

MAST 531000

LIBRARY CATALOGUING THEORY



Dr. B.R. AMBEDKAR OPEN UNIVERSITY
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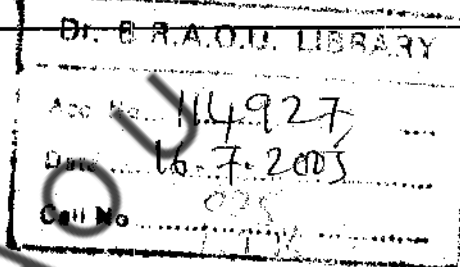
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COURSE - 4 : LIBRARY CATALOGUING THEORY

A catalogue is the tool of the library, which unfurls the holdings of the library. A catalogue can answer number of questions if it is based on scientific principles. You need have to an insight into the theory of cataloguing to appreciate the complexities involved in cataloguing. You will be in a better position to know its intricacies and weaknesses when you actually work in the library cataloguing section. There is tendency to bypass the catalogue code thinking that is thrust upon the cataloguer. Such libraries, which do not follow a uniform policy, their catalogues will be in a chaotic condition and the time and money spent on it will be a waste. Consistency is the keyword in catalogues and hence it is better to follow a particular code and adhere to it.

The specific objectives of the Course are

- to explain you to the need, purpose, functions and forms of library catalogue
- to give an understanding about the canons of library cataloguing
- to explain how various types of catalogue entries are prepared for libraries according to two catalogue codes, namely, Anglo-American Cataloguing Rules and Classified Catalogue Code
- to explain you choice and rending of names of personal authors and corporate bodes
- to discuss various utilities of catalogues such as cooperative, centralised and union catalogues, and economy in cataloguing, that is, simplified and selective cataloguing
- to introduce you machine readable catalogue formats, such as MARC and CCF, and other developments in library catalogue.

The present course deals with the topics in Library Cataloguing Theory included in the syllabus for the Bachelor Degree in Library and Information Science (BLISc) offered by the Dr.B.R.Ambedkar Open University. The syllabus for the sake of convenience is divided into four blocks, each of which comprises a number of units. Each unit generally covers a specific area of the subject. The units are prepared by specialists in accordance with a format so designed as to enable you read and understand them without much difficulty.

Each unit begins with the statement of its aims and objectives followed by an introduction to the content of the unit. Self-Check Exercises intended to test your comprehension of subject matter and corresponding model answers to these self-check exercises are also provided. The key points of each and every unit are summed up at the end of the unit. Further at the end of the Unit, you find Assignments, recommended books, glossary and model examination questions.

The University hopes that this course material will help you to get acquainted with the concept and principles of cataloguing which you can successfully apply while working as a cataloguer in your library.

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BLOCK-I : LIBRARY CATALOGUE - NATURE AND FUNCTIONS

Catalogue forms an essential tool to disclose to the readers the wealth of information about the publications available in a library. It is said to be a resource indicator of a library. Without catalogue it is difficult to imagine the collection and the services to the readers. Cataloguing is thus one of the important information processing techniques used for describing the documents according to set rules and procedures. Hence, the need, purpose and functions of the library catalogue were discussed in Unit-1.

The cataloguing rules help in bringing uniformity in description of documents by sequencing of elements and framing of entries. The combination of entries in alphabetical or classified sequence gives rise to different types of catalogues, namely author catalogue, name catalogue, title catalogue, subject catalogue, dictionary catalogue, classified catalogue and alphabetic-classified catalogue. The catalogues built-up to serve the readers in fulfilling the various approaches to the collection of a library. In addition, catalogues can be presented to the readers on various media, namely register form, sheaf form, card form or any other modern technological innovative media like magnetic tapes, diskettes and CD-ROM. Various types of these physical and inner forms of the catalogues are described in Unit-2.

The fast developments in the publishing world reflect rapid changes in documents in their physical characteristics and thought content. The existing cataloguing rules are not attuned to accommodate the changes. They are intended for existing gamut of publications and not for the uninvented and unforeseen. The cataloguer has to wait for the new edition of cataloguing rules for incorporating changes, which will delay the cataloguing process. To overcome this, if the cataloguing codes are equipped with certain normative principles, they will definitely provide guidance to the cataloguers. Unit-3 covers different catalogue codes along with normative principles.

The science of cataloguing demands close examination of the elements present in documents and to pick up prominent elements and sequence them according to their degree of importance in order to describe the documents in a cohesive fashion. Such descriptions give rise to entries. Main entry presents fullest description of the document whereas the added entries are brief in nature. Main entry and added entries are covered in Unit-4.

UNIT - 1 : LIBRARY CATALOGUE :

NEED PURPOSE AND FUNCTIONS

Contents

1.0. Aims and Objectives

1.1. Introduction

1.2. Library Catalogue

1.2.1 Concept

1.2.2 Definition

1.2.3 Need, Purpose and Functions

1.3. Cataloguing Process

1.4. Catalogue and other Library Records

1.5. Cataloguing and Classification

1.6. Summing Up

1.7. Model Answers

1.8. Assignments

1.9. Recommended Books

1.10. Glossary

1.11. Model Examination Questions

1.0. AIMS AND OBJECTIVES

In a library, there are various activities. One of the most important activities is cataloguing. In this Unit, a few basic ideas about library catalogues and cataloguing are discussed.

After studying this unit, you will be able to:

- explain the concept of catalogue and the definition of library catalogue
 - appreciate the importance, objectives and functions of a library catalogue
 - differentiate the library catalogue from other records in a library
 - explain the relationship between classification and cataloguing.
-

1.1 INTRODUCTION

Libraries are considered as centres of continuing education for the community and the librarians endeavour to equip the library with right collection of books and other educative material to meet the demands of the user community. To serve the readers efficiently and also to help them to find the documents of their choice, the librarian adopts simple methods in organising the collection and listing it in an order. The listing of the documents, with needed particulars, according to author, title, subject, series, forms an important tool as a catalogue. The reader need not have to go to the stack area and spend time and energy to find out his reading requirements from the total collection of a library. Instead he can consult the catalogue and discover the entire range of documents available on the subjects of his interest and go to stacks only when he decides to consult or borrow the documents for home reading. Thus the catalogue serves as finding record of the library collection and it can be said that the catalogue represents the true image of the collection of a library.

Readers visit the library either for study, reference or research purposes. For the reader to find out what books are available in a library, the catalogue is essential. A library catalogue is an indispensable tool which helps the use of library material.

In this unit, we introduce you to some of the basic ideas concerning library catalogues and cataloguing. Cataloguing is a technique, whereas a library catalogue is a tool, the objective in preparing and producing a library catalogue is to guide the users to find out, locate and use the reading as well as the reference materials in the library.

When a reader wants to know if the library has a document about a particular author, or a specific title or subject, the catalogue assists him. It also gives information about the total number of books written by an author and the complete list of books in a subject.

A catalogue provides other important information about the documents. In addition to the author's name, the names of the collaborators, edition number, place, publisher and date of publication, number of volumes, pages, series name, etc. can be found out from the catalogue.

In order to prepare such a tool, which would be consistent and uniform in all libraries, certain codes or rules have to be followed by cataloguers. The cataloguer has to take into consideration the intellectual approach of the reader and provide suitable access points to enable the reader to trace the desired information. Cataloguing is a practical art. It is learnt by practice only.

Libraries prepare a number of other records of documents acquired by them e.g. accession register, current periodicals register, library periodical holdings register, etc. All these registers include bibliographical information of books more or less the same as in a library catalogue but their functions are different. The accession register is a list of documents acquired by a library which includes detailed information about the price, the vendor or supplier of the document, size, binding, etc. in addition to the usual bibliographical data.

Library catalogues differ from publisher's catalogues, bookseller's lists, bibliographies etc. Though they help to build up the collections for a library, they are not as useful as a library catalogue.

Cataloguing and classification are two techniques which are useful to organize a library collection. They are interrelated. Classification helps to locate a book on the shelf whereas catalogue helps to find out whether a particular book is available in the library or not. Both are useful to use the reading material in a library.

1.2 LIBRARY CATALOGUE

During the modern times, a library provides a number of facilities to its readers for making use of its resources. The Library catalogue helps the readers to know what documents the library has, where they are arranged and how to locate them. In this section, we shall define a library catalogue and discuss its objectives and functions.

1.2.1 Concept of Catalogue

For any given collection of items, a list is essential to speak about the contents of the collection. The items could be identified accurately if sufficient description about each item is provided in the list and location also becomes easy with the arrangement of the items in an order. Such a list is termed as catalogue. Catalogues are common phenomenon. They are prepared by the manufacturers and business community to promote their products. We have seen the catalogues of watches, jewellery, secondhand cars available for sale, etc. Let us examine these catalogues. On observation we find that in a catalogue of watches, the watches available for sale are described. So also in a catalogue of jewellery, the jewellery items available for sale are given.

Further examination of the lists reveals that the items are not simply described but also they are categorised according to price range or usage, to help the customers to take speedy decisions. In case of watches, the arrangement according to the price range is to tell the customers as to what are all the watches that are available within the price range that customers could afford. In case the arrangement is according to usage, one will find all wrist watches described at one place, the pocket watches in another place, the watches intended for children in another group etc. in order to help the customers whose choice is according to usage. This sort of categorisation and arrangement will indeed help the customers in selection and purchase.

Let us take a different example of telephone directory which we often refer to find out the members of telephones holders either individuals or institutions. Here again the directory serves as catalogue of telephone holders. It lists the individuals and institutions in an alphabetical order together with the numbers given to their telephones. You name a person or institution the directory will give the number, if he owns a telephone. One can imagine how difficult the situation would be to contact individuals and institutions on phone if such facility is not provided.

By now you have made fairly good idea about a catalogue. We shall now attempt to define it. In simple terms, a catalogue can be said as list of the items arranged in an order and the order of arrangement of items is intended to meet the needs of the customers. This has been illustrated in the above para, citing the examples of watches, jewellery, telephone directory etc.

The word "catalogue" has been derived from the Greek words "Kate" and "Logos". "Kate" means "by" or "according to" and "Logos" has different meanings such as "word" or "order" or "reason". Thus catalogue may be regarded as a work in which the contents are arranged in a reasonable way according to a set plan or merely alphabetical.

SELF CHECK EXERCISE -1

Explain the term catalogue.

Note: i) Give your answer in the space provided below.

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

1.2.2 Definition of Library Catalogue

In the context of a library, the catalogue refers to the collection of books available in that library. Therefore, a library catalogue is a list of books arranged in an order. To be more precise we may define the library catalogue as a record of books and other educational material containing bibliographical details, arranged in an order and presented in a given form. The above definition clearly demarcates four parameters of a library catalogue. First, it explains that it is a list of not only books, but also all other educational material available in the library. The new technological developments have given rise to a variety of media for presentation of the thoughts, like audiovisual materials, microforms, cartographic materials, computer-readable forms, educational kits, etc. The library catalogue envisages all these new forms of material along with the books.

The second parameter gives that each item available in the library whether it is book or non-book material has to be described taking into consideration the important elements that are present in the documents. The prominent elements that are present in a document are the author or authors, the title, edition, collaborators, publishers, series, place of publication, year of

publication, the subject, physical form of the item, etc. Further, these elements have to be sequenced in a definite fashion according to their degree of importance so that it can be easily understood by the users and at the same time achieve uniformity in presentation of the description. You will be explained in greater detail in unit as to how the national and international efforts have been invested in designing the cataloguing rules for achieving perfection.

Let us take the third parameter. Each description of the document is considered as unit and it is known as an entry. In order to satisfy the various approaches of the users more than one entry for a document has to be prepared and these entries are arranged in alphabetical order or at times according to the classification scheme or codified order. The alphabetical order of arrangement of entries is the simplest form which suits the approaches of most of the readers. The last parameter emphasises on the media on which the description of the documents is given. The universally accepted and used medium is the card form. This is the familiar form to the user community. The technological innovations have revolutionised the media for catalogues. The newer media which are finding place in libraries replacing the card catalogue are microforms and computer readable forms. In other words, a catalogue is a finding list. It helps in identifying a document and its availability in the library. In case it is available, it must be indicated as to where it is available. For this, the location mark of the document has to be given in entry to facilitate the reader to find it out from the collection of a library.

SELF CHECK EXERCISE -2

Define the library catalogue

Note: i) Give your answer in the space provided below.

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

1.2.3 Need, Purpose and Functions of Library Catalogue

A catalogue serves as a key to unlock the treasurehouse of knowledge in the library. It is difficult to imagine the use of the collection without a catalogue. A peep into the past shows that catalogues are as old as organised collection of books and other reading materials in the library. The earliest catalogues that were compiled serve as an inventory record to the collection of a library. In the present day context, it has revolutionised the functions of a library catalogue. The inventory part has been taken away by the shelf list and accession register. The is now made free to play dynamic role in bringing to the notice of the users the information about the documents on the shelves of the library. It is to serve as a tool in retrieval of information from the collection of a library. To describe the functions of a library catalogue, we may mention here that:

(1) to record each document available in a library by author or authors, collaborators or series etc. which will be helpful to the user in matching their requirements. (2) to prepare the subject entries for each document or even parts of it, (3) to prepare title entries wherever it is needed, (4) to arrange the author entries to facilitate, the reader to find all the works of an author at one place, (5) to arrange the subject entries in order to show all the documents that are available on the subject at one place, (6) to describe each book by giving author, title, imprint, collation, notes and other essential information, (7) to provide the cross references wherever needed to make the catalogue syndetic, (8) to record the location mark (in most cases the call number).

Charles Ammi Cutter had described the functions of a library catalogue in his book entitled *Rules for Dictionary Catalogue* as back as 1876 which hold good even today.

Some general objectives of a library catalogue were laid down by Charles Ammi Cutter in 1876 are :

1. To enable a reader to find a book of which
 - a) the author, or
 - b) the title, or is known,
 - c) the subject
2. To show what the library has
 - d) by a given author
 - e) on a given subject
 - f) in a given kind of literature
3. To assist in the choice of a book
 - g) as to its edition
 - h) as to its character

The first objective of a catalogue is to provide information about the availability or non-availability of a publication in a library if the author or the title or the subject is known by the reader. In case the reader's approach to the catalogue is through the name of the author, the author entry will provide him the information. The title entries cater to the title approach of the readers. These are usually prepared in cases of the authorship shared by more than three persons, anonymous works, periodicals etc. These are also generally prepared for works where the corporate authorship is not clear. For fanciful titles and for fiction, the title entries become essential. The title entries are not prepared if the title and subject of a publication are the same. Sometimes the titles start with the general phrases like "An Introduction to", "A Textbook on", "Readings on ...", etc. followed by the subject. In such cases the title entries are not prepared and the subject entries serve the purpose in place of them.

The subject becomes an important access point to the readers. It is difficult for the readers to remember the exact title of a document or the name (s) of the author (s) of the work and it becomes necessary to prepare the subject entries to fulfill the subject approach of the readers. Owing to the richness of the language, the multiplicity of the use of words for the same concept requires control in use of the terms for representing the subject. No two terms for the same concept should be used as it will confuse the readers and distribute the entries on the same subject on the two terms used. Standardisation and uniformity could be achieved by selecting the subject terms from a standard vocabulary like *Library of Congress Subject Headings*, *Sears List of Subject Headings* or *Thesaurus*. In a public library, the subject terms have to be selected in order to suit the level of the users. Whereas in a special library, the terms used have to be matched to the approach of the specialists. For most of the readers the interest not only falls in the core area of his interest but also on the related subjects. In order to meet this requirement suitable cross references have to be provided.

The scope of the second objective is wider in context. A reader pursuing deeper study on a subject desires to have the information at one place regarding the books written by a single author. It is the duty of the cataloguer to take care of the various names used by an author and the various form of a name to see that the works of such an author are represented at one place in a catalogue.

The objective (e), demands the entries for the books on the same subject at one place in the catalogue. This could be achieved by following standard vocabulary. The objective (f) gives the glimpse of all material in a given kind of literature or form. The form refers to the type of document (ex: directories, encyclopedias, dictionaries, etc.) The range of such materials is vast and care has to be taken to guide the reader in his approach. The objective (g) emphasises on the different editions of the same book which is taken care in the descriptive part of the cataloguing. The updated version of the text of a document is always of interest to the readers as it provides the latest information. At times, a particular edition of the book assumes importance because of its classic nature and the reader should be able to easily locate this information from the catalogue. The information regarding the physical characteristics of a book provides an idea about the size, shape, volume and illustrations etc. given in the book. The provision of such information helps the reader to visualise the book and to decide whether he could read the book in the library itself by spending one or two hours or should he borrow for home-reading purposes.

S.R. Ranganathan explains the objective of a library catalogue in his own inimitable style of library laws as follows:

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

Ranganathan emphasises that the catalogue should be constructed in such a way that it should be helpful to provide information to the readers on the books that are available in the library and are needed by him. Even in the case of less used books or the books that seldom leave the stack, are brought to the notice of the readers through the catalogue, so that the readers are informed about those titles, authors and subjects. Further Ranganathan explained through the last two laws that library catalogue is a tool. Its parts and details should be designed in such a way that it brings economy in all respects including the time which is precious for the readers and the library staff.

SELF CHECK EXERCISE -3

Give the functions of library catalogue as given by:

- i. C.A. Cutter
- ii. S.R. Ranganathan

Note: i) Give your answer in the space provided below.

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

1.3 CATALOGUING PROCESSES

The cataloguer plays key role in building up a systematic catalogue to the collection of a library. He examines each book, understands the various elements of a publication and meticulously prepares the catalogue to match the requirements of the users.

Cataloguing represents various procedures that are followed in preparing the entries of the reading materials in a catalogue. The entries are properly filed and well maintained.

It is the art of making records in a way that a document is quickly identified and located. After locating the document, a reader can examine and find its suitability for his purposes. The catalogue provides information about the title, subtitle, contents and the series of a document which also help in determining its suitability for a particular research enquiry.

Cataloguing is a practical art. It is learnt by practice alone. Lengthy codes of rules have been evolved to guide the cataloguers. The rules of the game must be followed. Otherwise, chaos would result. The complete departure from the code is not permitted. The need for accuracy, attention to small details, consistency and cooperative spirit is great in this work. Cataloguing is a technical subject providing necessary skill and expertise to the professional librarian.

A cataloguer's work is to make a record of library materials. He has to interpret them for the readers. He prepares various entries warranted by a document and looks after the catalogue's maintenance. A cataloguer should try to understand and appreciate the requirements of the readers. The job calls for intellectual effort and is a test of his knowledge, thorough grasp and rules of cataloguing. Therefore, it is an uneasy task.

The library cataloguing represents various procedures in preparing entries for reading materials. It takes into consideration the reader's mental approaches towards library materials. The names, and suitable terms are used to provide access points to the readers in tracing the desired information about library items.

1.4 CATALOGUE AND OTHER LIBRARY RECORDS

In any office situations, records have to be maintained for planning and development. Libraries also have to maintain several records like accession register, shelf list catalogue, bibliographies etc. Outwardly, all the records may appear somewhat similar but their purpose and functions are entirely different.

An accession register of the library is a datewise record of reading materials purchased by the library. The information about the date of purchase, its serial number, author, title, edition, publisher, place, date of publication, price and name of the supplier, etc. is recorded. It is not a finding tool through the author, title or subject approach. If a library, has acquired several thousand items, and to locate one item from the accession register would be a very time consuming operation. Its main purpose is to provide information regarding total number of items in the library on a particular date.

A bibliography is a list of books. However, it is not an inventory of the collection of library or group of libraries. It may be in the form of a printed book or mimeographed sheets. It can be prepared on a subject, or an author listing materials in a particular language covering a given period of time or a geographical area. Therefore, this record is prepared for meeting a specific need which can be disseminating information about a country's publications as in the case of national bibliographies. These cater for all possible approaches of the readers through the authors, subject, title, etc., and also provide brief annotations. It may also be prepared at the local level in a library to help a researcher know about significant books on his topic. In that case it would be

called a select bibliography and may list items which are not in that library. However, a library catalogue cannot go beyond its collection, it does not catalogue selectively and lists all items in its holdings.

The publishers and booksellers periodically send their catalogues to libraries. These may be books or mimeographed sheets. Through these the publishers notify their latest publications to libraries and their readers. The booksellers' catalogues list all the material (old and new) which they have on various subjects. These catalogues are part of the selling drive of the book trade. Generally a few entries of each item are provided. These do not cater for all the possible approaches of the readers. Often small annotations are provided but the complete bibliographic information is not given. Some of the Indian publishers omit dates apparently to secure supply orders for not so new or latest publications.

A bibliographer critically examines a book manuscript and collects evidence from the book or outside source. A cataloguer also catalogues after seeking the reading materials. The publisher's catalogues are also prepared from the documents. The arrangement of entries may be classified (according to the call numbers) or dictionary (alphabetical) in a library catalogue. But the bibliographies generally go for the classified arrangement with alphabetical indexes for subject, author or title. The publisher's catalogues list material alphabetically under broad or specific subjects.

A library catalogue is an easy to use tool of information retrieval. By and large, it satisfies general readers and scholars. A bibliography is a scholarly work and ideal for researchers. On the other hand, a publisher's catalogue is a routine publication prepared by the ministerial staff. Not much scholarship is required for its preparation. As it is simply a notifying service, its purpose is well served by the form in which it is issued.

SELF CHECK EXERCISE -4

Name some of the records maintained in a library.

Note: i) Give your answer in the space provided below.

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

1.5 CATALOGUING AND CLASSIFICATION

Classification and cataloguing are twin processes which go hand in hand. They are two interlinked processes in locating library materials. The books, periodicals, etc. are arranged in a classified sequence (subject-wise). If a book is in circulation/consultation, it would not be on the library rack. In that case a reader will get the information from the library catalogue. The call number entered in an entry helps in locating that item. So, both the processes are complementary.

The work of subject cataloguing and classification involves the intellectual activity. Catalogue endeavours to provide suitable terms as access points to a specific subject catalogue. In classification, first the appropriate terms are selected and later the words are translated into an artificial language of ordinal numbers, i.e., class numbers from a scheme of classification.

A library catalogue is an important tool to identify and locate library materials. Therefore, experts are employed and large sums of money expended to prepare it. It is a permanent record of the library's holdings. The cataloguers come and go but the catalogue remains throughout the life span of a library. Cataloguing or preparation of a library catalogue is not an end in itself. It is a means to an end, viz, locating and identifying reading materials.

A number of aspects are taken into consideration in preparing a library catalogue, e.g., reader's approaches to library materials, advances in classification or open access in the libraries, etc.

SELF CHECK EXERCISE - 5

Explain briefly how classification is related to cataloguing.

Note: i) Give your answer in the space provided below.

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

1.6 SUMMING UP

In this unit, you have learnt about the catalogues and particularly the library catalogues. The definition of library catalogue has been cited and explained to make it clear the different facets of the definition. To acquaint intimately with the library catalogue further details about the purpose and functions have been given. The functions of a catalogue in terms of the pioneers like C.A. Cutter and S.R. Ranganathan have also been presented. In addition to library catalogue, other records maintained in the library and the differentiation is detailed. Towards the end of the unit, the two intimately related processes namely classification and cataloguing and their usefulness in organising and location of the publications have been discussed.

1.7 MODEL ANSWERS

1. A catalogue is a list of items arranged in an order and the order of arrangement is determined by the purpose for which it is sought.
2. The library catalogue is defined as a record of books and other educational material, containing bibliographical details, arranged in an order and presented in a given form.

3 (i) The general objectives of a library catalogue since laid down by Charles Ammi Cutter in 1876 as follows:

1. To enable a reader to find a book of which
the author or
the title or is known
the subject
2. To show what the library has by a given author
on a given subject
in a given kind of literature
3. To assist in the choice of a book
as to its edition
as to its character

3(ii). S.R. Ranganathan explained the objective of a library catalogue as followed:

1. Disclose to every reader his or her document
2. Secure for every document its reader
3. Save the time of the reader
4. Save the time of the staff
4. The records maintained by a library apart from library catalogue are: accession register, shelf lists, bibliographies.
5. Classification and cataloguing are the intimately related processes which go hand in hand. The classification helps in organising the collection in a systematic way and cataloguing describes each item in the collection by preparing entries. It also assists the readers in locating the documents in the same order as they are arranged according to classification scheme.

1.8 ASSIGNMENT

1. Define library catalogue and explain in detail the purpose and functions of it.
2. Visit a library and examine the catalogue and prepare a list of books available in the library by a given author and also on a subject.
3. Write short notes on:
 - (a) Functions of a catalogue as given by CA. Cutter.
 - (b) Difference between a catalogue and bibliography.
 - (c) At least 3 records maintained in a library.
 - (d) Shelf list.

1.9 RECOMMENDED BOOKS

Cutter, C. A. *Rules for a Dictionary Catalogue*. 4th ed. Washington: Government printing Office 1965.

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Ranganathan, S. R. *Classified Catalogue Code with additional rules for Dictionary Catalogue Code*. 5th ed. New Delhi: Asia Publishing House, 1964.

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Vishwanadhan, C.G. *Cataloguing theory and practice*. 6th ed. New Delhi: Ess Ess Publications, 1990.

1.10 GLOSSARY

- Accession Register** : The chief record of the books added to the library
- Bibliography** : A list of books arranged according to some permanent principle
- Cross Reference** : A direction from one heading or entry to another
- Entry** : Unit description about a document is known as entry
- Shelf list** : A list of books in a library, the entries being brief and arranged on cards or sheets in the order of the books on the shelves
- Trade Catalogue** : A list of the books in print/published in a country. These are issued by publishers to notify their new publications.
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1.11 MODEL EXAMINATION QUESTIONS

I. ESSAY QUESTIONS

- 1) Define 'Library Catalogue'. Explain its need and functions.
- 2) Distinguish library catalogue with other library records such as bibliography, shelf list and publisher's catalogue.

II. SHORT NOTES.

- a) Symbiosis between Classification & Catalogue
- b) Cataloguing process

UNIT - 2 : PHYSICAL AND INNER FORMS OF THE LIBRARY CATALOGUE

Contents

- 2.1 Introduction
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- 2.9 Model Examination Questions

2.0 AIMS AND OBJECTIVES

The building up of a catalogue to library collection involves two aspects. The first is the description of the document and the second is the media on which the presentation is made. In this unit, you will learn about various physical and inner forms of the catalogue for library collections.

On studying this unit you will be able to :

- list out the various physical forms of library catalogue
- orient to the new emerging forms of library catalogues
- name various inner forms of a library catalogue
- evaluate physical and inner forms of catalogues for adoption in a library

2.1 INTRODUCTION

It has already been explained to you in Unit I that the catalogues are as old as the organised collection in libraries. The physical forms of catalogues are noticed right from the prehistoric times. The bibliographic control in primitive form existed to the collection of works

on clay tablets at Assurabanipal (1668-626BC). The catalogue to this collection was also prepared on clay tablets and was displayed to the forefront for each work. History also reveals that Callimachus has prepared a catalogue to Alexandra library in the form of pinakes in 250 BC. With the development of libraries and library activities, the catalogue has also undergone rapid change. The invention of paper and printing has accelerated the production of books. This had a great impact on libraries and library catalogues. The necessity for bibliographic control made the catalogue to play an inventory role in the beginning. Subsequently, the readers, demand on the catalogue has brought changes in the functions and also the physical forms of the catalogue. As a result of this the physical forms of catalogue have undergone change and emerged one after the other in the line of evolution:

- (i) Bound register form
- (ii) Printed book form
- (iii) Sheaf form
- (iv) Card form and
- (v) Other modern forms like micro-forms, computer-readable forms, CD-ROM etc.

The changes in the physical forms of the catalogue have contributed in enhancing the efficiency in fulfilling the needs of the user community.

2.2 PHYSICAL FORMS

Over the period, the libraries and the librarians have witnessed the changes in the physical forms of catalogue. Each form of catalogue in its own time appeared as an improved form over the previous form. Although they have added efficiency in bringing together the reader and the book, each form had its draw-backs also. Let us take each physical form and examine in detail their advantages and disadvantages.

2.2.1 Bound Register Form

It was one of the earliest forms of the catalogues, popularly used for maintaining the record of the collection in the library. In our country school, public and college libraries still maintain their catalogues in register form. The entries in this catalogue vary as they do not conform to any norms. They are in manuscript form, a portion of the register is earmarked for alphabetical sequence and another part for subject sequence. In some libraries there are few registers mainly in the alphabetical sequence and few more in the subject sequence. This type of catalogue does not have flexibility. As the collection grows entries become over crowded with the result new entries cannot be inserted in their proper sequence. Since the catalogue is in the manuscript form, it is not possible to make additional copies. Catalogues become unusable with constant reference, pages get torn and may be lost for ever. Only one person can refer to the catalogue at a time. Cross references are not possible with the result, reader' approach cannot be met and readers will have to depend on the library staff to trace the material. Only advantage is the catalogue can be kept up-to-date as far as the library staff is concerned from the point of inventory.

2.2.2 Printed Book Form

Next in the line of evolution is the printed book form. These printed catalogues in book form became popular. Even some of the big libraries were printing their catalogues. To keep the catalogues up-to-date they used to issue supplements at different intervals. Some of the notable printed catalogues are that of Library of Congress, British Museum, and National Library of India. The outstanding example is the National Union Catalogue of Library of Congress. It is a gigantic publication. Pre-1956 holding of the Library alone runs into 610 volumes, 1958-62 holdings

BRAOU

BRAOU

in 54 volumens, 1963-67 into 72 volumens. It is one of the best bibliographical tools. It is kept up-to-date by nine monthly issues and three quarterly issues. The issues are annually cumulated and the annual cumulation consists of 12 to 14 volumes.

Printed book form of the catalogue has its advantages as well as disadvantages.

Advantages :

- The catalogue can be brought out in multiple copies and can be sold to the users.
- Members of the library can scan through the catalogue at their leisure at home and need not come to the library to check whether the library has a given book.
- It is easier to scan compared with a card catalogue.
- It does not occupy much space: it is easy to handle, being in a book form.
- The catalogue can be issued subjectwise by sections thereby facilitating the needs of different subject groups.

Disadvantages :

- It becomes outdated by the time it comes out of the press. Making copy for print takes considerable time and by the time the copy is prepared and sent to the press for printing, new additions received in the meantime cannot be included in the catalogue. The result is numerous supplements are to be used. Referring to an item by going through many supplements is tedious and time consuming.
- Because of the nature of printing it becomes a costly tool.
- New entries cannot be added nor entries of lost or withdrawn books can be deleted. Because of its rigidity, readers will be at a loss to know about the new additions made to the library until supplement is brought out or a fresh catalogue is issued.
- Too much of editorial work is involved with the result many staff members are to be appointed, specially when the library is big.

The advantages outweigh the disadvantages and hence it is now overtaken by the card catalogue.

2.2.3 Sheaf Form Or Loose Leaf Form

Because of many drawbacks of the printed book form of catalogue, librarians tried to introduce flexible form of catalogue. One such became popular in England was the Sheaf form. In the Sheaf form the entries are made on loose leaves, either typed or handwritten. Entries can be single to a page or more than one. The loose leaves are punched and bound into volumes. New leaf can be inserted in its appropriate place without disturbing the order or old entries can be withdrawn as per the necessity. Each volume may contain between 50 to 600 leaves. The sheets are made of tough paper, notched at the left edge and secured by mechanical clamps. The volumes so designed can be displayed on special shelves, showing on the spine the classification number or the alphabetical arrangement.

By its nature the catalogue is partly flexible but the manual work is tedious as every time the bindery to be unscrewed to insert new leaf. The leaves are likely to be torn from constant use. In many of the sheaf form of catalogues the authors name is repeated at the right hand side for easy reference. This is because the left handside name usually hidden by the binding device. This entails more work to the cataloguers. It is to be consulted in the library only as no additional copy is available.

At the same time there are many advantages : (1) it is portable and consultation can be made in any part of the library, (2) by its nature it is partly flexible. entries can be inserted as and when required, (3) it can be kept up-to-date, and (4) compared to the card catalogue, it is more compact and requires less space.

2.2.4 Card Catalogue

Card catalogue is the most popular form of catalogue both in the Western countries as well as in India. Because of its wide use many aspects of the catalogue has been standardized. The size of card is 12.5 x 7.5 centimetres and it is universally adopted. The catalogue trays and cabinets are also standardized and are available readymade. Good quality of cards have to be selected, so that the catalogue lasts as long as the library. Thousands and thousands of readers are to operate the catalogue and it has to withstand their pressure.

Normally, each card accommodates an entry and therefore it becomes a unit. These units provide the facility of arranging and rearranging them in any fashion that is required in the library. They can form classified catalogue, alphabetical catalogue like Author, Title, Series, Subject etc.

Card catalogue is flexible and can be kept up-to-date. In Western countries librarians have the opportunity to participate in the central or cooperative cataloguing. They get ready made catalogue cards which can be adopted to their own libraries either with or without modification. Revision of the catalogue is possible.

Though the card catalogue is universally accepted it is not free from disadvantages. The catalogue consumes lot of space, its growth and complexity increases the cost of maintenance. Many readers do not understand the nature of the catalogue. More readers cannot refer to the card catalogue at one and the same time as few trays are likely to be engaged or covered by a person using the card cabinet. Because it is not portable one has to come over to the library to know whether a particular book is available or not. Imperfect filing of cards is another risk. A card misfiled means stating that the book is not available in the library. Nobody can think of searching for a particular card when it is not in its proper place.

Criteria of a Good Catalogue

From the above discussion, a picture emerges that every form of catalogue has its own merits and demerits. Margaret Mann states that a librarian has to take into account some of the following requirements to decide which form of catalogue to prefer.

- A catalogue should be flexible because new entries must be added to the catalogue as and when new books are added to the library.
- The catalogue should be kept up-to-date.
- Like entries should stand together. If there is already an entry under the name of the author there must be provision to add the entries of the next book by the same author along with the previous entry.
- It should be possible to remove from the catalogue entries for the lost or withdrawn books.
- It should be possible to change entries with the development of book collection. New terms supplant old ones and these require a readjustment of subject entries; changes in classification necessitates changes in the call numbers.
- The catalogue should be as accessible as possible to readers and staff members alike.
- There is demand for a catalogue which can be consulted outside the library, that is which can be taken home by readers.

Examining the above criteria we can state that the card catalogue fulfils almost all the above conditions because,

- Cards are flexible units.
- New entries can be added at any time and hence the catalogue can be kept up-to-date.
- Like entries can be filed together since each entry is on a movable unit.
- Cards can be removed and changed or replaced by new cards. When new subject headings or different call numbers are to be made, it can be done without difficulty.
- A card catalogue is accessible, no doubt within narrow limits to both the readers and library staff

The card catalogue cannot be taken out of the library for consultation.

2.2.5 Modern Forms of Catalogue

In Western Countries even the card catalogue is giving way to the more sophisticated computer cataloguing. Some other type of catalogues which are now in use are : (1) Visible, (2) microform, and (3) machine readable.

Visible Index

Visible index is in use in our country in a very limited way but extensively used abroad specially in business and industrial concerns. The basic principle of visible index consist of strips mounted in a frame or cards held flat, hinged, and with the edge of each card protruding to make the heading visible. The cards are usually of the size 12.5 x 20 cm. The card is inserted into a hinged kraft pocket, exposing the top portion. These pockets are held in specially made steel cabinets. They are available in our country and known by trade name 'Kardex'. It is used in our country for registration of periodicals.

There are few other variations and called by different trade names like Chaindex and Stripdex. Their use in our country is very limited.

Microform and Microfiche

A microform is a miniature form catalogue. It records the printed matter in the form of dots invisible to the naked eye. They can be read with the help of micro-film-readers. A microfiche is a transparent card of the of 6 x 4 inches accommodates the matter of 98 pages the ultrafiche accommodates thousands of pages. For the purpose of reading this fiche, equally powerful readers are required to read them. Huge data pertaining to the large collections of gigantic libraries can be easily accommodated of few microfisches. The entire catalogue for the collection of the Library of Congress can easily be carried out in a small box in the ultrafiche form. The microfiche forms have become popular in the libraries of developed/developing countries.

Machine Readable Catalogue

Many countries are now using computers for various library operations and one such is in the field of cataloguing. It was started in U.S.A. in the year 1966, called by the name Machine Readable Cataloguing (MARC). The project was expanded in the year 1967. The basic function was to distribute machine readable magnetic tapes to different libraries who in turn process to produce catalogue cards. The MARC tapes are available on subscription, The use of PCs in libraries have made the cataloguing job very easy. The cataloguing data of the individual libraries can be stored on disketts and the cataloguing data can be retrieved speedily.

CD-ROM is the new category of diskette which can accommodate large amount of cataloguing data and also help in speedy retrieval.

SELF CHECK EXERCISE - I

Note: i) Give your answer in the space provided below.

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

(a) State the physical forms of library catalogue.

(b) Name two modern forms of catalogue.

(c) Compare the flexibility in case of bound register form and card form.

(d) Comment on the uptodatens in case of printed book form and the card form.

2.2.6 Comparison of Different Forms

Eric Hunter and K.G.B. Bakewell have given a comparison of different types of catalogues which at a glance gives an idea about the shortcomings and advantages of each type of catalogue. This is reproduced with slight variation.

TABLE SHOWING COMPARATIVE ACCOUNT OF DIFFERENT FORMS OF CATALOGUES

	Easy to use	Easy to keep up to date	Easy to scan	Easy to produce multiple copies	Bulky	Easy to guide	Other Factors
Printed	Yes	No	Yes	Yes	No	Yes	
Card	Debatable	Yes	With some difficulty	No	Yes	Fairly easy	One user can monopolize a complete section
Sheaf	Yes	Yes to some extent	No unless multiple entries to page, which makes updating difficult	Not usual but it is	Yes	No	Binding mechanisms can be awkward. Sheaf slips are flimsy
Visible index	Yes	Yes	Yes	No	Depends on type	Yes	
Micorform	Yes	Yes	Yes	Yes	No, micro form's advantage	Yes	Require machine to 'read'
Machine	Yes	Yes	Yes	Yes, A number of access terminals may be provided	A terminal small as portable type writer	Not applicable	

SELF CHECK EXERCISE -2

State the major limitation in introducing Microform and Machine Readable catalogue in a library.

Note: i) Give your answer in the space provided below.

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

2.3 INNER FORMS OF LIBRARY CATALOGUE

Cataloguing is the process of preparing the entries for documents. The cataloguer has to examine each document received in the library and prepare entries to build up various types of catalogues. Each document demands more than one entry depending upon the important elements that are present in a document.

If the entry begins with the names of the author it is known as the author entry; if it begins with title, subject, series etc., they are known as title entry, subject entry, series entry respectively. Here preparation of entries is not enough. They have to be arranged in a systematic order, to give rise to a particular type of catalogue. Entries could be arranged either in alphabetical order or according to classified sequence of a particular scheme of classification, or a mixture of the two mentioned above. Therefore, the building up of a catalogue involves two processes, namely preparation of entries and arranging them in a definite order. Such forms are known as the Inner forms of the catalogue.

The types of catalogues which we come across in the libraries are: Author Catalogue, Name Catalogue, Title Catalogue, Subject Catalogue, Dictionary Catalogue, Classified- Catalogue and Alphabetic-classed Catalogue. The choice for a particular type of catalogue depends upon the type of library, the nature of collection, the type of readers and services. We shall now study in detail each type of catalogue.

2.3.1 Author Catalogue

Author catalogue is made up of author entries arranged in an alphabetical order. As mentioned earlier, the name of the author will appear on the leading section of an entry. If it is a unit card and the document has two authors, the name of the second author will appear at the top of the entry (above leading section) as joint author. All such entries are sequenced in an alphabetical order in the cabinets of equal size to give rise to author catalogue. Corporate authors are also given the same treatment as in the case of personal authors. Author catalogue serves two purposes. It helps the reader to know whether a particular author is represented in the collection of the library or not and also to find out the availability of the books in the library out of the total books written by that author. Author catalogues are maintained by almost all the libraries as it forms one of the important approaches to discover the availability of the books in the library by a given author. Even to-day the British Museum Library, now known as the British Library, maintains the author catalogue and it is one of the finest examples.

SELF CHECK EXERCISE-3

State the purpose of an author catalogue.

Note: i) Give your answer in the space provided below.

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

2.3.2 Name Catalogue

Name Catalogue is an extension of an author catalogue. In addition to the author entries, it contains the entries of the works on authors. They could be biographies or criticism or appreciations in honour of the persons. Here authors are treated as subjects and the entries become part of the author catalogue. A reader interested on the works by or on an author, this catalogue will help him to find the material of his interest. In the name catalogue, as in the case of author catalogue, the arrangement of the entries is according to alphabetical sequence. Name catalogues are mainly maintained in the libraries of United Kingdom particularly the British library.

The Following example is self-explanatory :

	Gandhi, M K	All religions are true
	Gandhi, M K	Autobiography or the story of my experiments with truth
	Gandhi, M K	Basic education
Person as author	Gandhi, M K	Bhagawadgita
	Gandhi, M K	Christian missions, their place in India.
	Gandhi, M K	Collected works of-
	Gandhi, M K	Khadi : why and how
	Gandhi, M K	All men are brothers; life and thought of Mahatma Gandhi ed. by Krishna Kriplani
Person as Subject	Gandhi, M K	From Yeravda Mandis: ashram observances, by Valji Gobindji Desai
	Gandhi, M K	Homage to the departed, ed. by B.G. Kher
	Gandhi, M K	Life of Mahatma Gandhi, by Louis Fisher
	Gandhi, M K	Mohan Mala (A Gandhi rosary) being a thought for each day in the year from the writings and speeches of Mahatma Gandhi, comp. by R.K. Prabhu

Any one interested in the works of Mahatma Gandhi and the works on him can at a glance find all the material at one place. In the usual subject arrangement they would be scattered and the reader has to look at different places in the catalogue. In the words of Sharp "within its limits, it is a catalogue of great value, and one that may be used to advantage in conjunction with a classified catalogue, taking the place of an Author Index".

SELF CHECK EXERCISE-4

Mention the difference between author catalogue and name catalogue

Note: i) Give your answer in the space provided below.

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

2.3.3 Title Catalogue

The title catalogue comprises of title entries sequenced in an alphabetical order. It is useful to those who remember the titles of the documents precisely and it becomes easy to find out the available titles in the library. Title catalogues are uncommon in the libraries. It is particularly recommended for the titles in fiction and also in cases where the title is not expressive of the subject dealt in the document.

SELF CHECK EXERCISE-5

In what cases do you recommend the title catalogue?

Note: i) Give your answer in the space provided below.

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

2.3.4 Subject Catalogue

Subject catalogue is made up of the subject entries arranged in alphabetical order. It is useful to find out whether a subject is represented in the collection, if so, the number of publications available in the library on that subject. Readers may not remember the title or author but surely they are interested in the publications on a particular subject and they approach the subject catalogue. Keeping in view the utility of this catalogue, most of the libraries maintain the subject catalogue. In formulation of the subject heading for an entry, one should look for the specific

subject which is equivalent to extension and intension of the subject dealt in the book. Even Charles Ammi Cutter as back as in 1876 advocated the subject heading for a document under the specific subject that is the subject dealt in the book and not under the general subject heading which includes the specific subject. For e.g., if the specific subject of a book is personnel management, it should be entered under the heading personnel management and not under the heading management which includes it.

SELF CHECK EXERCISE-6

(a) Explain subject catalogue.

