indian Short stories / edited by Suresh Kohli. - 2nd ed. - New Delhi : Arnold Heinemann, 1983.</i></p>

Analytical Entry, Title

823.01 MOD	WHY does the child cry / Mulk Raj anand. - p.91-97 ; 22 cm.	
		<p><i>In Modern Indian short stories / edited by Suresh Kohli. - 2nd ed. - New Delhi : Arnold Heinemann, 1983.</i></p>

Added Entry, Author

823.01 MOD	BOND, Ruskin.	
		<p>The tiger in the tunnel / Ruskin Bond. - p. 172-176 ; 22 cm.</p> <p><i>In Modern Indian Short stories / edited by Suresh Kohli. - 2nd ed. - New Delhi : Arnold Heinemann, 1983.</i></p>

Self Check Exercise - 5

Catalogue the following books. The title page and other information are provided

Note: i) Write your answer in your own note book.

ii) Check your answer with the answer provided at the end of this unit.

Exercise - 5 (a)

The Publics of Work and Occupation

edited by
Geoff Esland
and
Graeme Salamar

The Open University Press
Milton
Milton Keynes

Other Information :

Call No. : 301.55
Acc. No. : 0724
Pages : xiii, 408
Size : 22 cm.
Date of Publication : 1980

There are 11 contributions: (some of them are)

1. Graeme Salaman : *The sociology of work* (Pages 1 to 41)
2. Peter Hamilton : *Social theory and problematic concept of work* (Pages 42 to 73)
3. David R. Weeks : *Industrial development and occupational structure* (Pages 74 to 106)
4. Mary Anne Speakman: *Occupational Choice and placement* (Pages 107 to 138)
5. Alan Fox : *The meaning of work* (Pages 139 to 191)

Exercise - 5 (b)

Business Strategies for Survival

Planning for Social and Political Change

Edited by
William K. Purde
And
Benard Taylor

Heinemann : London

.....
Other Information :

Call No.

Acc. No. : 5162

Pages : xxviii, 231

Size : 22 cm
.....

Some of the Contributions:

1. Micheal Shanks : *The Social Responsibility of Business: a European View* (Pages 89 to 102)
2. Clive Jenkins : *Internal Social responsibility* (Pages 123 to 131)
3. Kenneth Robinson : *Developing Policies on Social and Public Issues* (Pages 150 to 162)
4. Robert W. Ackerman: *How Companies Respond to Social Demands* (Pages 192 to 213)

7.5 UNIFORM TITLES

Books written by a single autor or a corporate body are filed in the catalogue by their names with the result all their works are filed at one place. There are several publications where we do not know who are the real authors and many of them are known only by their names. To state an example *Bhāgavadgīta* is a well known Indian scripture and there are several texts with different commentaries. There are several other classical works like epics, folk tales etc., whose authors are not known which also poses some problems. In a catalogue all such works must have a fixed place. If they are put under the translators, editors or commentators they will be scattered throughout the catalogue and a reader will be at a loss to know what books are available in the library on those works.

AACR 2 has found a way out. The suggestion is to choose one title and to bring together all the manifestations of the work together under one title. Such a title is an uniform title. An illustration describing the uniform title will make things simpler:

1. *Aitareya Upanisat*. Tr. by Srisa Chandra Vidyarnava and Mohan Lal Sandal
2. *Chandogya Upanisad* with the commentary of Sri Madhavacharya.
3. *The ten principal Upanishads put into English* by Shree Purohit Swami and W.B. Yeats.

In all the three cases the choice of access point will be Upanisad, and not under the translator, commentator or the title. They will be as follows:

UPANISHADS

Aitareya Upanisat / translated by Srisa Chandra Vidyarnava and Mohan Lal Sandal.

UPANISHADS

Chandogya Upanisad / commentary of Madhavacharya

UPANISHADS

The ten principal Upanishads / translated by Purohit Swami and W.B. Yeats.

In the above cases the access points are under UPANISHADS. The result will be, in the catalogue all books on Upanishads will come at one place. If this method has not been followed the above three titles would have been under different headings and also would have been filed under their respective alphabets. This is in case of all sacred scriptures (the Vedas, the Bible, Quran, the Adi-Grantha etc.) and also in cases of anonymous classics (Mahabharatha, Ramayana etc.).

There is another type of uniform title Some books are well known by their short titles, irrespective of what is printed in the title page. For example William Shakespeare's play Macbeth is titled *The tragedy of Macbeth* and in the catalogue the part of the title "the tragedy of" is omitted and it will be

Shakespeare, William
Macbeth.

If necessary one card may be inserted in the catalogue:

Shakespeare, William
The tragedy of Macbeth.
See
Shakespeare, William
Macbeth

In the above case the heading or the access point is the author and only the title portion is made uniform.

AACR 2 Rule in regard to sacred scriptures is : "Use as the uniform title for a sacred scripture the title by which it is most commonly identified in English-language reference sources dealing with the religious group to which the scripture belongs. (Rule No. 25.17).

In case of variation in title Rule No. 25.2 A states "When the manifestations (other than the revised editions) of a work appear under various titles, select one title as the uniform title".

Based on the above Rules few examples are worked out below:

Example - 9

Bhagavad Gita

The song celestial

The Sanskrit - text
Translated into English verse

by
Sri Prakash

Illustrated with paintings by
Y.G. Srimati

Heritage Press
New York

Other Information :

Call No. : 294.5924 MAH

Acc. No. : 081

Pages : xx, 128

Size : 26 cm

Date of publication ascertained outside the source, 1965.

Main Entry

294.5924 K5	BHAGAVAD GITA. <i>English & Sanskrit</i>
085	<p>Bhagavad Gita : the song celestial. Sanskrit text / translated into English verse by Sir Edwin Arnold with an introduction by Sri Prakash; illustrated by Y.G. Srimati. - New York : Heritage Press, (1965).</p> <p>xx, 128 p. : ill. (some in col.) ; 26 cm.</p> <p>I. Hinduism. I. Arnold, Sir Edwin II. Srimati, Y.G. III. Title</p>

Added Entry, Subject

294.5924 K5	<p>HINDUISM BHAGAVAD GITA. <i>English & Sanskrit</i></p>
	<p>(rest as in the main entry)</p>

Added Entry, Translator

294.5924 K5	<p>EDWIN, Sir Arnold BHAGAVAD GITA. <i>English & Sanskrit</i></p>
	<p>(rest as in the main entry)</p>

Added Entry, Illustrator

294.5924 K5		SRIMATI, Y.G. BHAGAVAD GITA. <i>English & Sanskrit</i>
		(rest as in the main entry)

Added Entry, Title

294.5924 K5		BHAGAVAD GITA BHAGAVAD GITA. <i>English & Sanskrit</i>
		(rest as in the main entry)

See Reference Entry

		MAHABHARATHA
		<i>See also</i> BHAGAVAD GITA

Example 10

**Interlinear
Aramaic - English
Old Testament**

Translated by
**James S. Wallace
Frederick J. Schwartz**

Illustrated by
Daniel Fernandez

**Andrews University
Berrien Springs
Michigan
1971**

Other Information :

Call No. : 221 INT
Acc. No. : 084
Pages : v, 135 ill. (some in col.)
Size : 28 cm

Main Entry

221 INT	BIBLE. <i>O.T. Aramaic.</i>
084	<p>Interlinear Aramaic - English Old Testament / translated by James S. Wallace and Frederick J. Schwartz; illustrated by Daniel Fernandez. - Berrien Springs, Mich. : Andrews Univ., 1971.</p> <p>v. 135 p. : ill; 28 cm.</p> <p>I. Wallace, James, R. II. Schwartz, Frederick J. III. Fernandez, Daniel IV. Title. V. Title : Bible. O.T. English selections, 1971.</p>

Added Entry, Translator

221 INT		WALLACE, James R. BIBLE. <i>O.T. Aramaic</i>
		(rest as in the main entry)

Added Entry, Translator

221 INT		SCHWARTZ, Frederick J. BIBLE. <i>O.T. Aramaic</i>
		(rest as in the main entry)

Added Entry, Illustrator

221 INT		FERNANDEZ, Daniel BIBLE. <i>O.T. Aramaic</i>
		(rest as in the main entry)

Added Entry, Title

221 INT	BIBLE . O.T. English-Selections, 1971 BIBLE. <i>O.T. Aramaic</i>
	(rest as in the main entry)

Self Check Exercise - 8

Catalogue the following books. The title page and other information are provided below:

Note: i) Write your answer in your own note book.

ii) Check your answer with the answer given at the end of this unit.

Exercise - 6 (a)

Sri Narada Pancharatnam

Jnanamitra sara samhita

Translated into English
by

Swami Vijnanananda
alias

Hari Prasanna Chatterji

Panini Office
Allahabad

Other Information :

Call No. : 294.592 PAN
Acc. No. : 082
Pages : ix, 536
Size : 26 cm
Date of publishing : 1975 (taken from outside the source)
Original edition issued as V. 23 of the Sacred Books of the Hindus.