Note: i) Give you answer in the space provided below.

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

(b) How subject catalogue is useful to the readers?

2.3.5 Dictionary Catalogue

A dictionary catalogue is made up of author catalogue, name catalogue, title catalogue, series catalogue and subject catalogue, all combined in one alphabetical order. AACR defines a dictionary catalogue as "a catalogue usually on cards in which all the entries (author, title, subject, series etc.) and their related references are arranged together in one general alphabet". Dictionary catalogue is popular and widely used in most of the libraries. It is known for its simplicity and derives its name from a dictionary.

Any person interested to find out the meaning and etymology of a word, he goes to the appropriate portion of the dictionary and looks under that alphabet with which it starts and there he discovers the required information about the word. So also a reader interested in finding out the books of an author or a particular title, or series or the books on a specific subject, he goes to that alphabetical part of the catalogue with which the name of the author, or title, or series, or subject starts, and there he finds the desired information. Another reason for its popularity is that the user need not possess the knowledge of the classification scheme used in the library. Unlike classified catalogue, the dictionary catalogue does not bring together all related subjects at one place. The reader has to hunt after the subjects according to their alphabetical order. For this reason it is known as the alphabetical scattering of subjects. However, the related subjects

can be connected by providing 'see' and 'see also' references. Often it is complained that the reader has to run from pillar to post, in order to get information on the topic of his interest. Though it is time consuming process, the 'See and See also' references make the catalogue Syndetic. The alphabetical arrangement of entries also brings together all works of the same author at one place and different editions of the same work also at the same place.

The merits and demerits of a dictionary catalogue are presented below :

Merits

- a) The entries in a dictionary catalogue are arranged alphabetically as such it is easy and simple for the readers to refer as they refer a dictionary to find out the meaning and usage of the words.
- b) It brings together the works of an author, different editions of the same title, translation of a work in different languages at same place in the catalogue. Thereby the consultation of catalogue by the users is faster and quicker.
- c) The user of the dictionary catalogue need not possess the knowledge about the classification scheme used for arrangement of the books in the library.
- d) The subjects of the books are entered under specific subjects and the reader has to simply name the subject and consult the catalogue to find out his requirements.
- e) The relationships between the subjects such as hierarchical, homonyms and the synonyms are shown by use of cross references in the dictionary catalogue. Although subject scattering occurs, the syndetic structure is maintained by the cross references.

Demerits

- a) The dictionary catalogue is dependent mainly on the specific subjects. Therefore, related subjects get scattered throughout the catalogue.
- b) Too many 'see' and 'see also' references are used to connect the subjects and this makes the catalogue bulky and difficult for the user to refer.
- c) The user has to refer the catalogue under different headings, when he gets the direction to do so. This is tiresome, frustrating and time consuming.

SELF CHECK EXERCISE-7

- (a) Describe the dictionary catalogue.

Note: i) Give your answer in the space provided below.

- ii) Compare your answer with the model answer given at the end of this unit.

(b) Explain the term Syndetic catalogue

2.3.6 Classified Catalogue

Classified catalogue is a subject catalogue in which entries are arranged by their call numbers and class numbers as the case may be according to the scheme or classification followed in the library.

Margaret Mann has defined the classified catalogue as "subject catalogue in which the entries are arranged by some recognized system of classification; the notation or classification symbol furnishes the method of arrangement".

Henry Sharp gives the definition that "a classified catalogue arranges its entries in a systematic order of subjects, the order usually being that of the classification scheme used for the arrangement of books on shelves".

According to Ranganathan, "a classified catalogue is one in which some entries are number entries and some are word entries". He explains that the classified catalogue consists of two parts : 1) Classified part and 2) alphabetical part. The classified part contains all number entries and are arranged by their call numbers and class numbers as the case may be. This serves as a classified or systematic subject catalogue. It presents to the readers a panoramic view of the entires of all the documents in the specific field of his interest, arranged by their specific subjects in a helpful sequence. The second part of the classified catalogue is the alphabetical part containing all word entries, arranged alphabetically as in a dictionary. This part serves as an alphabetical index to classes of knowledge and forms overall alphabetical index to the classified part. It helps a reader to get a document of which he knows the author, or any collaborator, or the series it may belong to, or its title or the title of any part of it.

The alphabetical part is also useful to the reader to find out the class number of the class of knowledge in which he is seeking a document. The class number used enables him to alight on the particular spot in the classified part, where the documents on subjects are listed. He will also find just earlier to that the documents on subjects of which his subject is a sub-class. Further, he will also find after those in his own subject, the documents on subjects which are sub-classes of his subject. Thus, he gets not only the documents in his specific subject but also the documents on related subjects in close proximity. It presents the entire view of his subject interest in APUPA pattern where umbral region represents the core area of his interest, and the penumbral and the alien regions on either side represent the subjects related to umbral region. The classified catalogue is particularly useful to those who are pursuing deeper study in a particular branch of knowledge. For others the alphabetical part can meet their requirements.

The readers complain that it is difficult to follow the classified catalogue. For this, Ranganathan explains that it is merely the psychological feeling of the readers as the classified catalogue is an innovation over the existing catalogues. Any new innovation takes time for acceptance. Further, the reader has to simply know the class number for his specific subject from the alphabetical part of the catalogue and then enter into the classified part where he will

find an entire range of documents on his specific subject and its related subjects. Once the reader gets into this process, he would prefer the classified approach to the index part.

The merit and demerits of the classified catalogue are presented below:

Merits

- a) Classified catalogue provides a systematic subject guide to the documents which are available in the library. It brings together in one place all the entries related to a particular subject with all its related subjects in close proximity.
- b) The arrangement of entries in the classified part of the catalogue is in the same order of documents as on the shelves.
- c) The readers need not move from one end to the other end of the catalogue to find the entries for the documents in his subject area.
- d) The catalogue can be easily brought out in printed form in parts by subjects.
- e) The catalogue shows the strength and weakness of the collection in different subjects that are available in the library.
- f) It helps in the compilation of subject bibliographies.
- g) The arrangement of entries in the classified part of the catalogue is not affected with changes in terminology of the subjects.

Demerits

- a) Users must have knowledge about the classification scheme used for the arrangement of entries before consulting the catalogue.
- b) Alphabetical index is a must to help a reader to refer to the subject part of the catalogue.
- c) To prepare subject entries the cataloguer has to depend fully on the classification scheme used and he cannot assign subject entries of his choice.
- d) When new subjects are discovered, the classification scheme takes time to accommodate them. The users find it difficult when these subject materials are scattered in two or more different places.

Comparison

A comparison of the dictionary and classified catalogues is presented below:

Dictionary Catalogue	Classified catalogue
1. It is an uni-partite catalogue; where subject, author, etc. entries are arranged in one sequence.	It is known as bi-partite catalogue, wherein it has 1) subject part, and (2) alphabetical part.
2. Like subjects are scattered throughout the catalogue,	Related subjects are arranged together.
3. Being in dictionary arrangement, referring to the catalogue is easy.	Knowledge of classification scheme is needed/or has to refer first to the index part and then refer to the classified part.
4. The success of the catalogue depends on the subject headings.	The success depends on the soundness of the classification scheme adopted by the library.

- | | |
|--|---|
| 5. To keep the subject headings co-related, numerous 'see' and 'see also' references are to be provided; the catalogue becomes bulky; the reader has to look under several headings. | Related subjects are brought together. Subject index is made only once; alphabetical part is economical and we need not see several headings. |
| 6. Not possible to assess the strength or weakness of the collection in a particular class or subject. | Number of books available on a given subject can easily be found out. |
| 7. The catalogue cannot be used in case the library wishes to print the catalogue. | Printing can be undertaken easily part by part according to the subjects. |

SELF CHECK EXERCISE-8

(a) Explain the parts of a classified 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.

(b) State the category of readers for whom the classified catalogue is more useful.

2.3.7 Alphabetic-Classed Catalogue

The Alphabetic-classed catalogue is a mixture of both classified and dictionary catalogue. In other words, it attempts to combine some of the advantages of a classified catalogue and the simple and easy consultation of the alphabetical subject catalogue. E.J. Coates defines an alphabetic-classed catalogue as "a catalogue consisting of an alphabetical sequence of mutually exclusive broad subject headings, under each of which appears further alphabetical sequence of subheadings. The process of alphabetical division can be carried down to the degree of minuteness required by the material being catalogued".

Hunter and Bakewell say that an alphabetic-classed catalogue provides alphabetically arranged broad subject headings with alphabetically arranged sub-divisions.

In this catalogue, arrangement is made according to the broad class number of the subjects and under the broad numbers the sub-divisions of the subject are arranged in the alphabetical order. For example, the broad subject may be Political Science (320), Economics (330), Law (340), Public Administration (350), Social Service (360), Education (370) and so on. All the books under political science will be arranged under 320 class, with its own sub-divisions in the alphabetical order. The sequence can also be reversed. The broad subjects can be made under the alphabetical order and the subordinate subjects under that class in the classified order. This type of catalogue must have an alphabetical index of specific subjects for its successful operation. This type of catalogue is adopted only by a few libraries. It is suited only for small libraries. When the collection is large, it creates more confusion than help. There are few examples of such catalogues today.

SELF CHECK EXERCISE-9

Define alphabetico-classed 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.

2.4 SUMMING UP

In this unit you have been explained about the various physical forms of a library catalogue. The line of the evolution from the bound register form, printed book form, sheaf form, card form and other modern forms particularly the micro-form and computer readable forms has been presented. The advantages and disadvantages of each form of the catalogue have been discussed and the card catalogue has been mentioned as the most usable one in all libraries throughout the globe.

Further you have been taught the inner forms of the catalogue which are also known as types of catalogues. These are mainly seven types namely author catalogue, name catalogue, title catalogue, subject catalogue, dictionary catalogue, classified catalogue and alphabetico-classified catalogue. The most evolved of these types are dictionary catalogue and classified catalogue. A dictionary catalogue is a mixture of all entries, which will start with words and are arranged, in an alphabetical order. Whereas the classified catalogue is a bi-parted catalogue. The main part being arranged according to the scheme of classification followed in a library and the other part is the index part comprising of author, title, series, subject entries in an alphabetical arrangement. The alphabetico-classed catalogue is the combination of the classified and dictionary catalogues, but compared to the classified and dictionary forms, it is rarely used in the libraries. The choice of selection of the particular form of catalogue of a library depends upon the advantages that accrue of a particular type of a catalogue and also dependent upon the needs of the users, level of the library, strength of collection, finances, staff etc.

2.5 MODEL ANSWERS

1. (a) The physical forms are: Bound register form, Printed book form, Sheaf or Loose leaf form, Card form, Micro-forms and Computer readable forms.
(b) The modern forms are; (i) Microfiche, (ii) Computer diskettes.
(c) In a bound register form, flexibility comes to zero, when the pages allotted for each alphabet gets filled up. Where as in a card catalogue, flexibility is always available as each entry forms a unit to accommodate at its appropriate place in the catalogue.
(d) The updateness is frozen in the use of printed catalogues the moment it is printed. Where as in the case of card catalogue, the updateness can be maintained to any extent by adding the new entry in their appropriate places.
2. Microform and Machine Readable Catalogues require equipment such as Microform Reader (Microfiche/Microfilm reader) and computer respectively.
3. Serves two purposes (i) to find a book if author is known (ii) to find out what books of a particular author are available in the library.
4. The name catalogue contains the entries about authors as biographies or subjects, in addition to author entries.
5. In cases of fiction and in cases where subjects are not clear from the titles of books.
6. (a) Subject catalogue contains subject entries on the specific subjects dealt in the books. The description of the subject is equivalent to the extension and intension of the subject content of a book.
(b) Whether a particular subject is represented in the collection, if so how many books are available.
7. (a) Dictionary catalogue is the amalgamation of author, title, series and subject catalogues and arranged in alphabetical order.
(b) When the subjects are connected by "see" and "see also" references in a catalogue, it is known as a syndetic catalogue.
8. (a) It is bipartite catalogue. The main part being subject catalogue arranged according to the scheme of classification followed in a library. The second part is the index part comprising author, title, series, subject interfiled in alphabetic order.
(b) Useful to those who are pursuing deeper study in a particular branch of a subject.
9. A combination of classified and alphabetical catalogues wherein the arrangement is made, according to broad subjects and under the broad subjects subdivisions are arranged in alphabetical order.

2.6 ASSIGNMENT

1. Briefly explain the following three physical forms of a catalogue
 - (i) bound register form
 - (ii) printed form
 - (iii) card form.
2. Explain the criteria for a good catalogue.
3. Explain the importance of the inner forms of catalogue.

2.7 RECOMMENDED BOOKS

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

2.8 GLOSSARY

Alphabetic Order	: Arrangement according to the alphabets.
Bi-partite	: Having two parts.
CD-ROM	: Compact Disc-Read Only Memory.
Classified Order	: Arrangement according to the scheme of classification
Hierarchical Relationship	: Genus-species relationship.
Inner forms of catalogue	: The author catalogue, title catalogue, subject catalogue, dictionary catalogue, classified catalogue and alphabetic-classed catalogue are known as the inner forms of catalogue.
MARC	: Machine Readable Cataloguing.
Microform	: The miniature either on roll film or of the units of the size 6" x 4".
PC	: Personal Computers.
'See also' reference	: A guide that brings related headings to the attention of the user.
'See' reference	: A guide from the synonym to the heading of choice.
Specific subject	: The term which expresses accurately the extension and intention of the subject dealt in a book.
Syndetic	: A device for connecting related subjects.
Uni-partite	: Having single part.

2.9 MODEL EXAMINATION QUESTIONS

I ESSAY QUESTIONS

- 1) What are the physical forms of a library catalogue? Discuss the merits and demerits of each form.
- 2) List out various inner forms of the library catalogue and briefly explain each with a suitable example.

II SHORT NOTES

- a) Criteria of a good catalogue.
- b) Dictionary Catalogue

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UNIT-3: CATALOGUE CODES

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 - 3.3.4 Anglo-American Cataloguing Rules (AACR) 1967
 - 3.3.5 International Meeting on Cataloguing Experts (IMCE) 1969
 - 3.3.6 Anglo-American Cataloguing Rules (2nd ed.)
 - 3.3.7 Anglo-American Cataloguing Rules (2nd ed., 1988 Revision)
 - 3.3.8 Anglo-American Cataloguing Rules (2nd ed., 1998 Revision)
- 3.4 Ranganathan's Normative Principles
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 - 3.4.3 Canons of Cataloguing
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3.0 AIMS AND OBJECTIVES

You are aware that cataloguing is a basic activity in all the libraries. Each library attempts to present a simple uniform and workable catalogue to its users. In order to produce such a catalogue, a code of cataloguing is essential. Enormous efforts have been invested particularly in the past one hundred and fifty years to arrive at a common code.

By studying this unit, you will be able to:

- 32 - recognise the salient features of some of the cataloguing codes;

- familiar with the improvements and the changes that have been brought in cataloguing from time to time;
- explain the normative principles, which serve as basis for the development of catalogue codes;
- interpret the rules in order to meet the new situations in cataloguing of documents;
- formulate or modify the rules and design a new catalogue code.

3.1 INTRODUCTION

Cataloguing is one of the oldest and important techniques for systematic organisation of library collection. The catalogues were initially prepared in libraries as inventory lists and then over a period they were slowly transformed to serve as an effective retrieval tool. As you know, the catalogue for a library collection describes certain selected and agreed features of documents by following given set of guidelines in such a way that (i) the documents are identified and (ii) are made accessible to different approaches by adding a number of explicit access points, such as headings for author, title and subject etc. Catalogue is thus a record which contains description of documents condensed according to guidelines or code of rules. This code being a set of rules helpful for representing documents by a number of significant data elements reflected in a document.

The compilation of early catalogues was based on traditions adopted in individual libraries. The first attempts were primitive and were prepared to demonstrate the strength of the library collection and much less to help in locating the publications. The history of the cataloguing can be traced to even 700 B.C. The archaeological excavation in Assyria revealed that the catalogues were compiled for the recorded information on clay tablets. The great name associated with these catalogues was Assurbanipal, who was the monarch of Assyria and also the librarian. In Alexandria, the Alexandrine library had a systematic catalogue known as "pinakes" for all the principal books which were arranged in 120 classes. This catalogue was compiled by Callimachus in 250 B.C. Gradually the scriptoria began to be established in which monks produced the books in the form of manuscripts.

During the medieval period, monasteries, Cathedrals and other places of worship were the major instruments of education, and rudimentary lists were prepared to the holdings of manuscripts at those centres to serve as catalogues. The invention of printing made it possible to multiply the copies of book at a fast rate and shifts in education from monasteries and temples to formal colleges and universities brought rapid development in establishment of libraries and preparation of catalogues to their collection. The famous Bodleian catalogues of the Oxford University library were compiled in the seventeenth century. The practice and production of such catalogues had made the functions more explicit to the cataloguers and helped in formation of guidelines. The significant landmarks in structuring the cataloguing rules are presented here.

3.2 CATALOGUING CODES

The following are some of the major cataloguing codes that are intended to study here.

3.2.1 Rules For French General Catalogue

One of the first attempts to create a general catalogue for a group of libraries was initiated by the French government in 1791. After the French revolution, the newly formed government brought under its control all the libraries and made their collections as national property. All the libraries were issued rules for preparing catalogue of each of its collections. These rules constitute a carefully drawn up cataloguing code divided into clearly defined operations.

The Revolution also contributed towards standardization of all activities of the national development. As a result of this the use of standard cards of the size 5" x 3" for catalogue were first introduced in libraries. Even today the library world is benefited of this important contribution by the French government.

3.2.2 Rules for the Compilation of the Catalogue of the British Museum

The British Museum code was the first cataloguing set of rules in English. It was the work of a committee which was formed in early 1839 for framing the rules for the new general catalogue of the British Museum library. It was originally drawn up by Anthony Panizzi who was the Principal Librarian of British Museum. It was printed in 1841 as the famous "91 rules". These rules had a strong influence on subsequent cataloguing rules in Europe and America. Until 1887, the original "91 rules" were followed for cataloguing in British Museum Library. The revised edition was published in 1936 in which rules were reduced to 41 with additional unnumbered rules in the last two chapters for maps and music. The reprint of this publication was brought out in 1951 under the title "*Rules for Compilation of Catalogues of printed Books Maps and Music in the British Museum*".

The remarkable features of the Code are as follows:

1. The code advocates the main objective of the catalogue as to reveal what a library has by a particular author, title, translator, and works under editorial direction.
2. The code has provision only for author entries. The primary concern of the code was to construct alphabetical author catalogue in which the main entry alone carried full bibliographic details. The added entries contained minimum information and were usually in the form of simple cross references.
3. The framing of rules for choice of headings were based on the practicalities of the British Museum Library, for example, the code prescribes that in case of change of name of a person or corporate body, the entry should be given under the earlier name.
4. The British Museum code introduced for the first time the concept of corporate authorship i.e., the collective responsibility of an organisation or named group of persons for the content of document.
5. The code also introduced an element of classification by using certain form headings for main entries such as dictionaries, encyclopaedias, directories, periodical publications etc.

The British Museum code is considered to be important because of its historical value. It was a 'founding code' and which really marked the beginning of the modern era of cataloguing. It had direct influence on Bodleian and Cambridge libraries. It also influenced the subsequent code committees in U.K. and elsewhere. It was also the first systematic code of rules made to guide the compiler of an author catalogue.

The British Museum code has a number of weaknesses. It was stated that the rules in the code do not reveal any clear and logical structure and appear to be too complex and confusing. This was mainly because of inadequate analysis of problems of cataloguing.

Dr. S.R. Ranganathan pointed out that one of the short comings in the code was that it did not clearly mention as to how much details were to be provided in the author headings.

SELF CHECK EXERCISE -1

Listout the most important features of British Museum Code.

Note: i) Give your answers in the space provided below.

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

3.2.3 Jewett's Plan For the Construction of a General Catalogue from Separate Bibliographic Units 1852 and 1853

Charles Coffin Jewett an American who was associated with Smithsonian Institute, published his code of rules in 1852 under the title *On the Construction of Catalogues of Libraries, and of General Catalogue and their publication by means of separate stereotyped titles with Rules and Examples*. The code consists of 39 rules. A second revised edition was published in 1853, under the new title *On this construction of Catalogues of Libraries, and their publication by means of separate, stereotyped titles with Rules and Examples*.

Jewett's approach differs from that of most Anglo-American catalogue rule makers before and after him. His main aim was to "Construct a general catalogue" step by step from separate, uniform bibliographic units, a concept similar to the International Standard Bibliographic Description (ISBD) of the 1970s. Most of the rules in Jewett's code are founded upon those adopted for the compilation of the catalogue of the British Museum. The structure and presentation in Jewett's code is more clearer and logical and the leading ideas are different. This is mainly because his rules were intended for a different system that is not the catalogue of one particular library, but a national union catalogue. The rules are divided into four well laid parts:

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

The significant development in Jewett's code is that rules are complemented by examples by furnishing specimens of different titles and general appearance of the catalogues. This aspect was neglected by Panizzi. Jewett further extended the principle of corporate authorship, advocated by Panizzi by entering all corporate bodies directly under their names. The Jewett's code may be considered a land mark in the history of cataloguing in view of the fact that his project at the Smithsonian Institute had the germs of cooperative cataloguing even though it was not a successful attempt at that time.

3.2.4 Rules For Dictionary Catalogue (RDC) 1876 : C.A. Cutter

A new era in cataloguing began in 1876 with the publication of *Rules for Dictionary Catalogue* by Charles Ammi Cutter. These rules were brought out as part of the Special report of the United States Bureau of Education on the history, condition and management of public libraries in the United States of America. The first edition contained 205 rules and these were

tested by applying to the publications in the library of Boston Athenaeum. The code was revised and subsequently issued in 1889, 1891 and 1904 as second, third and fourth edition respectively. In the last edition the number of rules were increased to 369 and were published one year after the death of Cutter. The code is considered comprehensive and it soon became a national code. The rules and commentaries given in the code reflect the profound imagination and genius of the author. It is a classic in the realm of cataloguing. The code not only covers rules for author, title, form and alphabetical subject entries but also rules for cataloguing of manuscripts, maps, atlases, music and filing of entries.

(i) **Special features:** The Cutter's code frequently provides alternate rules to suit the size of the library, physical forms of the catalogue and type of library. Thus it suggests for the first time short, medium and full cataloguing. Cutter emphasized that the convenience of the user should be taken into consideration rather than the case of the cataloguer. Hence the code has given alternative rules. This approach has been reflected when the code suggests to use best known form of the author's name and to follow customary use of names of subjects etc.

Alternative rules are also provided for solving the problems arising from change of name, married women, pseudonym, noblemen, compound names etc.

(ii) **Subject Entry :** Cutter enunciated the principle of specific subject entry and provided titles governing the choice of subject heading. He also advocated connective referencing system thereby facilitating a satisfactory subject approach in the catalogue. In this way Cutter extended the function of the catalogue that it should not only facilitate in finding a particular book but should also discharge the function of assembling literary units.

(iii) **Corporate authorship:** The concept of corporate authorship was further developed and rules were given more elaborately than earlier codes with adequate comments. In general, according to Rules for Dictionary Catalogue, entry for corporate author is under the name of the organisation. This is in contrast with the British Museum Code. There are several exceptions to the rule, for example official organisations are to be entered under places.

(iv) **Structure of the Code:** A list of objectives are given at the beginning of the Code. This is followed by a list of definitions. The rules are divided into three parts.

Part A : Entry (where to enter). This part consists rules for the following:

1. Author (Personal and Corporate) Catalogue
2. Title Catalogue
3. Subject Catalogue
4. Form Catalogue

Part B : Style (how to enter). This part covers rules for description of data elements and filing arrangement of entries.

Part C : This part covers rules for special material such as manuscripts, maps, music etc.

Cutter's Rules for Dictionary Catalogue has been rightly described as a classic, with an over powering influence on all those who followed him. The lasting influence of his rules on Anglo-American Cataloguing rule making is clearly evident in the American alternative rules and in the treatment of Corporate authorship. Although Cutter's code is based on certain well-defined principles and has generally convenient arrangement, it does not contain repetitive rules for similar and identical cases.

3.2.5 The Prussian Instructions (PIN) (1899)

Dziatzko's Instructions of 1886 was the basis of Prussian Instructions. It was translated into English and published by K.A. Linderfelt in 1890 under the 'Electric Card Cataloguing Rules' author and title entries.

The Prussian instructions did not accept the principles of corporate authorship as the entry being made under title. It also prescribes grammatical arrangement of title entries as opposed to Anglo-American practice of mechanical entry that is to say natural word order.

3.2.6 Cataloguing Rules : Author and Title Entries 1908

These rules are variously known as Joint Code, A A Code or Anglo-American Code.

(i) **Origin :** Library movement was spreading both in USA and UK during the middle of the nineteenth century. American Library Association (ALA) and Library Association (LA) were established in USA and UK in 1876 and 1877 respectively. These two associations issued independently a set of cataloguing rules in 1878 and 1883. This was the time when a thorough revision of these independent cataloguing codes was keenly discussed by the Library associations of USA and UK in order to overcome the existing inconsistencies and deficiencies of both the versions. At this juncture Melvi Dewey suggested that the Library Association and the American Library Association should unite in the production of an Anglo-American Code with a view to establish uniformity of practice in cataloguing throughout the English-Speaking World. The proposal was accepted by both Associations for the preparation of a joint code of rules. Thus a new phase had been initiated which resulted in official Anglo-American Cooperation. The Joint Code was published in 1908.

(ii) **Structure:** Even though the AA Code lacked the statement of principles, its aim was stated to prepare rules which could be used by "larger libraries of a scholarly character". The code has 174 rules in all. The first 135 rules are mostly related to the entries concerning personal and corporate author, anonymous works and publications requiring main entry under titles. The remaining rules cover descriptions.

The British and American committees differed over the following eight rules concerning 1) Concordances, 2) Princes of the blood, 3) Noblemen, 4) Change of name, 5) Married women, 6) Anonymous works, 7) Translations, and 8) Periodicals which change their titles. The differences were mainly relating to the choice of entry for variant name and titles.

(iii) **Criticism :** In spite of the fact that its being the first international code it is not a complete code and lacks flexibility in its approach to problem solving. Some of the limitations of the code are listed below:

1. Inadequate definitions, loose terms and vague phrases with complexity and lack of principles in codification of rules.
2. Confusing and inappropriate examples, mainly Latin and German examples were given to explain rules.
3. The code could not provide a general rule for a variety of problems which resulted in inadequacy of the code to deal with new forms of authorship.
4. In many cases there are exceptions to exceptions which are more confusing than of help in solving problems particularly relating to corporate authorship.
5. Rules regarding anonymous and pseudonymous works are unhelpful for retrieving the documents.

SELF-CHECK EXERCISE-2

(a) What is the main objective of Jewett's Code?

Note: i) Give your answer in the space provided below.

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

(b) What are the special features of Rules for Dictionary Catalogue?

(c) Name the catalogue code jointly published by Library Association (Great Britain) and ALA. When was it published?

3.2.7 Vatican Code, 1931 (Vatican Library); Rules for Catalogue of Printed Books translated from the 2nd Italian Edition (Edited By W.E. Wright, 1948).

The Vatican library started reorganisation of its rich sources in 1920s. In 1927 a decision was taken to establish a new general catalogue of printed books. The Carnegie Endowment for International Peace, collaborated in the project and sent four distinguished American librarians, Bishop, Honson, Martel and Randall to revise and formulate the rules for cataloguing the documents with the assistance of Vatican librarians. It was decided to adopt dictionary forms of Catalogue. While framing the rules the Americans made use of Italian Cataloguing rules of 1911 with suitable additions to the AA Code. This indicates the influence of American practices on Vatican Code.

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

3.2.8 American Library Association Rules 1949 (Ala Rules 1949)

After the publication of the Joint Code in 1908 the cooperation between the two associations, ALA and Library Association, (Great, Britain) did not remain the same. This was mainly because of the outbreak of Second World War in 1939 which put an end to British participation in Joint Code revision efforts. Despite the British non-participation, British group was kept informed of the developments in code revision efforts. Around 1920s there was a lot of criticism about the Joint Code. Many professionals dissatisfied with the code in view of its complexity of rules. Some favoured simplification of rules and others demanded expansion of rules. During the years 1930-1935 cataloguing groups in United States discussed revision of the 1908 Catalogue Rules.

The ALA catalogue code revision committee began to work in September 1936 with the help of generous grant from the Carnegi Corporation. A preliminary second edition of the expanded rules was published in 1941 with the title *ALA Catalog Rules: Author and Title Entries*. It contained two parts : Part I : Entry and Heading and Part II : Description of Book. The original 174 rules of A.A. Code were expanded to 375 rules in this preliminary edition. The 1941 version was widely criticised for its complexity, over elaboration and too extensive enumeration of cases. In the light of criticisms ALA undertook to revise Part I of the 1941 version while further revision of Part II was deferred. The revision version Part I was published in 1949 as *ALA Cataloguing Rules for Author and Title Entries*. The Library of Congress published *Rules for Descriptive Cataloguing* in 1949. They were accepted by the American Library Association as a substitute for Part II of the 1941 version.

The number of rules in 1949 code have been reduced to 158 and many of them were amplified. The rules have been rearranged and reorganised into four groups. (1) Rules of entry and Headings, (2) Personal authors: form of entry, (3) Corporate authorship, and (4) Geographic headings.

SELF-CHECK EXERCISE-3

Into how many groups did the ALA 1949 code reorganised and what are they ?

Note: i) Give your answer in the space provided below.

ii) Compare your answer in the model answer given at the end of this unit.

3.2.9 Classified Catalogue Code (CCC)

The cataloguing codes developed in Western countries and which you have just studied were not based on any scientific theory. Successive improvements adopted in different codes for solving cataloguing problems from time to time were mainly based on practical experience. The first edition of the Classified Catalogue Code brought out by Dr Ranganathan in 1934 was also not an exception to this. The 1934 edition of CCC was also not based on any guiding principles and scientific approach. It was only in the year 1938 Dr. Ranganathan published *The Theory of library Catalogue* in which he formulated the canons of cataloguing. The concept of these canons indeed gave a scientific touch to cataloguing theory.

Salient feature : CCC has several distinctive features which mark it apart from the rest of the cataloguing codes.

- (i) **Normative Principles** : The code is based on the Normative Principles evolved first time by Dr. Ranganathan. The second edition of CCC was brought out in 1945 based on normative principles. These normative principles have been extended to the successive editions of CCC in 1951, 1958 and in 1964. Its use is confined only to Indian libraries. The code also contains necessary alternative rules for dictionary catalogue.
- (ii) **Rules for Compilation of Union Catalogues** : It provides rules for compilation of union catalogue of books and periodicals, national bibliographies, indexing and abstracting periodicals.
- (iii) **Chain procedure** : CCC recognised that subject approach is the most dominant one in retrieving documents through a catalogue. CCC uses chain procedure for subject heading work in cataloguing. This is a unique device which is a significant contribution. Chain procedure is a systematic mechanical method to derive subject headings from a class number. (You will be learning more about chain procedure in later units of this course).
- (iv) **Title page as a source for bibliographic information** : CCC gives much importance to title and its overflow pages for finding bibliographic data elements. The cataloguer need not have to go beyond title and its over flow pages. This rule is applicable only to personal authors and exception is made for corporate body headings because the name to be used as a heading should be the one in the favoured language of the library. No other earlier codes attached that much importance to title page than does in CCC.
- (v) **Economy in Cataloguing** : Another special feature of CCC is its economy in providing description. Information like place of publication and name of the publisher seems to be unnecessary according to CCC. Similarly the year of publication is used in the form of book number specially designed and not given as part of the description in the entry. The code says that the catalogue need not be a source of information but enough for identification of the document in the library.

Though CCC is a functional catalogue code for classified catalogue designed and developed on the basis of sound theoretical principles, it lacks rules for cataloguing in certain areas. Complete bibliographic information and rules for cataloguing of incunabula and non-book materials have not been provided.

SELF-CHECK EXERCISE-4

List out briefly the salient features of Classified Catalogue Code

Note: i) Give your answer in the space provided below.

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

3.3 CATALOGUE CODE REVISION MOVEMENT

“The crisis in cataloguing”: There were numerous inconsistencies in cataloguing practices during 19th and middle of the 20th centuries which gave rise to utter dissatisfaction among many cataloguing groups. In 1941 Andrew Osborn voiced the dissatisfaction felt by many cataloguers

with the existing codes. Especially the preliminary edition of 1949, in his classic article "the crisis in cataloguing". He complained that cataloguing rules were too many and too much complicated and advocated a simpler, more practical and less legalistic approach to cataloguing problems. His statements in the article were certainly one of the historical turning points in the code development and thus heralded the beginning of a new era in reappraisal of cataloguing codes and practices.

3.3.1 Seymour Lubetzky's Report

The publication of Seymour Lubetzky's *Cataloguing Rules and Principles* was perhaps the most important milestone in cataloguing theory during 20th century. Lubetzky then a Bibliographic Consultant to Library of Congress had been invited to make detailed analysis of ALA 1949 Rules.

Lubetzky's critical report was a most penetrating analysis which brought out a revolutionary change and outlook in the methods of compilation of code for cataloguing.

Immediately after the publication of the Lubetzky's Report, the ALA Committee on Catalogue Code Revision was set up. Lubetzky was appointed as the editor for the new code.

Lubetzky's *Code of Cataloguing Rules: Author and Title Entry* - an unfinished draft well known as CCR was published in 1960. Though this was an incomplete code it gave some idea of what could be achieved with drastic reduction in the number of rules.

3.3.2 Towards An International Cataloguing Code

In 1954 International Federation for Library Associations (and Institutions) (IFLA) had created a working group on the coordination of cataloguing principles with A.H. Chaplin as Executive Secretary. It was to report "on the principles to be observed in establishing main entries for anonymous and works of corporate authorship" so that the two major obstacles to international agreement could be settled. The Working Group published its report in 1956 and found general acceptance of entry of anonymous works under first word of the title and a growing tendency to allow entries under corporate bodies. The Group recommended an international conference should be held to consider cataloguing principles in a more comprehensive way. This proposal was accepted by IFLA in 1957. The Council on Library Resources agreed to assist IFLA with generous grant to plan the steps toward the international coordination of cataloguing rules. The Working Group organized a preparatory meeting in London in 1959 and made careful plans for the 1961 International Conference on Cataloguing Principles.

3.3.3 International Conference on Cataloguing Principles (ICCP) 1961

The ICCP was held in Paris in October 9th to 18th, 1961. This was an international attempt to evolve an international catalogue code. The conference was attended by delegates from 53 countries and 12 international organisations. In all 105 participants and 96 observers from 22 countries attended the conference. The conference addressed the delegates to arrange for widest possible publicity for the next among librarians, publishers, and book sellers. Also requested the members to take necessary action to ensure that cataloguing rules in their country are established or revised as soon as possible in conformity with the principles laid down by the conference and put into practice including the compilations of national bibliographies. The following general principles on the unification of cataloguing rules were voted at the meeting:

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

Thus the statement of principles often referred to as **Paris Principles** limited to 12, on which author-title catalogues would be based. These principles represent a break through in

international cataloguing system. The most important agreement was the acceptance of the concept of corporate authorship and another was the adoption of uniformity in cataloguing system.

The Paris conference was only a beginning since its scope was restricted to choice of headings for author - title catalogue. The Statement of Principles adopted at the 1961 Paris conference influenced to a great extent the Anglo-American Cataloguing Rules 1967.

3.3.4 Anglo-American Cataloguing Rules (AACR) 1967

The new Anglo-American cataloguing rules are the cooperative effort of the American Library Association, Library Association, Library of Congress and the Canadian Library Association. The AACR was published in 1967 in two slightly different texts North American text and British text

The rules in AACR are based on 'Statement of Principles' adopted by International Conference on Cataloguing Principles 1961. The AACR is a definite improvement over the earlier codes and it is based on the following four general principles:

1. A work should be entered under its author or principal author when one can be determined;
2. A work should be entered under its editor when there is no author or principal author and the editor is primarily responsible for its existence;
3. A work should be entered under a compiler named on the title page in the case of collections of works by various authors (This is a major departure from the Paris Principles); and
4. A work whose authorship is diffuse or unknown should be entered under its title.

The major difference between AACR and all other previous codes is that AACR is based on conditions of authorship rather than types of work or publications. This is in accordance with Lubetzky's suggestions. The rules focus attention on the types of authorship rather than types of publications. Thus no special rules have been provided for works like dictionaries, encyclopaedias, directories, proceedings of symposiums. etc., only with an exception to serials but this covers every type of serial including monographic series, newspapers, year books and serially published directories.

The arrangement of rules in AACR is much more logical than most of the previous codes. The code contains 15 Chapters arranged in three parts. Part I - Entry and heading, contains five Chapters: entry; (headings for persons; headings for corporate bodies; uniform titles; references.) Part II covers description and has four Chapters; (monographs; serials; incunabula; photographic and other reprints.) Part III covers entry and description of non-book materials covers six chapters; (manuscripts; maps; motion pictures; music; phono-records; pictures.) Rules in Part I and Part II also apply to Part III.

The code includes six appendices: a glossary; rules for capitalization; abbreviations; rules for numerals; punctuation and diacritics; and rules for entry and heading that differ in the opposite edition (The British edition gives the appropriate North American rules, but the North American edition only lists rules numbers.)

There are some differences between North-American and British Texts. The American and the British Committees could not reach complete agreement with regard to serials (Rule 6), Court rules (Rule 23) and treaties and inter-governmental agreements (Rule 25). The American Text gives importance to the dates of an author's birth and death to be added to all headings, if it is ascertainable. The British text emphasize the use of dates to distinguish two persons having the same name (Rule 25). The American version prescribes the use of abbreviated statement of

responsibilities such as com., ed., illus., tr., to the heading whenever called for while this is optional in the British version. The two texts also differ in certain aspects regarding description. In this aspect the British Text is more closure to Paris Principles and the ideas of Lubetzky than the American Text.

SELF-CHECK EXERCISE-5

Pinpoint the major differences between AACR and earlier catalogue codes. Is AACR based on principles of cataloguing ?

Note: i) Give your answer in the space provided below:

ii) Compare your answer with the model answer given at the end of this unit

3.3.5 International Meeting Of Cataloguing Experts (IMCE) 1969

The next important event in cataloguing history after the Paris conference was the International Meeting of Cataloguing Experts (IMCE) in Copenhagen in 1969. The main purpose of the meeting was to review the developments since 1961 Paris conference and to consider the prospects for further advances through standardization and mechanization. The IMCE in 1969 was a turning point in modern cataloguing as, for the first time in the history of cataloguing, the attention of cataloguing groups shifted from standardization of headings i.e. the choice and form of the headings and entry words to the creation of a standard pattern for the bibliographic description. Accordingly consideration of an international standard for the descriptive content of catalogue entries became the central theme of the IMCE meeting. The participants agreed to work for the creation of a framework for bibliographical description that would serve the needs of both catalogues and bibliographies.

As a followup to the IMCE Meeting a draft International Standard Bibliographic Description (ISBD) was published in 1971. Subsequently it became the basis of revision of the Chapter 6, separately published Monographs of AACR of 1967 which was published in 1974. After 1971, working groups setup by IFLA began to prepare ISBDs for other types of library materials for serials ISBD (S), for cartographic materials ISBD (CM) and for non-book materials ISBD(NBM). However all these ISBDs deviated from each other and from the original ISBD framework. Finally at the instance of the Joint Steering Committee for the revision of Anglo-American Cataloguing Rules (JSCAACR) IFLA broughtout annotated text of ISBD(G) in 1977 which provides consistent framework for standard bibliographical description. This general framework for the description of library materials formed the basis for the revision of rules for description in second edition of Anglo-American Cataloguing Rules.

3.3.6 Anglo-American Cataloguing Rules (2nd Edition)

AACR 1967 in the strict sense is not an international code in view of the fact that it was broughtout in two different texts with subtle differences between the two Committees as you have studied earlier. The Committees appointed for both texts had been working constantly for continuous changes on the suggestions from the cataloguers in view of the developments that were taking place such as machine handling of bibliographic records, trends towards international

uniformity in the structure of bibliographical descriptions and resultant publication of ISBDs and their world wide acceptance.

The General International Standard Bibliographic Description ISBD(G) which resulted from the cooperation of the JSCAACR and the IFLA Committee on cataloguing was not only an important step towards an International Cataloguing Code, it also provided the standard principles for uniform bibliographical treatment of all types of library materials.

The Second edition of the Anglo-American Cataloguing Rules was published in 1978. It was prepared by the joint efforts of American Library Association, the British Library, the Canadian Committee on Cataloguing and the Library of Congress. The representatives of these organizations met in Chicago in 1974 and formulated four objectives of the revision of AACR. They are:

1. Reconcile the North American and British Texts of AACR 1967.
2. Incorporate all amendments approved since 1967.
3. Consider for inclusion of proposed amendments currently under discussion originating from either the three participating countries or other countries where AACR is in use.
4. Provide for international interest in AACR.

Keeping in view of the above objectives following four position statements were announced as the guidelines for revision of the Rules (1967).

1. Maintenance of general conformity with the Paris Principles of 1961, as manifested in the first edition.
2. Particular attention to developments in the machine processing of bibliographic records.
3. Continuance of conformity with ISBD (M) as a basis for the bibliographic description of monographs, and commitment to the principle of standardization in the bibliographic description of all types of materials.
4. Determination of the treatment of non-book materials primarily from a consideration of the published cataloguing rules.

These four explicit statements of guidelines resulted in a more logical unified and comprehensive structure of the 1978 edition of AACR.

Structure of AACR 2:

AACR2 consists of two parts.

Part I deals with provision of information describing the item being catalogued and Part II deals with determination and establishment of headings or access points in the catalogue, under which the descriptive information is to be presented to catalogue users.

In AACR 1967, cataloguing process was considered in terms of pre-machine cataloguing entry. The cataloguer first establishes the headings of a main entry and its added entries. Then he decides about description and the description depends largely on the decision regarding heading. AACR 1967 believes in main entry principle which is suited for Card Catalogue. The main entry principle is outdated since such an approach is unhelpful for new forms of documents being received in modern day libraries.

On the other hand, according to AACR2, the cataloguer first establishes the description of the item to be catalogued. Next he provides name and title access points by means of headings and uniform titles. This is really a shift in focus in structuring of AACR2. JSCAACR has agreed that the revised AACR should have a general chapter based on IFLA's ISBD(G), which is devoted to descriptive cataloguing common to all types of library materials. AACR2 also agreed

that rules for description should precede rules for choice of entry and form of names. The acceptance of the ISBD framework thus led to complete reversal in the structure of the AACR2 for the first time since 1883 rules for description precedes rules for choice of entry and form of name in Anglo-American Cataloguing rules. The Rules are provided for the following types of material in the respective chapters:

1. General
2. Books (including early Books) pamphlets and printed sheets
3. Cartographic materials
4. Manuscripts (including manuscript collections)
5. Music
6. Sound recordings
7. Motion Pictures and Video Recordings
8. Graphic materials
9. Machine readable data files
10. Three dimensional artefacts and media

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

The rules in each chapter in Part I consists of the following:

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

The rules in Part II deal with the choice of main and added entries with the form headings and uniform titles. General rules precede specific rules. When no specific rule exists, general rules are to be applied. The rules apply to works and not generally to physical manifestations of those works.