The Wayfarer

An interpretation of the
Dhammapada

Wesley La Violettee

De Vross
Los Angles
1956

Other Information :

Call No.
Acc. No. : 11027
Pages : 125
Size : 24 cm

7.6 ANONYMOUS WORKS

An anonymous work is one in which the author's name does not appear anywhere in the work. Such works are treated as unknown or uncertain authorship or by unnamed groups. Such works are usually entered under title. (Rule 21.5A). E.g. : *Arabian Nights*

AACR2 rule 21.5C further says, "If the name of a personal author is unknown and the only indication of authorship is the appearance in the chief source of information of a characterizing word or phrase or of a phrase naming another work by the person, enter under the word or phrase in the form given in 22.11D and make an added entry under title. E.g.: *A Manual of French Cookery...*, by "One who has tested the Recipes".

Rule 22.11D guides us to enter a work under a characterizing word or phrase, or a phrase naming another work by a person, in direct order. E.g.,: *Memoir of Bowman Henry...* / by a Physician.

Example - 11

The Book of The Thousand Nights and a Night

A Plain and Literal Translation
of the Arabian Nights Entertainments

Made and Annotated by
Richard F. Burton

Decorated with Illustrations by
Valenti Angelo

The Heritage Press
New York

.....
Other Information :

Call No. : 398.21 ARA
Acc. No. : 090
Pages : 6 vols in 3 (3975p.)
Size : 22 cm
Only copyright date is given - 1934.

.....

Explanation:

The actual title of the Arabian nights stories is *The book of thousand nights and a night* but it is popularly known as *Arabian nights* and hence the title is made as a uniform title. No subject entry is prepared as the title serves the purpose. Again in case of fiction books it is not necessary to make subject entries.

The sacred scriptures of almost all religions are of unknown authorship and those scriptures are known by particular names and hence the entries are made accordingly.

There are also works of unknown or uncertain authorship which are commonly known as anonymous works. They are entered under the titles. Rule 21.5A of AACR 2 states "if a work is of unknown or uncertain personal authorship or if it emanates from a body that lacks a name enter it under title."

Main Entry

328.21 ARA	ARABIAN nights. <i>English</i>
	The book of the thousand nights and a night : a plain and literal translation of the Arabian nights entertainments / made and annotated, by Richard, F. Burton ; decorated with illustrations by Valenti Angelo. - New York : Heritage Press, c1934. 6 v. in 3 (3975 p.) ; ill. ; 22 cm. I. Burton, Richard F. II. Angelo Valenti, III. Title

Added Entry, Annotator

328.21 ARA		BURTON, Richard F. ARABIAN nights. <i>English</i>
		(rest as in the main entry)

Added Entry, Illustrator

328.21 ARA		ANGELO, Valenti ARABIAN nights. <i>English</i>
		(rest as in the main entry)

Added Entry, Title

328.21 ARA		The BOOK of the thousand nights and a night. ARABIAN nights. <i>English</i>
		(rest as in the main entry)

Example-12

The Female Wits

Introduction by
Lucyle Hook

University of California
Los Angles

Other Information :

Call No. : 822.5 FEM

Acc. No. : 049

Pages : xviii,67

Size : 22 cm

Date of reprint : 1967

A play published anonymously in 1704

Series: Augustan Reprint Society, Publication No. 124.

Explanation:

In case the author of a book is unknown, as per AACR 2 Rule No. 215A, the entry is to be made under the title. Under uniform title also the authorship is not known but the entry is not made directly under the title of the book. Instead a title is coined which is universally known by that name. The difference between anonymous works and uniform titles slightly differ.

Main Entry

822.5 FEM	The FEMALE wits / introduction by Lucyle Hook. - Los Angles:
049	Univ of California, 1967. xviii,67p.; 22 cm. - (Augustan Reprint Society ; 124) I. Hooke, Lucycle. II. Series.

Added Entry

822.5 FEM		HOOKE, Lucyle The FEMALE wits
		(rest as in the main entry)

Added Entry, Series

822.5 FEM		AUGUSTIAN Reprint Society ; 124 The FEMALE wits
		(rest as in the main entry)

Example - 13

Many futures, many worlds

Theme and form in Science fiction

Edited by
Thomas D. Clareson

Kent State University Press
Kent, Ohio

Other Information :

Call No. : 823.0876 MAN
Acc. No. : 103
Pages : ix,303
Size : 23 cm
Date (copyright) : 1977

This is another type of book which is also to be entered under the title. A book edited by some one but the thought content belongs to number of authors, the entry is made under the title. AACR 2 Rule No. 27.7A and 21.7B gives directions when to make the entries under the titles. Rule No. 21.7B states "enter a work falling into the categories given in 21.7A under its title if it has a collective title". Added entries are to be provided to the editor or compiler of the book.

Main Entry

823.0876 MAN	MANY futures, many worlds
103	Theme and form in science fiction / edited by Thomas D. Clareson. - Kent, Ohio; Kent State University, c1977. ix, 303 p.; 23 cm. 1. Science fiction I. Clareson, Thomas D.

Added Entry, Title

823.0876 MAN	SCIENCE FICTION: MANY futures, many worlds
	(rest as in the main entry)

Added entry, Editor

823.0876 MAN	CLARESON, Thomas D. MANY futures, many worlds
	(rest as in the main entry)

Self Check Exercise - 7

Catalogue the following book. The title page and other information are provided below:

- Note: i) Write your answer in your own note book.
ii) Check your answer with the answer given at the end of this unit.

Geographic Encyclopaedia for Children

Pictures, Maps and Illustrations

by
Wilhelm Eigener
and
August Eigener
Revised Edition

Hamlyn
London
1967

Other Information :

Call No.

Acc. No. : 11041

Pages : 257

Size : 35 cm

There are several colour illustrations and maps)

7.7 SUMMING UP

In this unit we have discussed about Series, Multipart items, Analytical entries, Uniform titles and Anonymous works. Series is a collective name used to denote a set of books not constituting a multi-volumed book under which the books are issued normally successively by one publisher or by one sponsoring body or person or standard or purpose.

Another type of publications we have discussed are Multipart Items. These items with different parts/volumes are considered as a single set for cataloguing. Multi part items are books complete or intended to be completed in the future in definite number of parts/volumes.

Some books are published with the contributions of several authors and the main entry is provided under the title. Analytical entries are prepared for the contributions on the names of the authors, titles and subject.

There are several publications where we do not know who are the real authors and many of them are known by their titles. The classical works like epics, folk tales, etc., are provided uniform titles. Anonymous works of unknown and uncertain authorship are entered under their titles.

7.8 ANSWERS TO SELF CHECK EXERCISES

1. (a) Series is a group of items, usually issued successively and related in subject or form. They are generally issued with a collective title in a uniform manner by same publisher or distributor.
- (b) Series area occurs in between physical description area and note area of the description of the main entry.
- (c) Different elements of series are: Title of the series; statement of responsibility relating to series; ISSN of series and number of the item in the series.
- (d) If a book belongs to two independent series statements, both are indicated in separate circular brackets (paranthesis) one after another in the series area of the main entry.

Main Entry

320.95:4792 CAR	CARTER, Anthony T.
3919	Elite politics in rural India : political alliance in Western Maharashtra / Anthony T. Carter. - London : Cambridge University Press, 1974. ix, 207 p.; 23 cm. - (Cambridge studies in social anthropology; 9 / M. Forters ... [et al]) ISBN 052120366X 1. Maharashtra - Politics and government. I. Title. II. Series

Added Entry, Subject

320.954792 CAR		MAHARASHTRA - POLITICS AND GOVERNMENT CARTER, Anthony T.
		(rest as in the main entry)

Added Entry, Title

320.954792 CAR		ELITE politics in rural India CARTER, Anthony T.
		(rest as in the main entry)

Added Entry, Series

320.954792 CAR		CAMBRIDGE studies in social anthropology CARTER, Anthony T.
		(rest as in the main entry)

See Reference Entry

	FORTERS, M	
		See CAMBRIDGE studies in social anthropology

Explanation :

In this example, a series with number and four editors are given. The first mentioned editor is taken and others are simply shown as [et al]

3. (a) A multipart item is a monograph complete or intended to be completed, in a finite number of separate parts.
- (b) The peculiar characteristics of a multipart item include (i) they may or may not have only collective title, (ii) each part may have separate title in addition to collective title, (iii) date of publication may differ for each part, (iv) some pagination may or may not be continued for all parts, (v) there may be variation in the size of each part/volume etc.
- (c) Information about the parts/volumes can be shown in two ways. In the main entry in the form of notes and as heading of Name-title added entry.

Answers to Self Exercise - 4 (a)

Main Entry

307.7 THU	THURSTON, Edgar	
		<p>Castes and tribes of Southern India/by Edgar Thurston; assisted by K. Rangachari. - Delhi : Cosmo Publications, 1975.</p> <p>7 v. : 22 cm.</p> <p>Originally published in 1909 by Government Press, Madras.</p> <p>1. Caste - India 2. Tribes and tribal system I. Rangachari, K. II. Title</p>

Added Entry, Subject (1)

307.7 THU	CASTE - INDIA THURSTON, Edgar
	(rest as in the main entry)

Added Entry, Subject (2)

307.7 THU	TRIBES AND TRIBAL SYSTEM THURSTON, Edgar
	(rest as in the main entry)

Added Entry, Joint Author

307.7 THU	RANGACHARI, K. THURSTON, Edgar
	(rest as in the main entry)

Added Entry, Title

307.7 THU	CASTES and tribes of Southern India THURSTON, Edgar
	(rest as in the main entry)

Explanation :

Author's degrees or other qualifications to be omitted. On the title pages against the volume numbers, the alphabets covered in the volumes are given. The names of castes and tribes are arranged in the alphabetical order, but it is not necessary to show in the content part. The date of original publication and publisher is shown as the present work is a reprint of the original publication. In this case also it is not necessary to show the number of pages of each volume.

Answers to Self Check Exercise - 4 (b)

Main Entry

025.52 THU	KATZ, William A
5301- 5302	<p>Introduction to reference work / William A. Katz. - 4th ed. - New York; New Delhi : Mc Graw-Hill, 1982.</p> <p>2V. (xii, 398; vi, 309 p.); 23 cm. - (McGraw-Hill series in library education / Jean Key Gates).</p> <p>Contents - V.1. Basic Information sources - V.2. Reference services and reference processes.</p> <p>1. Reference services (Libraries) 2. Reference books. I. Title II. Series.</p>

Added Entry, Subject (1)

025.52 KAT		REFERENCE SERVICES (LIBRARIES) KATZ, William A.
		(rest as in the main entry)

Added Entry, Subject (2)

025.52 KAT		REFERENCE BOOKS KATZ, William A.
		(rest as in the main entry)

Added Entry, Title

025.52 KAT		INTRODUCTION to referene work KATZ, William A.
		(rest as in the main entry)

Added Entry, Series

025.52 KAT		McGRAW-HILL series in library education KATZ, William A.
		(rest as in the main entry)

See Reference Entry

		GATES, Jean Key
		See McGRAW-HILL series in library education

Explanation:

It is also a multivolumed work. Each volume has its own title in addition to the main title for the set of volumes. Hence names of titles against each volume is given in the contents area. This is published under series name and has a series editor. Since the publisher has offices in more than one place, the first named place (i.e., New York) is given first, followed by the place name in the home country (i.e., New Delhi) of the cataloging agency (Rule 1.4C5).

Answers to Self Check Exercise - 5 (a)

Main Entry

301.55 POL	The POLITICS of work and occupation / edited by Geoff
0724	<p>Eland and Greame Salamar. – Milton : Open University Press, 1980.</p> <p>xii, 408p. ; 22 cm.</p> <p>Partial Contents: The sociology of work / Greame Salaman Social Theory and problematic concept of work / Peter Hamilton Industrial development and occupational structure / David R. Weeks Occupational choice and placement / Mary Anne Speakman – The meaning of work / Alan Fox.</p> <p>1. Sociology, Work I. Esland, Geoff, II. Salamar, Graeme.</p>

Added Entry, Subject

301.55 POL	SOCIOLOGY, WORK The POLITICS of work and occupation
	(rest as in the main entry)

Added Entry, Editor

301.55 POL		ESLAND, Geoff. The POLITICS of work and occupation
		(rest as in the main entry)

Added Entry, Joint editor

301.55 POL		SALAMAR, Graeme, The POLITICS of work and occupation
		(rest as in the main entry)

Analytical Entry, Author (1)

301.55 POL		SALAMAN, Graeme
		The Sociology of Work / Graeme Salaman. - p. 1-41; 22 cm. <i>In</i> The politics of work and occupation/edited by Geoff Esland and Graeme Salamar. - Milton: Open University Press, 1980.

Analytical Entry, Title (1)

301.55 POL	The SOCIOLOGY of work / Greame Salaman. – p. 1-41 ; 22 cm.
	<i>In</i> The politics of work and occupation / edited by Geoff Esland and Graeme Salamar. – Milton : Open University Press, 1980.

Analytical Entry, Author (2)

301.55 POL	HAMILTON, Peter
	<p>Social theory and problematic concept of work / Peter Hamilton. – p. 42-73; 22 cm.</p> <p><i>In</i> The politics of work and occupation / edited by Geoff Esland and Graeme Salamar. – Milton: Open University Press, 1980.</p>

Analytical Entry, Title (2)

301.55 POL	SOCIAL theory and problematic concept of work / Peter Hamilton . – p. 42-73; 22 cm.
	<i>In</i> The politics of work and occupation / edited by Geoff Esland and Graeme Salamar.– Milton : Open University Press, 1980.

Analytical Entry, Author (3)

301.55 POL		WEEKS, David R.
		<p>Industrial development and occupational structure / David R. Weeks. - p. 74-106; 22 cm.</p> <p><i>In</i> The politics of work and occupation / edited by Geoff Esland and Graeme Salamar. - Milton: Open University Press, 1980.</p>

Analytical Entry, Title (3)

301.55 POL		INDUSTRIAL development and occupational structure / David R.
		<p>Weeks. - p. 74-106; 22 cm.</p> <p><i>In</i> The politics of work and occupation / edited by Geoff Esland and Graeme Salamar. - Milton : Open University Press, 1980.</p>

Analytical Entry, Author (4)

301.55 POL		SPEAKMAN, Mary Anne.
		<p>Occupational choice and placement / Mary Anne Speakman. - p. 107-138; 22 cm.</p> <p><i>In</i> The politics of work and occupation / edited by Geoff Esland and Graeme Salamar. - Milton: Open University Press, 1980.</p>

Analytical Entry, Title (4)

301.55 POL		OCCUPATIONAL choice and placement / Mary Anne
		<p>Speakman. - p. 107-138; 22 cm.</p> <p><i>In</i> The politics of work and occupation / edited by Geoff Esland and Graeme Salamar. - Milton : Open University Press, 1980.</p>

Analytical Entry, Author (5)

301.55 POL	FOX, Alan.	
		<p>The meaning of work / Alan Fox. - p. 139-191; 22 cm.</p> <p><i>In</i> The politics of work and occupation / edited by Geoff Esland and Graeme Salamar. - Milton: Open University Press, 1980.</p>

Analytical Entry, Title (5)

301.55 POL		The MEANING of work / Alan Fox. p: 139-191; 22 cm.
		<p><i>In</i> The politics of work and occupation / edited by Geoff Esland and Graeme Salamar. - Milton: Open University Press, 1980.</p>

Explanation :

This is an edited work and hence the entry heading is under the title of the book. Added entries for the subject and editors are given. There are five contributions shown in the Assignment. *IN* Analyticals for the five authors and five titles of these contributions are provided.

Answer to Self Check Exercise – 5 (b)

Main Entry

303.4 BUS	BUSINESS Strategies for survival: planning for social and political
5162	change / edited by William K. Purde and Bernard Taylor. – London: Heinemann, [197-?] xxviii, 231; p. 22 cm. Contents: The social responsibility of business / Michael Shanks - Internal social responsibility / Clive Jenkins – Developing policies on social and public issues / Kenneth Robinson - How companies respond to social demands / Robert W. Ackerman. 1. Social change and business. I. Purde, William K. II. Taylor, Bernard.

Added Entry, Subject

303.4 BUS	SOCIAL CHANGE AND BUSINESS BUSINESS strategies for survival
	(rest as in the main entry)

Added Entry, Editor

303.4 BUS		PURDE, William K. BUSINESS Strategies for survival...
		(rest as in the main entry)

Added Entry, Joint Editor

303.4 BUS		TAYLOR, Bernard, BUSINESS strategies for survival . . .
		(rest as in the main entry)

Analytical Entry, Author (I)

303.4 BUS		SHANKS, Michael
		<p>The social responsibility of business; a European view. - p. 89-102; 22 cm.</p> <p><i>In</i> Business strategies for survival... / edited by William K. Purde and Bernard Taylor. - London: Heinemann, (197-?).</p>

Analytical Entry, Title (1)

303.4 BUS		The SOCIAL responsibility of business / Michael Shanks. –
		p. 89-102; 22 cm. <i>In</i> Business strategies for survival... / edited by William K. Purde and Bernard Taylor. – London: Heinemann, [197-?].

Analytical Entry, Author (2)

303.4 BUS		JENKINS, Clive
		Internal social responsibility / Clive Jenkins . – p. 123-131; 22 cm. <i>In</i> Business strategies for survival... / edited by William K. Purde and Bernard Taylor. – London: Heinemann, (197-?).

Analytical Entry, Title (2)

303.4 BUS		INTERNAL social responsibility / Clive Jenkins. – p. 123-131; 22 cm.
		<i>In</i> Business strategies for survival... / edited by William K. Purde and Bernard Taylor. – London: Heinemann, [197-?].