AACR2 provides rules for choice of name to be used as the heading for person. This is followed by rules for choosing entry element. There are rules for formulation of geographic names to be employed for headings or sub-headings. It provides rules for corporate authorship, uniform titles and for other access points (added entries). In Chapters 22-25 the use of *See* and *See also* references are also discussed. Appendices deal with capitalisation, abbreviations, the

treatment of numerals and terms used in cataloguing.

The code also prescribed three levels for description of entries depending on the size of the library and the type of the material being described. This idea has been incorporated in AACR2 on the lines of Cutter's idea of short, medium and full cataloguing in RDC.

The arrangement of the general table of contents in AACR2 displays the basic division of the rules into two parts and the logical sequence of chapters within each part. The clarity and simplicity of its layout is significantly developed when compared to first edition of AACR. AACR2 continued the traditions of Panizzi, Cutter and Lubetzky. Its restatement of basic principles in conformity with basic principles proclaimed by Jewett and Paris Principles is the most important contribution to international cataloguing. As visualised in its objectives AACR2 really stimulated interest among the cataloguers not only in English speaking countries but also through out the World.

SELF CHECK EXERCISE -6

Highlight the basic changes in the structure of AACR2

Note: i) Give your answer in the space provided below.

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

3.3.7 Anglo-American Cataloguing Rules: 2nd edition 1988 Revision

The second edition, 1988 revision of Anglo-American Cataloguing Rules which is popularly known as AACR-2R was published in 1988. The Australian Committee on Cataloguing also joined the family of Joint Steering Committee for Revision of AACR (JSCR/AACR).

The AACR-2R incorporates the decisions taken by the JSCR/AACR in the past ten years. In the revised code in addition to corrections of obvious errors wording has been modified for better understanding. It is not a new edition. The revised edition has not changed basic concepts and structure. You will find reflections of technology changes in rule revisions. The new chapter computer files is extremely useful to those concerned about such things.

Recently, the Committee on Cataloguing: Description and Access (CC:DA) submitted the proposals to the Joint Steering Committee for further Revision of AACR-2R. This revision is mainly based on the recommendations of the International Conference on Principles and Future Development of AACR held at University of Toronto, Canada during October 23-25, 1997.

3.3.8 Anglo-american Cataloguing Rules (2nd ed., 1998 Revision)

The 1998 revision to the second edition of AACR-II is a major new development in the history AACR-II. This was published both in print as well as in electronic form. The contents of the two formats are same except the changes in formatting that are dictated by the requirements of the electronic medium. This 1998 revision incorporated revisions previously published as *Amendments 1993* and additional revisions approved in between 1992 and 1996. These previously unpublished revisions appear in a subfile as the New Amendments List of the electronic format and in the preliminaries of the print version. In addition to this, the index has been completely reviewed to reflect all amendments and to rectify the errors of the previous version.

3.4 RANGANATHAN'S NORMATIVE PRINCIPLES

You have now been acquainted with the magnitude of the efforts spent in shaping the cataloguing codes, Dr. SR. Ranganathan's works in cataloguing are well recognised all over the world. When compared with international efforts, the contributions of Dr Ranganathan stand on the forefront. The problems of cataloguing haunted his mind ever since he came to library profession in 1924. The inconsistencies in cataloguing practice, prevailing at that time disturbed his mind and was in search of permanent solutions to them. His firm determination combined with the vision and imagination helped him to produce a catalogue code of long lasting value. The code was entitled as *Classified Catalogue Code with Additional Rules for Dictionary catalogue code* and was brought out in 1934. The fifth edition of this was published in 1964. This code is considered as complete in itself in providing all guidance to the cataloguers.

Dr. Ranganathan had not only given the rules in his Classified Catalogue Code but also equipped it with a set of normative principles to tackle the problems of cataloguing practice. The normative principles have conditioned the rules in his code on the basis of scientific method. The new types of documents emerging with the march of time can normally be catalogued by the interpretation of the given rules. In case the complexities transcend the capacity of the existing rules, then the rules can be either amended or extended in the light of the normative principles to achieve the pragmatic solutions. Thus the cataloguing rules can always be kept current to the changing needs of publications. In brief the normative principles are useful in:

- (i) Interpretation of rules to find solutions to the new problems in publications;
- (ii) Modifying the rules to keep the code current;
- (iii) Drafting a Cataloguing Code;
- (iv) Comparative study of Cataloguing Codes; and
- (v) Providing guidance to the Cataloguers.

The normative principles are grouped into the following three categories:

- (1) General Laws
- (2) Laws of Library Science
- (3) Canons of Cataloguing

SELF CHECK EXERCISE -7

(a) State the importance of Normative Principles.

Note: i) Give your answer in the space provided below.

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

- (b) Mention the three categories of Normative Principles for cataloguing suggested by Ranganatham.

3.4.1 General Laws

There are five general laws enunciated by Dr Ranganathan and are applicable to any situation. They are equally applicable in cataloguing practice. These laws are 1) Law of Interpretation 2) Law of Impartiality, 3) Law of Symmetry, 4) Law of Parsimony, and Law of Local Variation

- 1) **Law of Interpretation** : It states that cataloguing code is like a legal document and the rules gives in it have to be interpreted like a legal text. Any conflict between one rule and another should be resolved with the aid of the law of interpretation. A new cataloguing problem created by a document has to be met by proper intepretation of the rules in the Cataloguing Code. Whenever the need arises, the rules may be amended in the light of experience, so as to eliminate conflicts or at least to reduce them to a minimum, if they could not be totally eliminated. In dealing with the problems in cataloguing, weightage may be provided to the Cataloguing, in general situations.
- 2) **Law of Impartiality** : The law prescribes that between two or more claimants - say, for use as heading the preference of any one should be made only on sufficient grounds and not arbitrarily. For example a document belonging to more than one publisher's series, the law of impartiality recommends equal right to each of the series to have a note devoted to itself. It also recommends the equal right to the names of each of the series for choice as heading for a book index entry of its own.
- 3) **Law of Symmetry** : The Principle that of two entities or situations which admit of being regarded as symmetrical counterpart of each other, if one of the entities or the situations is given weight in any particular context, the other entity or situation should also be given a corresponding weight. In case of joint-authors the heading of the main entry bears the names of the two authors in the same sequence as they appear on title page. As a result of this, there will be a book index entry, using as heading the names of two authors in the same sequence. But considerations of symmetry would make us write another book index entry using the names of the two authors in the reverse sequence.
- 4) **Law of Parsimony** : The principle that between two or more alternative rules bearing on a particular phenomenon, the one leading to overall economy of man-power, material, money and time considered together with proper weightage is to be preferred. The law of parsimony would make fundamental difference in producing the printed and hand written catalogue entries. In the case printed cards, it is the unit card system while in the case of hand-written the added entries would have only the minimum information necessary.
- 5) **Law of Local Variation** : The law states that i) The international Catalogue Code should mark out the factors to be left to the care of each national catalogue code; ii) A national catalogue code should mark out the factors to be left to the care of each linguistic catalogue code in a multilingual country such as India; iii) A national catalogue code or a linguistic catalogue code, as the case may be, should mark out the factors, to be left to

the care of local catalogue code of each individual library; iv) The catalogue codes in each hierarchical line should be consistent with one another without any mutual contradiction; and v) Each lower link in each hierarchical line should be a supplement to all upper links taken together. Catalogues are compiled to assist the readers to find out his reading requirements from a library. The catalogue should be able to fit in the library setting. Therefore the library catalogue should have local colour. This local colour is to be assumed by the library catalogue in successive stages namely international, national, linguistic and local. Corresponding to each stage there should be a different catalogue code, consistent with the code corresponding to each of the earlier stages.

SELF CHECK EXERCISE-8

Explain the law of symmetry.

Note: i) Give your answer in the space provided below.

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

3.4.2 Laws of Library Science

These are also considered as general laws applicable to any problem arising in library science, library service and library practice.

First Law	:	Books are for use
Second Law	:	Every reader his book
Third Law	:	Every book its reader
Fourth Law	:	Save the time of the reader
Fifth Law	:	Library is a growing organism

The Five laws of Library science are well known in the library field as they form the fundamental laws of library science. They contain in latent form all the library practices current and also the one to be evolved at later time. The five laws are not normally invoked unless conflict arises. In the field of cataloguing, any conflict arising between the canons of cataloguing, an appeal is made to five laws and solutions are sought.

3.4.3 Canons of Cataloguing

These are the specific normative principles applicable in cataloguing. They are useful in interpreting the rules and finding solution to the problems arising in cataloguing practice.

Dr Ranganathan had enunciated the following nine canons:

- 1) Canon of Ascertainability
- 2) Canon of Prepotence
- 3) Canon of Individualization
- 4) Canon of Sought Heading

- 5) Canon of Context
- 6) Canon of Permanence
- 7) Canon of Currency
- 8) Canon of Consistence
- 9) Canon of Recall Value

- (1) **Canon of Ascertainability** : The Principle prescribes that the information found on the title page of the document catalogued and its over-flow pages should determine the choice and rendering of (i) Each Section of the Main Entry other than the Extract Note, the Extraction Note, and the Related Book Note; (ii) Each Section of a Cross Reference Entry (in a Classified Catalogue) and Subject and subject Analytical (in a Dictionary Catalogue) other than the Leading Section and the Directing Section; (iii) The Heading of each Book Index Entry other than any derived from the Extract Note, Extraction Note, and Related Book Note. (iv) All Sections other than Heading and the Directing Section of each Book Index Entry; (v) All Sections other than the Heading and Directing Section of a Class Index Entry (in a Classified Catalogue), and Specific Subject Entry, and See also Entry (in a Dictionary Catalogue); (vi) Each Section other than the Directing Section in each Cross Reference Index Entry other than Name Entry; and (vii) Similar sections in any other kind of entry.

The Canon of Ascertainability envisages such a reciprocity between the cataloguing profession and the book trade leading to making available all the data required for preparation of the main entry from the title page and overflowing pages of a document. The cataloguers at time find it difficult to get all the needed information from the title page and other overflowing pages. They have to refer the bibliographies and other external sources to complete the gaps. An international standard in this regard will indeed fulfil the requirements of the canon of Ascertainability.

- (2) **Canon of Prepotence** : The principle prescribes that (i) The Potency to decide the position of an entry among the various entries in a catalogue should, if possible, be concentrated totally in the Leading Section; and even there (ii) It should be concentrated, as much as possible, in the entry element; and further (iii) If total concentration in the Leading Section is not possible, the minimum possible potency should be allowed to overflow beyond it to later sections; and (iv) Even this spill-over should be distributed in the later sections in a decreasing sequence of intensity.

The arrangement of entries forms the essence of library catalogue. The entries get sorted letter by letter or digit by digit beginning with the very first of these found in an entry. The potency goes on decreasing right-words and down-words from the first letter or the digit in the entries. Any mistake in the first letter or the digit will therefore be fatal. The entry will be virtually lost in some far-off region of the catalogue. The range within which the entry may get lost goes on decreasing, as we move further on from the first letter or digit. The range is reduced to a reasonably small one, only by the time we reach beyond the end of the entry word, or of the entry element, or of the class number as the case may be. The cataloguers have to be alert while preparing the entries and arranging them in cabinets to avoid the mistake however small it is.

- (3) **Canon of Individualization** : The principle that the name of any entity - be it of a person, a geographical entity, a corporate body, a series, a document, a subject, or a language used as the Heading of a catalogue entry should be made to denote one only one entity, by adding to it the necessary and sufficient number of Individualising Elements. In the process of cataloguing the cataloguers face various problems associated with homonyms. They should carefully study them and tackle successfully in order to eliminate

ambiguity. The safeguard is to resolve homonyms in headings by the addition of extra terms to the names proper, such added terms are designated as individualizing elements.

- (4) **Canon of Sought Heading** : The principle that the decision whether an entry (i) With a particular type of heading, or (ii) With a particular choice for that heading or, (iii) With a particular rendering of that choice, or (iv) A particular added entry arising out of it, should be based on the answer to the question : "Is reader or library staff likely to look for a book under the particular type or choice or rendering of heading or in the particular added entry".

This canon focuses attention on authors, subjects, collaborators, series etc. which appear in the heading. The design of the catalogue code is itself largely guided by this canon. Several of the rules are determined by it. There are several elements on the title page and its overflow pages. The canon of Ascertainability is indifferent as to which element can be allowed the claim to become a heading. All that is concerned with is that no element outside the title page and its overflow should be allowed to become the heading of a main entry or any other entry coming under its way. It is the business of the canon of sought heading to admit or reject the claim of any element in the title page and its overflow to become a heading. Author heading and subject heading are the most popular among subject headings. Collaborator heading comes next in popularity. Series heading also is sought.

- (5) **Canon of Context** : The principle (i) that the Rules of a Catalogue Code should be formulated in the context of : the nature of the cataloguing features of the book, prevalent in the mode of book production; the nature of the organisation of libraries prevalent in regard to the mode and quality of library service; and the coming into existence of published bibliographies and particularly bibliographical periodicals; and (ii) that the rules should be amended from time to time to keep step with changes in the context.

Change is a universal phenomenon. Owing to new developments whatever the changes that are occurring in the cataloguing world have to be incorporated to suit the readers requirements. For example, the imprint and collation in an entry are no longer required by the users. As such, in the light of the canon of context the entry may be modified by eliminating the elements in imprint and collation.

- (6) **Canon of Permanence** : This Canon says that no element - in an entry, the heading in particular, should be subjected to change by the Rules of a Catalogue Code, except when the Rules themselves are changed in response to the Canon of Context.

The Canon of Permanence and the Canon of Ascertainability go hand in hand. Alternative names are left to the cross reference index entries. Change of name of a person or of a corporate body is not allowed to ask for a change in the heading of any entry of any book published under the old name.

- (7) **Canon of Currency** : This Canon prescribes that the term used to denote a subject in the Class Index Entry of a Classified Catalogue and in a Subject Entry of a Dictionary Catalogue should be the one in current usage.

Changes take place in names of the subjects. Unless the current name for the subject is used in the heading, readers cannot benefit by it. The heading of the class index entries and the subject entries should have to be changed as and when the new name stabilizes itself. This of course, violates the Canon of Permanence. Here, we have to keep in mind the user community who are expected to use catalogue. A specialist reader knows the common name as well as the technical name of the subject. The non-specialist reader knows only the common name; he does not know the technical name. It will be therefore, helpful to both the groups if the common name is used as subject heading.

- (8) **Canon of Consistence** : This Canon states that (i) The rules of a Catalogue Code should provide for all the added entries of a document to be consistent with its Main Entry; and (ii) The entries of all documents should be consistent with one another in certain essentials such as choice, rendering, and style of writing the heading and the other sections.

The canon of consistence insists that the main entry of all documents should be of the same species. For e.g. in a Dictionary Catalogue the Main Entry should be an author entry in all cases. It should not be subject entry.

- (9) **Canon of Recall Value** : The principle that the entry element in the heading of a specific entry for this multiworded name of an entity - such as a person, a corporate body, a document and a series - is to consist of the word or word group with the highest recall-value.

This new canon was enunciated by Ranganathan in 1969. According to the canon of Recall Value the efficiency of the catalogue's response to the approach of a reader is related to the capacity of his memory in recalling a multi-worded name. The factors that detract a reader from recalling all the words in their sequence in a multi-worded name are the increase in the variety and number of such entries; growing tendency of multi-wordedness of names and the incidence of near-homonymous and alternative names of such entities. This can be solved by providing clues in the catalogue to aid the reader's memory in calling back the different components in the name correctly. Such a clue should have the highest potency to be called back to memory by a majority of the readers.

SELF CHECK EXERCISE-9

- (a) Explain the Canon of sought heading.

Note: i) Give your answer in the space provided below.

- ii) Compare your answer with the model answer given at the end of this unit.

- (b) State the Canon of Recall Value.

3.5 SUMMING UP

The catalogues developed up to the middle of the nineteenth century were based on traditions adopted in individual libraries. Later, the need for standardisation of cataloguing rules was recognised so that a number of libraries can make use of some standard set of rules for compiling catalogues. The early cataloguing experts like Anthony Panizzi, C.A.Cutter and C.C Jewett made significant attempts to frame standardised set of rules for cataloguing and their rules influenced the successive improvements in cataloguing. An effort was made during 19th century to establish uniformity of cataloguing practices in the entire English-speaking world. This resulted in Anglo-American cooperation and subsequent publication of joint Code for Cataloguing. Dr.Ranganathan developed normative principles for the first time in the history of cataloguing. These principles gave scientific approach to the art of cataloguing.

There was a 'Crisis in cataloguing during 19th and early 20th centuries which necessitated reappraisal of cataloguing codes and practices. Lubetzky's report laid the foundation for revision movements for international standardisation of catalogue codes. International attempts were made to evolve international code for cataloguing. Principles of cataloguing were explicitly stated at the International Conference on Cataloguing Principles in 1961. These statement of principles were adopted by many subsequent codes. After the International Meeting of Cataloguing Experts in 1969, the Cataloguing Groups shifted their attention towards creating framework for standardized bibliographic description. Several International Standard Bibliographic Descriptions were brought out at the instance of IFLA. Finally, the second edition of Anglo-American Cataloguing Rules was brought out in conformity with Paris principles and ISBD's. The AACR2 stimulated interest throughout the World in cataloguing practice and subsequently Anglo-American Cataloguing Rules, 2nd edition 1988 revision was brought out incorporating decisions taken by Joint Steering Committee.

3.6 MODEL ANSWERS

1.
 - a) The British Museum Code provides only alphabetical author catalogue and author entities contain full bibliographical details.
 - b) The rules for choice of headings based on the practicalities at the British Museum Library.
 - c) The code introduced for the first time the concept of corporate authorship.
2.
 - a) The main objective of Jewett's code was to construct a general catalogue instead a catalogue for a one particular library from separate bibliographic units
 - b) The special features of Rules for Dictionary Catalogue are:
 - i) Provision of rules for short, medium and full cataloguing.
 - ii) Consideration of convenience of the user rather than the case of the cataloguer.
 - iii) Enunciation of principles of specific subject entry.
 - iv) Development of corporate authorship.
 - c) The Catalogue code under the title '*Cataloguing Rules : Author and Title Entries*' was published with the joint cooperation of Library Association, Great Britain and ALA in 1908. It is also known as Joint Code, AA Code or Anglo-American Code.
3. The ALA code is organised in 4 groups. They are (1) Rules of entry and Headings, (2) Personal authors, (3) Corporate authorship, and (4) Geographic headings.

4.
 - a) The Classified Catalogue Code is based on Normative principles which gives scientific approach to cataloguing.
 - b) Uses chain procedure for subject headings work in cataloguing.
 - c) Prescribes title page as a source for bibliographic information.
 - d) Prescribes economy in providing bibliographic information.
5. AACR is based on conditions of authorship rather than types of publications. The code is based on 12 'Statement of Principles' adopted at ICCP 1961.
6. In AACR2 the rules for description precede rules for choice of entry and form of names. According to AACR2 the cataloguer first establishes the description of the item to be catalogued then he provides name and title and other access points.
7.
 - (a) Normative principles are important in interpreting the cataloguing rules and finding practical solutions to any problems arising thereof.
 - b) General rules, laws of Library Science and the Canons of Cataloguing.
8. Law of Symmetry states that equal importance should be given to two entities which are symmetrical. If one entity gets the first position in one description then the other one should get to the first position in the second description to satisfy the law of symmetry.
9.
 - a) Choice of entry heading should always correspond to the likelihood of its being sought by a reader or library staff.
 - b) Rendering of entry heading is related to the capacity of the reader to recall that heading from a multiworded name.

3.7 ASSIGNMENTS

- 1) Critically examine the difference in description and choice of heading in AACR1 (1967) and AACR2 (1978)
- 2) Visit two or three University libraries and observe the cataloguing rules followed by them and write a report.

3.8 RECOMMENDED BOOKS

Anglo American Cataloguing Rules / edited by Michael Gorman and Paul W. Winkler 2nd ed. London: Library Association, 1988.

Bakewell, K.G. B. *A Manual of cataloguing practice.* Oxford: Pergamon, 1972.

Cutter, Charles Ammi, *Rules for a dictionary catalogue.* 4th ed. Washington: Government Printing Office, 1965.

Girja Kumar and Krishan Kumar. *Theory of Cataloguing.* 4th ed, New Delhi: Vikas, 1982.

Hunter, Eric J. *AACR2: An introduction to the second edition of Anglo-American Cataloguing Rules.* London: Clive Bingley, 1980.

Hunter, Eric J. *Anglo American Cataloguing Rules 1967: an introduction.* London: Clive Bingley, 1972.

Hunter, Eric J. *Cataloguing : a guidebook* London : Clive Bingley, 1974.

Hunter, Eric J and Bakewell, K.G.B. *Cataloguing: An outline of modern librarianship.* 3rd rev ed. London: Clive Bingley, 1991.

International Conference on Cataloguing Principles (1962: Paris). Report, London: IFLA, 1963.

Ranganathan, S.R. *Classified Catalogue Code with additional rules for Dictionary Catalogue Code*. 5th ed. New Delhi: Asia publishing house, 1965.

Ranganathan, S.R. *Five Laws of Library Science*. 2nd ed. Madras: Madras Library Association, 1957.

Ranganathan, S. R. *Headings and Canons: Comparative study of five catalogue codes*. Madras: Vishwanadha, 1955

Ranganathan, S.R. *Theory of Library Cataloguing*. Madras: Madras Library Association, 1938.

Sharma, Pandey S.K. *Cataloguing Theory*. Delhi: Ess Ess, 1986.

Sharp, Henry A. *Cataloguing: a textbook for use in libraries*. 5th ed. Bombay: Allied Publishers, 1964.

3.9 GLOSSARY

- Access point** : A term, name, code or group of words etc. used at the head of a catalogue entry by which a document is searched or identified.
- Added entry** : An additional entry other than the main entry to provide other access points in a catalogue.
- Anonymous work** : A work of unknown authorship.
- Collaborator** : Person or corporate body associated with a work and /or its author or authors in a secondary capacity not amounting to authorship. For example commentator, illustrator, engraver, translator, reviser, editor etc.
- Compound names** : A surname or forename consisting of two or more proper names, often connected by hyphen, conjunction or preposition.
- Corporate authorship** : A group of persons or organisations that is called by a particular name and responsible for the thought content of a document.
- Cross reference** : A direction in catalogue to refer from one heading or entry to another heading or entry.
- Data elements** : The distinct units of bibliographic information in a catalogue entry that provide information about a document e.g. title, edition, collaborators, authors etc.
- Entry element** : The word and word-group occurring first in a block in a heading, that is before any individualising or descriptive or any other element belonging to the block.
- Heading** : A name, word, phrase at the head of a catalogue entry to provide an approach point in a catalogue for tracing a document.
- Homonyms** : An identical name (surname and forename) for two or more people. Also an identical corporate or other name.
- Macro-document** : Document expressing macro-thought.
- Main entry** : A complete record of a document which gives maximum information in a catalogue.

Manuscripts	: A writing made by hand, typescripts, inscriptions on clay tablets, stones, leaves etc.
Micro-document	: Document expressing micro thought.
National Bibliography	: List of books published in a country and books published on the country and on the citizen of the country.
Normative principles	: A set of specific principles developed by Dr.S.R.Ranganathan, which are applicable in drafting a catalogue code, interpretation and guidance of rules in cataloguing work.
Overflow of the title page	: Page(s) immediately succeeding or preceding the title page of a document or a volume of it and containing part of the information usually given on the title page and information about other additional factors such as the series to which the document may belong.
Pseudonym	: A name assumed by an author to conceal or obscure his/her identity.
Subject catalogue	: A catalogue in which subject entries are arranged alphabetically.
Title Catalogue	: A catalogue in which title entries are arranged alphabetically.
Title page	: Part of a document or a volume of it, containing its title statement. Usually, it also contains the author-statement, the collaborator statement and the imprint. It also indicates the edition in many cases.

3.9. MODEL EXAMINATION QUESTIONS

I. ESSAY QUESTIONS

- 1) List out various cataloguing codes you have studied and briefly explain their salient features.
- 2) Explain the salient features of AACR2
- 3) Discuss the contribution of Dr. S.R. Ranganathan towards library cataloguing with special reference to normative principles.

II. SHORT NOTES

- a) ICCP, 1996
- b) IMCF, 1969
- c) General laws applicable to cataloguing.

UNIT-4: MAIN ENTRY AND ADDED ENTRIES

Contents

- 4.0 Aims and Objectives
- 4.1 Introduction
- 4.2 Entry
 - 4.2.1 Definition
 - 4.2.2 Importance
 - 4.2.3 Format
 - 4.2.4 Multiple entries
- 4.3 Main entry
 - 4.3.1 Concept and definition of main entry
 - 4.3.2 Choice of entry heading and Rendering
 - 4.3.3 Parts of main entry in AACR2
 - 4.3.4 Parts of main entry in CCC
 - 4.3.5 Levels of description in AACR2
- 4.4 Added entries
 - 4.4.1 Definition
 - 4.4.2 Need and purpose
 - 4.4.3 Unit card system
- 4.5 Types of added entries
 - 4.5.1 Joint author added entry
 - 4.5.2 Collaborator added entry
 - 4.5.3 Series added entry
 - 4.5.4 Subject added entry
 - 4.5.5 Title added entry
 - 4.5.6 Reference entry
 - 4.5.7 Analytical entry
- 4.6 Summing Up
- 4.7 Model answers
- 4.8 Assignment
- 4.9 Recommended books
- 4.10 Glossary
- 4.11 Model Examination Questions

4.0 AIMS AND OBJECTIVES

After having acquainted with the library catalogue, we proceed further to understand the mechanism of building a catalogue for library collection. The basic processes involved in building a catalogue are preparation of entries to the books and other reading materials available in a library. In this Unit you will be explained about main entry and different kinds of added entries.

On studying this unit, you will be able to :

- define an entry and understand its importance

- explain the concept of main entry and added entries
- identify different areas of description of a main entry according to AACR2 and CCC
- compare the three levels of description of catalogue entries as per AACR2, and
- describe the purpose and structure of different kinds of added entries.

4.1 INTRODUCTION

You have learnt the purpose and functions of a library catalogue in Unit-I. In this unit you will be introduced to the concept of an entry, main entry and added entries. An entry acts as a building block for a catalogue. Each entry in a catalogue gives description of a book or any other reading material in a simple way to disclose to the readers the resources of a library.

A document is made up of a number of elements like author, title, editor, publisher, etc. and from these elements, important ones are identified and sequenced in an order to give the description of a document. The process of identification of the elements from a document and their description has been standardised to achieve uniformity in production of entries. The practice of cataloguing demands preparation of more than one entry for a document to fulfill the various functions of a library catalogue. The number and kind of entries to be provided for each document calls upon the care and judgement of a cataloguer as the ultimate objective is to enable the reader to find his/her requirements from the library catalogue.

Among the set of entries prepared for a document, the basic entry, which provides maximum information about a document, is designated as the main entry and all other entries as added entries. In the light of the unit card system the concept of main entry is fading away because the added entries carry all the details contained in a main entry.

The cataloguing codes, namely, Anglo-American Cataloguing Rules (AACR) and Classified Catalogue Code (CCC) provide respectively their guidelines for preparation of main entry. Those guidelines have been narrated with examples to provide analytical approach for preparation of main entry. The dictionary catalogue and classified catalogue have already been explained to you while discussing the inner forms of catalogue in Unit-2. In the present unit you will be exposed to the process of preparing the main entry and added entries needed for a dictionary and classified catalogues.

You are aware that a document possesses a number of elements and among them there are certain prominent elements which are remembered by the readers. These prominent elements may be joint authors, editors, translators, illustrators, titles, series and subjects. These elements do not appear in the heading of the main entry. But in order to meet the demand of the readers, separate entries are needed under those headings. These entries serve as additional keys to the readers in locating the documents under the elements other than the ones adopted for the main entry.

4.2 ENTRY

The meaning of the term 'entry' has been given in the *Random House Dictionary of English Language* as "the act of recording something in a book, register etc." In the library context, it refers to cataloguing record wherein the description in the form of entries are added for the documents taken into the stock of a library. Therefore, the catalogue serves as a record of entries for the collection of documents. Whether it is a small or big library, documents are continuously acquired according to their ability and resources and the cataloguer examines each document and prepares the descriptive entries to build up the cataloguing record for the collection. You will find that a document comprises a large number of elements. Merely taking one or two

elements, however, prominent they are, do not give the description of a document. Let us examine the following title:

MARKETING MANAGEMENT

Analysis, Planning and Control

Second Edition

PHILIP KOTLER
(North Western University)

Translated into Hindi

By

SUBHASH GUPTA

Prentice Hall of India

NEW DELHI, 1972

Call No. 658.8 /Acc.No. 9876

KOT/72

The two prominent elements like author and title taken together "Philip Kotler: Marketing management: analysis planning and control" do not give the full description of the book. It is simply because a reader interested in a particular edition of the book does not get the edition information as the description has not included the edition element in it. So also a reader looking for Hindi translation of the work by Subhash Gupta shall not get his requirements as the description has not included the translator element in it. In order to serve the reader satisfactorily, the cataloguer has to first identify all prominent elements from the document. The second step is to sequence all such elements in a way that the document could be easily identified and located.

An entry is the outcome of description based on the elements that are present in a document. The various elements that are usually present in most of the documents are: author, title, collaborators, series, sponsors, edition, publisher, place of publication, year of publication, language, subject, pages, volumes, size, illustrations, price, printer, specific material designation (in the case of non-book material), ISBN (International Standard Book Number), ISSN (International Standard Serial Number), call Number, location number, and accession number.

By examining these elements, you will find that all these are not equally important and useful for description of a document. If less important elements are not eliminated, the description becomes unwieldy. The cataloguer should not lose sight of providing succinct, simple and intelligible entries to the users. He should therefore carefully identify such elements which are needed for describing the document. Further all such identified elements have to be sequenced according to their degree of importance. For example in the case of any document, the author element assumes utmost importance, hence it is given the first place in description. Next to author, title rank second. As such, title element occupies the second place. Thus, the process of identifying and sequencing the elements continues till all important ones are accommodated. The final product thus achieved is an entry.

4.2.1 Definition of an Entry

An entry is said to be the unit description about a document. According to AACR an entry is "the complete unit of description about any item listed in a Catalogue". Ranganathan defined an entry as "the ultimate unit record in a catalogue or a documentation list".

SELF CHECK EXERCISE -1

(a) What is an 'entry'?

Note: i) Give your answer in the space provided below.

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

(b) Define the entry of a library catalogue.

4.2.3 Importance of an Entry

An entry forms the basic unit for building a catalogue to the collection of a library. These units are the building blocks with which the entire structure of the catalogue is made up.

The cataloguing codes and rules have been influencing from time to time in shaping and sharpening the contents of an entry. By and large the cataloguing rules focus on preparation of entries for a variety of documents for building better catalogues to facilitate the users for exploitation of the information sources in libraries.

Most of the elements needed for preparation of entries are ascertained from the title page and other parts of the document itself. In case any gaps are noticed they are filled up by referring to the reference sources.

In cataloguing practice, entries assume importance. The catalogers attempt to prepare the entries as scientifically as possible, in the light of the cataloguing rules, to produce useful catalogues to the collection of the library.

SELF CHECK EXERCISE-2

State briefly the need for catalogue entries.

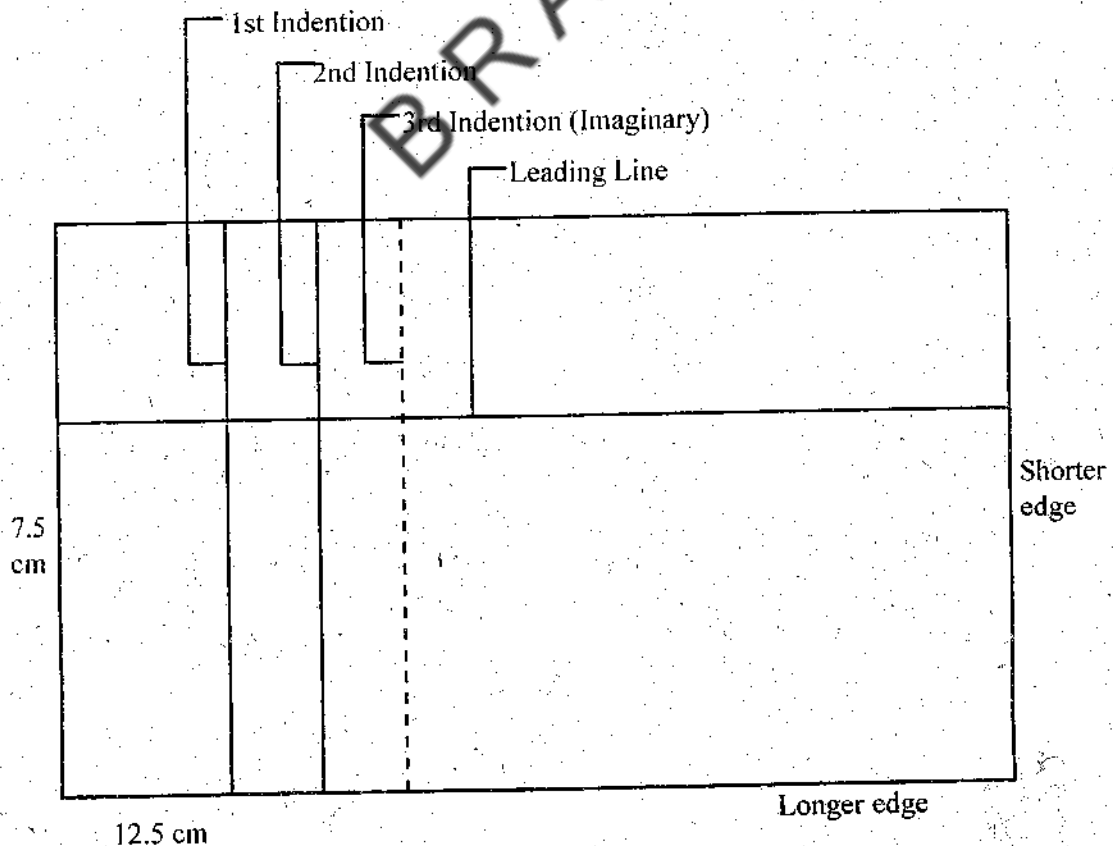
Note: i) Give your answer in the space provided below.

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

4.2.3 Format of an Entry

Among the different physical forms of a catalogue, the card form is the most widely used form of catalogue in the libraries. This catalogue has replaced the earlier forms like Guard Book Catalogue and Sheaf Catalogue. The obvious reasons for preferring the card form is that each entry described on a card, forms a unit and such units can be arranged and re-arranged in any fashion desired. The other modern emerging forms are microfiche/microfilm and computer produced forms. Now we shall acquaint with the format of an entry on a card. The size of the card has been standardised as 12.5cm x 7.5cm and it is universally followed.

STANDARD CARD CATALOGUE FORM



An illustration of entry is presented below for the title mentioned under 4.2

658.8 KOT/72	Kotler, Philip	
21963		Marketing management: analysis, planning and control [text] = Vipanan prabhandh/Philip Kotler; translated into Hindi by Subhash Gupta . - 2nd ed . - New Delhi: Prentice, 1972. ix, 306 p:22cm (Prentice series in marketing management; no. 2) Bibliography : p.291 Includes index ISBN 81-7000-111-0 I. Marketing 2. Marketing management I, Gupta, Subhash II. Title III. Series.

4.2.4 Multiple Entries

A good catalogue serves as a key to unlock the contents of a library to the users. The users will feel satisfied and happy only when they are able to get from the catalogue the information about the documents they are looking for. The analysis of the approach of the users are specific and differ in each case. Some one wants to know the availability of a title in the library, others would like to find out whether a particular author is represented in the collection, some others try to ascertain the documents available on a specific subject and so on. We find that the approaches are as many as the prominent elements that are present in a document and also depend to the extent the readers are able to remember them. The answer to such varying approaches is to provide for each document a number of entries in a catalogue under the headings which are sought by the users. The multiple entries prepared fall under two categories:

1. Main entry
2. Added entries

The main entry is dealt first and the other two categories are taken up in the following unit.

SELF CHECK EXERCISE-3

List out the basic types of entries in a library catalogue.

Note: i) Give your answer in the space provided below.

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

4.3 MAIN ENTRY

We are convinced that a cataloguer has to prepare multiple entries for each document for satisfying the needs of the users. Among the entries prepared for a document, one entry is designated as main entry, which contains maximum information about the document. Main entry is the basic entry and every document catalogued will have this entry. Further, the main entry forms an essential component in the cataloguing system.

4.3.1 Concept and Definition of Main Entry

AACR defines a 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". Ranganathan in his classified catalogue code gives the definition of main entry "specific entry giving maximum information about the whole of a document and all the other entries - specific or general - relating to the document, are normally derived from the main entry".

It has already been mentioned that the main entry not only records the essential information which is useful and relevant for the identification and location of a document but it also discloses the information of the headings under which the added entries for the document have been prepared. The record of additional entries on the main entry is useful for maintaining the catalogue up-to-date. The moment, a document is withdrawn from the stock of the library, the total number of entries prepared for that document can be ascertained from the main entry and they can also be withdrawn from the catalogue in order to strike the balance. Otherwise if the entries are not taken out for the withdrawn books, the catalogue will unnecessarily bulge and defeat its purpose. Ranganathan emphasises that once the main entry for a document is prepared, it serves as a master record for preparation of added entries. The main entry is the fullest entry and by looking into the details in it all the required added entries can be easily prepared. One need not have to look again and again into the book for ascertaining the information as all the details are available in main entry.

Main entry assumes importance in cataloguing. The science and art of cataloguing has been striving to achieve uniformity in entries, and to a great extent uniformity has been achieved with the help, of the cataloguing codes and rules. There are two sets of rules (1) Anglo-American Cataloguing Rules (AACR) and (2) Classified Catalogue Code with Additional Rules for Dictionary Catalogue and usually known as (CCC). We will apply these rules separately and prepare the Main Entry. The description of these codes has been presented in Block-III. Before we take up the preparation of main entry, there are two very important concepts in the cataloguing which we have to understand them first. The first is the choice of Entry Heading and the second is the Description.

SELF CHECK EXERCISE-4.

What is Main Entry? Explain in brief.

Note: i) Give your answer in the space provided below.

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

4.3.2 Choice of Entry Heading and Rendering

The choice is concerned with the determination and establishment of Heading for the Main Entry and for that matter even in the case of added entries. In simple words, determining the choice means answering the question as to 'who is the author of a document?' The answer thus obtained will decide the choice of Entry Heading. It is therefore, related to the problem of determination of authorship responsibility. One has to understand clearly the distribution of responsibility of authorship, between persons, between corporate bodies and between person and corporate body, from the document that has to be catalogued.

Rendering of entry heading relates to the way of recording the heading. It gives instructions as to how the descriptive information has to be presented. The choice of main entry has been dealt elaborately under Chapter 21 of AACR2. The rules cover, by and large, the personal authors, corporate bodies, and also the cases where the authorship is not determinable. The description part includes the description of entry heading and various bibliographical elements which form part of the body of the entry. We have to remember that entry heading has to be under the better known form of the author's name. In the case of personal authors, the geographical, linguistic and cultural backgrounds of the authors influence on the structure of the names.

The bibliographic description of the document, other than entry heading, is to be based on the general framework given in the General International Standard Bibliographical Description (ISBD (G)). The ISBD (G) has been developed by the International Federation of Library Associations and Institutions (IFLA). The Joint Steering Committee for Revision of AACR has adopted it. It follows the framework precisely in the order of elements and their prescribed punctuation. The details of the rules can be studied from part one of AACR2.

SELF CHECK EXERCISE-5

What do you understand by "choice of entry heading"?

Note: i) Give your answer in the space provided below.

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

4.3.3 Parts of Main Entry in AACR2

The description of the main entry excluding the entry heading falls into the following eight parts:

1. Title and statement of responsibility area
2. Edition area
3. Material (or type of publication) specific details area
4. Publication, distribution etc., area
5. Physical description area

6. Series area
7. Note area
8. Standard number and terms of availability

In addition to this, the following other areas are also provided in the main entry

9. Call Number

10. Tracing

11. Accession Number

Each of the above areas has been discussed below in more detail.

1. Title & Statement of Responsibility Area

Title is the significant element in a document. The presence of the title is invariably felt in almost all the documents, although at times the author is not traceable. The information regarding the title is obtainable from the title page, and this information combined with the statement of responsibility and General Material Designation (GMD) forms the first area.

This area contains the following elements:

- i) Title proper (including alternative title, if any)
- ii) General Material Designation (GMD)
- iii) Parallel Title
- iv) Statement of Responsibility

The first element that the cataloguer ordinarily notices in a document is the title. The title is framed by the author after completing the work by using a word or group of words to indicate the subject content of the document. Sometimes the titles are crooked from which we cannot make out the subject. Alternative titles in some cases are also described. Parallel titles are given where the title proper of a document is represented in another language.

This area also includes the General Material Designation, indicating broad class of material to which the work belongs. It is an 'optional addition' and most of the librarians choose to use the GMD for non-book materials, for example, Micro-form, Motion Pictures, Sound recordings, etc. The statement of responsibility is recorded to indicate responsibility attributed to the creation of a document including the collaborators. The above mentioned elements have been illustrated in the entries given at pages 52-57.

The code prescribes specific punctuation marks to distinguish the different elements in an area.

2. Edition Area

This area is of particular interest to the reader in disclosing as to how recent is the thought content of the work. All the works first published, whether indicated in it or not, are the first editions. When the authors or their representatives update the thought content of the work they bring out a new edition. These are either marked numerically as 2nd, 3rd, 4th edn. etc. or by the terms like, revised edition, enlarged edition, centenary edition and student edition, etc. The description of edition in an entry is to inform the reader, time availability of a particular edition in the collection.

The edition area contains the following three (3) elements:

- i) edition statement
- ii) statement of responsibility relating to the edition and

iii) subsequent edition statement

3. Material (or type of publication) specific details area

This area gives information about the description of only 'Cartographic materials' and serial publications.

4. Publication, Distribution etc. Area

This area record information about the place, name and date of all types of activities relating to publishing, issuing (and manufacturing) of the item being described. The elements in this area are entered in the order of place of publication, name of the publisher and date of publication which are together known as 'Imprint'.

5. Physical Description Area

This kind of description gives to the reader the idea regarding the physical characteristics of a document before he reaches the stack. It helps in deciding whether to sit in the library and complete the reading by spending a few minutes or take it home for study by spending longer hours. The illustrations, particularly in technical books help the reader in easy understanding of the thought content of the book. The size particularly assists the librarians in deciding to maintain parallel sequence, for odd size documents.

6. Series Area

The different works of an author or works belonging to the same subject or some common physical characteristics of the works are at times included in a series by formulating a series with a name and editor. The works in the series are usually numbered. It may emanate from a reputed publisher or an institution or a person who acts as the editor of the series. The series area is followed by the physical description area and the details of the series are provided in parenthesis.

7. Note Area

The note area provides additional information to the user about the document. While providing this additional information, care has to be taken to see that the information covered in other areas of the entry is not repeated. It should be brief and convey the message intended. This extra information refers to the contents and other related aspects of a document.

8. Standard Number and Terms of Availability Area

This area includes the International Standard Book Number (ISBN) and International Standard Serial Number (ISSN), assigned to each standard book or serial. These numbers individualise the documents and help in identifying them. The numbers are described with the agreed abbreviations and with the standard spacing. These are very useful in library operations and less so to the readers.