Analytical Entry, Author (3)

303.4 BUS	ROBINSON, Kenneth
	<p>Developing policies on social and political issues / Kenneth Robinson. - p. 150-162; 22 cm.</p> <p><i>In</i> Business strategies for survival... / edited by William K. Purde and Bernard Taylor. - London: Heinemann, (197-?).</p>

Analytical Entry, Title (3)

303.4 BUS	<p>DEVELOPING policies on social and public issues / Kenneth Robinson. - p. 150-162; 22 cm.</p>
	<p><i>In</i> Business strategies for survival... / edited by William K. Purde and Bernard Taylor. - London: Heinemann, [197-?].</p>

Analytical Entry, Author (4)

303.4 BUS	ACKERMAN, Robert W.
	<p>How companies respond to social demands / Robert W. Ackerman. - p. 192-213; 22 cm.</p> <p><i>In</i> Business strategies for survival... / edited by William K. Purde and Bernard Taylor. - London: Heinemann, (197-?).</p>

Analytical Entry, Title (4)

303.4 BUS	HOW	companies respond to social demands / Robert
		W. Ackerman. – p. 192-213; 22 cm. <i>In</i> Business strategies for survival.../ edited by William K. Purde and Bernard Taylor. – London: Heinemann, [197-?].

Explanation :

This is also an editorial work and hence the heading is under the title. Added entries are prepared for the subject and the editors. *In* Analytical entries are worked out for the authors and titles of the four contributions shown in the assignment.

Answer to Self Check Exercise - 6 (a)

Main Entry

294.592 PAN		PANCHARATRA. <i>Narada Pancharatnam. Jnanamitra sara samhita.</i>
082		Sri Narada Pancharatnam: Jnanamitra sara samhita / translated into English by Swami Vijnananda alias Hari Prasanna Chatterji. – Allahabad: Panini Office. [1975.] xx, 536 p. 26 cm. – (Sacred books of the Hindus; v.23) I. Vijnanananda, Swami. II. Title. III. Series.

Added Entry, Translator

294.592 PAN	VIJNANANANDA, <i>Swami</i> . PANCHARATRA.
	(rest as in the main entry)

Added Entry, Translator

294.592 PAN	Sri NARADA Pancharatnam PANCHARATRA.
	(rest as in the main entry)

Added Entry, Series

294.592 PAN	SACRED books of the Hindus; v. 23 PANCHARATRA.
	(rest as in the main entry)

See Reference Entry

		DHAMMAPADA.
		<i>See</i> TRIPITAKAS. <i>Dhammapada.</i>

Explanation :

This is an example of uniform title. The Wayfarer is an interpretation of Dhammapada, one of the sacred scriptures of Tripitakas. In Buddhism, Tripitakas is catalogued as the main entry heading with the subtitle for their interpretation. Therefore different works related to the Tripitakas can be brought together at one place in the catalogue. (Refer Rule No. 25.17 and 25.18F2.) The interpreter and the title are given added entries. A reference entry is also given for Dhammapada, in order to satisfy any possible approach for the same.

Answer to Self Check Exercise - 7

Main Entry

910.3 GEO		GEOGRAPHIC encyclopedia for children. -
11041		<p style="text-align: center;">rev. ed. / pictures maps and illustrations by Wilhelm Eigener and August Eigener. - London: Hamlyn, 1967.</p> <p style="text-align: center;">257 p.: ill. (Col.); 35 cm.</p> <p style="text-align: center;">1. Picture - books for children 2. Geography-Encyclopedias I. Eigener, Wilhelm, II. Eigener, August.</p>

Added Entry, Subject (1)

910.3 GEO		PICTURE BOOKS FOR CHILDREN GEOGRAPHIC encyclopedia for children.
		(rest as in the main entry)

Added Entry, Subject (2)

910.3 GEO		GEOGRAPHY-ENCYCLOPEDIAS GEOGRAPHIC encyclopedia for children.
		(rest as in the main entry)

Added Entry, Illustrator (1)

910.3 GEO		EIGENER, Wilhelm. GEOGRAPHIC encyclopedia for children.
		(rest as in the main entry)

Added Entry, Illustrator (2)

910.3 GEO	EIGENER, August. GEOGRAPHIC encyclopedia for children.
	(rest as in the main entry)

Explanation:

The main entry will not go under the illustrators because they are not authors. The main entry heading is given under the title. The illustrators are provided with added entries.

7.9 ASSIGNMENTS

Assignment-1

Ranchi Anthropology Series - 6

Gen. Editor:
L.P. Vidyarthi

The Spectrum of the Sacred

Essays on the Religious Traditions of India

Baidyanath Saraswati

Concept Publishing Company
New Delhi

Other Information :

Call No.
Acc. No. : 7992
Size : 22
Pages : xx, 173
Date : 1984
Subject heading : Hindu tradition

Assignment-2

Customs of the World

**A popular account of the
Manners, rites and ceremonies of
men and women in all countries**

Edited by
Walter Hutchinson, B.A., FRGS., FRA.,
With an introduction by
A.C. Haldon, M.A., Sc.D., F.S.,
and with contributions by eminent authorities.

Vol. I

Illustrated by 721 reproductions in Black & White
16 coloured plates and 3 maps

Neeraj Publishing House
Delhi - 110 052

Other Information :

Call No.
Acc. No. : 4854-4855
Pages : V.1. Six unnumbered pages and 24 preliminary pages. plus 584 text pages.
V.2. Pages continued from 585 to 1209
Size : 29 x 23
Date : Its a reprint, 1984.
Subject headings : 1. Manners and Customs 2. Rites and Ceremonies.

Assignment-3

Guide to Reference Material

Second edition

edited by
A.J. Walford, M.A., Ph.D., F.L.A.

Volume I
SCIENCE and TECHNOLOGY

Assistant Editors
K.R. Rider, F.L.A.,
and
F.R. Taylor, F.L.A.

THE LIBRARY ASSOCIATION
1966

.....
Other Information :

Call No. : 025.52 W17
Height : 24 cm
Acc Nos. : 92-94
Vol. 2 : Social & Historical Sciences, Philosophy & Religion.
(ISBN 0-85365-088-8)
Vol. 3 : Generalities, Languages, The Arts & Literature
Cumulative Subject Index to the Third Edition, Vols. 1-3.

.....

Assignment-4

**Rural Development &
Local Organization In Asia**

1. Introduction and South Asia

Edited by
NORMAN T. UPHOFF

M

.....
Other Information :

Call No. :
Acc. No. : 4287-4289
Pages : 3 Vols. V.1 (vi, 549); V.2. (vi, 393); V.3 (vi, 399)
Title of Vol 2 = East Asia
Title of Vol 3 = South East Asia
Size : 22
Date : 1982
Publishers: : Macmillan & Co. Ltd., Delhi

.....

Assignment-5

**Between
Labor and Capital**

Edited by
PAT WALKER

**South End Press
Boston**

.....
Other Information :

Call No.
Acc. No. : 4325
Pages. : xxx, 337
Size : 21 cm
Copyright Date : 1979, 1982

There are twelve different contributions, some of which are
(1) Al Szymanski: *A Critique and Extension of the PMC* . p.49-55
(2) Jean Cohen and Dick Howard: *Why class.* p. 56-95
(3) Ann Ferguson: *Women as a New Revolutionary Class.* p.279-312.

.....

Assignment-6

Ranganathan's Philosophy
Assessment, impact and Relevance

Proceedings of the International Conference organised by the
Indian Library Association and co-sponsored by Sarada Ranga-
nathan's Endowment for Library Science

Edited by
T.S. Rajagopalan

1986
VIKAS PUBLISHING HOUSE PVT. LTD.
NEW DELHI

Other Information :

Call No. : 020 RAN
Pages : xxxvi 690
Size : 22 cm.

Ranganathan's Photo after the half-title page

Some of the important contributions include -

1. *Contributions of Ranganathan and World Librarianship*, by P.N. Kaula, p. 28-40.
 2. *The Library as a Growing Organism*, by F.W. Lancaster, p. 51-53
 3. *The Personality of the Personality Facet*, by D.I. Foskett, p. 143-152.
-

Assignment-7

Perceiving Women

Edited by
Shirley Ardener

J.M. Dent & Sons Ltd.
London,
Toronto and Melbourne

A Halsted Press Book
John Wiley & Sons New York

Other Information :

Call No. : 305.4 PER
Acc. No. : 331119
Size : 23 cms
Pages : xxiii, 167

First Published in 1975

The book contains articles: (1) *Gypsy Women : Models in conflict*/Judith Okely. p. 55-86
(2) *The Brides of christ*/Drid Williams. p. 105 -126

Assignment-8

Chandogya Upanishad

containing the Original Text with word by word meaning, running translation and copious notes

Translated by
Swami Sirabananda

Ramakrishna Math
Madras
1965

Other Information :

Call No.
Acc. No. : 11032
Pages. : ix, 632
Size : 26 cm.

Assignment-9

The Song of Songs

Commentary and Homiles

Translated and annotated by
R.P. Lawson

Newman Press
Westminister, Madison
1957

Other Information :

Call No.
Acc. No. : 11.029
Pages. : 385
Size : 23 cm

Series: Ancient Christian Writers: the works of the Fathers in translation No. 26.
Song of songs refers to the Song of Solomon in the Old Testament.

7.10 RECOMMENDED BOOKS

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

KRISHAN Kumar. *Introduction to AACR2*. 3rd rev ed. New Delhi: Vikas Pub House, 1990.

MAXWELL, Margaret F. *Handbook for AACR2 : Explaining and Illustrating Anglo-American Cataloguing Rules, Second Edition*. Chicago: American Library Association, 1980.