9. Tracing

Tracing in main entry gives the information about the additional entries that are prepared for a document. The information is given under two units with a different number sequence. It starts with Indo-Arabic numerals, covering the subject headings under which the entries are prepared for a document. The second sequence is marked in Roman numerals and reflects joint authors, editors, illustrators, translators and towards the end the title and the series (Series is generally unnumbered). The description of the actual title and the series are not given and these are reflected merely with the words, 'title', followed by 'series', within the parenthesis. The record of headings of the additional entries is helpful for taking out the entries from the catalogue to withdraw documents from the collection. The tracing is given at the bottom of the main entry.

10. Call Number

The call number serves as the locational symbol for a document. It consists of class number, book number and at times collection number. Class number is the translation of the subject content of a document, according to a scheme of classification, practices in a library. The book number is usually assigned, based on a recognised methodology, for example: "Cutter's Author Tables". Usually it is written at the left upper portion of the main entry.

11. Accession Number

It is a serial number allotted to each document as and when procured in a library. For the sake of uniformity this number is written in the left side margin towards the bottom or five lines above bottom line of an entry.

'Bohdan S. Wyner' describes the structure of the main entry with eight parts and its elements therein as under:

I. HEADING

A. Author or other person or corporate body chosen as main entry.

or

B. Title, if (A) cannot be ascribed

II. BODY OF THE ENTRY (First paragraph)

A. Title and statement of responsibility area.

1. Title proper (including alternative title, if any)
2. General material designation (CMD)
3. Parallel title(s), other title information, if any
4. Statement(s) of responsibility

B. Edition area

1. Edition statement (named, numbered, or a combination of the two)
2. Statements of responsibility relating to the edition, but not to all editions.

C. Material (or type of publication) specific details area

1. For cartographic materials, statements of scale and projection.
2. For serial publications, numeric and/or alphabetic designation (e.g. No.1.) and/or chronological designation (e.g. 1967)

D. Publication, distribution, etc., area

1. Place of publication, distribution, etc.
2. Name of publisher, distributor, etc.
3. Statement of function of publisher, distributor etc. (e.g. production company) when necessary for clarity.
4. Date of publication, distribution, etc., including copyright date, if necessary.
5. Place of manufacture, name of manufacturer, date of manufacture, if name of publisher is unknown.

III. PHYSICAL DESCRIPTION AREA (Second paragraph)

A. Extent of item. (e.g. number of pages, volumes, discs, frames, etc.)

- B. Other physical details (e.g. illustrative material, playing speed, material of which made)
- C. Dimensions (e.g., height, diameter)
- D. Accompanying material (e.g. teacher's guide, separate maps)

IV. SERIES AREA : If any (following physical description area as continuation of second paragraph)

- A. Title proper of series, parallel title(s), other title information.
- B. Statement(s) of responsibility relating to series
- C. ISSN of series
- D. Numbering within series
- E. Subseries
- F. Second and following series, each in its own set of parentheses.

V. NOTE AREA (each note is separate paragraph). Necessary data that cannot be incorporated in the above parts of the record)

VI. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA (Paragraph following last note)

- A. Standard number (e.g., ISBN, ISSN))
- B. Key-title of a serial
- C. Terms of availability (e.g., price, or for whom available)

VII. TRACING (Separate paragraph)

- A. Added entries for joint authors, editors, etc.
- B. Subject heading(s)
- C. Title added entry or entries
- D. Series added entry or entries

VIII. CALL NUMBER (formatted in upper left corner of entry or on line following tracing)

- A. Classification number
- B. Cutter number and work mark, if any

PARTS OF MAIN ENTRY IN AACR2

<p>Call Number — 303.484 [CAN]</p>	<p>CANTAROW, Ellen</p>	<p>Entry heading</p>
<p>Accession Number — 8014</p>	<p>Moving the mountain : Women working for social change / Ellen Cantarow with Susan Cushiee O'Malley and Sharon Hartman Strom. - New York : Feminist Press ; McGraw-Hill, 1980.</p>	<p>Title and statement of responsibility area</p>
	<p>xli, 166 p. : 23 cm</p>	<p>Publication area</p>
	<p>ISBN 0-07-020443-8 (McGraw-Hill). ISBN 0-912670861-4 (Feminist Press)</p>	<p>Physical description area</p>
	<p>1. Feminism - United States 2. Women's movement - United States - I. O'Malley, Susan Cushiee, II. Strom, Sharon Hartman. II. Title</p>	<p>Standard number</p>
		<p>Tracing</p>

SELF CHECK EXERCISE -6

Note: i) Give your answers in the space provided below.

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

(a) List out the different parts of main entry in AACR2.

(b) What entry elements constitute the body of main entry in AACR 2?

(c) What kind of information is given in tracing section in AACR2? Give a brief account.

(d) What do you understand by 'Imprint'?

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4.3.4 Parts of Main Entry in Classified Catalogue Code (CCC)

The number part of the catalogue is known as classified part (main part) and the word part is known as index part. These two parts are complementary to each other.

The following are the sections or parts of the main entry in classified catalogue:

1. Leading section
2. Heading section
3. Title section
4. Note section, if any
5. Accession number and
6. Tracing section

1. Leading Section

The very first Section in the main entry of classified catalogue is known as Leading section. This section consists of Call Number of the documents. An illustration is presented below:

	Leading Section	
	Heading Section Title Section Note Section	
	Acc.No.	

2. Heading Section

The second section is the Heading Section in which statement of responsibility of the work is recorded. The statement of responsibility includes, (i) Single personal author, (ii) Joint personal authors, (iii) Corporate author, (iv) Joint personal and Joint corporate author, (v) Joint corporate author, (vi) Pseudonymous author, (vii) Collaborators, (viii) Joint collaborators, and (ix) Title in few cases.

3. Title Section

This section includes the information about the title followed by edition statement and collaborators statement.

4. Note Section

The fourth section is the Note section. It contains the information about (i) Series note, (ii) Multiple author note, (iii) Change of title note, (iv) Associated book note, (v) Extract note, and (vi) Extraction note. If there are more than one kind of notes, they should be written in separate sections.

5. Accession Number

The fifth section is the 'Accession Number' which is provided on the bottom most line starting from the first vertical.

	2:551N3 N58	
	24).	RANGANATHAN (Shiyali Ramamrita) (1892-1971) Classified catalogue code with additional rules for dictionary catalogue code. Ed 4. (Madras Library Association, Publication series);

6. Tracing Section

The last section of the main entry is the 'Tracing Section'. It is provided on the back of the Main Entry Card. The back of the card is to be divided in two equal parts by an imaginary line drawn parallel to shorter edge. Each of these parts are known as right half and the left half. Then the right half is again divided into three parts by two imaginary horizontal lines. Left half contains the class number(s) of the Cross Reference Entries prepared for the document. In the right half at the top part, the headings of class Index entries are mentioned. In the middle part headings of book Index entries are given. In the bottom part the headings of cross reference index entries are mentioned.

The purpose of tracing is to indicate what additional entries have been prepared for the document. (See the illustration given below)

Cross References Entries	Class Index Entries
	Book Index Entries
	Cross Reference Index Entries

(Verso of the Card)

Classified catalogue code
Classified, Cataloguing
Cataloguing
Library science

Ranganathan (Shiyali Ramamrita
(1892-1972)

Madras Library Association
Publication Series

SELF CHECK EXERCISE-7

(a) Mention the parts of Main entry in CCC.

Note: i) Give your answer in the space provided below.

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

(b) What is a heading section in CCC? Write briefly.

(c) State what information is covered in the tracing of CCC.

4.3.5 Levels of Description in AACR2

AACR2 has suggested three levels of description. First level or minimum level for an item, a second level giving somewhat fuller description and a third level giving the fullest. The choice of the level depends on the size, services etc., of a library.

In accordance with the level of description some information in the areas may be omitted but the key of the areas should be strictly followed. For example, an item may not include a series or a standard number. Similarly a Note may not always be required. In fact, the area for the material (or type of publication) is used only for maps and serials only.

The purpose of prescribing the three levels of description is to allow libraries flexibility in their cataloguing policy, but while choosing a level they have either (a) to choose a level of description for all items catalogued in the library or (b) to draw up guidelines for the use of all levels in one catalogue depending on the type of documents being described.

First Level

First level of description should include the following elements:

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 . _ First publisher . _ First publisher, date of publication etc . _ Extent of item . _ Note (s) . _ standard number.

Second Level

Following is the schematic representation of the second level of description, which is followed in most of the libraries.

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

Third Level

The third level of description includes all elements given in the AACR2 rules.

Since the level of description is essentially a policy matter it is recommended that a library may choose any level depending upon their requirements.

SELF CHECK EXERCISE -8

Mention briefly the purpose of three levels of description in AACR-II

Note: i) Give your answers in the space provided below.

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

(b) Explain the purpose of added entries.

4.4.3 Unit Card System

The introduction of mechanical and automated devices for production of catalogue entries has contributed a great deal in saving the time and efforts of cataloguers. Once main entry is prepared, identical printouts can be taken and made use of as added entries by superimposition of the headings of the added entries over the main heading. Such added entries are obviously contain full information as in main entry and in addition to that they will also carry the heading for the specific added entries. However, Needham has suggested a number of reasons for retaining the concept of main entry and added entry. He mentioned that (1) the fact that not all the libraries use unit card, (2) The need to differentiate between main and added entries on economic grounds if the catalogue is at some stage to be printed, and (3) It is helpful to designate one entry as the main entry containing tracings or an indication of the additional entries and reference made for a particular document.

The use of unit card system has simplified the procedure for preparation of added entries. The difficulties encountered in manual methods are eliminated. As mentioned above the specific heading for an added entry will be mentioned over the main heading commencing from second indention of unit entry. The added entry for a joint author will carry the name of the joint author. For the collaborators, it is the collaborators names; for title added entry, it is the title of the document; for a series, it is the name of the series; and for a subject, it is the subject of the document. For sample entries see the examples of added entries (AACR2) under 4.5.1 to 4.5.4.

SELF CHECK EXERCISE - 10

Explain the 'Unit card system' in brief.

Note: i) Give your answers in the space provided below.

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

4.5 TYPES OF ADDED ENTRIES

If a reader is interested, in a document by a particular author, or in a particular title or in a specific series or in a particular subject, the catalogue has to reflect such interests as headings in the additional entries of the catalogue. It is mainly to meet the various approaches of the readers to the collection of the library. For each specific approach of a reader there shall be corresponding added entry. This of course depends upon the presence of such elements in a document. Added entries according to CCC have to be derived from a main entry. It has been explained that the main entry is a full entry which contains all necessary elements required for preparation of added entries. Once main entry is prepared one need not have to go to stack area to consult the document for particulars but get them from main entry.

The variety of added entries which normally occur in a catalogue are:

- i) joint author added entries
- ii) collaborators added entries
- iii) series added entries
- iv) subject added entries
- v) title added entries
- vi) reference entries; and
- vii) analytical entries

Further explanation of these entries is presented with examples below:

4.5.1 Joint Author Added Entries

In many cases the thought content of a document is shared by more than one author. The choice of entry heading falls on the first author or at times on title. The readers remember the names of the joint authors and refer to the catalogue. Added entries for joint authors have to be prepared to meet such requirement. AACR2 and CCC have their own methods of preparation of added entries.

According to AACR2 where the authorship is shared by not more than three, the work is entered under the principal author and for the remaining author(s), added entries are prepared. In cases of works where the authorship is shared by more than three it is entered under the title and the first author will have the added entry. In an added entry, the name of the joint author is described over the main entry heading, commencing from second indention. For example:

MAIN ENTRY

658.15(540) BIS/90	Biswasroy, Prasanna K.	
26015		<p>Corporate sickness and institutional financing in India/Prasanna K. Biswasroy, Jagannath Panda and Pramod K. Sahu . - New Delhi: Ashish, 1990.</p> <p>xvi, 223 p. ; 22cm. ISBN 81-7024-296-7</p> <p>I. Financial management. I. Panda, Jagannath. II. Sahu, Pramod K. III. Title</p>

For the above given main entry, the joint author added entries are:

658.15(540) BIS/90	Panda, Jagannath	
26015	Biswasroy, Prasanna K.	<p>Corporate sickness and institutional financing in India/Prasanna K. Biswasroy, Jagannath Panda and Pramod K. Sahu . - New Delhi: Ashish, 1990.</p> <p>xvi, 223 p. ; 22cm. ISBN 81-7024-296-7</p> <p>I. Financial management. I. Panda, Jagannath. II. Sahu, Pramod K. III. Title.</p>

658.15(540) BIS/90		Sahu, Pramod K. Biswasroy, Prasanna K.
26015		Corporate sickness and institutional financing in India/Prasanna K.Biswasroy,Jagannath Panda and Pramod K. Sahu . - New Delhi: Ashish, 1990. xvi, 223 p. ; 22 cm. ISBN 81-7024-29-7 I. Financial management I. Panda, Jagannath II. Sahu, Pramod K. III. Title

In CCC for classified catalogue the main entry is the number entry. The author entry or the joint author entries serve as added entries. In case of two joint authors, the added entry for second joint author is prepared by reversing the order of the names of the author under leading section.

MAIN ENTRY

	300.72	MAR
		MARSHAL (Catherine) () and ROSSMAN (Gretchen) () Designing qualitative research. Ed. 2
	2621	

For the above main entry, the author added entries are in the next page :

		MARSHALL (Catherine)()and ROSSMAN(Gretchen)()
		Designing qualitative research. Ed. 2 300.72 MAR

		ROSSMAN(Gretchen)()and MARSHALL(Catherine)()
		Designing qualitative research. Ed. 2 300.72 MAR

For dictionary catalogue, the author entry is treated as main entry and for the joint authors, the added entry for second joint author is prepared as above.

MAIN ENTRY

		658.15(540) BIS
	26015	BISWASROY (Prasanna K) () and others. Corporate sickness and institutional financing in India.

For the above main entry having more than two authors, the added entry for first author is shown here:

		BISWASROY (Prasanna K) () and others.
	India	Corporate sickness and institutional financing in 658.15(540) BIS

4.5.2 Collaborators Added Entries

According to AACR2 the collaborators will have added entries wherever necessary.

MAIN ENTRY

382.2 SIN/90	Export	management/edited by M.K. Singh and Ananth
26192		<p>Mahadevan . - New Delhi : Discovery, 1990. xiv, 268 p. ; 22 cm . - (Modern management series) ISBN 81-7141-084-7</p> <p>1. Exports 2. Internal trade. I. Singh, M.K. II. Mahadevan, Ananth III. Series</p>

For the above main entry, the collaborator entry is shown here:

382.2 SIN/90	Export	Singh, M.K. management/edited by M.K. Singh and Ananth
26192		<p>Mahadevan . - New Delhi : Discovery, 1990. xiv, 268 p. ; 22 cm . - (Modern management series) ISBN 81-7141-084-7</p> <p>1. Exports. 2. Internal trade. I. Singh, M.K. II. Mahadevan, Ananth. III. Series</p>

In CCC added entry for the collaborator is provided as follows:

MAIN ENTRY

	WM69 18	
	563	<p>ROLLAND (Romain) ()</p> <p>Gandhi: the man who became one with the universal being. Tr by Catherine D Growth, ed by N.N. Chatterji.</p>

For the above main entry, the added entries for the collaborators are shown here:

	GROWTH (Catherine D.) () Tr:	
	Rolland: Gandhi	wM69 18

		CHATTERJI (N. N.) (), <i>Ed.</i>
		Rolland : Gandhi. wM69 I8

4.5.3 Series Added Entry

According to the AACR2 the series added entry is shown below, for the main entry
Sown under 4.5.2

382.2 SIN/90		Modern management series Export management/edited by M.K. Singh and Ananth
26192		Mahadevan . - New Delhi : Discovery, 1990. xiv, 268 p. ; 22 cm . - (Modern management series) ISBN 81-7141-084-7 I. Exports. 2. International trade. I. Singh, M.K. II. Mahadevan; Ananth. III. Series.

According to CCC the added entry for series is shown here:

MAIN ENTRY

	2:51N3	qn60
		RANGANATHAN(Shiyali Ramamrita)(1892-1972) Colon Classification. Ed. 6
		2:51 N3 qn60
	1497	

For the above main entry, the series added entry is shown below:

		RANGANATHAN SERIES IN LIBRARY SCIENCE
	4	Ranganathan: Colon Classification. Ed. 6
		2:51N3 qn60

4.5.4 Subject Added Entry

As per AACR2 subject added entry is prepared as below, for the main entry shown under 4.5.1

658.15(540) BIS/90		FINANCIAL MANAGEMENT Biswasroy, Prasanna K.
26015		Corporate sickness and Institutional financing in India/Prasanna K. Biswasroy, Jagannath Panda and Pramod K. Sahu. - New Delhi: Ashish, 1990. xvi, 223 p. ; 22cm. ISBN 81-7024-296-7 I. Financial management. I. Panda, Jagannath. II. Sahu, Pramod K. III. Title.

According to CCC the added entries for subject for a dictionary catalogue is prepared as follows. In case of classified catalogue, subject added entries are covered under class index entries which are of general type and are derived by chain procedure.

MAIN ENTRY

		RANGANATHAN (Shiyali Ramamrita) (1892)
	9699	Colon Classification. Ed. 6 2:51N3 qn60

The subject added entry, for the above main entry, under dictionary catalogue, is shown in the next page.

		LIBRARY SCIENCE
		Ranganathan (Shiyali Ramanrita) (1892). Colon classification. Ed. 6 2:51N3 qn60

4.5.5 Title Added Entry

In AACR2 an added entry is made under the title proper if it has not been used as the main entry heading, or a subject heading, which differs from the title proper. For example the title added entry, for the main entry under 4.5.1. is shown here:

658.15(540) BIS/90		Corporate sickness Biswasroy, Prasanna K.
26015		Corporate sickness and Institutional financing in India. Prasanna K. Biswasroy, Jagannath Panda and Pramod K. Sanu. - New Delhi: Ashish, 1990. xvi, 223 p. ; 22cm. ISBN 81-7024-296-7 I. Financial management I. Panda, Jagannath II. Sanu, Pramod K. III. Title.

In CCG added entry for title is provided as follows :

	EVIN3	N28
	51010	JONES (T W) (1898) Hermes : the future of the chemistry.

For the above main entry, the added entry for title is given here :

	HERMES	
		By Jones EVIN3 N28

4.5.6 Reference Entry

Reference entries are of general type which are provided for pseudonyms, synonyms and variation in spellings, etc. Such entries are known as 'see' references. In addition to this 'see also' references are provided to direct the user from one heading to other related headings. For example:

(In case of Pseudonymous author)

	Porter, William Sydney.
	<i>See</i> O' Henry

(In case of spelling variation)

	Kapur, S.N.
	<i>See</i> Kapoor, S.N.

(In case of synonyms)

		INFRA RED RAYS
		<i>See</i> SPECTRUM

Entry for related headings

		RADIATION
		<i>See also</i> SPECTRUM

In case of CCC, they are known as the cross reference index entries. They cover the following types:

1. Alternative Name entry
2. Variant-Form-of-word entry
3. Pseudonym-Real-Name entry
4. Editor-to-series entry; and
5. Basic Generic-Name entry

Examples as given in CCC

1. Alternative Name entry

CHANAKYA ()

See

KAUTILYA ().

2. Variant-Form-of-word entry

MUKHERJI

See also

MOOKERJI

MUKERJEE

MUKERJI

MUKHERJEE

MUKOPADYAYA

3. Pseudonym-Real Name entry

CLEMENS (Samuel Langhorne) (1835-1910)

See

TWAIN (Mark), *Pseud*

4. Editor-to-series entry

REMMERS (H. H.), *Ed.*

See

EDUCATION FOR LIVING SERIES

5. Basic Generic-Name entry

LIBRARY

See also

DAYAL SINGH PUBLIC LIBRARY

DELHI PUBLIC LIBRARY

OSMANIA UNIVERSITY LIBRARY

4.5.7 Analytical Entries

AACR2 defines an analytical entry, "an entry for a part of an item for which a comprehensive entry has been made." These entries are prepared for parts or sections of a document, and will help in bringing to the notice of the readers the important topics contained in a larger document otherwise such topics get hidden in a document. For example,

333.31 SHA	Someshwara Rao, G.	
		<p>Present movement and organisation in Telengana/ G. Someshwara Rao . - p. 207-236 ; 22 cm.</p> <p>In Sharma, B.A.V., <i>ed.</i> Political economy of India: a study of land reforms policy of Andhra Pradesh . - New Delhi: Light & Life. 1980.</p>

According to CCC there are two types of analytical entries:

- i) author analytical
- ii) title analytical

Author Analytical entry

Eg:

WEBB (Sydney) (1859)
Diseases of organised society
Forming part of
Adams: Modern state. W. N.35

Title Analytical entry

Eg:

DISEASES OF organised society
By Webb
Forming part of
Adams : Modern state W N35

SELF CHECK EXERCISE -2

(a) List the types of added entries

Note: i) Give your answers in the space provided below.

ii) Compare your answer with the model answer given at the end of this unit

(b) Explain the purpose of 'See' and 'See also' reference entries

(c) Define and explain the purpose of 'analytical entries'.

4.6 SUMMING UP

The individual description about a document in a library is called as an 'entry', which forms a building block for a catalogue. Thus, the library catalogue comprises various unit records, prepared for each of the document under different headings to help the reader in two ways - to disclose the collection of a library and to fulfil multiple approaches of the readers. Among the various entries prepared for a document, one is designated as 'Main entry' and the rest are known as 'added entries'. The main entry represents the complete record of the item and the added entries provide additional access points.

Uniformity in preparation of entries is essential in order to guide the reader in ascertaining his reading requirements expeditiously and easily. The cataloguing codes have prescribed the standardised formats for description on main entry and added entries. AACR has given eight areas of description for a main entry whereas CCC has provided six sections. Such standardised practices will indeed help the cataloguers in production of main entries for a catalogue.

An added entry, as the term implies, is an entry in addition to the main entry. Such entries are prepared in order to fulfil the demands of different readers who approach the catalogue by other means of access points besides the main entry heading. An added entry in terms of unit card is a duplicate of main entry with an addition of appropriate headings. These entries reflect joint authors, editors, illustrators, translators, titles, subjects, and series.

4.7 MODEL ANSWERS

- 1 (a) A record of an item in a catalogue. An entry is the outcome of description based on the elements that are present in a document.
- (b) According to AACR2 the entry means "the complete unit of description about any item listed in a catalogue". Ranganathan defined the 'entry' as "ultimate unit record in a catalogue or a documentation list".

2. An entry, forms the basic unit for production of a catalogue to the collection of a library to facilitate the user to have access to documents. In order to satisfy their multiple approaches, the library has to provide various kinds of entries for each document under different headings.
3. The type of entries in a library catalogue are basically grouped under the following two categories :
 - 1) Main entry, and 2) Added entries
4. The main entry carries the complete cataloguing information of a document, presented in the form of an entry, to be uniformly identified or cited. Thus, it contains the maximum data elements about a document.
5. Each bibliographic record is given one or more access points through which the documents can be retrieved. An access point is presented in the form of heading added to the description. It is, therefore, concerned with the determination and assigning the access points (headings) in the entry.
6. (a) The parts of the main entry are:
 - 1) Heading; 2) Body of the entry; 3) Physical description;
 - 4) Series; 5) Note; 6) Standard number and terms of availability;
 - 7) Tracing and 8) Call number.(b) The Body of the main entry consists of the following elements:
 - i) Title and statement of responsibility
 - ii) Edition
 - iii) Material or type of publication, specific details, and
 - iv) Publication, Distribution(c) Tracing section indicates the information regarding the additional entries that are provided for the document, for all the approaches of author, title, subject, collaborators and series. The subject headings are numbered in Arabic numerals and the rest are shown in the Roman numbers.
(d) Information on place of publication, name of the publisher and the year of publication together is known as "imprint". This information is described in the area of "Publication, Distribution etc.", of the main entry.
7. (a) The parts of the main entry in the classified catalogue are:
 - 1) Leading section; 2) Heading section; 3) Title section;
 - 4) Note section, if any 5) Accession number and 6) Tracing section.(b) In CCC the heading section is the one which records authorship or its substitute elements: it also features; i) The leading section of the word entry; ii) Section-two of a call number, main entry of a book or of a class number entry of a periodicals publication; iii) Section three of a sec also "Subject entry"; iv) Section three of the cross reference index entry.
(c) The tracing section of main entry in CCC is given on the reverse of the card and it gives the information regarding the additional entries that are prepared for a document carrying the headings of : a) Cross reference entries; b) Class index entries; c) Book index entries; and d) Cross reference index entries.

8. AACR-II prescribed three levels of description in order to have the flexibility in their cataloguing policy, depending upon the size of collection, services etc.
9. (a) An added entry is "an entry, additional to the main entry, by which an item is represented in a catalogue; a secondary entry".
(b) Added entries are intended to help the users to find the document on various approaches to the collection of the library, through the headings in the entries.
10. (a) The different types of added entries in a library catalogue are: (i) joint author added entries; (ii) collaborators added entries, (iii) series added entries, (iv) subject added entries, (v) title added entry, (vi) reference added entries, and (vii) analytical added entries.
(b) A "See" reference directs the user of a catalogue from a form of the name of an author, corporate body, or the title of a work, not used as an access point (heading) to the one chosen as a heading or uniform title. The 'See also' references connect the related headings in a catalogue.
(c) An 'analytical entry' is a bibliographic record that describes a part or parts of a larger work contained within the work being catalogued. The purpose of preparing these analytical entries is to bring to the notice of the readers the significant parts or topics contained in the works.
11. In a card catalogue, the unit card system of providing multiple entries for an item is one which a basic card, complete with all bibliographical elements, is used as a unit for identical duplication of all necessary added entries with an addition of access points (heading) at the top of the card.

4.8 ASSIGNMENT

1. What is the difference between main entry and added entries ?
2. Outline the different parts of main entry in AACR2 and compare the constituting elements in them.
3. What is the difference between Added and Analytical Entries ?
4. Explain with examples different types of Added Entries.
5. Explain with examples the rendering the Subject Analyticals in CCC and AACR2.

4.9 RECOMMENDED BOOKS

- Anglo-American Cataloguing Rules*. 2nd ed. London: Library Association, 1986.
- Girja Kumar and Krishan Kumar. *Theory of Cataloguing*. 4th ed. New Delhi: Vikas, 1982.
- Hunter, Eric J. and Bakewell, K.G.B. *Cataloguing*. 2nd ed. London: Clive Bingley, 1983.
- Khan, M. A. *Cataloguing in Library Science*. New Delhi: Sarup & Sons, 1997.
- Livingstone, E.D. *Rudiments of Library Cataloguing: Theory and Practice*. Hyderabad: Hyderabad AP Public Library, Association, 1982.
- Ranganathan, S. R. *Classified Catalogue Code with additional rules for Dictionary Catalogue Code*. 5th ed. New Delhi: Asia publishing house, 1965.
- Sharp, Henry A. *Cataloguing: a textbook for use in libraries*. 5th ed. Bombay: Allied Publishers, 1964.

4.10 GLOSSARY

Analytical entry	: An entry for a part of an item for which a comprehensive entry has been made.
Bibliographic description	: Information about a document with regard to its various data elements example - author, title, edition, etc.
Cartographic material	: Any material representing in whole or in part, the earth or any celestial body at any scale; includes two and three -dimensional maps and plans; aeronautical, navigational and celestial charts; globes; block diagrams; sections; aerial, etc.
Entry	: A record of an item in a catalogue.
Indentation	: Designated vertical margins or space from left edge of the card at which points the entry begins.
Joint author	: A person who collaborates with one or more other persons to produce a work in relation to which the collaborators perform the same function.
Parallel title	: The title proper of an item in another language or script.
Reference	: A direction from one heading or entry to another.
Secondary entry	: See added entry.
'See also' Reference	: A reference from a heading to a less comprehensive or otherwise related heading.
'See' Reference	: A reference from a term or name not used as a heading to one that is used.
Tracing	: The record of the heading under which an item is represented in the catalogue.

4.11 MODEL EXAMINATION QUESTIONS

I. ESSAY QUESTIONS

- 1) What is main entry? Briefly describe various parts of a main entry in AACR2 and CCC with an example.
- 2) Define 'Added Entry' and list out various types of added entries prepared in AACR2 and CCC.

II. SHORT NOTES

- a) Multiple entries
- b) Reference entry

BLOCK - II CHOICE AND RENDERING OF HEADINGS

The name of the Author assumes paramount importance among all the elements present in a document. The cataloguing codes attempt in focusing problems involved in choice and rendering of the names of authors in the entries. Authors mainly fall in two groups namely Personal authors and Corporate bodies. Unit-5 discusses about the Personal names where a single author or more than one is responsible in his personal or individual capacity for the thought content of a document.

Unit-6 covers about the 'Corporate bodies' where the responsibility of the thought content of the document is owned by the corporate body namely institutions, associations, government agencies, conferences and other similar group of persons identified by a name.

In case if the authorship is neither the personal name nor the corporate body and is not traceable, it is diffused and uniform titles occupy the leading section of the entries. This was discussed in detail in Unit-7.

Unit-8 presents a detailed comparison of AACR and CCC, which will equip the students in analysing the cataloguing problems and understanding the solutions in shade of cataloguing rules.

BRAOU

UNIT-5 : PERSONAL NAMES

Contents

- 5.0 Aims and Objectives
- 5.1 Authorship
- 5.2 Personal Names
 - 5.2.1 Choice of Entry Heading
 - 5.2.2 Choice of Name
- 5.3 Entry Element
 - 5.3.1 Order of Elements
 - 5.3.2 Entry under Surname
 - 5.3.3 Entry under Title of Nobility
 - 5.3.4 Entry under Given Name
 - 5.3.5 Entry under Initials, letters, or numerals
 - 5.3.6 Entry under Phrase
- 5.4 Additions to Names
 - 5.4.1 British titles of honour
 - 5.4.2 Saints
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- 5.5 Indic Names
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 - 5.5.4 Sikh Names
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- 5.6 Muslim Names
- 5.7 Summing Up
- 5.8 Model Answers
- 5.9 Assignment
- 5.10 Recommended Books
- 5.11 Glossary
- 5.12 Model Examination Questions

5.0 AIMS AND OBJECTIVES

In this unit you are introduced to personal authors and the method of selecting and rendering the names of authors at the entry heading.

On studying this unit you will be able to:

- explain the concept of personal author

- identify the elements present in a name and the influence of socio-cultural factors on them
- identify the choice of entry elements among the elements in a name
- describe the name as the entry heading by sequencing the elements according to the choice determined.
- develop an insight into the various forms of names particularly the Indic and Western names.

5.1 INTRODUCTION

The choice of a name and the choice of entry element from the elements present in an author's name are crucial factors in formulation of entry heading. The author forms an important component for identification of his works and all the care has to be taken to identify the choice and correct rendering of the entry heading. Normally the documents are identified by the readers through author's approach in the catalogue and they remember the better known form of the author's name as such the entry heading should match the thinking of the readers. The selection of better known form of the author's name is not free from difficulties. The cultural background, the sociological environment and the geographical differences influence on the structure of the names of authors. Further the complexities of personal names, family names (surnames) and other elements associated with the names pose problems to the cataloguer in selection of appropriate form of heading for the entry. The clear understanding of those problems in the light of cataloguing codes will enable the cataloguer to determine the entry element and other elements from the name of an author and rendering the same on entry heading.

5.2 PERSONAL AUTHORSHIP

The concept of authorship in cataloguing is parallel to the tradition of scholarly practices. In the case of a person who is responsible in his personal or individual capacity for the thought content of a document, his work is known as that of a 'personal authorship'. It may be a case where thought content is shared by a single author or more than one. Apart from personal authors, there is another category of authorship known as corporate authors. The corporate authors are those where the responsibility of the thought content of a document is owned by the corporate body namely institutions, associations, government agencies, conferences and other similar group of persons identified by a name. It will be explained to you in detail about the corporate authors in the next unit. We are concerned here with the personal authors.

The personal author is defined in AACR2 as "The person chiefly responsible for the creation of the intellectual or artistic content of a work." The CCC defined personal author to mean "person as author, the responsibility for the thought and the expression constituting the work resting solely on his private capacity and not on the capacity of any office being held by him within a corporate body, nor on the capacity of that body".

In addition to personal authors, there are persons who join the author group in secondary position. Their contribution is very less compared to the authors and yet they contribute in bringing out the publications. Such persons are editors, compilers, translators, commentators and other collaborators. It, therefore, becomes necessary to consider collaborators role and provide them entries in the catalogue.

5.2.1 Personal Names

Many cataloguing difficulties are nearly reflections of problems and inconsistencies in the organisation of human society and intellectual activity. One source of many such problems is the way in which names are being used to refer to persons. The structure of personal names

differs from place to place. The author's usage, and the cultural background of the country are the frequently influencing factors. The name is usually given to the child immediately after birth by the parents or guardians. This name is automatically combined with the family name by virtue of being born in that family. Thereafter, the person is known by those elements in the name. At times, extra elements are also added to the name, consisting of honorific words, titles etc. Women also bring changes in their maiden names after marriage. Some authors adopt fanciful names, initials, which are other than their real names. The cataloguer has to keep his eyes wide open, examine the names carefully and provide solutions for all such problems.

5.2.2 Choice of Entry Heading

The important aspect in an entry is the heading. You have already been explained under Unit 5.4.2 that the entry heading is associated with choice of heading and rendering - of entry heading. Therefore our task is to identify and establish the name(s) of the author(s) under which the entry heading has to be made. In order to find out the choice of heading for personal authors, AACR-II and CCC have clearly explained under their rules. AACR-II has covered this under Chapter 21 and CCC has given under Part-G which may be studied.

These rules guide us in determining the choice of personal author among joint authors, collaborators, corporate authors, and in various other cases where personal authorship is involved. In addition to personal authors, the access has to be provided to collaborators through the headings of the added entries.

5.2.3 Choice of Name

The name as the heading in an entry at times poses problems to the cataloguer owing to the inconsistency in usage of the name. Some authors are better known under their assumed names rather than real name. Similarly in cases of authors who change their names particularly the married women. With regard to these types of names, AACR-II prescribes in general under Rule 22.1, that "Choose, as the basis of the heading for a person, the name by which he or she is commonly known. This may be the person's real name, pseudonym, title of nobility, nickname, initials, or other appellation". For example.

D.W Griffith (but not David Wark Griffith)

Maria Helena (but not Maria Helena Vaquinhas de Carvalho)

Jimmy Carter (but James Earl Carter)

Duke of Wellington (but not Arthur Wellesley)

Queen Elizabeth II

Sister Mary Joseph

SELF CHEK EXERCISE -1

Define 'Personal author'

Note: i) Give your answers in the space provided below.

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

5.3 ENTRY ELEMENT

Once the name of the person is selected for heading, the immediate task is to determine the entry element from the name. It has already been explained to you in Section 7.3 that a name comprises more than one element, representing the personal name, family name and other descriptions. The part of the name that initiates the heading in an entry is called 'entry element'. AACR2 provides clear guidelines for selection of an entry element from the name of a person under the rule 22.4. It is mentioned that "If a person's name (chosen according to 22.1 - 22.3) consists of several parts, select as the entry element that part of the name under which the person would normally be listed in authoritative alphabetic lists in his or her language or country. If, however, a person's preference is known to be different from the normal usage, follow that preference in selecting the entry element".

When we choose the entry element, out of the words representing the name, the remaining words in the name will represent the secondary element. While describing the name at the entry heading, the entry element occupies the first place and followed by the secondary element. The entry element and the secondary element are separated by a 'Comma' (.). In CCC the secondary element is always represented in 'parenthesis' ().

5.3.1 Order of Elements

If the entry element is the first element of the name, enter the name in direct order (22.4 B1). For example:

Rajendra Prasad

Tara Chand

Premchand

Ram Gopal

If the first element is a surname, follow it by a comma (22.4B2). For example:

Wu, Hsin-Chung (Name: Wu Hsin-Chung and Wu is surname)

Trinh, Van, Than (Name: Trinh Van Than and Surname: Trinh)

If the entry element is not the first element of the name, transpose the elements of the name preceding the entry element. Follow the entry element by a comma (.). (22.4B3). For example:

Cassatt, Mary (Name: Mary Cassatt)

Hancock, John (Name: John Hancock)

If the entry element is the proper name in a title of nobility, follow it by the personal name in direct order and then by the part of the title denoting rank. Precede the personal name and the part of the title denoting rank by commas. (Rule 22.41B4 and see 22.6) For example:

Camelford, Thomas Pitt, *Baron*

Caradon, Hug Foot, *Baron*

The selection of an entry element and the secondary element becomes simple, out of the name if the author clearly demarcates the personal name and the family name. As it was already explained to you that owing to the influence of socio-cultural and linguistic factors, the personal names have become complex and vary in structure. As such it is difficult to the cataloguer in selection of entry element. We will now attempt to understand these difficulties by taking a variety of names based on the geographical and cultural background.

SELF CHECK EXERCISE -2

What is Entry element'?

Note: i) Give your answers in the space provided below.

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

5.3.2 Entry Under Surname

The Western authors are better known under the surname. As such surname forms the entry element, and the forename (or the personal name) becomes the secondary element. The General rule in AACR2, under 22.5A specified that "Enter a name containing a surname under that surname unless subsequent rules (e.g. 22.6, 22.17, 22.28) provide for entry under a different element". For example:

Name	Entry element
David C.D. Rogers.	Rogers, David C.D.
R.K. Olding	Olding, R.K.
John H.Ball	Ball, John H.
Catherine Marshall	Marshall, Catherine
Malcolm Peel	Peel, Malcolm
Jill Lambert	Lambert, Jill

In all European languages the surnames are not common. There are many varieties of surnames such as of compound nature, with or without hyphen, with prefixes, with place names, title of nobility and terms of honour.

Compound Surname

Among the surnames there are some names comprising more than one word, or a set of words. The rule, 22.5C2 of AACR2 state that the entry should be according to the preferred form known. It prescribes "to enter a name containing a compound surname under the element by which the person bearing the name prefers to be entered. If this is unknown, enter the name under the element under which it is listed in reference sources in the person's language or country of residence".

For example:

Name : David Lloyd George

Entry under compound surname : Lloyd George, David

Hyphenated Surname

At times we come across certain names having the words in surname connected by a hyphen. Such names are known as hyphenated surnames. In such cases the entry can be made under the first element. The rule 22.5C3 of AACR2 says "if the elements of a compound surname are regularly or occasionally hyphenated enter under the first element". For example:

Hyphenated compound surnames

Entry

Theodore Watts-Dunton

Watts-Dunton, Theodore

Arthur Thomas Quiller-Couch

Quiller-Couch, Arthur Thomas

Cecil Day-Lewis

Day-Lewis, Cecil

Hans Lykke-Seest

Lykke-Seest, Hans

S.R. Ranganathan in his classified catalogue code (CCC) described under compound family name (HC1) that the compound surname is a "family name made up of two or more proper nouns, either 1) Connected by a hyphen; or 2) Connected by a conjunction or any other kind of auxiliary word; or 3) Written separately without any connecting symbol or auxiliary word."

CCC also prescribes the first element of the compound surname as the entry element.

For example:

Compound Name

Entry as

Giegio Levi Della Vida

DELLA VIDA (Giegio Levi)

Theodore Watts-Dunton

WATTS-DUNTON, (Theodore)

Arthur Thomas Quiller-Couch

QUILLER-COUCH, (Arthur Thomas)

Hermann Schui-Delitzsch

SCHUI-DELITZSCH, (Hermann)

The reference entries from other parts of the compound name may be made it preferred. Both, AACR2 and CCC agree on this aspect.

Surnames with prefixes

There are certain surnames consisting of an article, preposition, or both inclusive. Such prefixes may be of — A, Aa, de, le, Mac... etc. These names are entered according to the usage of the person's language or country, as they vary among different languages and countries.

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

This rule contains many specific examples of names in different languages. Only the most basic of those rules under the specific languages and language groups, are given below:

- 1) African : Enter under the prefix
Eg : De Killers, Anna Johanna Dorothea, Von Wielligh, Gideon Retief
- 2) Czech and Sloak: Enter under the part following the prefix
Eg : Zerotina, Karel
- 3) Dutch : Enter the part following the prefix unless the prefix is 'Ver'.
Eg : Braak, Mennoter; Hertoy, Amy den; Ver Bousen, Daizy
(Here the entry under prefix)
- 4) English : Enter under the prefix
Eg : D' Anverse, Knightly
De la Mare, Walter; Le Gallienna, Richard
- 5) French a) If the prefix consists of an article and a preposition, enter under that prefix.
Eg : La Bruy'e re, Ren'e
Des Granges, Charles-Mare

- b) Otherwise, enter under the part of the name following the preposition:
Eg : Musset, Alfred de
La Fontaina, Jean de
- 6) German a) If the prefix consists of an article or of a contraction of an article and preposition, enter under the prefix
Eg : Aus'm Weerth, Ernot
Vom Ende, Erich,
Zum Busch, Josef Paul
- b) Otherwise, enter under the part of the name following the prefix
Eg: Goethe, Johanna Wolfgang Von
Urff, George Ludwig Von and zu
- 7) Italian a) Enter modern names under prefix:
Eg : Da Pouli, Lorenzo
Del Lungo, Isidoro
Lo Savio, Niccolo'
- b) For medieval and early modern names, consult reference sources whether a prefix is part of a name:
Eg : Medici, Lorenzo de'
- 8) Portuguese: Enter under the part of the name following the prefix:
Eg : Fonseca, Martinho Augusto da
Rego, Jore Lins do.
- 9) Romanian : Enter under the prefix unless it is 'de'. In that case, enter under the part of the name following the prefix.
Eg : A Mariei, Vasile
Pus, Cariu, Emil de
- 10) Scandinavian: (Danish, Norwegian, Swedish): a) Enter under the part of the name following the prefix.
Eg : Hallstrom, Gunnar Johannes af Linne, Carl Von (German Origin)
- b) Under the prefix in case it is Dutch 'de' or of another origin:
Eg : De Geer, Gerard, (Dutch de)
La Cour, Jens Lassen (of French Origin)
- 11) Spanish a) If the prefix consists of an article only, enter under it:
Eg: Las Heras, Manual Antonio
- b) Enter all other names under the part following prefix:
Eg : Casas, Bartolome de las ; Rio, Antonio del
- 12) Other Prefixes: If the prefix is not an article, or preposition, or combination of the two enter under the prefix.
Eg : Ap Rhys Price, Henry Edward
Mac Donald, William
Fitz Gerald, David

5.3.3 Entry Under Title of Nobility

We do come across the names of the authors using their title of nobility in their names, like, Viscount, Barron etc. Another common form of nobility is conferring knighthood or bestowing title 'Sir', like- Sir Arthur Conon Doyle, Sir Walter Scot, and so on.

In such cases the General rule under 22.6 of AACR2 prescribes that "Enter under the proper name in a title of nobility (including courtesy titles) if the person is commonly known by

that title. Apply this rule to those persons who (1) use their titles rather than their surnames in their works or (2) are listed under their titles in reference sources. Follow the proper name in the title by the personal name (excluding unused forenames) in direct order and the term of rank in the vernacular. Omit the surname and term of rank if the person does not use a term of rank or a substitute for it. e.g.

Byron, George Gordon, *Baron*

Nairne, Carolina, Nairne *Baroness*

Bolingbroke, Henry St. John, *Viscount*

Norwich, John Julius

5.3.4 Entry Under Given Name

Under 22.8 of AACR2 prescribes, "Enter a name that does not include a surname and that is borne by a person who is not identified by a title of nobility under the part of name under which the person is listed in reference sources. Include in the name any words or phrases denoting place of origin, domicile, occupation, or other characteristics that are commonly associated with the name in works by the person or in reference sources". e.g.

John, *the Baptist*

Alexander, *of Aphrodisias*

Thomas, *of Sutton*

5.3.5 Entry Under Initials, Letters, Or Numbers

The rule 22.10 prescribes to enter a name consisting of initials, or separate letters or numerals, or consisting primarily of initials, under those initials, letters, or numerals in direct order. Include any typographic devices that follow the letters. Include any words or phrases associated with the initials, letters, or numerals. In the case of initials or letters, make a name title reference from an inverted form beginning with the last letter for each item catalogued. Make a reference from any phrase associated with the initials required. In the case of numerals, make a name-title, reference from the numbers as words for each item catalogued. e.g.

H. D.

x D., H

By Avon River

x D., H.

The flowering of the rod

(etc.)

A. de O.

x O., A. de

Indiscretions of Dr. Carstairs

D.S., Master

x S., D., Master

x Master D.S.

110908

x One Hundred and Ten Thousand, Nine Hundred and Eight

"Per ardua ad astra"

x "One, one, zero, nine, zero, eight"

"Per ardua ad astra"

5.3.6 Entry Under Phrase

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

Dr. X

x X, Dr.

Father Time

Mr. Fixit

Pan Painter

Maitre de Mouline

x Master of Mouline

Other, A.N.

x A.N. Other

River (Writer)

Taj Mahal (Musician)

Fannie, Cousin

x Cousin Fannie

Pseudo-Brutus

See also Brutus, Marcus Junius

Brutus, Marcus Junius

For the Greek letters erroneously attributed to this person

see Pseudo-Brutus

Physician

Memoir of Bowman Henry.../by a physician

Author of Early impressions

The unveiled heart: a simple story /by the author of Early impressions

x Early impressions, Author of

SELF CHECK EXERCISE -3

Mention a few compound surnames, particularly hyphenated and with prefixes.

Note: i) Give your answers in the space provided below.

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

5.4 ADDITIONS TO NAMES

Additions to names include Title of Nobility and Terms of Honour and Address, etc.

Under the rule 22.12 it specifies that "add to the name of a nobleman or noblewoman, not entered under title of nobility in the vernacular if the title or part of the title or a substitute for the title commonly appears with the name in works by the person or in reference sources. In case of doubt, add the title". e.g.

Bismarck, Otto, *Furst von*

Nagy Pal *felsobuki*

Sevigne, Marie Rabutin-Chantal, *marquise de*

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

5.4.1 British Titles of Honour

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

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

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

Landseer, *Sir* Edwin (Knight)

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

5.4.2 Saints

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

Alban, *Saint*

John, *Climacus, Saint*

More, *Sir* Thomas, *Saint*

Arundel, Philip Howard, *Earl of, Saint*

Augustine, *Saint, Archbishop of Canterbury*

of the building up of a catalogue to library
collection on which the present book the first of the
description of the document made the second of the
catalogue are as old as the organized collection on
the librarians. Printed book form, sheet form, &
Bound register form, Card form and
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forms of our catalogues, particularly used for
maintaining their catalogues in register form.
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Up-to-date as far as the library printed main catalogues
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Place: Fremont Area
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Cataloguing requirement various procedures that are followed in preparing the of the reading material as the entries are prepared.

An accession register record of each book. A book

When processing a book into a library, the following steps are followed:

- 1. Identification of the book
- 2. Classification of the book
- 3. Cataloguing of the book
- 4. Labeling of the book
- 5. Shelving of the book

The first step is to identify the book. This is done by looking at the title, author, and publisher. The next step is to classify the book according to its subject matter. This is done using a classification scheme such as the Dewey Decimal Classification.

1. Identification of the book	2. Classification of the book	3. Cataloguing of the book	4. Labeling of the book	5. Shelving of the book
Identification of the book	Classification of the book	Cataloguing of the book	Labeling of the book	Shelving of the book
Identification of the book	Classification of the book	Cataloguing of the book	Labeling of the book	Shelving of the book

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Kotler, Philip
Marketing management: analysis, planning, implementation, and control, 1992

1. Identification of the book
2. Classification of the book
3. Cataloguing of the book
4. Labeling of the book
5. Shelving of the book

Statement of
Library

2
3
4
5

The cataloguing process is a systematic way of organizing books in a library. It involves identifying the book, classifying it, and then adding it to the library's collection. The cataloguing process is essential for the library to be able to find and provide books to its users.

alty

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

), Emperor of Japan

ing of England

n II, Queen of the United Kingdom

II, Emperor of Russia

2.17B states that "add to a name identifying a pope the designation *Pope*". e.g.

Pope

Pope

gory, Saint, Popeory I

gory, the Great, I

ame identifying a pope the designation *Antipope*.

II, Antipope.

etc.,

ule 22.17C it q "if a bishop, cardinal, archbishop, metropolitan, abbot, or high ecclesiastical is identified by a given name, add the title (in English or satisfactory English) rank. If the person has borne more than one such title, give

Use Bishop for all bishops other than cardinals. Use Use Cardinal for cardinal-bishops, cardinal-priests, a diocesan bishop or archbishop or of a patriarch the is an English form e.g.

bishop for a

r persons s

ons. Add

see, in E'

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Bishop

IAN

s from the names in Western countries having uniform problems, which have been discussed in detail by Dr 'e nne Code'. Before the advent of the caste system the surnames or proper or personal names like 'Bhanabath',

interesting study. A number of factors have contributed surnames, customs, superstition, community, castes, occupation, and language, etc. After muslim invasion of India, the structure of Indian names. Western impact further languages and dialects of different regions also have names. North Indian names consist of given names and family name.

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

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

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

V. Ramakrishnan becomes

V.R. Krishnan (where Rama is converted in

Veera Raghava Chari becomes

V.C. Raghava (On conversion for V= Veetari) - this is a fanciful conversion

Treatment of Indic names in AACR2 foading is explained in the following subsections.

5.5.1 Early Indic Names

The AACR2, under the rule 22.25A for names, prescribes that "enter an Indic name borne by a person who flourished before the nineteenth century under the first word of the personal element name, ignore and religious terms of address that may precede it (*Sri, Shri, Swami, Acharya, M* etc.). Do not include the enclitic "ji" (or -jee) sometimes added to the personal name: e.g.

Panini

Isvara Kaula

"Enter the name of an ancient or mediator or an author (usually, Jain) of a prakrit text under the Sanskrit form of the

Aryabhata

x Arya Bhata

Bhattoji Diksita

"Include a title (*Shri, Sri, Swami, swathi, Muni, Gani, etc.*) as an integral part of the name if it appears in the sources". e.g.

Chandrakant Swamy

Shankaracharya

Sriharsha

5.4.3 Royalty

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

Hirohito, *Emperor of Japan*

John, *King of England*

Elizabeth II, *Queen of the United Kingdom*

Nicholas II, *Emperor of Russia*

5.4.4 Popes

The rule 22.17B states that "add to a name identifying a pope the designation *Pope*". e.g.

Pius XII, *Pope*

Gregory I, *Pope*

not Gregory, *Saint*, Pope Gregory I

not Gregory, the Great, *Pope*

Add to a name identifying an antipope the designation *Antipope*.

Clement VII, *Antipope*.

5.4.5 Bishops, Etc.,

Under the rule 22.17C it quotes that "if a bishop, cardinal, archbishop, metropolitan, abbot, abess or other high ecclesiastical official is identified by a given name, add the title (in English if there is a satisfactory English equivalent). If the person has borne more than one such title, give the one of highest rank.

Use Archbishop for archbishops. Use Bishop for all bishops other than cardinals. Use Chorepiscopus for persons so designated. Use Cardinal for cardinal-bishops, cardinal-priests, and cardinal-deacons. Add to the title of a diocesan bishop or archbishop or of a patriarch the name of the latest see, in English if there is an English form e.g.

Bessarion, *Cardinal*

Joannes, *Bishop of Ephesus*

Runcius I, *Bishop of Limoges*

5.5 INDIC NAMES

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

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

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

Yashwant Rao Balvanth Rao Chavan

Mohandas Karamchand Gandhi

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

V. Ramakrishnan becomes

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

Veera Raghava Chari becomes

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

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

5.5.1 Early Indic Names

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

Panini

Isvara Kaula

"Enter the name of an ancient or medieval Sanskrit author or an author (usually, Jain) of a Prakrit text under the Sanskrit form of the name". e.g.

Aryabhata

x Arya Bhata

Bhattoji Diksita

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

Chandrakant Swamy

Shankaracharya

Sriharsha

5.5.2 Modern Indic Names

The rule 22.25B of Modern Indic names specifies that an Indic name of a person flourishing after the middle of the nineteenth century should be entered under the surname or the name that the person is known to have used as a surname. If there is no surname, enter under the last name. e.g.

Dutt, Ramesh Chander

Krishna Menon, V.K.

Das Gupta, Hemendra Nath

5.5.3 Kannada, Malayalam, Tamil and Telugu Names

For the names of Kannada, Malayalam, Tamil and Telugu, the rule 22.25B1 says that "if a name in one of these languages does not contain a surname or a name known to have been used by the person who bears the name as surname, enter under the given name. Given names in these languages are normally preceded by a place name and occasionally by the fathers given name and may be followed by a caste name". e.g.

Shankaran Nair, C., *Sir*

(Shankaran : Given name)

(Nair : Caste name)

(C= Chettur : House name)

Radhakrishnan, S.

(Given name: Radhakrishnan)

(Initial of place name: S = Saryepalli)

5.5.4 Sikh Names

The rule 22.25B2 for 'Sikh names' mentions that "enter a Sikh name of a person who does not use *Singh* or *Kaur* as a surname under the first of his or her names (the given name), e.g.

Amrit Kaur

Mehtab Singh

5.5.5 Religious Names

For Religious names, the code under rule 22.25B3 prescribes that "enter a modern person of religious vocation (whether Hindu, Buddhist, or Jain) under the religious name. Add the religious title. e.g.

Chimnayananda, *Swami*

Ramana, *Maharshi*

Punya Vijaya, *Muni*

Sangharakshita, *Bhikshi*

5.5.6 Variant Spellings of Indic Names

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

Agarwal	Aiyar	Ayengar
Agarwala	Aiar	Ayanger
Agarwalla	Ayar	Ayengar
Agerwal	Ayyar	Ayyangar
Aggarwal	Ayyer	Iyengar
Agrawal	Iyer	Iyenger

Benerje	Bhattacharya	Chakravarti
Bencerjee	Bhattacharyya	Chakravarty
Benerjea	Bhattacharji	Chakrabarti
Benerjee	Bhattarjea	Chakraborty
Benerji		Chakravorthy

Chatterji	Chaudhari	Mokerji
Chatterjie	Chaudhry	Mokerjia
Chatterjee	Chawdhury	Mokkerjee
Chattetjea	Choudri	Mukharji
Chattarji	Chowdari	Mukherje
	Chowdhooory	Mukhorjee

Once a name with a specific spelling is adopted, follow it consistently and for other varying spellings a reference may be made.

SELF CHECK EXERCISE-4

How are Indic names different from Western names?

Note: i) Give your answers in the space provided below.

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

5.6 MUSLIM NAMES

The main source of giving personal name to Muslim is the ninety nine names of God and ninety nine names of prophet Mohammed and the names of other prophets as mentioned in the Holy 'Quaran'. With the spread of 'Islam', the Muslim names have undergone changes. The

old patterns were dropped and new ones are adopted. Words like *Mohammed, Ali, Abdullah*, etc., were used as personal names so intensively that they ceased to have distinctive value unless compounded with other names. The Arabic names have influenced the Muslim personal names of every region and hence India is no exception.

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

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

Personal name of *ism*, also called '*alam*'.

Paternal or matronymical name, called *Kunyah*.

Literary name assumed by the author is called *takhalus*.

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

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

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

Mohammad Iqbal

Allama Iqbal

Sheikh Mohammad Iqbal

Dr. Mohammad Iqbal

AACR2

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

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

Rashid al-Din Tabib

Sadar al-Din al-Qunawi, Muhammad ibn Ishaq

x Muhammad ibn Ishaq al-Qunawi, Sadr al-Din

x al-Qunawi, Sadr Al-Din Muhammad ibn Ishaq

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

Abu al-Bamkat Hibat Allah ibn 'Ali

x Hibat Allah ibn 'Ali, *Abu* al-Barakat

Abu Hurayrah

ISM : (given name)

Malik ibn Anas

Ghulam Hasan Khuyihami

x Khuyihami, Ghulam Hasan

Nidirah Khatun

x Khatun, Nadirah

PATRONUMIC : (typically a compound with *Ibn* as the first word)

Ibn Hisham, 'Abd al-Malik

x 'Abd mal-Malik ibn Hishain

Ibn Hazm, 'Ali ibn Ahmad

x 'Ali ibn Ahmad ibn Hazm

OTHER NAMES : (Laqab descriptive epithet)

al-Jahiz, 'Amr ibn Bahr

x 'Amr ibn Bahr al-Jahiz

Mirza Khan Ansari

x Ansari, Marza Khan

Nisbah (proper adjective ending in i, indicating origin, residence or other circumstances)

al-Bukhari, Muhammad ibn Isma'il

x Muhammad ibn Isma'il al-Bukhari

'Abbasi., 'Ali Ahmad

x 'Ali Ahmad 'Abbasi

Takhallus (pen name)

Qa'ani, Habib Allah Shirazi

x Habib Allah Shirazi Qa'ani

'Ibrat, Zafar Hasan

x Zafar Hasan 'Ibrat

CCC

In classified catalogue code, Ranganathan says that "it is no easy matter for cataloguers without a special knowledge of Arabic culture to deal with names of such complexity. Generally, the volumes of the 'British Museum Catalogue', dealing with books in Muslim languages and the entries in the 'Encyclopaedia of Islam' will be of help in deciding the significance and the sequence of the words in Arabic names. But mostly the Muslim names of the Indian origin are not much complicated as the modern muslim writers have been adopting the European pattern of initializing the first part of their names and also by using the last word (s) as a surname; e.g.

M.C. Chagla	...	CHAGLA (M C)
S.K.A. Kasmī	...	KASMI (S K A)
S. Bashiruddin	...	BASHIRUDDIN (S)

When it is difficult to distinguish the surname from the full name, the name as a whole should be rendered and cross references should be provided.

No special difference is found in Muslim names of Syria, Egypt, Iran, Turkey and those of India and Pakistan. Except in India and Pakistan in other countries it has been made obligatory by various decrees and orders for Muslims to adopt one surname, family name or the other. No Such obligation has so far been imposed on Muslims of India and Pakistan.

In case of Muslims of India and Pakistan the entry is generally made under the personal name unless the author intends to use the surname. There is hardly any difference to be noted amongst the names of Shiahs, and Sunnis.

SELF CHECK EXERCISE-5

What are the different constituent elements in Muslim names?

Note: i) Give your answers in the space provided below.

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

5.7 SUMMING UP

Names of persons can be authors or subjects of the documents. They do appear as heading as the access points in cataloguing entries. Such an author catalogue will be effective in meeting the user approach. Thus, a library catalogue code has to attach due importance to them. At the same time, the cataloguer must ensure uniformity in choosing and rendering of the personal names as heading. This is possible only when he gets acquaintance with how different names are formed and used. The structure of personal names is not an easy one. The formation of names varies from culture to culture. Present day names have evolved over a period of time and have been undergoing changes, thus creating problems to cataloguers.

Indian names differ in several ways and pose problems in rendering, unlike the names of European languages (Western names), having the uniform pattern of names. Religious beliefs, customs, community, cultural background and languages are some of the important factors contributed to the structure of Hindu names. The Muslim personal names are based on the ninety nine names of God, prophet Mohammad as stated in Holy 'Quran'. A detailed explanation is given on Western, Indic and Muslim names. The choice of heading, form of entry heading, entry element under Surname (Including the compound, hyphenated, and prefixes) with additions to the headings are clearly discussed as prescribed in AACR2 and CCC in this unit.

5.8 MODEL ANSWERS

1. The personal author is defined in AACR2 as "the person chiefly responsible for the creation of the intellectual or artistic content of a work". According to CCC, 'Person as author, the responsibility for the thought and the expression constituting the work resting solely on his private capacity and not on the capacity of any office being held by him within a corporate body, nor on the capacity of that body'.

- The part of the personal name that initiates the heading in an entry is called 'entry element'. AACR2 prescribes that if a person's name consists of several parts, select as the entry element that part of the name under which the person would normally be listed in authoritative alphabetic lists in his/her language or country. While describing the name as the entry heading, the entry element occupies the first place.
- There are many varieties of surnames, such as of compound nature, hyphenated, with prefixes, etc. for example.

Name	Entry under
Mark Bonham Carter	Bonham Carter, Mark
Cecil Day-Lewis	Day-Lewis, Cecil
Paul Henry-Bordeaux	Henry-Bordeaux, Paul
Hans Lykke-Seest	Lykke-Seest, Hans
Luisa Landova-Stychova	Landova-Stychava, Luisa
Anna Johanna Dorothea De Villiers	De Villiers, Anna Johanna Dorothea
Stephanus Johannes Du Toit	Du Toit, Stophanus Johannes
Gideon Relief Von Wielligh	Von Wielligh, Gideon Relief
Richard Le Gallienne	Le Gallienne, Richard
William MacDonald	MacDonald, William

- The Western names have the uniform pattern, consisting of personal name and surname. But the Indian names differ in many ways. Several factors have contributed to the structure of Indic names such as religious beliefs, customs superstition, community, caste, occupation, hereditary profession, cultural background, and languages, etc.

5.9 ASSIGNMENTS

- What is personal name, proper name, surname, family name? Explain with examples.
- Write an essay on Indic names and Muslim names.

5.10 RECOMMENDED BOOKS

Anglo-American Cataloguing Rules. 2nd ed. Chicago : American Library Association, 1988. (Chapters 21 and 22)

IFLA : Names of persons-national usage or entry in catalogues / ed by A.H. chapling. Kent : IFLA, 1967.

Parameshwaran, M. *Anglo-American Cataloguing Rules II and CCC 5 : A Comparative Study*. Delhi : ESS ESS, 1989 (2V).

Ranganathan, S.R. *Classified Catalogue Code*. 5th ed. Bombay : Asa Publishing House, 1964.

5.11 GLOSSARY

- Forename :** A name that precedes family name or class name or surname, a Christian or personal name. It is a name or part of a name which designates a person or individual and distinguishes him from others bearing the same family name, surname or class name. Also called given name, personal name.
- Personal Author :** The person chiefly responsible for the creation of the intellectual or artistic content of a work. For example writers of book and composers of Music are the authors of the works they create; compilers of bibliographies are the authors of those bibliographies; Cartographers are the authors of their maps; and artists and photographers are the authors of the works they create. In addition, in certain cases performers are the authors of sound recordings, films, and video recordings.
- Surname :** A family name which a person uses in conjunction with his personal name. He bears it in common with other members of a group who are related to him. It is used, often without his personal names, and sometimes in conjunction with a title or address, when referring to him outside the circle of his personal acquaintance. It is the name used as a heading for entries in a catalogue or bibliography.
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5.12 MODEL EXAMINATION QUESTIONS

I. ESSAY QUESTIONS

- 1) What is Personal Authorship? Explain briefly the choice of entry heading for different types of personal names.
- 2) Discuss briefly the problems encountered in deciding entry heading of Indic names.

II. SHORT NOTES

- a) Muslim Names
- b) Indic names with variant spellings

UNIT-6 : CORPORATE BODIES

Contents

- 6.0 Aims and Objectives
- 6.1 Introduction
- 6.2 Corporate Bodies
 - 6.2.1 Definitions
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 - 6.2.3 Choice of Heading
 - 6.2.4 Rendering of Names
- 6.3 Types of Corporate Bodies
 - 6.3.1 Institutions, Associations, Societies
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 - 6.3.3 Conferences, Congresses, Meetings, etc.
- 6.4 Summing Up
- 6.5 Model Answers
- 6.6 Assignment
- 6.7 Recommended Books
- 6.8 Glossary
- 6.9 Model Examination Questions

6.0 AIMS AND OBJECTIVES

Corporate authors exist parallel to personal authors. In this unit you will be introduced to the concepts of corporate bodies, corporate authors, and methods of choosing the corporate author for the entry heading:

On studying this unit you will be able to:

- recognise corporate authors
- identify the various groups of corporate authors - Institutions, Governments, Conferences, etc.
- distinguish the choice and rendering of the names of corporate authors.

6.1 INTRODUCTION

The term corporate body is a general term and taken in its broad sense as it designates a group of individuals considered as a unit. But such groups vary greatly (i) according to the degree and kind of relationship by which their members are connected, (ii) according to their duration, as collective group and (iii) according to whether they have a collective identifying name or not. For cataloguing purpose we should have clear understanding of the corporate bodies and the complexities associated with them. The corporate body is an elusive term which takes into its fold all types of bodies with or without firm organisation, usually with a distinctive name but at times even without a name. They have the sub-ordinate bodies at different hierarchical

levels and they create temporary bodies for specific purposes. The cataloguer has to examine all such cases and identify the corporate authors from them.

6.2 CORPORATE BODIES

6.2.1 Definitions

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

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

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

6.2.2 Corporate Authorship

Parallel to personal authors there exist corporate authors. The personal authorship is entirely dependent on the nature of work, whether an individual writes a literary or scientific work, composes music, produces his drawings, or photographs etc. The result is always his own work, and it is the intellectual property of the individual. In contrast, the activities of a corporate body which may result in a work of corporate authorship are much more restricted. In general only works of certain character or nature may be considered as being the result of the creative or organising activity of a corporate body. It therefore, explains that the corporate body takes the responsibility of the thought content of the document.

One of the definitions suggested is, "a work should be considered to be of corporate authorship if it may be concluded by its character or nature that it is necessarily the result of the creative and/or organisational activity of a corporate body as whole and not the result of an independent creative activity of the individual(s) who drafted it". According to Ranganathan a corporate body becomes the author provided the responsibility for the thought and expression constituting the work resting solely on it or any organ of it and not on the private capacity of any person or persons forming part of or holding office in or in any other way connected with that body. Thus the corporate authors have impersonal character and the identifications and search of corporate headings, present more problems than any type of heading.

SELF CHECK EXERCISE-1

(a) What is corporate body? Define.

Note: i) Give your answers in the space provided below.

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

(b) Explain 'corporate authorship'.

6.2.3 Choice of Headings

AACR2 under its general rule 21.1B2 prescribes that "enter a work emanating from one or more corporate bodies under the heading for the appropriate corporate body if it falls into one or more of the following categories".

- (a) those of an administrative nature dealing with the corporate body itself
 - or its internal policies, procedures and/or operations or its finances
 - or its officers and/or staff
 - or its resources (e.g. catalogues, inventories, membership directories)
- (b) some legal and governmental works of the following types:
 - laws
 - decrees of the chief executive that have the force of law
 - administrative regulations
 - treaties, etc.
 - court decisions
 - legislative
- (c) those that record the collective thought of the body (e.g. reports of commissions, committees, etc., official statements of position on external policies)

- (d) those that report the collective activity of a conference (Proceedings, collected papers, etc.) of an expedition (results of exploration, investigation, etc.), or of an event (an exhibition, fair, festival, etc.) falling within the definition of a corporate body, provided that the conference, expedition, or event is prominently named in the item being catalogued.
- (e) sound recording, films, and video recordings resulting from the collective activity of a performing group as a whole where the responsibility of the group goes beyond that of a mere performance, execution, etc."

6.2.4 Rendering of Names

The basic rule 24.1 prescribes that enter a corporate body directly under the name by which it is commonly identified, except when the rules that follow provide for entering it under the name of a higher or related body or under the name of a government.

Determine the name by which a corporate body is commonly identified from items issued by that body in its language or, when this condition does not apply, from reference sources.

If the name of a corporate body consists of or contains initials, omit or include full stops and other marks of punctuation according to the predominant usage of the body. In case of doubt omit the full stops, etc. Do not leave a space between a full stop and a letter etc. However, make references for other forms of the name of a corporate body'. e.g.,

Aslib

British Museum

Unesco

Radio Society of Great Britain

Royal Aeronautical Society

Yale University

Society for Information Science

Dr B R Ambedkar Open University

6.3 TYPES OF CORPORATE BODIES

The AACRI under the definition of corporate body, includes the bodies namely, institutions, associations, business firms, nonprofit enterprises, government and government agencies, religious bodies, local churches and conferences. It further considers the adhoc events such as exhibitions, fairs, festivals and other bodies. For our easy understanding, we may group these corporate bodies under the following categories:

- Institutions, associations, societies and other non-profit enterprises.
- Governments, and government agencies.
- Conferences, congresses, meetings, etc.
- Other bodies like exhibitions, fairs, festivals, etc.

SELF CHECK EXERCISE-2

Mention the types of Corporate Bodies.

Note: i) Give your answers in the space provided below.

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

6.3.1 Institutions, Associations, Societies

AACR2:

The general definition of corporate bodies given under rule 21.1B1 is applicable to Institutions, Associations, Societies, including their subordinate bodies. The works produced by these bodies are entered as per the basic rule 24.1 mentioned earlier. For example:

- Indian Institute of Science
- Indian Library Association.
- Royal Asiatic Society
- Radio Society of Great Britain

In the case of two or more bodies, having the same name or names so similar that they may be confused, add the name of the place. If the body has a character that is natural, state, provincial, add the name of the country, state, province etc., in which it is located. For example:

- Indian Institute of Management (Bangalore)
- Indian Institute of Management (Ahmedabad)
- National Research Council (Japan) -
- National Research Council (Canada)

Enter a subordinate body or a related body, directly under its own name when it is commonly so identified. For example:

- Association of College and Research Libraries
 - x American Library Association
- Association of College and Research Libraries.

- Bajaj Institute of Management
 - x University of Bombay
- Bajaj Institute of Management.

Enter a subordinate or related body as sub-heading of the body to which it is sub-ordinated or related. For example:

- British Broadcasting Corporation. *Engineering Division.*
- Stanford University. *Department of Civil Engineering.*

A name that contains a word normally implying administrative subordination, for example: Committee, Commission, providing the name of the higher body is required for identification of the sub-ordinate body. For example:

International Council on Social Welfare. *Canadian Committee*
not under Canadian Committee.

University of Wales. *University Commission*
not under University Commission.

Treatment In CCC

The term institution in CCC has wider scope to include all sorts of corporate bodies, excepting government and conferences. It is evident by the definition "any autonomous or even non-autonomous organisation, engaged in the work of research, production, commerce and supply of commodities and services to the public, may have to be taken to be the institutional author for a work for where thought and expression it is responsible. It is so even if the institution is owned and managed by the government".

For rendering the institutions CCC has prescribed that:

i) **Initial article** : In rendering the name of an Institution, the initial article is to be omitted.

Eg: THE ASIATIC SOCIETY OF BENGAL

ASIATIC SOCIETY OF BENGAL

ii) **Honorific Word** : In rendering the name of an institution, every honorific word, not forming as inseparable part of the name, is to be omitted, if found either at the beginning or at the end, or in any other position in the name.

Eg: ACCADEMIA NAZIONALE DEL LINCEI

(Reale' at the beginning at the name of this institute is omitted as it is a separable honorific word)

iii) **Title of Honour of Person** : In rendering the name of a person, carrying an initial term denoting a title of honour or distinction, or profession, that initial term is to be omitted.

Eg: HEBER COUEGE (and not BISHOP COUEGE)

SRINIVASA SASTRI ENTERTAINMENT COMMITTEE

and not RT. HON'BLE SRINIVASA SASTRY ENTERTAINMENT
COMMITTEE

Numeral at the Beginning : In rendering the name of an Institution beginning with Numerical Figure, the Numeral is to be spelt out in the language of the rest of the words in the name of the Institution.

Eg: TWENTIETH CENTURY MEMORIAL SOCIETY,
and not 20th CENTURY MEMORIAL SOCIETY

Individualising element : If the base name of an institution does not individualise it, the Individual element to be used for resolving the Homonym is to be the term denoting its: (1) place, if it is a localised institution; (2) country if it has a national status; (3) constituent state, Taluk etc., Institution; and (4) Headquarters, if it cannot be individualised conveniently by any of the terms mentioned in 1, 2, and 3 above:

Eg: LABOUR PARTY (CANADA)

LABOUR PARTY (GREAT BRITAIN)

TEACHERS' GUILD (SALEM)

TEACHERS' GUILD (TANJAVUR)

Year of Foundation : If the Individualising element prescribed in Sec JD2 and/or the presence of the name of a place or of a person as an integral part of the name of the Institution does not completely resolve the Homonym, the Year of Foundation of the Institution is to be used as a Second Individualising Element.

- Eg:
1. CINCINNATI MEDICAL SOCIETY (1829)
 2. CINCINNATI MEDICAL SOCIETY (1837)
 3. STATE AGRICULTURAL SOCIETY (South Carolina) (1839)
 4. STATE AGRICULTURAL SOCIETY (South Carolina) (1855)

Organ of an Institution

If the Corporate Body is an Organ of an Institution, a Multiple Corporate Heading is to be used.

Eg : UNIVERSITY COLLEGE LONDON, COMMUNICATION RESEARCH CENTRE

SELF-CHECK EXERCISE-3

Define the term 'Institution' as corporate author according to CCC.

Note: i) Give your answers in the space provided below.

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

6.3.2 Governments and Government Agencies

AACR2

Government is considered as an information agency producing a large number of publications. They not only bring out books and reports but a variety of documents including the unpublished which forms authentic and reliable source of information. Such publications are issued by whole Government or an organ of the Government or temporary organ like Committee and Commission, etc. A government is explained as a corporate body (having executive, legislative, and judicial powers) exercising the power on a territorial jurisdiction.

AACR2 prescribes under rule 24.3E that the conventional name of a government should be used unless, the official name is in common use. The conventional name of a government is the geographic name of the area (country, province, state, country, municipality, etc) over which the government exercises jurisdiction". For example:

France

not Republique francaise

Arlington

not Town of Arlington

Additions : If governments with the same name are not differentiated, make a further addition to individualise it. For example:

- Darmstadt (Germany: Landkreis)
- Dramstadt (Germany: Reigierungsbezirk)]
- Quebec (Canada: Province)
- Quebec (Quebec: State)
- Quebec (Quebec: Country)

Government Bodies

The General rule 24.17 says that "Enter a body created or controlled by a government under its own name unless it belongs to one or more of the types listed under the Government agencies below. However, if a body is subordinate to a higher body that is entered under its own name, formulate the heading for the subordinate body. Refer to the name of a government agency entered independently from its name in the form of a subheading of the name of the government. For example:

- Boundry Commission for England
x United Kingdom. Boundry Commission for England.
- Canada Institute for Scientific and Technical Information
x Canada. Institute for Scientific and Technical Information.

Government Agencies entered Subordinately

Enter a government agency subordinately if it belongs to one or more of the following types:

Type (1) An agency with a name containing a term that by definition implies that the body is part of another. e.g. department, division, section, branch, and their equivalents in other languages. e.g.:

United States. *Division of Wildlife Service.*

Type (2) An agency with a name containing a word that normally implies administrative subordination (e.g. committee, commission) providing the name of the government is required for the identification of the agency. e.g.:

Canada. *Royal Commission on Banking and Finance*

United Kingdom. *Central Office of Information.*

Type (3) An agency with a name that has been, or is likely to be, used as the name of another agency, providing the name of the government is required for the identification of the agency. e.g.:

United States. Environmental Protection Agency

Name : Environmental Protection Agency

Type (4) An agency that is a ministry or similar major executive agency (i.e., one that has no other agency above it) as defined by official publications of the government in question. e.g.:

United Kingdom. *Ministry of Defence.*

Type (5) Legislative Bodies: e.g.:

United Kingdom. *Parliament*

- United States. *Congress*
- Type (6) Courts:
Ontario. *High Court of Justice*
United States. *Supreme Court*
- Type (7) Principal armed services:
Germany. *Heer*
United Kingdom. *Army*
- Type (8) Chiefs of state and heads of government:
United Kingdom. *Sovereign*
United States. *President*
- Type (9) Embassies, consulates, etc.:
Canada. *Embassy (U.S.)*
United Kingdom. *Consulate (New York)*
- Type (10) Delegations to international and intergovernmental bodies:
United Kingdom. *Delegation to the United Nations*

Direct or Indirect Subheading

"Enter an agency belonging to one or more of the types listed in the Government agencies mentioned above as a direct subheading of the heading for the government unless the name of the agency has been, or is likely to be used by another agency entered under the name of the same government. In that case, add, between the name of the government and the name of the agency, the name of the lowest element in the hierarchy that will distinguish between the agencies".
For e.g.:

United States. *Aviation Forecast Branch*

Hierarchy : United States
Department of Transportation
Federal Aviation Administration
Office of Aviation Policy
Aviation Forecast Branch

Government Officials

i) Heads of state, etc. :

The subheading for a sovereign, president, other heads of state, or governor acting in an official capacity consists of the title of the office in English (unless there is no equivalent English term), the inclusive year of the reign or incumbency, and the name of the person in a brief form and in the language of the heading for that person. e.g.:

United States. *President (1953-1961: Eisenhower)*

India. *President (2002 - : APJ Kalam)*

If the title varies with the sex of the incumbent, use a general term (e.g., Sovereign not King or Queen).

Russia. *Sovereign (1894-1917: Nicholas II)*

If there are two or more nonconsecutive periods of incumbency, use separate headings.

e.g:

United States. *President (1885-1889: Cleveland)*

United States. *President (1893-1897 : Cleveland)*

If the headings applies to more than one incumbent omit the dates and names. e.g:

United States. *President*

ii) Heads of Governments

The subheading for a head of government acting in an official capacity, who is not also a head of state consists of the title of the office in the vernacular. Do not include dates and names. The subheading for the head of an international inter-governmental organization (acting in an official capacity) consists of the title of the office in the language of the heading for the organization.

e.g.:

United Kingdom. *Prime Minister*

United Nations. *Secretary-General*

Legislative Bodies

If a legislature has more than one chamber, enter each as a subheading of the heading for the legislature. e.g.:

United Kingdom. *Parliament. House of Commons*
not United Kingdom. *House of Commons*

Enter committees and other subordinate units (except legislative subcommittees of the U.S. Congress) as subheadings of the legislature or of a particular chamber, as appropriate. e.g.:

United States. *Congress. Joint Committee on the Library*

Enter a legislative subcommittee of the U.S. Congress as a sub-heading of the committee to which it is subordinate. e.g:

United States. *Congress. Senate. Committee on Foreign Relations. Sub-Committee on Candian Affairs*

If successive legislatures are numbered consecutively, add the ordinal number and the year or years to the heading for the particular legislature or one of its chamber. e.g.:

United States. *Congress (87th: 1961-1962). House of Representatives.*

Constitutional Conventions

Enter a constitutional convention directly under the heading for the government that convened it. Add the year or years in which it was held. e.g.:

Germany. *Nationalversammlung (1919-1920)*

Portugal. *Assembleia Nacional Constituinte (1911)*

Courts

Enter a civil or criminal court as a subheading of the heading for the Jurisdiction whose authority it exercises. e.g.:

Vermont. *Court of Chancery*

Omit from the name of the court the name of the place in which it serves if the name of the place is grammatically separable. If such terms are required to distinguish a court from others of the same name, add then in an conventionalized form. e.g.:

United Kingdom. *Crown Court (Manchester)*

Name: Manchester Crown Court

United States. *District Court (Delaware)*

Name: United States. District Court for the District of Delaware.

Armed Forces

i) At the national level

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

Canada. *Canadian Armed Forces*

United Kingdom. *Royal Navy*

United Kingdom. *Royal Marines*

Enter a component branch, command district, or military unit, large or small, as a direct subheading of the heading for the principal service of which it is a part. e.g.:

United Kingdom. *Royal Air Force, Central Interpretation Unit*

United Kingdom. *Army. General Staff.*

ii) Below the national level:

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

United Kingdom. *Army. Infantry Regiment. 57th*

United States. *Navy. Fleet. 6th*

United States. *Army. Corps. IV*

France. *Army. Regiment de dragons. 15*

Germany. *Heer. Panzerdivision, 11*

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

United States. *Army Map Service*

United States. *Naval Air Transport Service*

Embassies, Consulates, etc.

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

United Kingdom. *Embassy (U.S.)*

United Kingdom. *Consulate (Cairo)*

Canada. *Embassy (Belgium)*

Delegations to International and Intergovernmental Bodies

Enter a delegation, commission, etc., representing a country in an international or intergovernmental body, conferences, undertaking etc., as a subheading of the heading for the country represented, e.g.:

United States. *Mission to the United Nations*

Uruguay. *Delegcion en las Naciones Unidas*

CCC

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

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

INDIA - is the rendering of "Government of India"

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

HYDERABAD (City) - is the rendering of the "Local Body of the city of Hyderabad", that is of the "Hyderabad Municipality"

JAIPUR (District) - is the rendering of the "District Board of Jaipur".

i) Organ of Government

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

INDIA, CABINET

UNITED STATES OF AMERICA, CABINET

ii) Constitutional Organ

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

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

in case of Judiciary INDIA, SUPREME COURT
ANDHRA PRADESH, HIGH COURT

iii) Head of the Government

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

GREAT BRITAIN, CROWN (Elizabeth II)

INDIA, PRESIDENT (Rajendra Pansad)

UNITED STATES OF AMERICA, PRESIDENT (Woodrow Wilson)

In case if the same person happens to occupy the position more than once, as the Head of a Government at different times, the period may be used as a further individualising element in parenthesis.

iv) Administrative Department

The entry element, in the name of an Administrative Department of a government, is to be the word or word-groups indicating the sphere of activity. Remaining word-group(s) would be taken as secondary element within the parenthesis.

If the word-group taken as entry element is not the first word in the name of the organ, a dash(-) shall be represented to the secondary element. For example, in Ministry of Finance, Government of India the sphere of activity is Finance, hence the entry element is INDIA FINANCE. But since FINANCE does not occur as the first element or word in the name of the organ, it would be represented by dash(-) in the secondary element as shown below.

INDIA, FINANCE (Ministry of -).

GREAT BRITAIN, EDUCATION (Ministry of -).

ANDHRA PRADESH, HIGHER EDUCATION (Department of -).

UNITED STATES OF AMERICA, EDUCATION (Bureau of -).

v) Temporary Organ:

In the case of a temporary organ of a government, its year of formation is to be added as an individualising element, and in the case of an "Ad hoc" commission, committee etc. of a Government, the name of its chairman is to be added within, circular brackets after the individualising element. For example:

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

INDIA, LIBRARIES (Advisory Committee for -) (1955) (Chairman : B.P. Sinha)

(The name of the Chairman should be written after the term 'Chairman' followed by a colon(:) by underlining the term 'Chairman'.

SELF-CHECK EXERCISE -4

Define the Government as Corporate author.

Note: i) Give your answers in the space provided below.

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

6.3.3 Conference, Congresses, Meetings etc.,

The another type of corporate body is conferences, congresses, meetings, etc. They bring out the proceedings on specific topics at regular intervals. These proceedings are the

outcome of the deliberations and recommendations based on the papers presented and discussed at the conferences, seminars, symposia, workshops, congresses, and meetings, etc. Usually, the term "Conference" is used as a general term, denoting all similar types of meetings, mentioned above. AACR2 defines the "conference as (1) a meeting of individuals or representatives of various bodies for the purpose of discussing and acting on topics of common interest, (2) a meeting of representatives of a corporate body that constitutes its legislative or governing body".

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

i) Not convened by:

- A government and made up solely of its own personnel or as a constituent Assembly to form a Sovereign State, or
- An Institution and made up solely of its members or as a Foundation Assembly to form an Institution, or
- More than one Government jointly and confined solely to their own personnel, or
- More than one Institution jointly and confined solely to their members; (e.g. Indian Mathematical Conference of 1957)

ii) Convened and Conducted by:

- A number of persons and/or corporate bodies, spontaneously, to consider matters of common interest, or
- A body with no function or existence beyond the conferences convened and held by it, or
- A body with only the convening and holding of conferences at intervals, as its primary function. (e.g. The Reception Committee of the Indian Mathematical Conference of 1957)."

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

The publications, i.e. the papers and proceedings brought out by these conferences contain research findings and are constantly in demand among the academic and research circles. In cataloguing such publications a special attention is required.

AACR2

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

FAO Hybrid Maize Meeting.

If a conference has both a specific name of its own and a more general name as one of a series of conferences, use the specific name (24.3F2) e.g.:

Symposium on Protein Metabolism
x Nutrition symposium

Omissions :

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

Louisiana Cancer Conference

not Biennial Louisiana Cancer Conference

Additions: The General rule (24.7B1) prescribes that "add to conference, etc., headings (including headings for conferences entered subordinately) the number of the conference, etc., the year, and the place in which it was held".

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

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

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

(ii) Date : "Add the year or years in which the conference, etc., was held if the heading is for a single meeting": E.g.

Conference on Library Survey (*1956:...*)

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

Study Institute on Special Education (*1969-1970:..*)

"Add specific dates if necessary to distinguish between two or more meetings." Eg:

Conference agricole interalliee (*1st: 1919 Feb. 11-15:...*)

Conference agricole interalliee (*2nd: 1919 Mar. 17-19:...*)

(iii) Location : "Add the name of the local place or other location (institution, etc.) in which the conference, etc. was held". E.g.

Conference on Machinability (*1965 : London*)

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

Workshop on the Role of the Director of Medical Education (*19th: 1989: Chicago*)

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

Hybrid Corn Industry Research Conference.

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

Paris Symposium on Radio Astronomy (*1958*)

Arden Conference on Medicine and Anthropology (*1961*)

If the sessions of a conference etc. were held in two places, add both names. E.g:

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

If the sessions of a Conference, etc. were held in three or more places, add the first named place followed by etc. e.g.:

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

CCC

In CCC the rendering of conferences, etc. which are held at regular intervals are catalogued under the rules for periodical publications. But the other Conferences held at irregular

intervals or occasionally are treated as non-periodical conferences and are entered directly under the name of the conference. If the name of such a conference occurs in a variety of forms, the shortest form of name should be used as heading. The place where it is held and the year in which it is held may be further added as individualising elements. e.g.:

INTERNATIONAL CONFERENCE OF RELIGIONS (Varanasi) (1964)

ALL INDIA LIBRARY CONFERENCE (Tirupathi) (1968)

ALL INDIA LIBRARY CONFERENCE (Hyderabad) (1981)

BESANT MEMORIAL MEETING (Madras) (1933)

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

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

PARIS PEACE CONFERENCE (1919)

VIENNA CONGRESS (1814-15)

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

MADRAS. COLLECTOR'S CONFERENCE (Cotacamund) (1918)

MADRAS. INSTRUCTION (Department of Public—),
EDUCATIONAL OFFICERS CONFERENCE (Madras) (1929)

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

SELF CHECK EXERCISE -5

(a) Define conferences as corporate author as per AACR2 & CCC.

Note: i) Give your answers in the space provided below.