7.11 GLOSSARY

- Analytical Entry** : An entry for a part of a work or for a whole work contained in a series or a collection for which a comprehensive entry is made.
- Anonymous Work** : One in which the author's name does not appear anywhere in the book; a work of unknown authorship.
- Multipart Item** : A monograph complete, or intended to be completed, in a finite number of separate parts.
- Series** : A number of separate works, usually related in subject or form, that are issued successively.
- Uniform Title** : A particular title by which a work that has appeared under varying titles is to be identified for cataloguing purposes.

BRAOU

UNIT - 8 : SERIALS

Contents

- 8.0 Aims and Objectives
- 8.1 Introduction
- 8.2 What is a Serial ?
 - 8.2.1 Different Areas of Description
 - 8.2.2 Headings
- 8.3 Worked out Examples
- 8.4 Summing Up
- 8.5 Answers to Self Check Exercises
- 8.6 Assignment
- 8.7 Recommended Books
- 8.8 Glossary

8.0 AIMS AND OBJECTIVES

The peculiar nature of Serial Publications poses some problems to the cataloguers. AACR2 has devised several rules for cataloguing the Serial Publications. In this unit, we will discuss some of them.

After studying this unit you should be able to

- identify Serial Publications;
- explain special features of Serials in the description area of the catalogue entry; and
- prepare necessary catalogue entries for a Serial Publication.

8.1 INTRODUCTION

Periodicals and serials are very important and essential documents for teaching and research. They are important because they contain information more upto date than books. Since periodicals constitute an important part of library's collection, it is essential that they should be procured efficiently so that they can be put into use effectively by the library user. Before going into the details of cataloguing of serial publications it is desirable to know as to what periodicals and serials mean.

8.2 WHAT IS A SERIAL?

AACR-2 defines serial as "a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely". Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), journals, memoirs, proceedings, transactions etc., of societies; and numbered monographic series.

Unlike a monographic publication which is complete in a single volume or a definite set of volumes (multivolume books), a periodical is intended to be published in successive parts indefinitely at specific intervals. It is not complete in one volume. Periodical publications may continue for so many years before they are complete. During their life-time periodicals may undergo many changes. Each volume of the periodical is usually distinguished by the year of publication and numeric or alphabetic designation.

Thus description of serial publication poses several problems especially in the case of serials which have changed their titles or sponsors or periodicity or volume numbering. Problems may also occur

due to splitting of one periodical into two or more new periodicals or due to merging of two old periodicals into a new periodical and soon. All these variations are treated as complexities relating to serial publications. However, in this course we have covered the rules for cataloguing simple periodicals. The complexities in periodical publications will be covered by the Master's course in Library Science. A serial is catalogued as a set of volumes with one main entry and necessary number of added entries. Publication of serials may be stopped after completing certain number of volumes. Such serials are considered as completed serials and others which are continuing in publication are known as incomplete serials. The description slightly varies for completed serials. We will now discuss about the areas of description of both completed and incomplete serials with examples.

8.2.1 Different Areas of Description

Different areas to be included in the description of serial publication prescribed by AACR-2 under the general frame work of International Standard Bibliographic Description (ISBD) are given below. Chapter-12 of part I of AACR-2 deals with rules for the description of serials.

- (1) Title and Statement of responsibility.
- (2) Edition area.
- (3) Numeric and/or alphabetic, chronological or other designation.
- (4) Publication, Distribution etc. area.
- (5) Physical Description area.
- (6) Series Area
- (7) Note.
- (8) Standard Number.

According to AACR-2, the chief source of information for cataloguing a serial is the title page of the first issue and if the first issue is not available, the issue which is available may be utilized as a source of information for description.

Now let us examine how description of simple serial publication differs from that of a book.

(1) Title and Statement of Responsibility

- (i) **Title:** Title proper of the serial is to be recorded exactly as to wording, order and spelling, but not necessarily as to punctuation and capitalisation. See the examples.

American Journal of Mathematics. Supplement

ILA Bulletin.

Illustrated Weekly of India.

Public Opinion : Quarterly

Journal of Library and Information Science.

For rendering other elements of title area rules are same for books and serials.

- (ii) **Statement of responsibility :** Statements of responsibility relating to persons or bodies appearing prominently in the item are to be written as it is from the title page. The punctuation slash '/' is to be used before statement of responsibility. We should not record statement of responsibility relating to editors of serials.

The Psychiatric quarterly / Psychologists Association, New York.

(2) **Edition :** Edition statements for a serial may include local edition statements, special interest edition statements, special format or physical presentation statements, language edition statements and reprint or reissue statement.

Journal of Industrial Economy. - Northern ed.

India Today. - Airmail ed.

Chandamama. - Hindi ed.

For rendering edition statement standard abbreviations and Arabic numerals are to be used. But

statements indicating volume numbering or designation of chronological coverage should not be taken as edition statements.

1st ed. or 1950 ed. can not be considered as edition statements for periodicals.

(3) Numeric and/or alphabetic, Chronological or Other Designation area :

This area is an extra area included in the description of periodicals to indicate the information about first volume, issue number and date of publication of the first volume. In this area serial is designated with numbers and/or alphabets and years.

Standard abbreviations and numerals in the place of words are to be used, while rendering numeric and/or alphabetic designation area. For the use of punctuation marks see the example. Year should be given within parantheses.

American Sociological Review. - Vol.1, no.1 (1935) -

Sometimes a serial may have only issue number, or volume number. In such cases only those areas about which information is available will be rendered.

Papers on Formal Linguistics. - No. 1 -

If the first issue of a serial is identified only by a chronological designation, it should be written directly without the use of parenthesis.

Buck Jones annual . - 1957 -

Illustrated weekly of India . - 1880 -

If the serial is still in publication, its continuity should be indicated by a hyphen with four spaces after numeric and/or alphabetic, chronological designation area

Journal of the Geological Society of India. - Vol.1, no.1 (1959) -

In the case of completed serials, the numeric and/or alphabetic, chronological designation area includes information about both first issue and last issue of the serial.

Quarterly bulletin of economics and Statistics. - Vol.1, no.1 (1947) - v.13, no.4 (1959). -

(4) Publication, distribution etc., Area:

General rules given for Publication, distribution etc., Area are applied even for the serial publication. To show the continuity of a serial date of publication should be followed by a hyphen and four spaces.

American Sociological Review. - Vol.1, no.1 (1935). - Washington : American Sociological Association, 1935. -

We can take the date of publication even if it coincides with the date given as the chronological coverage. While describing a completed serial, dates of publication of the first issue and the last issue are to be given separated by a hyphen.

Quarterly bulletin of economics and statistics. - Vol.1, no.1 (1947) - v.13 (1959). - Bombay, : Bureau of Economics and Statistics, 1947-1959.

(5) Physical Description Area :

Usual physical description area for periodical publication consists of three elements i) extent of item; ii) other physical details, iii) dimensions i.e. size of the item.

As you know extent of item area for books includes information about pagination. But in the case of serials, we can not indicate the number of pages because a serial is a set of volumes where the number of pages differ for each volume. So it is appropriate to indicate the number of physical units (volumes) of a serial being catalogued. Instead of pagination we will give information about specific number of volumes as '30v' for a completed serial. If it is an incomplete serial, as we donot know in how many number of volumes the serial is going to be completed, this area will be indicated with 'v' preceded by three spaces. 'v' stands for volume, the specific material designation used for printed serials.

v.ill.; 25 cm. - eg. for incomplete serial

103v.; 25 cm. - eg. for completed serial

Details about illustrations and size of serial publications are rendered following the same general rules of description.

(6) Series Area :

Series statement to which a serial belongs is to be written as per general rules within parenthesis, after physical description area.

- (Iowa State University Bulletin).

But if each issue within the series is separately numbered, series numbering should not be given in the series area.

(7) Note Area :

Note area is a very important area of description in the main entry of a serial publication. Because only under note area, there is provision to indicate information about various important aspects of a serial not covered by the main areas of description. Among different areas to be included in the note, we will discuss about those areas which are highly relevant for your course. These areas are to be given in the note in the order given below.

(i) **Frequency** : First area to be given in the note is about the frequency or periodicity of a serial publication. Sometimes the periodicity of the serial is apparent from the title area. The frequency of titles need not be indicated again in the note.

eg. Illustrated weekly of India. - 1880 -

Some of the usual periodicities you will come across are: Weekly

Fortnightly i.e. issued twice a month.

Monthly

Bimonthly

Quarterly

Half yearly or two issues yearly

Annual

Irregular

Frequency varies

(ii) **Holdings of a Library** : Though a serial is published regularly, the library may not hold all the volumes of that serial. In the note we have to indicate about the volumes of serials available in the library. If library continues the subscription of a serial and hopes to complete the set, a temporary note is made with pencil, which makes it easy to change the statement in the future.

Library has Vol.1 (1982) -

If the library has all the volumes of a complete serial, or if the library stops acquiring the serial, the note about library holdings will include details about first and last volume of a serial available.

Library has Vol.1 (1980) - v. 10 (1989).