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

(b) What are the 'additions' and omissions prescribed in AACR2 in rendering of conferences as corporate author?

6.4 SUMMING UP

Corporate body comprises of a group of persons coming together for a specific common objective and stand collectively to represent that body by a particular name. When such a body is responsible for the thought content of a work, it is known as corporate author. Corporate bodies include associations, institutions, societies, business firms, non-profit enterprises, governments, government agencies, religious bodies, local churches, conferences, expeditions, projects and programmes, exhibitions, fairs, festivals, etc. The contents of the work of these corporate bodies are of deliberative, legislative, directive, judicial, administrative or routine nature. The three well recognised kinds of corporate bodies are: (i) Institutions, associations, societies; (ii) Governments and government agencies and iii) Conferences, congresses, meetings, etc. The important aspects involved in cataloguing are choice of heading and the rendering the entry heading into an appropriate form of heading for easy identification of the documents. These are discussed in this unit based on the roles prescribed by both, AACR2 and CCC, with appropriate examples.

6.5 MODEL ANSWERS

1. (a) The term 'Corporate body' when taken in its broad sense designates a group of individuals considered as a unit. In cataloguing it has been defined in various ways. However, AACR2 defines that "a corporate body is an organisation or a group of persons that is identified by a particular name and that act., or may act as an entity". Ranganathan in his CCC defines the corporate body as "a number of persons taken collectively usually as united, or organised or coming together informally, in a common cause or for common action. Such as governmental business, or commercial or industrial or service or political or any other business, or for deliberations or for collective expression of opinion or statement".
- (b) A work may be considered to be of corporate authorship, if it may be concluded by its character or nature that it is necessarily the result of the creative and/or organisational activity of a corporate body as a whole and not the result of an independent creative activity of the individuals who drafted it. According to Ranganathan a corporate body becomes an author provided the responsibility for the thought and expression constituting the work resting solely on it or any organ of it, and not on the private capacity of any person(s) forming part of or holding office in or in any other way connected with the body. Thus the corporate authors have the impersonal character.
2. The corporate body includes the bodies namely, institutions, associations, societies, business firms, non-profit enterprises, government and government agencies, religious bodies, local churches and conferences. It also further considers the adhoc events such as exhibitions, fairs, festivals and other bodies. For the convenient purpose, they may be grouped as under:

- i) Institution, Associations, Societies, and other non-profit enterprises.
 - ii) Governments and government agencies
 - iii) Conferences, Congresses, Meetings etc.
 - iv) Other bodies like exhibitions, fairs, festivals etc.
3. The term 'Institution' in CCC has a wider scope to include all kinds of corporate bodies, excepting government and conferences. It defines that "any autonomous or even non-autonomous organisation, engaged in the work of research, production, commerce and supply of commodities and services to the public, may have to be taken to be the institutional author for work for whose thought and expression it is responsible. It is so even if the institution is owned and managed by the government".
4. Government is considered as an information agency producing a large number of publications. The classified catalogue code defines government as "a corporate body with full or limited sovereign power over a territory. It has generally functions of execution, legislation, justice, and administration". The second type of government bodies are "Local Authority in charge of the regulation, promotion and/or provision of specified local public services in an area, under power delegated by the government within the territory of which its own area lies, and with a defined extent of autonomy". And the organs in the case of both the bodies are also considered as government bodies.
5. (a) The conferences, congresses, meetings etc. bring out the papers and proceedings at regular intervals. Ordinarily, the term "Conference" is used to denote all kinds of meetings such as seminars, symposia, workshops, congresses, and meetings etc.
- AACR2 defines the "conference as (1) a meeting of individuals or representatives of various bodies for the purpose of discussing and acting on topics of common interest (2) a meeting of representatives of a corporate body that constitute its legislative or governing body". The conferences, as per CCC is "an ad hoc assembly for deliberation or formulation and expression of opinion or sentiments.
- (b) In rendering of the works under the conferences, congresses, meetings etc., the following additions and omissions to the heading, are prescribed in AACR2.

i) Additions

The serial number of the conference, the date and the location in which it was held to be added in abbreviation of the ordinal number in English within the parentheses. e.g.,

ii) Omissions

The words that denote its number, frequency or year of convocation to be committed from the name of a conference, e.g.,

Monthly ...

Biennial ...

Annual ... etc.

6.6 ASSIGNMENT

- 1. State the rules in AACR2 and CCC for entering government publications, with its subordinate bodies with suitable examples.
- 2. How are the following entered as per AACR2 Rules? Explain with examples:
 - a) Legislative bodies

- b) Indian embassies abroad
- c) Government bodies with two subordinate organs
- d) Conferences held regularly
- e) Seminar conducted on a specific subject by an institution
- f) Official proclamation of a ruler
- g) Memories written by a ruler
- h) Two or more bodies with the same name
- i) Account of an expedition
- j) Commission with a chairman and the report of the commission also known by the name of the Chairman.

6.7 RECOMMENDED BOOKS

Anglo-American Cataloguing Rules. 2nd ed. Chicago: American Library Association, 1988. (Chapters 21 and 22)

Ranganathan, S.R. *Classified Catalogue Code*. 5th ed. Bombay: Asia Publishing House, 1964.

Tripathi, S.M. *Modern Cataloguing: theory and Practice*. Agra: Shivalal Agarwala, 1982.

6.8 GLOSSARY

- Collective Title** : A title proper that is an inclusive title for an item containing several works. See also uniform title 2.
- Conventional Name** : A name, other than the real or official name by which a corporate body, place, or thing has come to be known.
- Conventional Title** : See Uniform title
- Corporate Body** : An organization or group of persons that 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, religious bodies, local churches, and conferences.
- Edition** : 1) In the case of books and booklike materials, all those copies of an item produced from substantially the same type image. Whether by direct contact or by photographic methods. 2) In the case of nonbook materials, all the copies of an item produced from one master copy and issued by a particular publishing agency or a group of such agencies. Provided the foregoing conditions are fulfilled, a change of identity of the distributing body or bodies does not constitute a change of edition. See also issue; Reprint.
- Heading** : A name, word or phrase placed at the head of a catalogue entry to provide an access point in the catalogue.
- Item** : A document or set of documents in any physical form, published, issued, or treated as an entity, and as such forming the basis for a single bibliographic description.
- Main Heading** : The first part of a heading that includes a subheading.

Motion Picture : A length of film, with or without record sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession.

Name title reference: A reference in which the refer from line, the refer to line, or both consist of the name of a person or a corporate body and the title of an item.

Reference : A direction from one heading or entry to another.

Reference source : Any publication from which authoritative information may be obtained. Not limited to reference works.

Related Body : A corporate body that has a relation to another body other than that of hierarchical subordination. e.g., one that is founded but not controlled by another body; one that only receives financial support from another body; one that provides financial or other types of assistance to another body, such as "friends" groups, or both; one whose members have also membership in an association which has another body, such as employee associations and alumni associations.

Subordinate Body : A corporate body that forms an integral part of a larger body in relation to which it holds an inferior hierarchical rank.

6.9 MODEL EXAMINATION QUESTIONS

I ESSAY QUESTIONS

- 1) What is a corporate body? Discuss briefly the method of rendering Government as per AACR2 and CCC with examples.
- 2) Discuss the problems involved in rendering the names of institutions and conferences as per AACR2 and CCC.

II) SHORT NOTES

- a) Subordinate bodies
- b) Collective title

UNIT-7 : UNIFORM TITLES

Contents

- 7.0 Aims and Objectives
- 7.1 Introduction
- 7.2 Definition
- 7.3 Purpose of Uniform Titles
- 7.4 Rendering of Headings in AACR2
 - 7.4.1 Individual Titles
 - 7.4.2 Special Rules for certain type of material
- 7.5 Treatment in CCC
- 7.6 Summing Up
- 7.7 Model Answers
- 7.8 Assignment
- 7.9 Recommended Books
- 7.10 Glossary
- 7.11 Model Examination Questions

7.0 AIMS AND OBJECTIVES

The works of personal authors or corporate authors can be normally identified to a greater extent for cataloguing purpose. But there are certain scattered works of various editions of the same work in which we are not able to identify and specify as to who actually wrote the books. Therefore, one of the objectives of the library catalogue is to evolve some method by choosing a common title, to bring together all these books, issued under varying titles. In this Unit, you are introduced to the composition of uniform titles and rendering of headings of various special materials :

After studying this unit, you will be able to:

- define and explain the concept of Uniform Titles,
- explain the purposes of Uniform Titles and
- workout appropriate headings for each kind of works as per AACR2 and CCC.

7.1 INTRODUCTION

There are some publications wherein we cannot clearly make out as to who is the original author(s). These type of works are generally issued with varying titles and are popularly known either by titles, or subject, without any reference to author. When a work has appeared under more than one title, a uniform or conventional title may be used for cataloguing purpose in order to bring together all editions of the work. Such a title is known as "Uniform title". The uniform titles are commonly used for sacred scriptures, creeds, liturgical works, epics, and anonymous classics. Bhagavatgitha, Bible, Vedas are some appropriate examples of uniform titles. In these cases the uniform titles represent main entry headings, in library catalogues.

7.2 DEFINITION

AACR2 defines a uniform title, in two folds, "(1) the particular title by which a work that has appeared under varying titles is to be identified for cataloguing purposes (2) a conventional collective title used to collocate publication of an author, composer, or corporate body containing several works or extracts, etc., from several works, e.g. complete works, several works in a particular literary or musical form".

In CCC it is described as 'Uniformised title' and explained that "Title uniformised by popular or cataloguing usage in lieu of listless, and often unintended, variants of the title of one and the same work in different editions or the titles of different volumes of one and the same work". (For example, the work which had for its original title *Code Civil des Francais* was later given the title *Code Napoleon*). It is helpful to use one uniform title for it in the place of its variants. Generally a sacred book of a religion is given slightly varying titles from time to time, without any significance. There is therefore a need for adopting a 'Uniformised Title'. It is also the same in the case of classics and works in literature.

7.3 PURPOSE OF UNIFORM TITLES

One of the problems faced in constructing uniform titles is the choice of title when titles of a work appear in more than one form. Titles may be in different languages, in one or more long forms, and one or more short forms, or in two simultaneous versions at different places (e.g. India and England) under different titles. Some works may be published in parts and need identification of the part with or without identification of the whole. Also the problem relates to situations where two or more items or series of items have the same title proper but are not editions of the same work. In order to overcome all such inconsistencies and scattered works, the AACR2 explains the use of uniform titles under rule no. 25.1 that "Uniform titles provide the means for bringing together all the catalogue entries for a work when various manifestations (e.g., editions, translations) of it have appeared under various titles. They also provide identification for a work when the title by which it is known differs from the title proper of the item being catalogued. The need to use uniform titles varies from one catalogue to another and varies within one catalogue".

The basic purpose or objective of using uniform title is (i) to avoid scattering of the entries in a catalogue on various editions of the same work in view of varying titles, (ii) bring together the entries of publications of an author containing several works in a particular literary form, and (iii) facilitate identification of a work when the title by which it is known differs from the title proper of the item being catalogued.

It further suggests that the use of uniform titles is based on the following instances:

- a) how well the work is known?
- b) how many manifestations, of the work are involved?
- c) whether the main entry is under title?
- d) whether the work was originally in another language?
- e) the extent to which the catalogue is used for research purposes.

SELF CHECK EXERCISES -1

(a) What is 'Uniform title'?

Note: i) Give your answers in the space provided below.

ii) Compare your answer with the model answer given at the end of this Unit.

(b) Explain the purpose of Uniform title.

7.4 RENDERING OF HEADINGS IN AACR2

The basic rule 25.2A prescribes that "when the manifestations (other than revised editions) of a work appear under various titles, select one title as the uniform title".

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

Dickens, Charles

[Martin Chuzzlewit]

The life and adventures of Martin Chuzzlewit... 1868.

Dickens, Charles

Martin Chuzzlewit.. 1899

Dickens, Charles

[Martin Chuzzlewit]

Martin Chuzzlewit's life and adventure 1910

For the above examples you may observe three different editions of Charles Dickens' *Martin Chuzzlewit* with three different titles. This publication is popularly known as *Martin Chuzzlewit* and hence it is selected as the uniform title for the work. The title proper of 1899 edition which is identical to the uniform title chosen in the cases of other two editions, is not shown in the square brackets. It is clear from the above examples that all the editions of Charles

Dickens, under the uniform title, 'Martin Chuzzlewit' serves the purpose of bringing together all the above works. You may see below another example wherein the uniform title is used as heading.

Blind date

Chance meeting

(Motion picture issued in Britain as: Blind date.

Later issued in the U.S. as: Chance meeting.)

The rule further prescribes to provide added and reference entries. Thus:

- (i) "If a work is entered under a uniform title, make an added entry under the title proper of the item being catalogued".
- (ii) If a work is entered under a personal or corporate heading and a uniform title is used, make a name-title reference from variants of the title. Make an added entry under the title proper of the item being catalogued.

7.4.1 Individual Titles

(i) Works created after 1500

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

Shakespeare, William

[Hamlet]

The tragical historie of Hamlet, Prince of Denmarke... 1603

Hemingway, Earnest

[The Sun also rises]

Fiesta..... 1927

If no one title in the original language is established as being the one by which the work is best known, or in case of doubt, use the title proper and the original edition, omitting the initial article, introductory phrases, and statement of responsibility. For example:

Gaunt, William

[The pre-Raphaelite tragedy]

The pre-Raphaelite dream

Norway

Grundlov

Kongeriget Norges Grundlov....

If a work is published simultaneously in the same language under two different titles, use the title of the edition published in the home country of the cataloguing agency. If the work is not published in the home country, use the title of the edition received first. For example:

For a cataloguing agency in the United States:

Joesten, Joachim

Rats in the larder: story of Nazi influence in Denmark. —
New York... 1939.

Joesten, Joachim

[Rats in the larder]

Denmark's day of doom. - London... 1939

(ii) Works created before 1501

Use the title, or form of the title, in the original language by which a work created before 1501 is identified in modern reference sources.

Omit initial articles if not required for reasons of grammar. See the examples below:

Beowulf

Caesar, Julius

[De bello Gallico]

Chaucer, Geoffrey

[Troilus and Criseyde]

(iii) Additions to uniform titles

Add in parentheses an appropriate explanatory word, brief phrase, or another designation to distinguish a uniform title used as a heading from an identical or similar heading for a person or corporate body or from an identical or similar uniform title used as a heading or reference. For example:

Genesis (Middle High German Poem)

Genesis (Old Saxon Poem)

King Kong (1933)

King Kong (1976)

(Two motion pictures with the same title)

Seven Sages of Rome (Northern Version)

Seven Sages of Rome (Southern Version)

France

(Constitution (1946))

France

[Constitution (1958)]

If the work being catalogued is different from that of the original (e.g., a translation), add the language name at the end to the uniform title. For example:

Goncourt, Edmond de.

[Les freres Zenganno. English]

The Zenganno brother.....

(as English translation of a French Novel)

iv) Complete works

Use the collective title "works" for an item that consists of, or purports to be, the complete works of a person, e.g.,

Maugham, W.Somerset

[works]

Complete works....

v) Selections

Use the collective title "Selections" for items consisting of three or more works in various forms, or in one form if the person created works in one form only, and for items consisting of extracts, etc., from the works of one person. For example:

Maugham, W.Somerset

[Selections]

Wit and Wisdom of Somerset Maugham.....

Maugham, W.Somerset

[Novels. Selections]

Selected novels...

Maugham, W.Somerset

[Plays. Selections]

Six Comedies...

Maugham, W.Somerset

[Short stories. Selections]

Best short stories of W.Somerset Maugham....

Morris, William

[Selections]

Selected writings and designs....

7.4.2 Special Rules For Certain Type of Materials

(i) Legal materials

In the case of collections of works on modern laws, etc., use the term "Laws, etc." for complete or partial collections of legislative enactments other than compilations on a particular subject. For example:

Boston

[Laws, etc.]

The revised ordinances of [1961] of the city of Boston...

United Kingdom

[Laws, etc.]

Halsbury's statutes of England....

United states

(Laws, etc.)

United States code....

If a subject compilation has a citation title, use that as uniform title, e.g.:

India

[Licencing acts]

Swamy's Licencing acts, 1988.

California

[Agricultural code]

West California agricultural code...

For the works of Single Laws, etc. use the single legislative as the uniform title, e.g.,

Canada

[Canada Corporations Act]

India

[IncomeTax Act 1961]

United Kingdom

Education Act (1944)

(Individualising element, in case of heading for the same jurisdiction, bearing the same title.)

(ii) Treaties, etc.

The Uniform title for treaties is "Treaties, etc." Various additions are made depending upon the circumstances: the second party for a collection or single treaties between two parties; the date or earliest date of signing (in the form or order of: year, abbreviated name of the month, number of the day) for a single treaty. For example:

France

[Treaties, etc. United Kingdom]

United States

[Treaties, etc.]

Example for various additions:

United States

[Treaties, etc. Vietnam, 1972 Oct. 2]

1

2

3

Agriculture commodities: agreement between the United States of America and Vietnam signed at Saigon October 2, 1972.

(1) Uniform title

(2) Secondary party (Country)

(3) Date of signing (in the order of year, abbreviated name of month and number of day)

A single treaty which is known between four or more parties is entered under the name by which the treaty is known, followed by the year of signing in parentheses., e.g.

Treaty of Paris (1763)

Universal copyright convention (1952)

(iii) Sacred Scriptures

Use as the uniform title for a sacred scripture the title by which it is most commonly identified. For e.g.,

Bible....

Koran....

Talmud....

Tripitaka....

Vedas....

Upanishads....

Bible : Enter as a subheading under 'Bible' any text included in the Catholic or Protestant canon. In the cases, of 'Testaments' enter the Old Testament as 'O.T.' and the New Testament as 'N.T.' under the heading 'Bible' e.g.,

Bible. *O.T.*

Bible. *N.T.*

Enter individual books as subheadings of the appropriate testament, e.g.,

Bible. *O.T. Ezra*...

Bible. *N.T. Revelation*...

If the book is one of a numbered sequence of the same name, give its number as an ordinal Arabic numeral after the name, e.g.,

Bible. *N.T. Corinthians, 1st*...

If the item is a part of a book, give chapter and verse, e.g.,

Bible. *O.T. Ecclesiastes III, 1-8*...

Bible *O.T. Genesis XII, 1-XXV, 11*...

The name of a group of books may also be a subdivision of the testament, e.g., Minor prophets, Gospels, etc.

Refer, from the titles of various works and also from these as direct subheadings of Bible as references, e.g.,

Bible. *O.T. Ezra*

see Ezra (Books of the Old Testament)

Ezra (Book of the Old Testament)

see Bible. *O.T. Ezra*

Add the name of the language of the item after the designation for the Bible or Part of the Bible. e.g.,

Bible. *English*...

Bible. *N.T English*...

Bible. *O.T. Genesis. English*...

If the work is in two languages, make an added entry under the designation followed by the name of the other language. e.g.,

Bible. *Kikuyu*.

The Bible in English and Kikuyu

In this case the added entry be made as under:

Bible. *English*...

Add the year of publication at the end of the uniform title, e.g.,

Bible. *English Revised Standard*. 1959

Bible. *French. Le Maître*. 1848

Vedas

Enter the four standard collections of 'Vedas' (Atharvaveda, Rigveda, Samaveda, Yajurveda) as subheadings of Vedas. If the item is a particular version of one of these collections, add the title of the version in parentheses, e.g.,

Vedas. *English. Selections*

Vedas. *Atharvaveda*

Vedas. *Rigveda. English. Selections*

Vedas. *Samaveda*

Vedas. *Yajurveda (Vajasaneyisamhita). English. Selections*

Refer from the titles of parts that are entered as subheadings of the large work, e.g.,

Atharvaveda

see Vedas. *Atharvaveda*

Samaveda

see Vedas. *Samaveda*

Upanishads, Brahmanas and Aranyakas

Enter a component of these works as subheading of the title of the appropriate larger collection, e.g.,

Aranyakas. *Aitareyanyaka*

Brahmanas. *Adhuta Brahmana*

Upanishads. *English*

Upanishads. *Chandogyopanisad*

Refer from the titles of parts that are entered as subheadings of the larger work, e.g.,

Chandogyopanisad

see Upanishads. *Chandogyopanisad*

Koran

Enter a chapter (Surah), one of the thirty parts (Juz) or a named grouping of selections of the Koran as a subheadings of 'Koran'. Precede the title of a chapter by 'Surat'. Precede the title of a part by 'Juz'. Refer from the titles of established groupings of selections, e.g.,

Koran. *Surat al-Baqarah*

see Koran. *al-Surah II*

Koran. *Juz' Amma*

see Koran. *al-Juz' XXX*

Koran. *al-Mu'awwidhatan*

see al-Mu'awwidhatan

Enter a verse of a chapter as a subheading of Koran and add the Arabic numeral of the verse to the title. Refer from the title of the verse and from the title of the verse as subheading of Koran, e.g.,

see Koran. *Ayat-al-Birr*
see *Ayat al-Birr*

7.5 TREATMENT IN CCC

CCC prescribes the use of Uniform title if there are variant names for the same work. The sacred works such as, Vedas, Upanishads, Tantras, Tripitakas, Talmud, Bible and Koran; the literary work such as Ramayana, Shakuntala, Hamlet, Iliad etc., and the classical works such as Aristotle's '*Poetics*', Newton's '*Principia*' and Marx's '*Capital*', are treated as if they were a class or subject. Each part of such a work is also treated as Quasi-class or quasi-subject, which is a subclass of it.

For rendering, see the example below:

BURTON (Richard) (1829-1890), *Tr.*
More stories from the Arabian nights. Ed. by
Julian Franklyn, Illus. by McDonald Sinclair.

WILDSMITH (Brain) (1887-1975), *illus.*
Tales from the Arabian nights. Ed. 2.

Note : an added entry be made under title, editor and Illustrator.

SELF-CHECK EXERCISE-2.

Give the examples of rendering of the works of: (i) Legal material, (ii) Treaties, etc. (iii) Sacred Scriptures as per AACR2.

Note: i) Give your answer in the space provided below.

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

7.6 SUMMING UP

When a work has manifested under more than one title, a uniform title may be used. Ordinarily the uniform title, is adopted for collocation in cataloguing of works of sacred works, classics, liturgical works, legal material, treaties, etc., which are brought out under varying titles in its different editions. At times the titles may appear in different languages, or in more than one form or in parts, or in two simultaneous versions at different places, under different titles. In order to overcome all such problems and inconsistencies, the AACR2 and the CCC prescribed the rules as to how to use the uniform title for bringing together all the catalogue entries, in respect of different varieties of works stated above.

7.7 MODEL ANSWERS

1 (a) A uniform title is the particular title by which a work that has appeared under varying titles is to be identified for cataloguing purpose.

(b) The purpose of uniform titles as explained in AACR2 is that "Uniform titles provide the means for bringing together all the catalogue entries for a work, when the title by which it is known differs from the title proper of the item being catalogued. The need to use uniform title varies from one catalogue to another catalogue.

2. The following are the illustrations of various special materials:

Special material	Uniform title
Legal	Ontario (Laws, etc.) Status of the province of Ontario passed in the session New Zealand [Copyright Act 1962] (Citation title includes date of enactment)
Treaties	Spain [Treaties, etc. United Kingdom 1713...] Netherlands Treaties, etc. 1943 Oct.,21
Sacred Scriptures:	Bible. <i>N.T. Gospels</i> Bible. <i>N.T. Epistles of Paul</i> Bible. <i>O.T. Apocrypha</i> Bible. <i>English</i> Vedas. <i>Samaveda. English</i> Upanishads. <i>Selections. English</i> Avesta <i>Yasna. Cathas.</i> Atharvaveda <i>see Vedas. Atharvaveda</i> Koran. <i>'Juz' 'Amma</i> x Koran. <i>al-Surah II</i>

7.8 ASSIGNMENT

1. Give a few examples of titles which are to be catalogued under uniform titles.
2. When are main entries to be made under titles?
3. What is the rule in CCC for Scriptures, Classics and Anonymous works.

7.9 RECOMMENDED BOOKS

Anglo American Cataloguing Rules. 2d rev. ed. Chicago: American Library Association. 1988. (Chapter 25: Uniform Titles).

Ranganathan, S.R. *Classified Catalogue Code*. 5th ed. Bombay: Asia Publishing House, 1964.

7.10 GLOSSARY

- Extract** : A document which embodies a portion of another document
- Quasi-Class** : Work which is treated as a class in a classification scheme or whose title is used as a subject heading in cataloguing practice. A quasi-class is usually a sacred work or a work of literature or a classic.
- Uniform Title** : (1) The particular title by which a work that has appeared under varying titles is to be identified for cataloguing purposes (2) A conventional collective title used to collocate publications of an author, composer, or corporate body containing several works on extracts, etc. From several works, e.g. complete works, several works in a particular literary or musical form.
-

7.11 MODEL EXAMINATION QUESTIONS

I ESSAY QUESTIONS

- (i) What do you understand by Uniform Title? Discuss the rules for rendering of heading as per AACR2
- (ii) Explain the treatment given to Uniform Titles in classified catalogue code.

II SHORT NOTES

- (a) Sacred Scriptures
- (b) Legal materials

UNIT-8: COMPARATIVE STUDY OF AACR AND CCC

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8.0 AIMS AND OBJECTIVES

In Unit-10 we have studied the salient features of selected cataloguing codes and their development. In this Unit we would attempt to bring out a comparison between Anglo-American Cataloguing Rules, 2nd edition (AACR2) and Classified Catalogue Code, 5th edition (CCC) in respect of rules for choice and rendering of names and bibliographic description in cataloguing entries.

After studying this Unit you should be able to identify the differences and similarities between AACR2 and CCC in respect of rules for:

- Bibliographic description of data elements;
- Choice and rendering of headings for both personal authorship and corporate authorship; and
- Periodical publications.

8.1 INTRODUCTION

We have studied in Unit-10 of this block, that the first international cooperation was achieved with the publication of a Joint Code in 1908. Subsequently, with an invigorated cooperative efforts and as a direct result of Paris conference, Anglo-American Cataloguing Rules was published in two different texts viz. North-American Text and British Text. Both texts were reconciled into a single text and published as the second edition of Anglo-American Cataloguing Rules in 1978.

We have also studied that Dr. S. R. Ranganathan's distinctive and individual contribution to the field of cataloguing was his publication of Classified Catalogue Code in 1934. He developed Normative Principles and applied systematically to the rules of cataloguing in his 5th edition of Classified Catalogue Code.

The present Unit attempts to explain forming of headings and rendering of names according to AACR2 and CCC and bringout the comparison, between the two with examples wherever necessary and while doing so we will have to confine to very distinctive features of the two codes.

8.2 RULE FORMULATION

AACR2 is said to be a culmination of three decades of research work in author, title and descriptive cataloguing. The rules of the choice of entry in AACR2 are based on the statement of principles adopted by the International Conference on Cataloguing Principles. The rules for description are based on International Standard Bibliographic Description brought out by IFLA.

The rules in Classified Catalogue Code are based on the normative principles which were developed by Dr S R Ranganathan himself.

8.3 STRUCTURE OF THE RULES

8.3.1 AACR2

The second edition of the Anglo-American Cataloguing Rules consists of two parts. Part I covers rules for standard bibliographic description for all kinds of materials in 12 chapters. Part II contains rules for determination and establishment of headings or access points in the catalogue. The rules in these two parts proceed from general to specific. In Part I, the basic rules for the description of all types of library material are included in Chapter 1. These basic rules are general of applicability to more than one type of material. The rules for specific types of materials such as books etc. are given in Chapters 2 to 12. One must use each of these chapters in conjunction with the general Chapter, as they usually contain only those rules that are additional or exceptions to the general chapter.

Part II contains the chapters that relate to choice of main and added entries and form headings. You must know that rules for choice and added entries apply to all types of material.

In AACR2, rules for capitalization, abbreviations to be used in entries, numerals and glossary are included as appendixes.

8.3.2 CCC

If we look into the *Classified Catalogue Code* (5th edition, 1964) we find that the Code is divided into 21 parts. These parts are divided on the basis of five criteria. They are:

- Theoretical foundations for scientific cataloguing (Parts A to D)
- Cataloguing operations (Parts E to J)
- Types of generic added entries (Parts K and L)
- Types of material to be catalogued (Parts M,N,P and V)
- Types of bibliographic material to be compiled (Parts Q to U)

All parts of the Code are further sub-divided into chapters and sections. They include canons and general normative principles applicable to cataloguing, evolution of catalogues (functions, parts, physical form of the catalogues, centralized cataloguing), recording (language and script of entries, style of writing, articles and contractions, arrangement etc.), problems relating to names of persons, rules regarding rendering of names (personal, geographic and institutional names, conference, series), rules regarding class index entries with detailed discussion on chain procedure, rules regarding cross reference index entries, rules to tackle single-volumed simple books, composite books, multi-volumed books and periodical publications, mechanics for compilation of national bibliographies, indexing and abstracting periodicals and union catalogue.

One of the most important innovations of CCC is the development of 'Chain Procedure'. It is a unique method used for preparation of subject indexes to classified catalogue or subject headings for a dictionary catalogue. In the cataloguing process CCC recognized the subject approach as the dominant approach that has to be met by the catalogue. As such CCC is linked to a classification scheme which follows hierarchical pattern of notation and dependent on a classification scheme.

Thus CCC is a single comprehensive volume which can be used for building up classified catalogues in libraries.

After studying the structure of two codes we have noticed that rules in both AACR2 and CCC are well structured and logically presented but in two different ways. In AACR2 the rules for description and rules for choice of heading or "access" points and rendering have been separated which is exactly in conformity with the views of Dr. Ranganathan in his classified catalogue code.

The only lacuna in CCC is that it could not offer comprehensive rules for cataloguing of non-print documents whereas AACR2 contains chapters prescribing rules for description of different types of print and non-print materials considerable emphasis has been given for descriptive cataloguing and standardization in AACR2.

AACR2 is supposed to be amenable to computer oriented cataloguing whereas CCC is not visualized for machine oriented catalogue.

SELF CHECK EXERCISE -1

a) How many parts are there in AACR2? What are they?

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

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

b) What is the provision in CCC for preparing subject indexes in a catalogue?

c) Highlight the similarity between AACR2 and CCC in respect of structure of rules.

8.4 BIBLIOGRAPHIC DESCRIPTION

8.4.1 Sources of Information

The cataloguer has to identify and take the necessary bibliographic data elements from a source of information while describing the document. In order to meet this requirement of a cataloguer, AACR2 prescribes chief source of information as the basis for the description of bibliographic data elements (i.e. areas of description) of different types of documents.

Dr. S.R. Ranganathan in his CCC has tackled this problem of cataloguers in a scientific way by propounding the Canon of Ascertainability. This canon prescribes that the information available in the title page of the book to be catalogued and its overflow pages should determine the choice and rendering of different sections of entries. This canon seems to be incomplete in respect of its exceptions to certain sections of entries, for example note section, where as the directives contained in AACR2 are helpful to a greater extent when compared to CCC.

8.4.2 Levels of Details in Description

AACR2 prescribes three levels of description in an entry i.e., a minimum, standard and full description. Cataloguing at first level provides minimum information for identifying a given document in a library. The second level provides all the data which may be considered necessary for description of documents. The third level provides information covering every descriptive element described in the code. Libraries are authorized to use all the three levels of description either by choosing a single level of description for all items catalogued in that library or by drawing up guidelines for the use of all these levels in one catalogue depending on the item being described.

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

8.4.3 Title Proper

AACR2 defines title proper as the chief name of an item, including any alternate title but excluding parallel titles and other title information.

In CCC Ranganathan uses 'title' instead of title proper in case of books. He defines title as the name of a work. He also mentioned other forms of titles like sub-title, alternate title etc., but no mention about parallel title. CCC includes the definition of a title proper of a periodical publication. If the name of sponsor occurs at the beginning of the name of a periodical it includes it in the title proper of a periodical publication and, excludes when occurs at the end of the name of the periodical.

AACR2 prescribes that title proper should be transcribed in the catalogue entry exactly as it is in respect of wording, order and spelling but not necessarily punctuation and capitalization. Specific rules are also given for recording alternate title as part of the title proper, parallel title and other title information with prescribed punctuation.

The important difference in rendering title of a document according to AACR2 and CCC is that CCC prescribes that initial articles and honorifics are to be omitted where as AACR2 prescribes transcription of these exactly as they appear on the chief source of information.

8.4.4 Edition Statement

Both AACR2 and CCC prescribe inclusion of edition statement as one of the data elements in an entry. According to AACR2 transcription should be done as found in the chief source of information. Standard abbreviations and numerals in place of words should be used as given in Appendix B and Appendix C respectively.

CCC prescribes transcription of edition statement of document only in respect of second and later editions and editions having special names omitting initial articles and honorific words. If the edition is to be described numerically the appropriate number is to be written after the word 'Ed'.

We may observe the following example of rendering edition statement using AACR2 and CCC:

Information as found in the Chief Source	AACR2	CCC
Fifth edition	5th ed.	Ed 5
The somerset edition	The somerset ed.	Somerset ed.

8.4.5 Imprint

Imprint is a record in a document which constitutes place of publication, name of the publisher and the date of publication. According to AACR2 publication, distribution etc. area is used to record all information about the place, name and date of all types of manufacturing, publishing, distributing, releasing and issuing activities. Detailed rules are laid down in AACR2 for recording such information in an entry. As a basic rule the imprint information should be given in that sequence only i.e., place of publication, name of a publisher and the year of publication.

Interestingly CCC has no provision to include imprint information and physical description of a document as data elements in an entry.

Having known you may like to put two questions - Why should we give imprint information in a catalogue entry? Is it true for every document this information would be found necessary and useful? Some feel it is not necessary to include imprint information and physical description of a document in an entry. Some think that in an open access service library such information may not be required to identify a document in a shelf and get it. Further, if one is interested to know who is the publisher of a document where it was published, one can get this information from the book itself or other sources such as accession register in the library.

8.4.6 Physical Description or Collation

This area consists of statement of number of pages, volumes, illustrations, dimensions etc and also statement of accompanying materials such as maps on separate sheets, diskettes, films slides, cassettes etc. AACR2 gives detailed rules for rendering such information as part of descriptive cataloguing where as CCC as said earlier does not recommend inclusion of this information in an entry.

8.4.7 Note Area

Note area in an entry gives important notes on the document to be catalogued. In other words any additional useful information on the document is provided in this area. The information that is already given in other areas of the main entry should not be repeated in this area. Both AACR2 and CCC prescribe inclusion of different kinds of notes and rendering. AACR2 gives option to write different kinds of notes as different paragraphs or write in one paragraph preceding each paragraph by full stop, space, dash, space. There is no option according to CCC and we have to write each type of note individual paragraph in the entry.

SELF-CHECK EXERCISE-2.

- a) What is the basis for collecting information on bibliographic data elements of different types of material?

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) Distinguish the difference between AACR2 and CCC in defining title proper of a periodical.

- c) Render the following edition statements using AACR2 and CCC:
First edition
The centenary edition
New revised edition

- d) Compare the provision of rules laid down in AACR2 and CCC as regards to description of imprint and collation in an entry.

We have studied some of the striking differences in description of various data elements according to AAC R2 and CCC. It is now necessary for us to go a step further to bringout a comparative picture in respect at choice and rendering of access points in a catalogue following AACR2 and CCC.

8.5 PERSONAL AUTHORSHIP

As you know, the maker of a work is the author i.e., the person responsible for the existence of that work. In other words, author is primarily responsible for the thought content of a document. So, the concept of the author is the basic concept in cataloguing. That is why much emphasis has been given for determination of authorship. Having known the predominance of

the authorship concept, it is worthwhile for us to know as to what constitutes authorship in the context of cataloguing.

AACR2 regards personal author as the person chiefly responsible for the creation of the intellectual or artistic content of a work.

Dr. Ranganathan in CCC defined Author of a work:

"Sense 1 Person creating the work, that is thought and expression constituting it.

Sense 2 Corporate body owning responsibility that is thought and expression constituting it."

According to AACR2 it is necessary to enter a work, a collection of works or selections from a work by one personal author under the heading for that person whether named in the work or not.

The CCC advocates the use of title page with regard to author statement. By and large there is no difference between AACR2 and CCC in choice of personal names as the basis of heading.

If author is a person, both AACR2 and CCC prescribe rendering of main entry under his/her name as heading. It is better to cite the rules here for rendering the name. The form of the heading will have the surname first followed by forenames. You will understand the points discussed above if you observe the following examples very carefully:

Choice of heading	Form of heading according to AACR2	Form of heading according to CCC
John Henry Smith	Smith, John Henry	SMITH (John Henry)
Sarvepalli Radhakrishnan	Radhakrishnan, Sarvepalli	RADHAKRISHNAN (Sarvepalli)
Eric J. Hunter	Hunter, Eric J	HUNTER (Eric. J)

8.5.1 Shared Responsibility

Perhaps you might have seen a number of books for which more than one person is responsible for their creation. Such works are created in collaboration between one or more persons or bodies performing some kind of activity in creation of thought content of an item. That means these authors have shared responsibility in writing the book.

In case of works of two joint authors, CCC prescribes that both the names are to be used as the main entry heading where as AACR2 states, if the work is by two or not more than three authors and principal responsibility is indicated by wording or layout etc. on the title page, the entry should be made under that name, otherwise, i.e. if principal responsibility is not indicated, entry should be under the first named on the title page.

If the title page contains three or more than three authors, CCC recommends main entry under first named author. The words 'and others' should be added to the main entry heading. But AACR2 prescribes, if the work is by three authors, the main entry heading should be under the first named author and all the three authors should be given in the title and statement of responsibility area. In case of the work with more than three authors and if the principal responsibility is not attributed to any one of them, main entry should be under title with an added entry for the first named person on the title page.

8.5.2 Works Produced Under Editorial Direction

Many authors write short articles and some one takes the responsibility of collecting, editing and publishing those contributions in a book form under a collective title. A collective title

is one in which three or more works or parts of works by one author are published together or it may be two or more works or parts of works by more than one author published together. Collective titles are generally brought out under editorial direction. Both AACR and CCC deal such publications in their own way.

According to AACR2, if a work is produced under editorial direction it will be entered under the title. Added entries are to be made under the headings for the editors, if there are not more than three editors predominantly named on the title page. If there are more than three editors and one is predominantly named, added entry is to be made under the heading for the principal editor or for the one named first on the title page, if no one is predominantly named on the title page. CCC prescribes that when no author is responsible for the whole work, it has to be entered under the collaborator i.e. editor/compiler etc., If there are two such collaborators both should be chosen as heading. When there are more than one category of collaborators mentioned on the title page, only one category is to be chosen as main entry heading based on the relative importance. If no author or collaborator is named on the title page, such work has to be entered under title. However, in case of general bibliographies/encyclopaedias belonging to the class generalia, science general, useful arts or social sciences the title should be chosen as the main entry heading.

CCC suggests that descriptive elements which indicate the activity performed in relation to the work such as Ed (editor), Tr (Translator), Comp. (Compiler), Ill. (Illustrator) etc. is to be added after the name of person when it is chosen as the main entry/added entry heading but use of such terms is optional under AACR2.

SELF CHECK EXERCISE-3

What are the rules for choice of main entry heading according to AACR2 and CCC in the following cases?

- a) Title page contains three authors and the first author is predominantly mentioned.
- b) Work is produced under editorial direction and there are several contributions in the work by different authors and the name of the editor appears on the title page.

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.

8.5.3 Works of Mixed Responsibility

As a cataloguer in a library you will find works of mixed responsibility. A work of mixed responsibility or dependent work as used in CCC, is a work to which different persons or bodies make intellectual or artistic contributions by performing different kinds of activities. In works of mixed responsibility, a previously existing work is modified or augmented. The modification or augmentation, as the case may be, need not be by the original author. It may be done by some other person or body. While cataloguing you may find conflict in authorship in respect of original author or modifier or augments to form the main entry heading. It is desirable to determine the

role of each person or body responsible for the creation of intellectual content of the document so that conflict of authorship could be resolved. The various aspects of this conflict along with the rules for conflict resolution are stated in both AACR2 and CCC. Instead of quoting the rules *ad verbum* for each of the conflict and its resolution in the two codes, we may bring out in the form of a table. The following Table may facilitate better understanding and quick reference of rules for the treatment of works of mixed responsibility in both codes in respect of similarities and differences:

Conflict of authorship	According to CCC	Main entry heading According to AACR
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Adaption of Texts:

Original author or adapter	Original author	Adapter
Original author or Paraphraser	Original author	Paraphraser
Original author or Dramatizer	Dramatizer	Dramatizer
Original author or Novelizer	Novelizer	Novelizer
Original author or Parody writer	Parody Writer	Parody Writer
Original author or Versificationist	Versificationist	Versificationist

Revision of Texts:

Original author or Reviser	Original author	Original author
Original author or abridger	Original author	Original author
Selections from an author's works	Original author	Original author

Commentary:

Original author or Commentator	Commentator	Commentator
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(Commentary is of great importance than the original)

Translations:

Original author or Translator	Original author	Original author
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Related Works:

Index	Indexer	Indexer
Supplement	Supplementer	Supplementer
Concordance	Concordance writer	Concordance writer
Sequel	Sequel writer	Sequel writer

Continuation	Continuer	Continuer
Libretto	Libretto writer	Libretto writer
imitation	Imitation writer	Imitation writer
Music setting	Music setter	Music setter
Spoken Word/Reports		
of Interviews :		
Anna, table talk	Talker	Reporter
Dialogue	Participant	Principal/First named participant
Interview	Interviewer	Principal/First named Participant
Narration (Real not fictitious)	Narrator	Principal/First named Participant
Lecture	Lecturer	Principal/First named Participant
Correspondence :		
Correspondence of one person with many persons	One person	First named person
Correspondence between two persons	Correspondent as Joint author.	First named person
Maps / Atlases:		
Cartographer or writer of the text	Cartographer	Cartographer

SELF CHECK EXERCISE-4

Indicate the difference between AACR2 and CCC in respect of choice of heading for works of mixed responsibility.

- a) Adapter
- b) Paraphraser

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.

8.5.4 Pseudonyms

According to CCC, pseudonym is "an author assuming a false or fictitious name or any other specification different from the real name". AACR2 defines pseudonym as a name assumed by an author to conceal or obscure his or her identity. Interestingly, CCC considers 'any other specification' which means a phrase or otherwise like a name is also a pseudonym whereas the emphasis is on a 'name' in AACR. For instance, CCC considers 'by EET' by an author' on the title page as pseudonym. AACR does not consider these as a pseudonyms because they do not resemble the form of a 'name'. AACR treats such works as works of unknown or uncertain authorship which we will be discussing a little later. By and large it is very clear from the two definitions that, both the codes have recognised pseudonymous authors in an identical manner. You may come across the following basic kinds of pseudonymous works:

1. Works of a person known predominantly by a single pseudonym
2. Works of a person using two or more pseudonyms
3. Works of a person using his pseudonym as well his real name
4. Works of two persons jointly using a pseudonym

According to AACR, it is required to enter under the pseudonym if all the 'works appear under one pseudonym or if the person is predominantly identified in reference sources by one pseudonym. If a person appears under several pseudonyms only one of the names is to be chosen which is predominantly identified in the latter editions or in other reference sources. If the real name is known, reference should be made to the pseudonym. If two or more persons collaborate and use a single pseudonym, entry should be under pseudonym. Reference entry should be from names to the pseudonym.

The CCC prescribes canon of ascertainability in case of choice of pseudonym/real name and suggests that the main entry should be under the form of the name found on the title page. This results scattering of entries for different works of the same author all over the catalogue whereas AACR2 suggests under the form of the name of the author by which he/she is identified in modern editions of his/her works, be it the pseudonym or his real name. This practice brings together under one form of author's name all his/her works. Further, CCC recommends if the real name of the author is found out from outside sources it has to be added after the heading in circular brackets. The descriptive element 'pseud' has to be added, after the name of the heading but AACR2 does not provide any such addition to heading.

The following examples would clarify the above discussion:

Problem	AACR2	CCC
1. Single pseudonym predominantly appears on the title page	Eliot, George	ELIOT (George), <i>Pseud</i>
2. Real name appears sub-ordinate to pseudonym	Caroll, Lewis (Refer from real name to pseudonym)	CARROL (Lewis), <i>Pseud</i> (i.e. Charless Lutwidge Dodgson).
3. Pseudonym appears on the title page and real name found out from outside source	Twain, Mark (Refer from real name to Pseudonym)	TWAIN (Mink), <i>Pseud</i> (i.e. Samuel Langhorne Clemens)
4. Real name appears sub-ordinate to pseudonym on the title page (The author uses one or more pseudonyms)	Paine, Lauran (Connct all pseudonyms to the real name)	PAINE (Lauran), (i.e., A,A Andrews, Pseud)

5. Pseudonym represented by two joint authors. Real name also appears on the title page	Queen, Ellery (Refer to the Pseudonym from the headings for Danney, Frederic and Lee, Manfred B	QUEEN (Ellery), <i>Pseud.</i> (i.e. Frederic C. Dannay and Manfred B. Lee)
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8.5.5 Anonymous Works

An anonymous work is of uncertain or unknown authorship or by an unnamed group. In CCC the choice and rendering of headings for anonymous works is based on the Canon of Ascertainability and as such anonymous work will be entered under the heading for collaborator if named on the title page or else under the title. The rules in AACR2 recommended entry of anonymous works under title.

SELF-CHECK EXERCISE-5

- a) Compare the provision of rules in AACR2 and CCC for choice of heading in case the real name of the author is found on the title page of a document and the author is predominantly identified by his pseudonym.

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

- b) The title page contains the pseudonym 'An American'. State the rules for choice of heading according to AACR2 and CCC.

8.6 CORPORATE BODY

You have studied similarities and striking differences between AACR2 and CCC in respect of rules for choice and rendering of personal authorship. You should know that the person as author is not solely responsible for the intellectual or artistic content of the documents published throughout the world. Presently, a number of documents are published by government and its agencies, institutions, societies and the like. No single individual person can claim to be the creator of the works produced by these agencies. In these cases, group of individuals join

together as organised units and create documents. Such impersonal documents are treated to be the works created under the corporate authorship and corporate bodies are responsible for the thought content of the publications.

According to AACR2 corporate body is an organisation or group of persons which is identified by a particular name and which acts or may act as an entity. Examples of corporate bodies are government agencies, projects and programmes, associations, institutions, business firms, religious bodies, churches and conferences. AACR2 Rule 21.B2 allows entry under corporate body only if the work falls into one at the following categories, which also apply equally to serials and to monographs since there is no special rule for main entry of serials:

1. Administrative works, e.g. annual reports
2. Legal works, e.g. laws, treaties etc.
3. Report of a collective thought of a body, e.g. committee and commission reports
4. Reports of the proceedings of a conference, exhibition, or similar event, and reports of investigations etc., of an expedition - provided that the conference, expedition or event is prominently named in the item, and
5. Sound recordings, films, video-recordings when the body in question is a performing group that has been responsible for more than performance.

Ranganathan defined corporate body as 'a number of persons taken collectively, usually united, or organised, or coming together informally in a common cause or common action such as governmental or service or political or any other business, or for deliberation or for collective expression of opinion or statement. Further CCC states that a work is of corporate authorship, if the content of a work is of deliberative, legislative, directive, judicial, administrative or routine character. Accordingly, government and its organs, institutions and delegations to conferences are viewed as corporate bodies in CCC.

CCC prescribes if the name of person(s)/collaborator(s) are not found on the title page and its overflow pages and there is no claim for authorship by a personal collaborator and the title page contains name(s) of corporate body/bodies, such publication is considered to be of corporate authorship i.e. corporate body is to be chosen as main entry heading.

It is evident that both codes have tried to provide distinct guidance for the choice and rendering of corporate bodies. AACR2 does not recognise the concept of corporate authorship. As such the code does not use the term corporate author'. Ofcourse, having taken note the utility and usefulness of corporate main entry AACR2 prescribes corporate main entry for certain kinds of publications as listed at Rule 21.B2 provided that the works have emanated from one or more corporate bodies whereas CCC recognises the responsibility for 'thought and expression' constituting the work in accordance with canon of ascertainability. CCC recognises both personal as well as corporate authorship. The conflicts between personal authorship and corporate authorship and among corporate bodies have been resolved based on sound principles.

8.6.1 Government

According to AACR2, government is entered under its conventional name, unless the official name is in common use. The conventional name of a government is the geographic name of the area (country, state, county, municipality etc) over which the government exercises jurisdiction i.e. political or administrative authority. Whereas CCC states if the corporate body is a government as a whole, its name to be the name of its territory and entry should be under the name of the territory.

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

Conventional Name	Official Name	AACR2	CCC
United States	United States of America	United States	UNITED STATES OF AMERICA
United Kingdom	United Kingdom of Great Britain and Northern Isle	United Kingdom	GREAT BRITAIN
India	Republic of India	India	INDIA

According to AACR2, it is necessary to enter a government agency sub-ordinate to the whole government and make it a direct or indirect sub-heading as the case may be, to the heading of a whole government. AACR2 lists out ten types of such sub-ordinate units to the government which include executive, legislative, judiciary, administrative organs, chiefs of states and heads of governments, embassies and consulates and delegations.

CCC also laid down the rules for all types of sub-ordinate organs of the government. Both AACR2 and CCC are similar in scope as regards to the choice of headings but only differs in the form of headings. The following examples of form headings in AACR2 and CCC are placed side by side for easy understanding of the differences and similarities.

AACR2	CCC
India. <i>Department of Science and Technology</i>	INDIA, SCIENCE AND TECHNOLOGY (Department of -)
India. <i>Nuclear Power Board</i>	INDIA, NUCLEAR POWER (Board).
India. <i>President (1950-1962: Rajendra Prasad)</i>	INDIA, PRESIDENT (Rajendra Prasad).
India. <i>Supreme Court</i>	INDIA, SUPREME COURT
Andhra Pradesh. <i>High Court</i>	ANDHRA PRADESH HIGH COURT
India. <i>Embassy (France)</i>	INDIA, EMBASSY (France)
India. <i>Parliament. Lok Sabha</i>	INDIA, LOK SABHA
India. <i>Parliament. Public Accounts Committee</i>	INDIA, LOK SABHA AND RAJYA SABHA. PUBLIC ACCOUNTS (Committee).
India. <i>Education Commission</i>	INDIA, EDUCATION (Commission) (1964) (Chairman: D.S.Kothari).

As you have seen the examples, in CCC also an administrative department or ministry of a government is entered as a sub-heading of the heading of a government, but the sub-heading for an organ is entered to start with the word denoting the sphere of work.

Both CCC and AACR2 agreed to enter official publications, such as messages, proclamations, despatches, ordinances and so on emanating from head of states and heads of governments under the heading for the corporate body. Besides, AACR2 also prescribes addition of reign of office of the incumbent to the sub-heading.

A legislative body is entered as direct sub-heading to the heading of a government in CCC, whereas AACR2 enters legislatures indirectly after adding the generic heading such as parliament, congress etc., as the case may be.

CCC has rightly laid down the rule for entry of an ad hoc committee, or commission appointed by a government under the name of the government, followed by the name of the committee, commission, the date and the name of the Chairman, whereas AACR2 does not give prominence to the date of the committee/commission or to the Chairman in the entry.

SELF CHECK EXERCISE-6

Bringout the difference between AACR2 and CCC for choice of entry in case of government and legislatures.

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.

8.6.2 Institution

AACR2 as in CCC puts academic bodies, religious bodies, societies, associations, business firms etc., under one generic term institution. They are entered directly under their names omitting initial articles. Wherever individualisation of the institution is required, the name of the location, date of origin or any other general designation may be added to the heading. The rules laid down on choice and rendering in both codes are similar in scope.

8.6.3 Conferences, Congresses Etc.

The AACR2, has given consistent and appropriate rules for the rendering of the conference which can be distinctly and sufficiently identified. In CCC there are no rules for such identification.

According to AACR2 conferences, congresses etc. are entered directly under the name by which they are predominantly known. The name of the conference is followed by one or more of the elements i.e., number of conference, dates or location of the conference where held.

CCC states that conferences, congresses, meetings etc., are entered directly under the name they are known. Only the place where the conference, was held and year of the conference are to be added when the conference is of non-periodical nature.

AACR2

International safflower conference (2nd: 1989: Hyderabad).

CCC

INTERNATIONAL SAFFLOWER CONFERENCE (HYDERABAD) (1989).

Diplomatic Conference:

According to AACR2, if a diplomatic conference has no formal name and if it has not acquired a permanent name then the name which is found in other sources most commonly i.e. periodical articles and newspapers etc., should be used for the heading. This may be changed at a later date as and when it acquires an established name.

On the other hand, CCC states that the name of the conference should be prefixed to the name of the conference even if it is not already in the name of the conference. The year of the conference is to be added to the heading as individualising element for e.g. PARIS PEACE CONFERENCE (1919).

8.7 PERIODICAL PUBLICATIONS

Unlike books periodical publications are peculiar in nature. They contain recent information and are quickly and easily updatable with latest pieces of information. Periodicals form one of the core resources of a library. The term periodicals/serials have been defined both in AACR2 and CCC. AACR2 defined a serial as 'a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely'. The terms 'periodicals', 'serials' and 'journals' have been used in library science interchangeably without much distinction. AACR2 includes under serials several other publications such as newspapers, annuals, memoirs, proceedings, transactions, etc.

AACR2 prescribes the following sections of the main entry of serial publication:

1. Title and statement of responsibility area
2. Edition area
3. Numeric, alphanumeric or chronological designation area
4. Publication, distribution area
5. Physical description area
6. Note area
7. Standard number
8. Terms of availability

The main entry of a periodical publication in CCC consists of leading section i.e. class number, heading section which consists of title proper of periodical, the periodicity, series if any, holdings of the library. Tracings will also be given on the back of the main entry. The following examples worked out according to both codes would help you in understanding them more clearly.

AACR2

IASLIC Bulletin,- Vol 1, no.1 (Jan/Mar. 1956)-

- Calcutta : Indian Association of
Special Libraries and Information

Centres.1956-

v.: ilL: 14cm.

Library has v.1(1956)- v28(1983).

Quarterly

ISSN 0018-8441

1. Library science-periodicals. I.

Indian Association of special Libraries
And Information centres.

CCC

2m 44.N56

IASLIC Bulletin,

(1v per year, 1- :1956-),

This library has 1-28:1956-83

8.7.1 Periodical Conference

Some conferences are held periodically after certain intervals of time. The proceedings and reports of such conferences are brought out periodically and they are almost like a periodical publications. CCC has given distinctive rules for entry of periodical conferences. CCC prescribes periodical conferences to be catalogued according to the rules for periodical publications in which case the place of conference held and the year are omitted from the heading. AACR2 rule 24.B4(P417-8) says that if the heading is for a series of conferences do not add the location unless they were all held in the same place. No specific rule is made in AACR2 for this purpose. Hence a periodical conference is to be catalogued as that of a conference proceedings.

8.7.2 Problems in Cataloguing of Periodicals

Cataloguing of periodical publications poses several problems to the cataloguers. This is due to the complexities associated with periodicals such as change of the title of the periodical sponsors, volume, periodicity. A split in a periodical, merging of two or more periodicals into a single periodical etc. also complicate the cataloguing process. This necessitated treating periodicals as a special class of material in so far their cataloguing is concerned and all these problems have to be dealt with different cataloguing rules. Very elaborative rules are given in CCC for dealing all these complexities. Chapter 12 in AACR2 deals more about bibliographic description of serials rather than rules for solving some of these complexities. However, if you take up advanced studies in Library Science, you will be studying the problems of cataloguing of periodicals in a more serious way.

SELF-CHECK EXERCISE-7

- a) Identify such of the bodies which should be directly under their name:
- National Productivity Council (located in India)
 - Ministry of Industry, Department of Small Scale Industries, Government of India
 - University Grants Commission, India
 - Indian Society of Oilseeds Research, Hyderabad
 - Directorate of Oilseeds Development, Government of India
 - Andhra Pradesh Administrative Tribunal
 - Andhra Pradesh Legislative Assembly
 - Council of Scientific and Industrial Research
 - Library Association, London

- Note: i) State the appropriate heading in the list given above for those entered directly under their name according to AACR2 and CCC
- ii) Write your answer in the space provided below
- iii) Compare your answer with the model answer given at the end of this unit.

- b) Compare the provision of the rule for dealing periodical conference in AACR2 and CCC

Note: i) Write your answers in the space provided below

- ii) Compare your answer with the model answer given at the end of this unit.

8.8 SUMMING UP

In AACR2 and in CCC rules for choice and rendering and description have been separated. In conformity with Dr S.R. Ranganathan's Canon of Ascertainability, AACR2 prescribes chief source of information for each area of description of a document. The rules have been very comprehensive in AACR2 for both conventional and non-conventional documents to solve most of the cataloguer's problems. CCC cannot offer any specific rules for other than the conventional books and periodicals. Both AACR2 and CCC prefer main entry heading under personal authorship except in cases where corporate main entry is more appropriate.

In AACR2 the choice of heading is between author and the title except in certain specific conditions for entry under corporate body. AACR2 does not recognise the concept of corporate authorship. Generally, collaborator i.e. editor or translator do not occupy main entry heading in AACR2 whereas in CCC the title is prescribed as main entry heading only a last resort when there is no author or collaborator or corporate author named in the work. As regards pseudonyms, AACR2 suggests choice of the name which is identified in modern editions of his works where as in CCC choice mainly depends on Canon of Ascertainability.

CCC covers elaborative rules for solving most of the problems of periodicals cataloguing where as in AACR2 much importance is attached to description of serials. The AACR2 is a product of many leading professional organisations with joint efforts. It is a great asset for further revisions of the code in accordance with the needs of the day. CCC was an individual effort and lacks organisational back up for further revision.

8.9 MODEL ANSWERS

1.
 - a) There are two parts in AACR2. They are Part I standard bibliographic description and Part II rules for determination and establishment of headings.
 - b) Classified catalogue code prescribes chain procedure - a method for preparation of subject indexes to a classified catalogue and subject headings for a dictionary catalogue.
 - c) In both AACR2 and in CCC the rules for choice and rendering and rules for bibliographic description have been separated.
2.
 - a) The basis for collecting information on bibliographic data elements of different publications is the Chief source of information as prescribed in AACR2 where as in CCC this is guided by Canon of Ascertainability.

- b) According to AACR2 title proper of periodical is the chief name of an item, including any alternate title but excluding parallel title and other title information. CCC defines title proper of periodical - includes the sponsor if it occurs at the beginning and excludes if it occurs at the end.
- | | |
|-------------------|--------------------------|
| c) AACR2 | CCC |
| 1st ed | -(Not to be transcribed) |
| The centenary ed. | Centenary ed. |
| The New rev. ed. | New rev. ed. |
- d) According to AACR2 imprint i.e. place of publication, name of the publisher and year of publication, and physical description or collation are considered as bibliographic data elements and included in the entry. CCC does not recommend as part of bibliographic description in the entry.
3. a) If the title page contains three authors and the first author is predominantly mentioned AACR2 prescribes main entry under first named author and all the three names should be mentioned in the statement of responsibility area. Added entries should be prepared for the second and third authors. On the other hand, CCC recommends main entry under first named author. The words, 'and others' should be added to the main entry heading.
- b) AACR2 recommends title main entry if the work is produced under editorial direction and if the name of the editor is predominantly mentioned in the chief source of information. An added entry may be prepared under the name of the editor. CCC recommends main entry under the editor in such a case.
4. a) AACR2 prescribes that the author of the dependent work i.e. adapter and paraphraser should be taken as the author of the adaptation or paraphrase whereas CCC prescribes the author of the original should be taken as the author in such cases.
5. a) According to AACR2 if the real name is found on the title page and author is predominantly identified by his pseudonym, the main entry should be under pseudonym. CCC recommends entry should be under his real name as it is in accordance with canon of ascertainability.
- b) CCC recommends entry under the name as it appears on the title page i.e. AN AMERICAN. AACR2 prescribes that such publications should be treated as anonymous and uncertain authorship since the specification does not appear as a name. In such a case AACR2 states entry should be under title.
6. In case of government, AACR2 prescribes entry under the conventional name of a government where as CCC does not make any distinction between conventional and official name and suggests use of one of the known forms as main entry heading.
7. a) National Productivity Council
Indian Society of Oilseeds Research
Council of Scientific and Industrial Research
Library Association

AACR2
National Productivity Council
(India)

CCC
NATIONAL PRODUCTIVITY COUNCIL
(India)

Indian Society of Oilseeds
Research, Hyderabad

Council of Scientific and
Industrial Research

Library Association, London

INDIAN SOCIETY OF OIL SEEDS
RESEARCH (Hyderabad)

COUNCIL OF SCIENTIFIC AND
INDUSTRIAL RESEARCH

LIBRARY ASSOCIATION (India)

7. b) CCC prescribes, a periodical conference should be treated as like a periodical publication in which case the place of where conference was held and year of the conference should be omitted and catalogued following the rules prescribed for rendering of main entry of a periodical publication. There is no specific rule to deal with periodical conference in AACR2 and it is to be catalogued as that of a conference proceedings.

8.10 ASSIGNMENTS

- 1) Describe rules for choice and rendering of pseudonyms in AACR and CCC ?
- 2) Describe rules for choice and rendering of Government, authorship in AACR and CCC?

8.11 RECOMMENDED BOOKS

Anglo-American cataloguing Rules. 2nd ed. Chicago: American Library Association, 1978.

Girja Kumar and Krishan Kumar, *Theory of Cataloguing*. 3rd ed. Delhi: Vikas Publishing, 1981.

Parameswaran, M. *Anglo-American Cataloguing Rules (II) and CCC (3)*. New Delhi: Ess Ess, 1989.

Ranganathan, S.R. *Classified Catalogue Code*. 5th ed. Bombay: Asia Publishing House, 1964.

Wynar, Bhodhan S. *Introduction to cataloguing and classification*. 7th ed. Littleton, USA: Libraries Unlimited, 1985.

8.12 GLOSSARY

- Access point** : A term, name, code or group of words etc., used at the head of a catalogue entry by which a document is searched or identified
- Adverbium** : Exact in wording, according to original
- Added Entry** : An additional entry other than the main entry to provide other access points in a catalogue.
- Alternative title** : A secondary title introduced by 'or' or its equivalent in language script
- Areas of description** : A unit of the description of an item in a catalogue entry consisting of one or more data elements e.g. title area, edition, physical description area.
- Bibliographic data elements** : The distinct units of bibliographic information in a catalogue entry that provide information about a document.
- Bibliographic description** : Information about a document regarding its author, title, edition, publishing and other details in a catalogue entry
- Centralised cataloguing** : Cataloguing of documents by some central organisation

Chief source of information : A primary source of document from which a bibliographic data is to be collected based on which a bibliographic description is prepared.

Classified catalogue : a catalogue in which subject entries are arranged according to some scheme of classification and word entries are arranged alphabetically.

Collaborator : a person or persons associated with another person/persons to create a work

Compiler : A person who collects material from the works of various persons or one who selects and put together from the work/works of one person.

Composite book : Book with two or more contributions each having its own title without a continuous exposition

Conference : A meeting for consultation or discussion

Congress : A formal meeting or assembly of delegated representative individuals for discussion, arrangement or promotion of some matter of common interest.

Descriptive Cataloguing : Concerns with the identification and description of documents.

Dictionary Catalogue : A catalogue in which main entries and added entries are arranged together with one general alphabet

Editor : A person who prepares for publication an item not of his own. He may supervise, elucidate the text, write introduction, notes or critical matter.

Entry : An ultimate unit record.

Forename : It is a name or part of a name which designates a person or individual and distinguishes him from others bearing the same family name, surname or class name. It is also called given name or personal name.

Fictitious name : An assumed name imaginatively created and used by a person for purposes of writing documents.

Heading : A name word or phrase at the head of a catalogue entry to provide an approach point in the catalogue for tracing a document.

Main Entry : A complete record of document which gives maximum *information* in a catalogue.

Normative Principles : A set of specific principles developed by Dr. S.R. Ranganathan which are applicable in drafting a catalogue code, interpretation and guidance of rules in cataloguing work.

Notation : A code number used to identify and locate a book or document in a library. In libraries it is called a call number of a document.

Open access : Free access to readers to browse documents on shelves in a library.

Parallel title : The title proper of an item in another language or script

Reference : A direction in a catalogue to refer from one heading or entry to another heading or entry.

Society : An organised group of persons associated together for religious, educational, cultural, scientific, political or other purposes.

Sound recordings : A recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced.

- Sponsor** : Person or a corporate body with whose good will, authority or financial assistance or under whose auspices the periodical is published.
- Surname** : A family name which a person uses in conjunction with his personal name. It is the name used as a heading for entries in a catalogue or bibliography.
- Tracings** : A record of additional entries prepared other than main entry.
-

8.13 MODEL EXAMINATION QUESTIONS

I. ESSAY QUESTIONS

- 1) Compare the structure of main entry and the bibliographic description in AACR2 and CCC
- 2) Explain the differences in rendering the names of corporate bodies as per AACR2 and CCC

II SHORT NOTES

- a) Composite books
- b) Multivolumed works

BRAOU

BLOCK -III : CATALOGUES - UTILITY AND ECONOMY

Cataloguing is an expensive activity in libraries. Cooperation and coordination is necessary to achieve economy in terms of money, men and material. The centralised cataloguing, the cataloguing-in-publication and pre-natal cataloguing which are available today are the results of age-old cooperation. This activity is visible in developed countries and developing countries are also moving on these lines to catch up the benefits of these processes. Hence, Unit-9 of this block concentrates on this aspect.

The union catalogues indicate the information sources available in the libraries of a geographical region. Such compilation is useful particularly to the research community for optimum utilisation of the resources. A detailed discussion on union catalogues was included in Unit-10. Unit-11 focusses on simplified and selective cataloguing, which help us to reduce the amount of cataloguing and thereby to achieve economies in cataloguing process.

Filing is an important activity in building up the library catalogues. Various options are available for the arrangement of entries and any slight mistake committed in arranging may devoid the reader in obtaining their reading material. The success of the catalogue also depends upon the accuracy of the arrangement of entries. Unit-12 explains further about this in detail.

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UNIT-9 : COOPERATIVE AND CENTRALIZED CATALOGUING; CIP

Contents

- 9.0 Aims and Objectives
- 9.1 Introduction
- 9.2 Cooperative Cataloguing
 - 9.2.1 Definition and Objectives
 - 9.2.2 Advantages and Drawbacks
 - 9.2.3 Attempts of Cooperative Cataloguing
 - 9.2.4 Library Network
- 9.3 Centralized Cataloguing
 - 9.3.1 Meaning and Objectives
 - 9.3.2 Advantages and Drawbacks
 - 9.3.3 Centralized Cataloguing - Commercial ventures
 - 9.3.4 Library of Congress
 - 9.3.5 MARC Project
- 9.4 Cataloguing in Publication
 - 9.4.1 Pre-Natal Cataloguing
 - 9.4.2 Cataloguing in Source
 - 9.4.3 CIP
- 9.5 Summing Up
- 9.6 Model Answers.
- 9.7 Assignments
- 9.8 Recommended Books
- 9.9 Glossary
- 9.10 Model examination Questions

9.0 AIMS AND OBJECTIVES

The cataloguing processes are repetitive in nature in all the libraries. The repetition can be minimised with co-operative ventures among the libraries which obviously bring saving in money and manpower.

After studying this unit you should be able to:

- explain the concept of cooperative and centralised cataloguing;
- explain the benefits in adopting these systems in libraries;
- appreciate the efforts put in at national and international levels to introduce cooperative and centralised cataloguing;
- acquaint yourself with the well known and important systems in vogue.

9.1 INTRODUCTION

The catalogues play a vital role in bibliographic control in libraries and information centres. They indicate the rich resources available in libraries and help the readers in utilising such resources in their research and developmental activities. Libraries and information centres are engaged in the continuous process of building catalogues for their collection.

Cataloguing no doubt forms an important and continuous activity in individual libraries but the processes are repetitive in nature in all the libraries and at the same time it is expensive too. The libraries having similar subject interest acquire more or less same documents. In addition Anglo-American Cataloguing Rules (AACR) is universally followed and similar entries are prepared for the documents by all the libraries to build-up their catalogues. The degree of commonality shows repetitive work and with a certain amount of understanding and willingness to co-operate in their cataloguing process will surely benefit them in terms of money and manpower. In this regard when two or more libraries and information centres come together to co-operate with each other to share the cataloguing work for their mutual benefit, it may be said as "Co-operative Cataloguing".

In case the cataloguing work is done centrally at a particular library or a single agency and distributes the cataloguing records to its participating libraries, it is known as "Centralised Cataloguing". If there are several branches of main library, the cataloguing work may be taken up by the main library instead of repeating cataloguing work in all the branch libraries to save their time and money. Sometimes all branch libraries may not buy all the books. However according to local needs the particular library will have to individualise a document. In the same way, because of the size of the library, a particular library may need more added entries than the other. Such problems can be easily handled with appropriate measures.

9.2 COOPERATIVE CATALOGUING

9.2.1 Definition and Objectives

The value of cooperative cataloguing was recognized by librarians about one and a half centuries back. It was also noticed that the preparation of cataloguing record for the documents acquired by each library was both uneconomical and a duplication of efforts.

ALA Glossary of Library Terms defined cooperative cataloguing as "the compilation of catalogue cards through a joint effort by a number of libraries in an effort to reduce duplication of operations".

Needham referred to cooperative cataloguing as "a situation where a number of independent libraries share the work of producing a catalogue for their mutual benefit".

Thus the participating libraries share the responsibility as well as the product of cataloguing.

Objectives : Some of the basic objectives of cooperative cataloguing are to :

- 1) Save the time of the staff
- 2) Improve quality of services
- 3) Reduce costs of production of cataloguing records
- 4) Standardize processes
- 5) Avoid duplication of cataloguing processes among the participating libraries and
- 6) Prepare union catalogues

9.2.2 Advantages and Drawbacks

There are some advantages of cooperative cataloguing like:

- 1) Saving the time of cataloguers
- 2) Standardizing the format of entries to attain uniformity
- 3) Improving the quality of services being offered
- 4) Preparation of union catalogue enables resource sharing, and
- 5) A better utilization of resources by the libraries.

However, there are a few drawbacks as well

- 1) Decrease in the number of skilled cataloguers
- 2) Need for books to be sent to the cataloguing agency unless it is a copyright library like the British Library
- 3) Difficult to get catalogue cards for every title
- 4) No place for local variations
- 5) Cataloguing staff tend to lose familiarity with books as cataloguing work is reduced.

9.2.3 Attempts of Co-operative Cataloguing

In 1850 William Desborough Cooley thought of preparing a universal catalogue which is the forerunner of the present day Union Catalogues. Charles C Jewett had drawn a detailed plan for cooperative cataloguing among American libraries. Melvil Dewey in 1876 discussed about cooperative cataloguing at the first AIA conference and suggested that Library of Congress print and distribute catalogue cards. However, it took 25 years for this to come about with LC introducing its printed card service in 1901. The LC scheme can be viewed both as a centralized and cooperative service.

The most prominent attempt in this area, in the recent years at the international level is the National Programme for Acquisition and Cataloguing (NPAC) of the Library of Congress. NPAC, a well known shared cataloguing programme, began in 1966, after the Public Law 89-329, of the Higher Education Act 1965 was passed. Under the Act, the Librarian of Congress was charged with:

- a) Acquiring so far as possible all library material currently published throughout the world which are of value of scholarship, and
- b) Providing cataloguing information for these materials promptly after receipt and distributing bibliographic information by printed catalogue cards and by other means.

9.2.4 Library Network

Another recent attempt towards cooperative efforts among a group of libraries is the organization of library networks. By a network we mean a formal organization of a group of libraries or information centres following some common pattern or design for information exchange and communication with a view to improve efficiency and effect economy in an overall manner. The age-old practice of library cooperation may be regarded as the forerunner of the present day concept of networks. Library cooperation was informal and voluntary whereas in a network it is more of coordination since it stands for a harmonious combination and sharing of resources and facilities in order to avoid duplication.

The following are some of the examples of library networks.

FEDLINK :

FEDLINK, the Federal Library Network is a network of libraries of the Smithsonian Institution, a prominent research institute of United States. In 1964, Smithsonian Institute libraries gained local and national recognition for their contribution to the Nation's research and governmental library system. In 1971, Smithsonian Institution became a permanent member of the Federal Library Committee as well as the Association of Research Libraries within the Federal Library Committee. FEDLINK was developed among the Smithsonian Institution libraries for cooperative activities. In 1974 it associated with Ohio College Library Centre for cooperative cataloguing. Membership in 2000 was 1,200 federal agency libraries in all the 50 States of the U.S. and at US Govt. installations around the world receive services through about 600 Inter-Agency Agreements (IAGs). At present about 800 Federal libraries and information centres use OCLC services.

OCLC:

In 1967 Ohio College Association founded the Ohio College Library Centre (OCLC) as a cooperative effort among the academic institutions in Ohio, U.S.A. Now it is called On-line Computer Library Centre. Between 1951 and 1967 a number of library committees and academic executive officers explored means of library cooperation to increase the availability of library resources at each academic institution in Ohio and at the same time reduce library costs. OCLC is an educational and nonprofit corporation.

The main objectives of OCLC were making the resources of participating libraries available to individual users at their libraries and declaration of the rate of rise of per unit library costs. To achieve these objectives the Centre realized that it would have to develop an on-line computerized library network with the following subsystems:

- 1) online union catalogue and shared cataloguing sub-system
- 2) serials control
- 3) technical processing
- 4) online interlibrary loan request
- 5) retrieval by subject, and
- 6) remote catalogue access by readers and circulation control.

Among the other objectives of the Centre include

- 1) furnishing readers and libraries with information when and where they need
- 2) enabling libraries to give personalized services
- 3) providing management information, and
- 4) creating and making available new and improved library operational procedures.

At present 41,000 libraries from 82 countries are participating in OCLC. 30% records come from LC only. In their database 48 million bibliographic records (in 400 languages) are now available. Nearly 1100 staff members are working in it. OCLC activities have been extended to Canada, Europe, and Asia.

INFLIBNET

Not only in the area of cataloguing but also in all areas of library and information science, cooperation is needed. In the present age of information explosion, no library, however big and resourceful it may be, can claim to be self sufficient in meeting the complex and ever increasing

information requirements of its users. It is only through sharing of resources that we may be able to bridge the gap between the user and information. Realising this need and to encourage resource sharing and for avoiding duplication in technical processes like cataloguing, classification etc., the University Grants Commission had set up a committee in April 1988. The committee has recommended for establishment of INFLIBNET (Information Library Network). It is a national network of libraries and information centres in universities, colleges, research and development organisations in India. INFLIBNET is a cooperative network. Its activities and services are directed towards promoting cooperative endeavours in resource development and utilisation, with a view to organise library services at macro level with an economical cost for maximum benefit.

SELF CHECK EXERCISE-I

a) What is cooperative cataloguing? Give suitable examples.

Note: i) Give your answer in the space provided below.

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

b) What are the advantages and drawbacks of cooperative cataloguing?

c) What is library network? Give suitable examples.

9.3 CENTRALIZED CATALOGUING

9.3.1 Meaning and Objectives

The centralised cataloguing is defined as "the cataloguing of documents by some central organisation and make available those records to other libraries". The centralized cataloguing is usually done in a library system, consisting of a number of branches or departments. The responsibility for the entire cataloguing processes and distribution of catalogue cards for the branches or departments is borne by the headquarters library. Eminent librarians like Charles Jewett, Albert Blor, Henry Stevens, FMax Muller, W.C. Lane, Melvil Dewey and several others advocated for centralized cataloguing services because of obvious benefits.

Objectives

Following are the basic objectives of Centralized Cataloguing:

- i) to eliminate duplication of work
- ii) to lower the cost of cataloguing
- iii) to maintain uniformity and standardization in cataloguing practices
- iv) to achieve the higher quality of cataloguing and
- v) to enable member libraries to provide better services

9.3.2 Advantages and Drawbacks

Following are the advantages and drawbacks of centralized cataloguing:

Advantages:

- i) to avoid duplication of work
- ii) to minimise the cost of cataloguing
- iii) to maintain uniform and standardized cataloguing practices
- iv) to improve the quality of cataloguing
- v) to provide more services by the library staff since their time and labour being saved, and
- vi) to help prepare union catalogues:

Drawbacks :

- i) pooling up the necessary funds to opt for centralized cataloguing may be difficult for some libraries.
- ii) because of local variations it may be difficult to go in for centralized cataloguing.
- iii) centralized cataloguing system may cause delay
- iv) similarly such libraries may not need all the catalogue cards prepared by the central organisation. It may not buy all the books because of its limited requirements.

9.3.3 Centralized Cataloguing : Commercial Ventures

Barber Westby defined commercial cataloguing as "Centralized Cataloguing performed and sold by non-library agency operating for it". It means that centralized processing like preparation and sale of catalogue entries on cards is undertaken by an agency as a commercial proposition. Such type of Agencies are there. Under the commercial ventures, the following efforts are made:

i) Publisher's Title Slips

At the ALA conference in 1877, the idea of a Printed Title Slip was mooted and a committee was formed. Winsor, Bowker and Dewey were the members. They recommended that subscribers be supplied with title slips prepared for catalogue cards. The New York office of the *Library Journal* and *Publishers weekly* was the central office, but the title slips were to be prepared under the supervision of the librarian of Harvard University and the Boston Athenaeum. The catalogue entries were printed on the one side of the paper, which could be pasted on any size of card. Extra copies of slips were furnished for use as title and subject entries. This project was run for one year only. In 1880, it had come to an end due to lack of support from librarians.

ii) Rudolph Indexor Company

In 1893 Rudolph Indexor Company came with a proposal to supply printed catalogue cards for all books currently published in America as well for entire libraries on contract. But this proposal did not materialize since a similar plan was announced by the Library Bureau, at the same time.

iii) Library Bureau

The Library Bureau attempted to supply printed catalogue cards for all current standard books. This also did not succeed.

iv) H.W. Wilson Company

"Cards-with-Books" programme was tried by H.W. Wilson Company in 1938 and it lasted for two years. The programme then terminated because the participation was not encouraging.

9.3.4 Library of Congress (LC)

LC is the best example for not only the cooperative cataloguing but also for centralized cataloguing. The Library of Congress began printing catalogue cards in July 1898. This service is made available to all libraries since 1901. The cards were prepared and printed for American copyright books. In 1910 the service was extended to include several large libraries outside the government structure. Each and every item catalogued by the Library of Congress is given a serial number known as 'card number'. Card numbers are noted in the Cumulative Book Index through which the cards are ordered.

9.3.5 Marc Project

MARC is an acronym for Machine-Readable-Cataloguing.

In the U.S., MARC came into existence in 1966 when a pilot project of machine readable tapes was initiated for weekly distribution to 16 selected libraries. These libraries processed the tapes using their own computing facilities for the production of catalogue cards.

In 1967 a revised and improved version of the MARC called MARC II began to be used in about 50 libraries on subscription basis.

SELF CHECK EXERCISE-2

a) What is Centralised Cataloguing and what are its advantages and drawbacks?

Note: i) Give your answer in the space provided below.

ii) Compare your answer with the model answer given at the end of this unit

b) What are the important commercial ventures that have come in the field of Centralised Cataloguing?

9.4 CATALOGUING IN PUBLICATION (CIP)

Cataloguing in publication is to provide cataloguing data in the book itself, on the verso of the title page. This is mainly to guide the librarians and cataloguers to prepare the entries required for the publication to achieve uniformity. It is not different from Anglo-American Cataloguing Rules. In fact the same set of rules are followed and the description of the document is given. It does not include imprint and collation information but includes class numbers according to Library of Congress and Dewey Decimal Classification. In addition the possible subject headings for the document are also given.

9.4.1 Pre-Natal Cataloguing

S.R.Ranganathan had advocated the idea of pre-natal cataloguing in the year 1948. Prenatal cataloguing means printing of the cataloguing data in the book (on the back of title page) simultaneously with its publication. In fact he was suggesting Pre-natal technical processing i.e. providing the classification and cataloguing data for the books before their publication. The National library of a country which is the legal deposit library should undertake the responsibility and do all that is needed. The publishers are required to send proof copies of each book to the national library in advance so that they may be examined and the cataloguing data and call number may be worked out and provided to the publishers for printing in the book.

This idea he had also suggested to Library of Congress during his visit to U.S.A. in 1948. The L.C. took note of this and attempted in this direction. It became a success but they had to abandon it as the sale of printed cards came down.

Ranganathan had worked out the entire processes of the Work involved in this new programme in 1954 itself. According to his estimation, the national saving which will be found in using pre-natal cataloguing and classification would be 79%. He had mentioned further advantages of this project like uniformity in description, utilisation of the manpower for reference work etc.

9.4.2 Cataloguing-In-Sources (CIS)

Among various plans put forth for modern library development to provide cataloguing entries for books promptly and economically, cataloguing-in-source (CIS) is one. This project was taken up by the Library of Congress with the collaboration of the publishers and through a financial grant provided by the Council on Libray Resources. This project was known as Cataloguing in source (CIS).

Under this programme, the Library of Congress provided the cataloguing data for the books in advance to the publishers for printing before publication of books. The catalogue entries are then printed, into the books. Dr Verner Clapp was given this assignment during 1956 and started the Pilot Project under the name CIS. In July 1958, the National Centre started the actual classification and cataloguing work with 25 books. The project ended in January 1959 with 233 books. The LC catalogued 1,203 publications of 157 publishers using page proofs from June 1958 to February 1959. At the end of this period, they felt that in view of the finance involved besides technical considerations, and the actual use of the service, a permanent full scale service is not justified.

9.4.3 CIP

The LC has started this new programme (CIP) during the year 1971. This was a resurrection of the CTS scheme. This project was to include all forms of publications, motion pictures, maps and books. CIP scheme was a continuous one. The entries were prepared from galley proofs and data returned to publishers within 110 working days. Subtitle, imprint and collation were not given. However, the LC includes this information later in the MARC. The MARC is made available four to six months before the books' publication. The LC received grants from the National Endowment for the Humanities and the CLR for an experimental purpose of two years. In 1974, about 65% of the current U.S. book trade output was covered under this programme.

There are two products of CIP

- i) Record of CIP Cataloguing data on MARC tape made available before the final cataloguing copy appeared on the MARC tape; and
- ii) Cataloguing data printed in the book itself.

The following is an illustration for the LC's CIP.

Library of Congress Cataloguing In Publication Data

Piercy, Esther J.

Commonsense cataloguing.

Bibliography: p.

1. Cataloguing . I. Sanner, Marian, ed. II. Title.

Z693P54 1974 025.3 73-7573

ISBN 0-8242-0009-8

There are many advantages in using CIP Programme. They are:

- i) Libraries which receive books having the cataloguing information printed on the copy right page, can prepare easily their own cards.
- ii) It saves the cost of processing work
- iii) It speeds up the service to the readers.
- iv) It is also useful to private purchasers of books
- v) It is also useful to the booksellers and others who have collection to arrange their books easily and efficiently even in the absence of a professional librarian.
- vi) CIP is also found to be useful in the UK MARC file
- vii) It helps the librarians to be alert to new publications, thereby resulting in advance orders
- viii) The main use of the CIP is for checking the classification and cataloguing data
- ix) If CIP is to be adopted throughout the world, then building up national and universal bibliographies and preparing union catalogues will become easy.

SELF CHECK EXERCISE-3

a) What is pre-natal cataloguing? Why it was not started in India?

Note: i) Give your answer in the space provided below.

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

b) What is cataloguing-in-source? Why it was ended?

c) List two products of cataloguing-in publication?

9.5 SUMMING UP

Cooperative and centralized cataloguing are two systems very closely related. Sometimes they are used interchangeably, but they are not synonymous. The main difference between cooperative and centralized cataloguing is that in cooperative cataloguing the job is completed by the participating libraries sharing the work. Further, the services are not expected to go far beyond the cooperative libraries. The cost is also borne by the participating libraries. In centralized cataloguing, the central organisation bears the cost. But it may charge for the service. Unlike cooperative system, a single agency does the job of cataloguing in centralized cataloguing.

The cataloguing in publication programme, due to many advantages, has been adopted by several countries such as USA, UK, Denmark, Germany, USSR, India etc. The success of cooperative and centralized cataloguing and CIP depends on the cooperation extended by the participating libraries and the publishers.

9.6 MODEL ANSWERS

- 1 a) When two or more libraries come together to cooperate with each other to share the cataloguing work for their mutual benefit it is called cooperative cataloguing. OCLC, NPAC are some of the examples of cooperation.
- b) Advantages and drawbacks of Cooperative Cataloguing:
- i) It reduces the costs of cataloguing
 - ii) It saves the time and labour
 - iii) Uniformity and Standardization of practices in cataloguing.
- Drawbacks :**
- i) Organisational problems
 - ii) No place for local variations
 - iii) Losing of skill of the cataloguers.
- c) Library network is a formal organisation of a group of libraries following a common pattern for information exchange and communication with a view to improve efficiency and effect economy in an overall manner. Examples are INFLIBNET, FEDLINK.
- 2 a) Centralized Cataloguing is the cataloguing of documents by some central agency and making available those records to other libraries.

Advantages:

- i) to avoid duplication of work
- ii) to reduce the costs
- iii) to save time and labour of cataloguers

Drawbacks :

- i) no place for local variations

- ii) delay may be caused in processing
- iii) wastage of some catalogue cards
- b) Commercial Cataloguing services offered by Institutions
 - i) Rudolp Indexor Company
 - ii) The Library Bureau
 - iii) H.W. Wilson & Co.
- 3 a) Pre-natal Cataloguing

Ranganathan had sought for availability of catalogue entries for each book by the time of its publication.

Problems of not starting pre-natal cataloguing in India were:

 - i) no national central library
 - ii) Government of India had to consider the cost involved
 - iii) library profession was in a growing stage.

b) "With the collaboration of the publishers and through financial grant provided by CLR of LC experimental with what was known as CLS".

In view of the financial problems, technical problems etc. the scheme was closed.

c) Two products of CIP

 - i) Record of CIP Cataloguing data on MARC tape made available before cataloguing copy appeared on MARC tape.
 - ii) Cataloguing data printed in the book itself.

9.7 ASSIGNMENT

1. What is library cooperation? What are its aims and objectives?
2. What is Cooperative cataloguing? What are its objectives, advantages and drawbacks?
3. Describe in brief the international attempts of Centralized cataloguing?