(iii) **Item described** : In the absence of title page of the first issue, we can also depend for descriptive information on the issue available to us. In the note, we have to give details about the issue based on which we are cataloguing the complete set of a serial.

eg. Description based on : Vol.7, no.3 (Jan.1982).

Each item in the note will be given as a separate paragraph.

(8) Standard Number :

For serials, if available on the item, International Standard Serial Number (ISSN) is to be given in the description. ISSN should be rendered with same punctuation and spaces.

ISSN 0075 - 2363.

Tracings : As usual all necessary headings to be covered by added entries are to be mentioned in tracing. If serial is entered under title, again added entry should not be made under title.

Call Number : As given to the periodical

Accession Numbers : Accession numbers of those volumes which are shown as library holdigns are to be mentioned as inclusive notation if they are continuous numbers.

e.g. 1101-11

If they are not continuous numbers, they are to be written as separate blocks : e.g. 1101-8; 1121; 1124.

8.2.2 Headings

Choice of heading for a serial, as mentioned earlier should be based upon the condition of authorship. See the following examples for various kinds of headings to be included in the catalogue entry.

Example of serial entered under single personal author :

The word of professional golf/by Mark H. McCormack

The is an annual publication, principal responsibility for the thought content of the serial lies with McCormack. Hence this serial should be entered under the heading for the name of the author.

Example of a serial entered under corporate body :

The British Library Bibliographic Services Division Newsletter.

This newsletter is published as four issues in a year by the Bibliographic Services Division of the British Library. As the content of newsletter is administrative in nature it can be considered a corporate body publication . This news letter is to be referred under the heading for the body.

Example of a serial publication entered under title:

ILA Bulletin.

Though this serial is published by ILA, the subject content of the serial is not dealing with any administrative activities of Indian Library Association. So it can not be entered under the heading for the body. The title page does not indicate principal responsibility of any personal author(s), hence the work is not of personal authorship. In the absence of personal author or corporate body as author, the title of the serial can be taken as the main access point. Moreover, this serial contains contribution in the form of articles by more than three authors. So authorship for the content is diffused among different authors. Any one of them can not be attributed principle responsibility for the thought content of the serial. Based on the condition of diffused authorship, a general serial can be entered under the heading for title.

Above examples illustrate different kinds of headings to be selected for the main entry of serials depending upon the condition of authorship. However you should remember that the rules for description of a serial publication will be same irrespective of the heading selected. If heading includes either name of personal author or corporate body, the description of the serial starts from the title and statement of responsibility area. If a serial is entered under title, then along with the title other areas of description be given in the heading section. As a result second paragraph in the title main entry starts with the physical description area. Worked out examples given in the unit will help you to understand the cataloguing of serials in a better way.

Self Check Exercise-1

(a) How 'Serial' is different from a book ?

Note : i) Write your answer in the space given below.

ii) Compare your answer with the model answer given at the end of this unit.

.....
.....
.....
.....

(b) What are the extra areas of description to be included in the main entry for a serial ?

.....
.....
.....
.....

(c) What is meant by library holdings ? Where can we indicate about them ?

.....
.....
.....
.....

8.3 WORKED OUT EXAMPLES

In this unit only simple periodicals will be treated. Annual reports, proceedings and even in some cases transactions are catalogued under corporate bodies.

According to AACR 2 the information for cataloguing a serial is to be taken from the chief sources of information (Rule No.12.1B1) and in case of serials the chief source of information is the title page of the first issue (Rule No.12.0B1). Many periodical publications also issue separate title pages which can be used for cataloguing purpose. In case there is no separate title page, the first page or even the outer title page can be used for cataloguing. Below are worked out four titles of serial publications.

Example - 1

American Sociological Review

Volume 47

June 1982 Number 3

Other Information :

Call No. : 301.05 AME

Acc. No. : 3622-3659

Size : 25 cm.

Periodicity - bimonthly.

Library lacks vols. 1 to 11.

Official Journal of the American Sociological Association.

Explanation :

Chapter 12 of AACR 2 deals with the rules of cataloguing serial publications. The periodical emanates from a corporate body but does not fall within any of the categories listed under Rule No.21.1B2 and therefore entered under title (Rule 21.1C(3)). This may be further made clear that when a periodical is administrative in nature and pertains to the operations of the corporate body, the periodical is to be made for the corporate body.

Main Entry

301.05 AME		AMERICAN Sociological review. - Vol. 1, no.1 (1935) -
	tion.	- Washington : American Sociological Association, 1935. - v.; 25 cm. Bimonthly. Library has v. 12 (1947) - ISSN 003-1224 1. Sociology - Periodicals I. American Sociological Association.

Added Entry, Subject

301.05 AME		SOCIOLOGY - PERIODICALS AMERICAN Sociological review. - Vol. 1, no.1 (1935) -
		(rest as in the main entry)

Added Entry, Corporate Body

301.05 AME	AMERICAN Sociological Association AMERICAN Sociological review. -
	(rest as in the main entry)

Example - 2

**Journal of
The Geological Society of India**

Vol. 26 May 1985 No.5

**Geological Society of India
Bangalore**

Other Information:

Call No. : 550.5 JOU
Acc. No. : 332-333; 336 -
Size : 24cm
Periodicity : Monthly
First publication : 1959
The Library has volumes 1 to 12 and 15 onwards.

Explanation :

In the previous ALA Codes including AACR 1 the entry was made under the corporate body and not under the title. As explained in Rule No.21.B2, qualified by Rule No.21.1C(3) the main entry is to be made under the title and an added entry to be provided to the corporate body.

Main Entry

550.5 JOU		JOURNAL of the Geological Society of India. - Vol. 1, no.1
322-333;335		(1959) - . - Bangalore, 1959 - v.; 24 cm. Library has v.1 to 12 (1959-1971); v.15 (1974)- 1. Geology - Periodicals I. Geological Society of India.

Added Entry, Subject

550.5 JOU		GEOLOGY - PERIODICALS JOURNAL of the Geological Society of India. -
		(rest as in the main entry)

Added Entry, Corporate Body

301.05 JOU		GEOLOGICAL, Society of India JOURNAL of the Geological society of India. --
		(rest as in the main entry)

Example - 3

Maharashtra
Quarterly Bulletin
of
Economics and Statistics

**Bureau of Economics & Statistics
Bombay**

Other Information:

Call No. : 330.05
Acc. No. : 1628-1666
Size : 28cm.
Started in : 1947
Periodicity : Quarterly
Formerly known as Quarterly Bulletin of Economics and Statistics.

Explanation :

There is no need to give periodicity as per Rule No. 12.7B1. When the title itself indicates the periodicity (in this case it is a quarterly publication) it is not necessary to transcribe the same information in the body of the catalogue entry.

The periodical has changed its name and Rule No.21.2C states that "if the title proper of a serial changes, make a separate main entry for each title". In the title area the volume numbers shown as closed and as per Rule 12.3F, the periodical is treated as completed serial and hence the last volume and its year are shown.

Main Entry

330.05 MAH	MAHARASHTRA quarterly bulletin of economics and statistics. -
1641-1666	<p>Vol. 14, no.1 (1961) - . - Bombay : Bureau of Economics and statistics, 1960 -</p> <p>v.; 28 cm.</p> <p>Cotinues : Quarterly bulletin of economics and statistics.</p> <p>Library has v.1 (1947) -</p> <p>1.Economics - Periodicals I.Burreau of Economics and Statistics (Maharashtra) II.Title</p>

Added Entry, Subject

330.05 MAH	ECONOMICS - PERIODICALS MAHARASHTRA quarterly bulletin of economics and statistics. -
	(rest as in the main entry)

Added Entry, Corporate body

330.05 MAH	BUREAU of Economics and Statistics (Maharashtra) MAHARASHTRA quarterly bulletin of economics and statistics. -
	(rest as in the main entry)

Separate Main Entry

330.05 MAH	QUARTERLY bulletin of economics and statistics. - Vol.1, no.1.
1628-1640	(1947) - v.13 (1959). - Bombay : Bureau of Economics and statistics, 1947. 13v.; 28 cm. Continued by : Maharashtra quarterly bulletin of economics and statistics.

Example - 4

A biannual of Creative and Critical
Indian Writing in English

**The Journal of
Indian Writings
in English**

Editor
G.S. Balarama Gupta

Vol. 13 January 1985

Other Information :

1. Publisher : Dr. G.S. Balarama Gupta
Editor, Journal of Indian Writing in English.
Dept. of English, Gulbarga University, Gulbarga.
2. Call No. : 820.5
3. Acc. No. : 1428-40
4. Size : 21 cm
5. Library lacks 1st volume.

Explanation :

The title page has mentioned the name of the editor but the same is not rendered as per Rule No. 12.1F3 which reads "Do not record as statements of responsibility statements relating to personal editors of serials".

It is not clear whether the publication is on behalf of the University or the editor himself responsible, as such the statement of publisher is rendered as given on the back of the title page.

Main Entry

828.9935005		
JOU		The JOURNAL of Indian writing in English. - Vol. 1, no.1 (1972) -
		- Gulbarga : G.S. Balarama Gupta, Dept. of English, Gulbarga University, 1972 -
1428-40		v.; 21 cm. Biannual Library has v.2 (1973) - 1. Anglo Indian literature - Periodicals.

Added Entry, Subject

588.05 JOU		MOSSES - PERIODICALS JOURNAL of Bryology.
		(rest as in the main entry)

Added Entry, Corporate body

588.05 JOU		BRITISH Bryological Society JOURNAL of Bryology. -
		(rest as in the main entry)

See Reference Entry

	Bryology	
		See MOSSES

Explanation :

The main entry heading is under the title of the journal. There is no need to render the name of the editor in the entry. (Refer Rule No. 12.1 F3). The library is not having any issues of the former title, hence there is no need to prepare separate main entry. Added entries are provided for subject and the sponsor.

Answer to Self Check Exercise - 2 (c)

Main Entry

610.5 JOU	JOURNAL of Indian Medical Association. - Vol. 1, no.1 (1932) -
(1967)	- New Delhi, 1932 - v.; 26 cm. Semi-monthly Library has v.1 to 4 (1932-1935); v. 6-32 (1937-1964); v. 35 1. Medicine-Periodicals 1. Indian Medical Association.

Added Entry, Subject

610.5 JOU	MEDICINE - PERIODICALS JOURNAL of Indian Medical Association. -
	(rest as in the main entry)

Added Entry, Sponsor

610.5 JOU	INDIAN Medical Association JOURNAL of Indian Medical Association. -
	(rest as in the main entry)

Explanation :

Same as the previous title. Main entry heading is under the title of the Journal. Periodicity is shown in the description. Subject and sponsor are given added entries.

8.6 ASSIGNMENT

Assignment - 1

**POLITICAL SCIENCE
REVIEW**

Vol 27, No. 1-4

January - December 1988

Quarterly Journal of the
DEPARTMENT OF POLITICAL SCIENCE
UNIVERSITY OF RAJASTAN,
JAIPUR

Other Information :

Call No.

Size : 25cms

ISBN : 0554 - 51696

Chief Editor : S L Verma

The library has volume 1 to 15 and 21 onwards

Assignment - 2

Journal of Soviet Mathematics

Editor-in-Chief
V. A. Kuznetsev

Volume 10 Number. 2 June 1978

Published by
New York,
V.A. Steklov Mathematical Institute.

Other Information

Call No. : 510.5

Acc.No. :

The Library has Volumes 1-3, 7 onwards.

Assignment - 3

**The Journal of Industry
And Trade**

Vol. 1 No. 1. 1951
Ministry of Commerce and Industry
New Delhi

Other Information :

Class Number : 338

Completes I Volume in 1 year. Use inclusive
notation for accession numbers and book numbers.

Library lacks volumes 13, 14 and 18

Assignment - 4

Philosophical Studies

**An International Journal for Philosophy
in the Analytical Tradition**

editor - in - chief
John Pollock

Volume 48 Number. 3 November 1985

Published by :
The D. REIDEL Publishing Company,
Dordrecht : and.

Other Information :

Call No.

Acc. No :

The Library has volumes 20 - 35, 42 onwards

Assignment - 5

THE ECONOMIC STUDIES
A Journal of Economic Outlook and Trend

VOLUME 10 1969

Economic Studies and Journals Pvt. Ltd.

CALCUTTA

Other Information :

Class Number : 330.5

Volume I was published in 1950

The journal ceased publication after volume 10. Use inclusive notation for accession numbers and book numbers. The library has got all the volumes.

The library has all the published volumes.

Assignment - 6

The British Journal For The
Philosophy of Science

Edited by

Dr. DONALD A GILLIES

Vol. No. 36 Number.3 September 1985

Published for the British Society for the Philosophy of Science by
Aberdeen University Press.

Other Information :

Call No : 105

Acc. No : 3001

ISSN : 0007 - 0882.

The library is having Volumes 1-20, 24, 26 onwards to the latest.

8.7 RECOMMENDED BOOKS

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

MAXWELL, Margaret F., *Handbook for AACR2 : Explaining and illustrating Anglo-American Cataloguing Rules Second Edition*. Chicago: American Library Association, 1980.

WYNAR, Bohdan S. *Introduction to cataloguing and classification*, 6th ed. Littleton : Libraries Unlimited, 1980.

8.8 GLOSSARY

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

Serial : A publication issued in successive parts at regular or irregular intervals and intended to continue indefinitely.

BRAOU

Explanation of AACR 2 Rules

The Anglo-American Cataloguing Rules 2nd edition covers numerous rules and in these units it is not possible to cover each and every rule. The examples so far worked out covers only a fraction of the rules. Some of the rules are applicable in very rare cases. In majority of Indian libraries, we are concerned with books, periodicals and some non-book materials. While cataloguing you may come across some doubts in the following areas.

1. Selection of the author's name.
2. Title of the book with the statement of responsibility.
3. Edition statement.
4. Place of publication, name of the publisher.
5. Date of publication.
6. Physical descriptions. ie. the number of pages, illustrations. size etc.
7. Series and
8. Notes.

Tracing and subject headings are not part of AACR.

You are now acquainted with some rules and in this lesson some further clarification is given. The first problem is where do we find the sources of information to render the above items in the catalogue entries AACR 2 , under Rule No. 2.0B2 gives where the prescribed sources of information is to be found.

Area	Prescribed sources of information
------	-----------------------------------

1. Heading

The main entry heading consists of the name of a person, the name of a corporate body, or a title.

The main source is the title page.

In the Units so far covered the choice of the names of persons are based on Rule Nos. 21.1A1, 21.1A2, 21.4A, 21.6 & chapter 22. Always remember the basis of the heading for a person is the name by which he or she is commonly known. This may be the persons's real name, pseudonym, title of nobility, nickname, initials or other appellation.

In the main entry the heading starts from the 1st indention. Rule A.2A states Capitalize personal and corporate names used as headings and corporate names used as subheadings.

2. Title Proper

Study the rules 1.1B1 to 1.1E6. Rule 1.1B1 states, transcribe the title proper exactly as to wording, order and spelling, but not necessarily as to punctuation and capitalization. A long title can be abridged without loss of essential

The chief source of information is title page.

information, but do not omit the first five words of the title proper. Any omission in the title should be shown by three dots (..). If there are two title pages or two titles in two different languages, record the title proper in the script of the book

3. Statement of responsibility

Study the rules 1.1F - 1.G4 statement of responsibility is given after the title proper with a slash(/).

4. Edition statement

Rule Nos 1.2A2 to 1.2E and 2.2B1 to 2.2E1.

Edition statement is given after the the statement of responsibility with a full stop, space dash and space. In case a statement of responsibility is to be provided after an edition statement it should be given by a slash(/).

Editions are given as follows :

2nd ed.

4th ed.

Rev.and enl. ed.

1st Indian ed.

One more common feature of edition statement is that if a particular edition is revised or edited by a person other than the original author, in such cases, after the edition statement, the person responsible for the revision is to be stated, eg.

Accountancy/William Pickles. - 5th ed./by James L.Lafferty.

5. Publication details

Place of Publication:

Rule Nos. 1.4B4 to 1.4C7.

After the edition statement type of publication is to be mentioned. This is not applicable to monographs, hence after the statement of edition, it should be followed by a full stop, space dash and space. In case there is no edition statement, the statement of responsibility will follow the place of publication, also with a full stop, space, dash and space.

In some cases we find two or more place names and Rule No.1.4B8 states that if an item has two or more places of publication, describe it in terms of the first named place of publication. If the place name includes the name of a place of the home country, the Rule further states to add that name.

The chief source of information is the title page. If the information is taken from any other place, enclose it in square bracket.

The source of information is the title page, oother preliminaries and colophon. (Colophon is place of publication, name of publishers, date of publication etc).

Source of information is to be taken from the title page, other preliminaries and colophon. Information taken from any other source is to be enclosed in square brackets.

eg.

Pergamon Press

Oxford. New York. Toronto.

Sydney. Paris. Frankfurt.

If this book is catalogued in Australia, place name and publisher will be

Oxford; Sydney : Pergamon.

The second place name should precede with semi-colon.

For easy identification of a place name Rule No. 1.4C3 states to add the name of the country, state or province.

Name of Publisher, distributor:

Rule Nos. 1.4D1 to 1.4E1 covers the descriptive part of the name of the publisher and distributor. The name of the publisher is to be given after the place name with a colon.

Source of information is the same as in the case of place of publication.

Rule No. 1.4D2 states to give the name of the publisher or distributor in the shortest form in which it can be understood and identified internationally. If two publishers are given the Rule No. 1.4B8 is applicable. If an item has two or more names of publishers, describe it in terms of the first named publisher, if the other name is not distinguished by layout.

In case there is a distributor, other than the publisher, include this and show as follows:

London ; Macmillan : Educational Service
[distributor]

Date of publication:

Rule Nos. 1.4F1 to 1.4G4 covers about the date of publication. The basic rule is to give the date of publication of the edition named and if there is no edition statement, give the date of the first edition (Rule No. 1.4F1).

Source of information is the same as in the case of place of publication, i.e. the title page, other preliminaries and the colophon.

In few cases the date of publication may be different from the copy right date and in such cases Rule No. 1.4F5 states to add the latest date of copyright following the publication date if it is different e.g. 1979; c1977 which means the copyright date is 1977 and the actual publication date is 1979.

Rule No. 1.4F6 states that in case no date of publication is mentioned but only the date of copyright is given mention the copyright date.

In case the date of publication is not stated, in such cases mention at least the century, probable decade or approximate date.

Approximate date is given ca1981 and also such dates are to be given in square brackets.

The statement of date is given after the name of the publisher with a comma.

In case of multivolume publications, when they are published over a period of years, the inclusive years are to be given like 1963-1969 which means volumes were published over a period from 1963 to 1969. If the publication of the volumes is not completed the first date should be kept open, like 1975 --

Physical description:

(Rule Nos. 1.5 to 1.5E1 and 2.5A to C8)

This area consists of (i) number of volumes (ii) number of pages (iii) illustrations, (iv) maps (v) size and (iv) any accompanying material.

The physical description starts from a separate paragraph and from the 2nd indention. Number of volumes are written as 4v.

Pagination :

Unnumbered pages are to be counted and to be put in square bracket. Preliminary pages are shown separately. Broken paginatiuon can be shown as 258, 45 p.

In case of volumes, if they are continuously numbered they can be shown 2v. (xxiv, 846p.) If each volume has separate preliminary pages, the subsequent preliminary pages (other than the first volume) can be ignored. If the volumes have independent page numbers give the number as follows : 2v (ix, 436; xii, 542 p.) This is only optinal and when there are many volumes, the page numbers can be ignored.

Illustrations, maps, portraits or plates are given after the page number with a colon. If two or more descriptions are to be entered, they are to be separated with a comma eg. xxii, 268 : ill., maps.

Size (Rule 1.5 and 2.5)

The size of the book is to be given in centimeters. Only the height is given except in cases where the monograph is less than half the height or greater than the height. In such cases give the width following the height preceded by a multiplication sign eg.

22 x 10 cm.

18 x 28 cm.

Size is preceded by a semicolon.

The source of information can be taken from the whole publication.

Series

(Rule No.1.6 to 1.6J1 and 2.6 to 2.6B1)

Series statement is given after the physical description preceded by a full stop, space, dash, space and it is given in parentheses. If there is a subseries it is given by a colon. Series editor(s) is given after the name of the series with a slash. In case there is International Standard Serial Number (ISSN) of Series it should be given after the name of the series, preceded by a comma. Series number, year or volume is to be given with a semicolon.

Source of information from the whole publication.

Notes :

(Rule No.1.7 to 1.7B21 and 2.7 to 2.7B21)

Each note can be given under separate paragraph or can be given in one statement in which case each note should precede with a full stop, space, dash space. The amount of information that is to be given under note area is (1) about title (2) statement of responsibility (3) edition (4) material or type of publication (5) publisher (including place & date) (6) physical description (7) accompanying material (8) series (9) contents and (10) any information pertinent to the document.

The source of information can be taken from any source and not restricted to the document alone.

Standard Number

Rule No.1.8 to 1.8C and 2.8 to 2.8D2) International Standard Book Number and International Standard Serial Number is given last in a separate paragraph, from the 2nd indention.

Source of information from any source, usually it is given on the back of the title page.

In some cases there are two ISBNs on the back of the title page in which case the number that is to be given is the one which applies to the whole item, or applies to the item being described.

Suggested Reading

Anglo-American Cataloguing Rules 2

Chapters 1 & 2

Chapters 21 : Rules 21.1A1 & 21.1A2, 21.4A, 21.6, 21.11, 21.12, 21.13, 21.14.

Chapters 22 : Rules 22.2, 22.2,22.3, 22.4, 22.5, 22.6, 22.8, 22.10, 22.11, 22.12, 22.13, 22.15, 22.16, 22.17, 22.18, 22.19, 22.22, 22.24, 22.25.

Chapter 24 : Rules 24.1, 24.3E, 24.3F, 24.7, 24.18, 24.20.

Chapter 25 : Rules 25.17, 25.18.

Chapter 26 : Rules 26.0, 26.2, 26.3, 26.4.

Assignment :

State the Rules involved in rendering the heading in the main entry, explaining your answers with examples.

1. What will be the heading in the main entry, when there are three authors.
2. What will be the heading in the main entry, when there are four authors.
3. What information to be provided in the statement of responsibility area when the work is a shared responsibility of three authors and with four authors.
4. What will be the entry element in the main entry when the authors write both in his real name and also under pseudonym.
5. The author is better known by his pseudonym but also writes in his own name, what should be the entry element.
6. The author is better known by his own name but some works have been written under pseudonym.
7. A woman was writing under her maiden name and better known by that name even after changing her name after marriage.
8. A woman has changed her name after marriage, and writes under her changed name. There are works also under her maiden name. Which should be the entry element and how you will correlate the two names.
9. State the rules of Indic names and give at least six examples.
10. Two authors have identical names, how to distinguish them in the main entry.
11. Is it necessary to render the title as it is in the title page, if not what changes can be made.
12. There are two title pages in the book in two languages, facing each other, which title page you will make use of ?
13. Can you abridge a title, if so when and how?
14. How sub-title and parallel titles are written.
15. Where the edition statement is to be rendered in the body of the entry ?
16. How do you give the edition statement
 - (i) Originally written by J.D. Brown and a new edition fully revised and edited by R.N. Lock
 - (ii) Fifth edition, 8th impression, reprinted with revisions and additions.
 - (iii) Originally published by McGraw-Hill Book Company, New York in 1959 and the first British edition published in England in 1960.
 - (iv) Seventh revised edition.
17. Place and name of the publisher is not known but the name and place of printer are given in the monograph. What the rule says in such cases?
18. Place of publication given as Mumbhai for Bombay, how do you enter the place name.
19. Place name is not well known, what is the rule for its identification and how it should be given, explain with an example.
20. There are four place names for a publisher and the book is catalogued in Indian libraries, how the place name to be rendered

McGraw-Hill Book Co.,

New York, London, New Delhi, Singapore

21. There are only two place names and the book is catalogued in Indian libraries, how the place name to be rendered

McGraw-Hill Book Co.,

New York, London.

22. Publication details appear in more than one language, in which language the rendering to be done.
23. No publication details are given, what is the solution recommended.
24. Two names of publisher are given in the title page, which name(s) to be rendered.
25. Name of publisher and distributor stated in the title page, what is the rule in such cases.
26. What names of publisher to be given in the entries :
- a) William Collins Publishing Incorporated
 - b) Forest Hill Press
 - c) Macmillan India Limited
27. No publication date is given, but copyright date is found on the back of the title page.
28. No date of publication is given but from the preface it is ascertained the book was published some time in 1970s, how to give the date.
29. First edition published in 1956, second edition in 1969. Third edition was reprinted in 1973, what date to be given.
30. Date appears only in Roman number like MDCDLXXIX.
31. Some pages are not numbered, should they be ignored.
32. Numbering of pages shown in several sequences in the same book like 258 pages, 102 pages, 54 pages, how do you number them.
33. Originally published in 7 volumes, the set now in the library received is, the 7 volume set published in 5 volumes, how you will render it.
34. The numbering of the pages of the volumes is continuous, how you will show them.
35. The volumes are published over a period of 8 years, say 1963 to 1971, how do you give the dates.
36. A set of volumes are published at different intervals, the first volume appeared in 1978, second in 1980, third in 1982, more volumes are expected, how do you give the dates.
37. The volumes have different page numbers, which page numbers you will give.
38. Book has several illustrations in colour and black and white, how to show them.
39. There are illustrations, maps and a portrait and several plates, in what sequence they are written and what is their abbreviations.
40. The size of the book is 22.3cm (height) and width is 14.1 cm., how it is written.
41. The height of the book is 9 cm, how it is to be written.
42. The height of the book is 22 cm and the width is 6 cm. - how it is to be written.
43. The height of the book is 22 cm and the width is 30 cm. - how it is to be written.
44. The volumes in a set of volumes are not of equal size (i) the difference is less than two centimeters, (ii) the difference is more than two centimetres.
45. In which area of the body of the catalogue the series to be given.
46. (a) The series has no number, but only the year is mentioned, how it is rendered.
(b) The series number is shown by volume, how it is rendered.

47. How the statement of responsibility is to be shown in case of editor(s) of series.
48. What are the rules regarding the ISBN
49. When are notes to be given.
50. Write a small note on punctuation marks. What punctuation marks are to be given in the following cases. In the statements given below what punctuation marks are prescribed:
- (a) The first statement of responsibility is preceded by --
 - (b) Each statement of responsibility is preceded by --
 - (c) Edition statement is preceded by --
 - (d) Subsequent edition statement is to be given by --
 - (e) Place name in publication area is given by --
 - (f) Second or subsequent named place of publication is given by --
 - (g) Date of publication is given by --
 - (h) Size of a book is preceded by --
 - (i) What is the punctuation sign in the physical description area to show accompanying maps --
 - (j) In the notes area if different type of notes to be given what are the punctuation marks if the notes are to be given in one paragraph.
 - (k) If two Standard Book Numbers are to be given what punctuation marks should separate them.

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