9.8 RECOMMENDED BOOKS

- Girja Kumar and Krishan Kumar. *Theory of Cataloging*, 4th ed. New Delhi: Vikas, 1982. p.204-300.
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- Tripathi, S.M. *Modern Cataloguing: Theory and Practice*. 2nd ed. Agra Shivalal Agarwala & Co. 1978. pp. 135-157.

Viswanathan, C.G. *Cataloguing: Theory and practice*, 5th ed. Lucknow: Print House, 1983. pp.135-140.

Wynar, Bhodhan, S. *Introduction to Cataloguing and Classification*. 7th ed. Littleton: Libraries Unlimited, 1985.

9.9 GLOSSARY

- MARC Service** : In this service cataloguing data is prepared for documents in machine readable form on magnetic tapes, etc.
- Pre-Natal** : Before birth. In the context of cataloguing, before the distribution of publication.
-

9.10 MODEL EXAMINATION QUESTIONS

I. ESSAY QUESTIONS

- 1) What do you understand by cooperative cataloguing? Discuss its importance in libraries.
- 2) Explain briefly various attempts made towards centralised cataloguing.

II. SHORT NOTES

- a) CIP
- b) Pre-natal cataloguing

BRAOU

UNIT-10 : UNION CATALOGUES

Contents

- 10.0 Aims and Objectives
- 10.1 Introduction
- 10.2 Union Catalogues : Historical background, Definition and Functions
- 10.3 Criteria for Compilation of Union Catalogues
- 10.4 Organization of Union Catalogues
- 10.5 Structure of Union Catalogues
 - 10.5.1 Type of entries
 - 10.5.2 Arrangement of entries
- 10.6 Compilation
 - 10.6.1 Circular method
 - 10.6.2 Parallel method
- 10.7 Summing Up
- 10.8 Model answers
- 10.9 Assignment
- 10.10 Recommended Books
- 10.11 Glossary
- 10.12 Model Examination Questions

10.0 AIMS AND OBJECTIVES

In Unit 9. We have studied about various efforts towards cooperative cataloguing. In this unit we introduce you Union Catalogues in greater detail.

After studying this unit you should be able to

- define union catalogue and recognize its functions; and
- explain structure, organisation and methods of compilation of Union Catalogues.

10.1 INTRODUCTION

We often come across a situation in libraries wherein a potential user identifies an information item in a document which may be a book, a periodical article, a report or a translation but that document is not available in his library. Naturally, the user gets disappointed at this situation. At the same time one must reckon the fact that no library, no matter, how vast its resources are, could acquire all the documents published throughout the world. A practical solution to overcome this situation is to form an effective resource sharing network among a group of libraries for the purpose of satisfying the specified requirements within a group. This takes the form of preparation of catalogues, documentation lists, information exchange, inter-library lending of documents etc. An efficient inter-library loan system and also information exchange require for their effective working, a key to the resources available in the network group and this key is a Union 'Catalogue'.

The advances in reprographic services have been playing a vital role in document delivery and it is possible to obtain a copy of the document within a reasonable time and at a reasonable cost. Besides this, the spectacular achievements in new information technologies (computers,

satellite etc.) could make it possible to transmit an image of the required document to any remote corner of the world within seconds. This has facilitated at least to avoid inter-library lending of micro-documents to a great extent and reduced inconveniences to users in getting their information. Despite these facts the union catalogues will continue to serve as valuable tools of location and bibliographic aids.

10.2 HISTORICAL BACKGROUND, DEFINITIONS AND FUNCTIONS OF UNION CATALOGUES

One of the earliest attempts to prepare a union catalogue was undertaken during 13th century in the form of *Registrum Libro rum Angliae*. It was an unfinished record of the holdings of about 183 English and Scottish monastic libraries. A similar catalogue entitled *Catalogue Scriptorum Ecclesiae* was attempted by John Boston Bury in 15th Century. This catalogue for the first time gave code numbers to identify the individual libraries covered in the catalogue. Both *Registrum* and *Catalogue* represented union catalogues in a limited national scale. Konrad Gesner's work *Bibliotheca Universalis* in 1545, represented an early attempt for compilation of a universal catalogue. Gabriel Naude emphasised the need for union catalogues during 17th century. During 19th century, RD began to compile the *Universal Bibliographic Catalogue* but proved to be unfruitful exercise due to variety of reasons. The beginning of the 20th century witnesses many countries successfully establishing union catalogues at various levels i.e., national, regional and local levels.

The term 'Union Catalogue' needs explanation at this moment. There are several definitions available and selected few are given below for your understanding.

You will find the definition of Union Catalogue in *ALA Glossary* as "an author or subject catalogue of all the books or a selection of books in group of libraries, covering books in all fields or limited by subject or type of material, generally established by cooperative efforts"

Dr S.R. Ranganathan defined Union Catalogue as "a list of all the documents in two or more libraries giving the names of all the libraries where a copy of each document can be found". Further he explained that a union catalogue may cover all kinds of documents or restricted kind of them.

According to Eugene R. Hanson, a Union Catalogue is an up-to-date, open ended, selective or comprehensive compilation of catalogue entries whose primary function is to indicate the resources of two or more libraries. The most accepted definition given by K. Larsen reads as "a Union Catalogue is a catalogue listing in one sequence the holdings or part of the holdings of two or more libraries.

Thus a union catalogue is a combined catalogue of documents of a group of libraries which may or may not belong to one authority. It is a selective comprehensive holdings of more than one library.

In the previous unit, you have studied that one of the most important objectives of cooperative cataloguing is greater exploitation of libraries' resources. As a natural result of cooperative cataloguing, union catalogues are prepared on the basis of data provided by the individual libraries within a group.

Functions : The functions of a Union Catalogue are:

1. To serve as a reference tool for the location of a given document.
2. To facilitate expeditious inter-library lending of documents.
3. To avoid duplication in acquisition of documents, e.g. periodicals etc.

4. To indicate total document resources of a group in respect of its richness and lacuna and thereby help to plan and develop coordinated acquisition programme.
5. To serve as a useful source for obtaining bibliographical information about a given document and also to improve the quality of cataloguing practices.

Though so many functions have been attributed to union catalogue, its primary objective is to identify the particular library within the system where the given document is available i.e. to function as a 'Location list'. Besides, the above attributed functions, union catalogue also helps in acquiring lost holdings of a particular library. It can help to bring out master Union Catalogue of the world's libraries if all the nations of the world maintain dependable national union catalogues and all such national catalogues are combined together.

SELF CHECK EXERCISE-I

- (a) Define Union 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

- (a) What is the main purpose of a Union Catalogue?

10.3 CRITERIA FOR COMPILATION OF UNION CATALOGUE

Before compiling a union catalogue one should prepare a statement of the purpose. This should be followed by the decisions regarding geographic area, physical form of material, subject, language and period.

Geographic area : It is necessary to decide the scope of union catalogue in terms of geographic location of participating libraries such as a locality, region, country and world. The resulting catalogue is thus called local, regional, national and international Union Catalogues respectively. It should be borne in mind that if the area to be covered by the Union Catalogue is smaller it is easier to keep it up-to-date.

Physical form of materials : The physical form of the materials such as books, periodicals and other non-print documents to be covered in the union catalogue should also be decided before taking up compilation of union catalogue. We may thus recognise the types of Union of

periodicals etc. Usually union catalogue of periodicals is preferred because of (a) low cost of compilation, and (b) easier to maintain and update. It also helps in planning to decide selective acquisition.

We must also have to decide regarding the subject, period and language of the documents before compiling a union catalogue.

10.4 ORGANISATION

Organising a union catalogue requires systematic planning in advance. It is absolutely essential to clearly define in the beginning itself, the functions of the envisaged catalogue, users to be served, criteria for compilation and all other factors.

In the light of the defined objectives and goals, certain principles of organisation have to be decided in advance for the efficient working of union catalogue.

A union catalogue could be a single catalogue or catalogues built up at different levels and coordinated centrally. It is possible to have several local catalogues consolidated into a regional union catalogue, which in return consolidated to form a national union catalogue or it could be planned as a centralised programme eliminating the intermediate. In case users are well defined and the material to be covered are only few, it is desirable to have centralized system.

If the union catalogue is too unwieldy and becomes unworkable, it is necessary to impose certain limitations as regards to selection of participating libraries and inclusion of materials to be covered in the union catalogue.

In the selection of libraries for compiling a union catalogue, it is desirable to exclude very small libraries which have holdings common to most of the other libraries in the participating group. But if you are compiling a local union catalogue even these collections may have to be included.

Lesser use materials like pamphlets, brochures, reprints and other ephemeral literature are usually excluded in union catalogues. Some union catalogues also restrict to materials issued after or before a specific date in order to control the union catalogue from becoming unwieldy. However, it should be remembered that a complete union catalogue is the only comprehensive tool for the detailed study of local, regional or national library resources.

Reliability of a union catalogue depends on its updatability. To overcome this problem organising a regular machinery to keep the catalogue up-to-date is very essential. It should be obligatory on the part of the participating libraries to inform regularly the compiling agency not only their current accessions but also materials withdrawn from the stock. The compiling body on its part should properly coordinate the updating process.

The compilation of union catalogue involves lot of expenditure in view of its large volume of work. The system should carefully plan for the adequate provision of finances for building up union catalogues and its up keep.

SELF CHECK EXERCISE-2

List out major decisions required before compiling a union catalogue.

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

ii) Compare your answer with the model answer given at the end of this unit

10.5 STRUCTURE OF UNION CATALOGUE

10.5.1 Types of Entries

The compiler of a union catalogue should decide rules for headings and description of documents covered in the union catalogue. It is suggested that standard practice should be followed and all participating libraries should invariably adopt these guidelines. Dr S.R Ranganathan has included in his classified catalogue code the rules for compilation of union catalogues of both periodicals and books.

Generally, for a union catalogue of books, two entries consisting of author entries and title entries are prepared. Author entry is considered as the main entry and title entry is considered as added entry. In case of union catalogue, main entry also consists of holding section indicating the names of libraries having the document. The names of libraries are codified using prescribed/conventional practices. The scheme of numbers indicating the libraries was worked out by Dr. S.R. Ranganathan. According to the code, first digit represents the zone number, second one stands for sub-zone, third is locality, fourth is type of library and fifth is the individualising number (if required). An example is given below for your understanding according to CCC.

100 NEHRU (Jawaharlal) (1889)

Discovery of India 1946

AIM1

AIM2

AIM4

AIM8

A2A5

CIBA

The title entry should contain the title and a number that refers to the serial number given to the concerned main entry.

DISCOVERY of India 100

Main entry for a union catalogue of periodicals should include class number, information about change of title if any, volumes published, cumulative indexes, holdings section etc. Class Index entries should also be prepared. An example is given below:

Main entry :

Hm 44, N JOURNAL, Geological Society of India

1- ; 1960.

AIM2 1-25

A2M2-1 - -

Class Index Entries :

GEOLOGICAL SOCIETY OF INDIA, Journal Hm44,N

GEOLOGY H

JOURNAL, Geological Society of India Hm 44,N

10.5.2 Arrangements Entries

The entries in the union catalogue may be arranged in the following ways:

1. Dictionary pattern
2. Classified sequence with alphabetical index
3. Dictionary pattern with subject index and place index, and
4. Sequential or Berghoefffer arrangement

Each of these methods of arrangement has certain advantages and limitations. The most common pattern adopted is dictionary arrangement.

In a classified sequence of union catalogue of books all the documents on a subject are brought together. In case of classified union catalogue of periodicals, it is possible to bring together all changes undergone by a given periodical in course of its career, and group together all publications of a corporate body in one sequence.

In the Berghoefffer system, the entries of the union catalogue are broken into several sequences such as author catalogue, title catalogue, periodicals catalogue etc. In some cases these are further split into small groups. This splitting facilitates easy maintenance of the union catalogue and also in locating an item quickly.

10.6 COMPILATION

The success of the union catalogue mainly depends on the promptness of the participating libraries in indicating their holdings information with accuracy and up-to-dateness. The problem of compilation also depends on the uniformity of cataloguing practices among the group of cooperating libraries. There are recognised methods of compiling union catalogue.

10.6.1 Circular Method

In this method, compiling library prepares a catalogue of its holdings or starts with catalogue of the largest library in the group. The basic catalogue is circulated amongst cooperating libraries. Then each library will check this catalogue with its own and supplements to it with its holdings information against the appropriate entry. If the item is not there already, it is included and the catalogue is passed on the next library. Thus the basic catalogue when it comes back to the compiling agency will have in it the holdings information of all the participating libraries. This is certainly a time consuming method. The catalogue is kept up-to-date by circulating accession list of the compiling body at regular intervals.

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

Sometimes each cooperating library may prepare its holdings and these may be cumulated at the compiling agency or else the representative of the compiling body may visit personally to all cooperating libraries and collects information for union catalogue.

10.6.2 Parallel Method

In this method, each participating library sends to compiling body, a duplicate set of cards for the items acquired by it. The compiling body collects and consolidates these entries by discarding multiple cards for the same item after duly transferring the holdings data to a single master card. Participating libraries furnish information regularly on new accessions to the compiling body.

The compilation of union catalogue involves processing of vast information with accuracy. It will be a time consuming operation if it is done manually. The computers and other mechanical

devices have been tried in many countries for compiling union catalogues. The successful application of computers for compilation of union catalogues resulted in tremendous savings compilation time, which is of great importance in union catalogues.

SELF CHECK EXERCISE-3

a) How will you arrange entries in a union 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.

b) Name any two methods of compilation of union catalogues

10.7 SUMMING UP

Union catalogue can be considered as a by-product of cooperative cataloguing. It is a valuable tool for location of a document in the library network system. Compilation of union catalogues involves careful planning and organisation. Union catalogues can be at local, regional and national levels for books, periodicals and other non-print documents. Application of computers and uniformity of standard practices can play a vital role in processing information for union catalogues with accuracy and in less time and thereby bring out valuable products. The union catalogues so produced would facilitate better service to users in libraries and information centres.

10.8 MODEL ANSWERS

1. Union catalogue is a catalogue listing in one sequence the holdings or part of the holdings of two or more libraries.
2. The primary objective of the union catalogue is to identify the particular library within the group where the given document is available.
3. The decisions required before compiling a union catalogue are : i) geographic area, ii) physical form of material, iii) subject, iv) language, and v) period.
4. The entries in a union catalogue can be arranged in four ways: They are
 - a. Dictionary pattern.

- b. Classified sequence with alphabetical index
 - c. Dictionary pattern with subject index and place index
 - d. Berghoefffer's sequential arrangement
5. Circular method and parallel method are the two methods used for compilation of union catalogue.

10.9 ASSIGNMENT

1. Define a Union Catalogue? What are its functions?
2. What are different criteria to be taken before compiling a Union Catalogue? How do you compile a Union Catalogue.
3. List out different types of Union Catalogues.

10.10 RECOMMENDED BOOKS

Egger, E. "Berghoefffer system for union catalogue". *Annals of Library Science*, 4(3): 1957; 558-61.

Girja Kumar and Krishan Kumar. *Theory of cataloguing*. 4th ed. Bombay: Vikas Publishing 1982.

Needham, CD. *Organising knowledge in libraries: An introduction to information retrieval*. London: Andre Deuston, 1977.

Parthasarathy, S. "Union catalogue of periodical publications: Structure and Compilation". In Ranganathan, SR. (ed.) *Documentation and its facets*. Bombay: Asia Publishing, 1963.

Ranganathan, S.R. *Classified catalogue code with an additional rules for dictionary catalogue*. Bombay: Asia Publishing House, 1964.

Wynar, Bhodhan S. *Introduction to cataloguing and classification*. 7th ed. Littleton, USA: Libraries Unlimited, 1985.

10.11 GLOSSARY

- Added entry** : An entry other than the main entry in which information about an item is given in brief.
- Class Number** : As code number used to denote subject according to some scheme of classification.
- Class Index Entry** : Subject entry which refers from the name of a class to its class number.
- Cooperative cataloguing** : A process in which number of independent libraries share the work of producing a catalogue for their mutual benefit.
- Document delivery** : Making available a required document to a user for his reference in libraries.
- Headings** : A name, word or phrase at the head of a catalogue entry to provide an approach point in the catalogue for tracing a document.
- Main Entry** : A complete record of document which gives maximum information in a catalogue.

Reprographic service : Art of producing single or multiple copies of documents by photographic means and supplied to the user.

10.12 MODEL EXAMINATION QUESTIONS

I. ESSAY QUESTIONS

- 1) What is a Union catalogue? Describe its structure and arrangement of entries.
- 2) Explain briefly the method of compiling a union catalogue

II. SHORT ANSWERS

- a) Circulation method
- b) Parallel method

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UNIT-11 : SIMPLIFIED AND SELECTIVE CATALOGUING

Contents

- 11.0 Aims and Objectives
- 11.1 Introduction
- 11.2 Simplified Cataloguing
 - 11.2.1 Simplification of various data elements
 - 11.2.2 Simplified Cataloguing according to CCC
 - 11.2.3 Simplified Cataloguing according to AACR II
- 11.3 Selective Cataloguing
- 11.4 Factors affecting Limited Cataloguing
- 11.5 Summing Up
- 11.6 Model Answers
- 11.7 Assignment
- 11.8 Recommended Books
- 11.9 Glossary
- 11.10 Model Examination Questions

11.0 AIMS AND OBJECTIVES

In this unit we introduce you to the idea of Simplified and Selective Cataloguing and discuss ways and means for effecting such a cataloguing process.

After studying this unit you should be able to

- define Simplified and Selective Cataloguing
- recognise the need for 'Limited Cataloguing'
- list out the factors that effect Simplified and Selective Cataloguing

11.1 INTRODUCTION

The number of published documents have been increasing tremendously coupled with increasing complexities owing to dynamic multidisciplinary team approach to research and ardent contributory trend of authors in information generation. This trend in information generation is variously described as 'Information boom', 'Information explosion', 'Information revolution' etc. The generated information embodies in various physical forms may be conventional documents such as books, reports, conference documents, periodicals or non-conventional documents such as microfilms, microfiches, video-recordings, computer data files etc. The very constructive approach in any type of library, either a public or an academic or a special library is to select and acquire these types of documents to meet the demands of clientele. The material so received has to be organised systematically applying conventional techniques as well as modern technologies for easy retrieval of documents without any delay. Cataloguing is one of the conventional technical operations which you have studied to build up a useful service library catalogue.

Various data elements that need to be described in an entry for identification and location of a given document being catalogued has been discussed in earlier units. While cataloguing a cataloguer should always invariably question himself whether all the details he is including in the entry are really necessary for easy identification, and location of information. You shall find an answer to this question if you can carefully analyse the significance of each item in an entry in relation to the actual and potential requirements of users being served.

Cataloguing experts around the world right from C.A. Cutter have examined thoroughly and identified various data elements that are required in descriptive cataloguing. This was done keeping in view the types of libraries, size of libraries, materials to be catalogued, anticipated needs of catalogue users etc.

Cataloguing operation involves men, material, time and cost. Catalogues are built up in a more systematic way using acceptable standard cataloguing practices. The early Anglo-American Cataloguing Codes suggest very full cataloguing with elaborate entries for all types of documents and till recently there was inclination for full cataloguing. This trend of over elaboration in catalogues resulted in difficulties in large libraries causing not only increasing number of entries but also errors in cataloguing. Card catalogues with full cataloguing have become overgrown and bulky thus created problems of storage space in libraries. This necessitated a new approach towards cataloguing owing to increase in costs of cataloguing, shortage of professional skill, ever increasing volume and complexities of literature and the necessity of making available all acquired documents to the user. A situation arose in libraries wherein cataloguers have to resort to some form of 'limited cataloguing'. It is a strategy aimed at 1) reducing cataloguing errors and speed up the process and 2) to reduce bulk of catalogues by omitting unnecessary entries thereby achieve economy in cost of cataloguing.

The term 'limited cataloguing' is a generic one first used by Library of Congress refers to two forms of cataloguing i.e. simplified cataloguing and selective cataloguing. Simplified cataloguing concerns with certain amount of reduction of bibliographic data elements in descriptive cataloguing as well as simplification of access points i.e. headings in catalogue entries. Selective cataloguing concerns with careful choice and reduction in number of entries usually prepared for a document. Though the main ideal idea behind simplified and selective cataloguing is to reduce the amount of cataloguing thereby achieve economies in catalogues. You will study in this Unit the two methods for achieving economies in catalogues through simplified and selective cataloguing process.

11.2 SIMPLIFIED CATALOGUING

The seeds of simplified and selective cataloguing were first sown in *Rules for Dictionary Catalogue* when C.A. Cutter suggested short, medium and full cataloguing by providing alternate rules to suit different types of libraries. Dr Ranganathan's *Classified Catalogue Code* has also many provisions for simplified cataloguing. The philosophy behind such a provision is mainly based on the presumption that catalogues need not be a source of information but enough for identification and location of required documents in a library. Closely followed on the lines of Cutter, AACR-II provides flexibility in cataloguing policy of a library as regards the description which we shall be discussing a little later.

11.2.1 Simplification of various data elements

In simplified cataloguing we make an effort to simplify the data elements in a catalogue entry. It is intended to achieve economies by an abbreviated entry. It takes less effort for verification of author's name and other collaborator's names. While cataloguing, simplification of various data elements may be affected as suggested here.

- a) **Heading** : Use entry element of the name in full and other part of the name as initials instead of full name of the personal authors (example : Hunter, J. instead of Hunter, Eric J; Krishnamurti, J instead of Krishnamurty, Jiddu). Omit in author's heading data such as date of birth, death or both unless they are essentially required to individualise two authors of the same name.
- b) **Title** : Simplify or abbreviate the title by removing any puff which do not sufficiently reveal the scope of the publication and due care is necessary in omitting other title information as it may create confusion and misunderstanding in certain cases.
- c) **Statement of responsibility** : Omit statement of responsibility i.e. author statement if it is not different from main entry heading in form or number or if there is no main entry heading.
- d) **Imprint** : Eliminate place of publication and publisher but include date of publication.
- e) **Collation** : Reduce drastically collection statement
- f) **Notes** : Give less emphasis on notes unless it is essential to include.

11.2.2 Simplified Cataloguing According to CCC

Among all the standard cataloguing codes, CCC can be considered a unique example for application of simplified cataloguing. CCC prescribes omission of imprint and collation and suggests to give less emphasis to notes in a catalogue entry. The year of publication is used in the form of book number specially designed and not included as part of description. The Code suggests a simple device in place of collation that is, the book number of over-sized book is overlined, under-sized book is underlined and abnormal book is both overlined and underlined. The other important simplification prescribed in CCC is that in case of three or more joint authors/joint collaborators/series editors, the first named author/collaborator/series editor alone is described and the words 'and others' replaces other names. This important provision helps in restricting the catalogue becoming unwieldy and inconveniently crowding catalogue entry. CCC suggests omission of initial articles and honorific words in case of headings, titles, special names of editions and names of series to achieve economy in describing such data elements. The Code also suggests that part of the name which contributes in rendering of heading should be omitted in subsequent entry sections. According to CCC all book index entries contain minimum bibliographical information and also inclusive notations are used whenever required in the entry.

11.2.3 Simplified Cataloging According to AACR-II

AACR-II holds an extremely opposite view to CCC in respect of details in an entry. Application of AACR II demands inclusion of details regarding imprint, collation, and notes. AACR II favours detailed cataloguing though it offers flexibility in the selection of any one of the three levels of description depending on the individual cataloguing policy of a library. Cataloguing at first level provides minimum information for identifying a given document in a library. The second level provides all the data which may be considered necessary for description of a document. The third level prescribes that all the data elements set out in the Code in various rules that are applicable to the item being described. Libraries may choose to use any one of the three levels of description for all items (variety of documents) being catalogued, or to use all the three levels in one catalogue by drawing up guidelines on the type of item to be catalogued.

SELF CHECK EXERCISE-1

What do you mean by Limited Cataloguing? What is the need for it in libraries?

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.

11.3 SELECTIVE CATALOGUING

Another form of limited cataloguing is Selective Cataloguing. Many cataloguing experts like H.B. Von Hoesen (USA), James Cranshaw (Britain), Dr SR Ranganathan have recognised the need for selective cataloguing and advocated its application in libraries. Early in 1928 Von Hoesen has suggested twelve rules for economy in the choice of subject headings. Dr Ranganathan's Principle of local variation prescribes selective cataloguing. The Prussian Instructions listed different categories of documents where the application of selective cataloguing may be allowed. Isador G. Mudge in her book, *Present day economics in catalogues* suggested ways and means for effective economies in a cataloguing. Selective cataloguing is a very useful device which leads to saving in time, cost and space. As stated earlier it aims at reducing the number of entries in a catalogue. Some entries not essentially required lead to bulkiness. The larger the catalogue the longer will be the time required for consulting it. Application of selective cataloguing is allowed in a library, as all types of documents need not be fully catalogued. The number of added and analytical entries is reduced and only important entries are prepared. The process of selective cataloguing includes : 1) identification and sorting out the library material according to their potential use, and 2) preparation of minimum number of catalogue entries required for a document.

Books may be sorted out broadly into the following groups:

- a) **Books that require full cataloguing** : There are certain documents which are in constant demand and readers may approach these documents from the point of its author, title, editor etc. Reference works, manuals, standard works, original classic works of authors fall under this category.
- b) **Books that require partial cataloguing** : There are some books which need not be fully catalogued. These books are of secondary importance. Textbooks, translations and foreign language editions are included in this group. Minimum number of catalogue entries may be prepared for such books.
- c) **Books which do not need cataloguing** : There are ephemeral material which includes pamphlets, brochures, serials etc., which have temporary value. There may not be any demand for such material from users after some time. Such material need not be catalogued but only represented by a collective card. These materials may be shelved after the catalogued books in the appropriate subjects. Categorization of material falling under this group should be done very carefully if not users will find difficulty in locating the required important documents.

In some cases for example United Nations documents, Indian standards (BIS) etc., are shelved according to the official document numbers and they are not generally catalogued. The readers may not have to consult the printed lists of the issuing body for more information.

The second effort for selective cataloguing is to reduce the number of entries for certain books without affecting the efficiency of catalogue. This will help in reducing the bulkiness of the catalogue and cost of cataloguing. We shall prepare added entries for more important items and omit for less important items. Number of entries can be reduced in Juvenile literature.

Libraries which maintain shelf-list do not generally prepare catalogues for fiction books. One consolidated catalogue card is prepared if an author has written many books thereby avoiding making individual cards for each title.

Cataloguers may be selective in choosing the subject headings for subject entries. If a book deals with three or more subdivisions of a subject an entry may be prepared only for general heading and references are made to satisfy other approaches. Chain procedure is found to be economical when compared to other standard subject headings lists for selection of subject headings under which entries have to be prepared in a dictionary catalogue. Usually the standard subject heading lists such as *Sears List of Subject Headings* or *Library of Congress Subject Headings List* suggest preparation of large number of *See* and *See also* reference entries which might have to be prepared in a dictionary catalogue but cataloguer may be selective in preparing entries among all those suggested.

11.4 FACTORS AFFECTING LIMITED CATALOGUING

There are several factors which affect the limited cataloguing process. They are listed below:

1. **Kind of library :** Limited Cataloguing is more desirable in a public library than in a special library, since enquiries in special libraries are often detailed ones requiring detailed cataloguing.
2. **Library Services :** If a library in question offers very intensive reference service, the cataloguing warrants detailed cataloguing rather than limited cataloguing.
3. **Degree of accessibility :** More entries and more information in an entry are necessary in a closed access library. One can practice selective and simplified cataloguing in an open access library.
4. **Type of materials :** As stated earlier, all materials acquired in a library do not require the same amount of information to be given in catalogue entries.
5. **Published Indexes, bibliographies etc. :** If up-to-date published indexes, bibliographies (e.g., BNB, INB) are available then there is no need for cataloguing, the same published sources may be used as catalogues thus avoid cataloguing.
6. **Physical form of Catalogue :** If the catalogue is to be printed, then affecting of limited cataloguing is desirable so as to reduce the cost and to save time. There is no need to practice simplified and selective cataloguing in case catalogue entries are reproduced by mechanical devices.

Some of the above listed factors help cataloguers for judicious decision as regards to the application of selective and simplified cataloguing in a given library.

SELF CHECK EXERCISE-2

List out the factors that affect simplified and selective cataloguing.

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.

11.5 SUMMING UP

Simplified and selective cataloguing are two types of practices which refer to 'any reductions in amount of cataloguing'. These two types commonly known as 'limited cataloguing', which provide greater economy in cataloguing. There are no hard and fast rules for simplified and selective cataloguing but correct decision has to be taken by the librarian as to their application in libraries. Proper guidelines should be drawn as regards to ways and means for simplified and selective cataloguing. Affecting these two types of cataloguing should not be at the cost of efficiency of the catalogue in information retrieval. The size of the library, the kind of the library, type of material and the standard of the users have to be considered while taking decision for introducing simplified and selective cataloguing practices. In a research and reference library full cataloguing is necessary. Special libraries should generally avoid simplified and selective cataloguing where as in a lending library they are desirable.

11.6 MODEL ANSWERS

1. Limited Cataloguing is a generic term used to refer both simplified and selective cataloguing. Simplified cataloguing concerns with reduction of certain information in the descriptive cataloguing and selective cataloguing concerns with reduction in the number of entries usually prepared for a document to be catalogued. Limited cataloguing is necessary to reduce the cost of cataloguing and errors in cataloguing. It helps to restrict the catalogue becoming bulky and to save space.
2. The various factors which affect the simplified and selective cataloguing are: type of material, degree of accessibility, physical form of catalogue, reproduction method used and use of centralized services; the availability of substitutes such as bibliographies, indexes, the self-indexing nature of certain materials e.g., maps, town guides, gazetteers which can be simply arranged by place, the needs of users and the kind of catalogue.

11.7 ASSIGNMENT

1. What do you mean by simplified and selective cataloguing? Prepare guidelines for affecting simplified and selective cataloguing in your library?
2. Discuss the provisions for limited cataloguing according to AACR II and CCC.

11.8 RECOMMENDED BOOKS

- Bakewell, KGB. *A manual of Cataloguing Practice*. Oxford: Pergamon Press, 1972.
- Girja Kumar and Krishan Kumar. *Theory of Cataloguing*, 4th ed. New Delhi: Vikas Publishing, 1982.
- Needham, C.D. *Organization of Knowledge in libraries: An introduction to information retrieval*, 2nd ed. London: Andre Deuston, 1977.
- Ranganathan, S.R. *Classified Catalogue Code*, 5th ed. Bombay: Asia Publishing, 1964.
- Taylor, Margaret S. *Fundamentals of practical cataloguing*, London : Allen & Unwin, 1948.
-

11.9 GLOSSARY

- Added entry** : An entry other than the main entry in which information about an item is given in brief.
- Bibliographic data elements** : The distinct units of bibliographic information in a catalogue entry that provide information on a document.
- Descriptive Cataloguing** : Concerns with identification and description of documents.
- Dictionary Catalogue** : A catalogue in which main entries and other added entries are arranged together in one sequence.
- Heading** : A name word or phrase at the head of a catalogue entry to provide an approach point in the catalogue for tracing a document.
- Shelf list** : A catalogue of books in the order in which they stand on the shelves.
-

11.10 MODEL EXAMINATION QUESTIONS

I. ESSAY QUESTIONS

- 1) What is a simplified cataloguing ? Discuss the provisions for simplified cataloguing in AACR2 and CCC.
- 2) Explain the importance of selective cataloguing in different types of libraries.

II. SHORT NOTES

- a) Factors for limited cataloguing
- b) Partial cataloguing

UNIT-12 : FILING OF ENTRIES

Contents

- 12.0 Aims and Objectives
- 12.1 Introduction
- 12.2 Filing
 - 12.2.1 Definition
 - 12.2.2 Filing Catalogue Entries: Need and Purpose
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 - 12.2.4 Codes for Filing
- 12.3 Classified Entries
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 - 12.4.2 A.L.A. Filing Rules
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- 12.8 Recommended Books
- 12.9 Glossary
- 12.10 Model Examination Questions

12.0 AIMS AND OBJECTIVES

By now, we are familiar about the different types of entries that go into a library catalogue. These entries have to be arranged in a helpful sequence for easy location and access to the documents. This unit deals with the systematic arrangement of entries in the library catalogue cabinet.

After a study of this unit, you should be able to

- explain the need for systematization of the entries in a catalogue.
- list various methods available for filing of the Catalogue entries.
- state the rules and procedures for alphabetical and classified filing.

12.1 INTRODUCTION

In Unit 4 the format of a catalogue entry was learnt, it could be noted that for every document catalogued, there can be a Main Entry and an Added Entry or Entries.

The entry must be arranged under the entry headings because the entry heading is the approach element with which a reader consults the catalogue. Usually the entry heading elements

include the name of the author(s) (personal or corporate) of the document, title of the document, subject and name of the series of the document and so on. Since all these headings would be rendered in the language of the document (some libraries use transliteration) all these entries are to be arranged alphabetically. Anyone can consult the catalogue with alphabetically arranged entries since the sequence of the alphabets is universally well known.

In the case of classified catalogue there will be a main section containing main entries bearing the call number on the leading line, supported by the alphabetical section of the catalogue. As the main entries are under call numbers concerned there will not be much difficulty in filing them in classified order.

This may appear simple because of our familiarity with alphabets and numerals. But in practice, we face many problems. The words are associated with articles, spelling variables, punctuation marks and so on. Capital and small letters of the Roman alphabet, the Arabic numerals and punctuation marks pose some problems in the arrangement of entries in the classified catalogue. In this unit you learn about such problems and also how they are resolved in major filing systems.

12.2 FILING

Everything has to be in its place. If a thing (either in office or at home) is not in its place, to trace it will become difficult. This will lead to utter chaos and confusion. To avoid such a situation one has to place things in proper order.

12.2.1 Definition

Webster's Dictionary defines filing as "to arrange in order for preservation or reference". Hunter and Bakewell in their work on Cataloguing define a file as "a collection of related and usually similarly constructed records treated as a unit, eg. the catalogue of a library...."

Filing not only helps to find a place for everything but also helps in bringing order among things. Filing serves the purpose of preservation and ready use of things preserved through a logical approach. It saves time in using a collection and also brings together closely related things when filing is done scientifically.

12.2.2 Filing Catalogue Entries : Need And Purpose

Earlier, you learnt about various physical forms and types of catalogues. Whatever is the type or form, the entries have to be arranged in a catalogue according to some order. In other words, filing of entries has to be done on the basis of some order.

Filing of entries in a systematic helpful sequence is necessary for locating a document. Such a necessity arises in proportionate to the size and growth of the library catalogue. For instance, if the size of a catalogue is very small, the number of entries are also small and if there is no scope for growth of the catalogue, we can then do away with the rules for filing the entries. However, we should be prepared to spend some time in locating the entries. In fact, we can do away with the catalogue itself. But such a situation does not arise, since the "Library is a growing organisation" (Fifth Law of Library Science) and the catalogue of a library keeps on growing along with the growth of the collection. Once the number of entries in a catalogue runs into thousands then it compels us to file the entries in a proper order for easy location of documents.

Then one may ask whether there is any necessity of having rules for filing. As stated in the introduction, if the entry elements are only the names there would not be problem in filing. But many times an entry heading has different, mixed and typical elements like symbols and signs, numerals, abbreviations. etc. For example

The World War II
2nd World War
Second World War

are the titles of three books on the Second World War. In the absence of rules, the question how we should file the added entries prepared for these titles. If the entries are going to be alphabetically filed then entries like the one under 2nd World War would find no place. But if it is so, the question is how such an entry can be removed. Similarly the other entry, "The World War II" in accordance with rigid alphabetisation would be placed under 'T', but will that be really preferable from the user's point of view? No, because generally most of the users look under the headings World War and do not expect to find it under "T". They search for the entry under 'W' and find it missing. Thus arbitrary sequence of the entries would be unhelpful and chaotic for users. Therefore, to avoid such confusion in alphabetisation we do require some standards and rules for filing so as to achieve a helpful sequence of the entries.

The purpose of filing catalogue entries is

- (i) to bring related entries at one place;
- (ii) to bring out the items which the user may not know till the time of the search;
- (iii) to help the users to handle the catalogue himself with ease; and
- (iv) to save the time of the people who use it.

An entry which is wrongly filed is an entry lost. The user may miss the entry and thereby miss the document. The user may think that the particular document is not available in the library. Thus, misfiling creates a serious problem.

SELF CHECK EXERCISE-1

What is the purpose of filing system for a library 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.

12.2.3 Nature of Entries to be filed

Catalogue entries are of two types: (1) word entries, and (2) notational entries. In a Dictionary catalogue they are word entries (alphabets) and in a classified catalogue there are word entries as well as notational entries, (under class number or call number). The shelf list catalogue of a library is filed in the same order in which the books are arranged on the shelves according to their call numbers. Thus, it is also in a classified order. Classified catalogue code propounded by

Dr. S.R.Ranganathan consists of two Parts: 1) Alphabetical, and 2) Classified. The leading section of the Alphabetical Part comprises of words and the leading section of the Classified Part consists of numbers or a mixtures of words and numbers.

Filing of word entries is known as "Alphabetization" and filing of Numerical or symbol entries is known as Classified Arrangement.

12.2.4 Codes of Filing

Basically man prefers orderliness. Orderliness was found even among the catalogues of ancient libraries. Filing systems for catalogue entries developed during a period of time especially when entries were prepared for a large library collection. Development of prominent filing systems was seen only in late 19th century. There are certain catalogue codes such as Cutter's *Rules for a Dictionary Catalogue* and the *Vatican Code*, in which the filing rules form a part of their cataloguing rules. Some of the filing systems have been discussed briefly below.

i) Berghoefffer System

During the later part of the 19th century Christian W. Berghoefffer started a filing system for the Frankfurter Sammelkatalog. According to this system, the catalogue is divided into three sections namely a personal section, a geographical section and a title section. The personal section consists of the surnames of the authors ignoring the forenames and initials. Under each surname, titles are arranged in an alphabetical order. This system is very useful for union catalogues.

ii) ALA Filing Rules

The American Library Association published, *ALA Rules for Filing Catalogue Cards* in 1942. This Code for filing entries "is based on a comparative study of filing rules which have appeared in printed codes and in manuals of library science and also of the practices in a number of large and medium-sized public and university libraries". The revised version of the code appeared as a new set of rules under the title *ALA Filing Rules* in 1968. These Rules were published in two formats - a fulltext, and an abridged paperback edition.

The 1968 code is related to the provision of AACR-2, since the two committees responsible for AACR-2 and for 1968 Code on Filing Rules worked in cooperation. The structured uniform titles recommended by AACR-2 helped in the scheme of filing the entries in some cases.

iii) Library of Congress Filing Rules

The filing rules that were in practice at the Library of Congress was published as *Filing Rules for the Dictionary Catalogues in the Library of Congress* in 1956. Later in 1971, John C. Rather brought out the *Filing Arrangement in the Library of Congress*. In 1980, the *Library of Congress Filing Rules* was published. These rules are more elaborate than the ALA Filing Rules. These rules are more useful for computer programming.

Today computers are used in library operations and in bibliographic organization and control. They are helpful in doing the job automatically and speedily. But there are certain drawbacks in computer filing because they cannot think like human beings and can only do repetitive jobs. For example, you give the instruction to a computer saying ignore the initial articles 'A', 'An' and 'The' in the process of filing entries. If there is a title like 'ABC of Chemistry', the computer will file the title as 'BC of Chemistry' which is an unhelpful filing. But if proper programming instructions are given, some of the problems can be solved. Theodore C. Hines and Jessica L Harm published in 1966 the first code to deal specifically with computer filing under the title *Computer Filing of Index Bibliographic and Catalogue Record*.

v) Ranganathan's Rules for filing of entries

Dr. S.R. Ranganathan advocated the Classified Catalogue Code having two parts namely classified part and alphabetical part. In the classified part, entries with Class Numbers and Call Numbers in the leading section are to be filed. A class number or call number consists of numerals, letters, punctuation marks and symbols. Ranganathan used the word "digits" for the characters used by him as notation. In his colon classification he has assigned values for these digits, which are useful for filing in classified part. He has included the rules for filing of entries along with rules for cataloguing in his *Classified Catalogue Code*, Ed. 5 in Chapter EG & EH.

SELF CHECK EXERCISE -2

Name of major systems of Filing.

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

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

12.3 CLASSIFIED ENTRIES

We have learnt that there are two types of filing, namely, alphabetical and classified filing. In this section, we shall learn about classified filing (a) only when letters of an alphabet are used for entries and (b) when numerals, letters of an alphabet and other symbols are used in entries all together.

We shall learn the rules provided in CCC by Ranganathan. We shall also learn the filing of entries in a shelf list in this section.

12.3.1 Filing Classified Entries

Classified entries are those entries which have notation; that is having Class Number and Call Number entries. Similarly a subject catalogue and an Alphabetic-classed catalogue also are called classified catalogues. According to Ranganathan a classified catalogue is that catalogue in which some entries are number entries and some entries have words in the leading section, for e.g. the main entry and cross references entries bear class number in the Heading Section. They constitute the classified part of the catalogue.

It is easy to file the number entries when a simple scheme of classification like Dewey Decimal Classification is used. The numerals and their value of sequence is quite familiar to us. Hence to arrange them either in the ascending or descending order is simple.

The following illustration shows the sequence of arrangement of few numbers such as 020; 350; 740; 150; 640; 820;

020
150
350
640
740
820

Similarly, when class numbers are based on pure notation using alphabets like ABCD....., they can be easily arranged in the following sequence:

AAB, AAI, AAM, ABC, ABD, ABL, ACB, ACL, and so on.

12.3.2 Ranganathan's Classified Catalogue

Ranganathan provides certain rules to be followed while arranging entries in the classified part of the classified catalogue in chapter EG of his *Classified Catalogue Code*. Some of these rules are given below:

- EG 1. "The entries in the classified part are to be arranged by the Class Numbers in their respective leading sections".
- EG 21. "Among the entries with the same class number in their respective Leading Sections, those with one or more Book Number are to have precedence over those without them".
- EG 22. "Entries with Book Numbers in their respective Leading sections are to be arranged among themselves by the Book numbers".
- EG 24. "Entries with the same Class Numbers as well as Book Numbers in their respective leading sections will be a sequence. "Continued" entries and they are to be arranged among themselves in numerical sequence".
- EG 31. "Entries with the same Class Number and without Book Numbers in their respective Leading Sections are to be arranged among themselves by the Book Numbers, if any, in their respective Third Sections".
- EG 32. "Such of the entries coming under rule 31 of this Chapter as have the same Book Numbers in their respective Third Sections, are to be arranged among themselves by the Class Numbers occurring their respective Third Sections".

The above rules clearly indicate that the entries in the Classified Part of CCC, are arranged according to the Class Numbers in the Leading Sections. If there are two similar entries but one entry has a Book Number and the other does not have any Book Number, then the entry with Book Number is to be filed first, i.e. 234:5.44 P3 followed by 234:5.44. If both the entries have Book Numbers, eg. 841 P, then 864 P. For entries with same class numbers in the leading sections, and without any Book Numbers we have to arrange them according to the Book Numbers in the Third Sections, if there are such Book Numbers in the Third Sections. If all Numbers are common, then the entries should be filed in numerical sequence.

12.3.3 Class Number Arrangement

Dewey Decimal Classification has pure notation i.e. it consists of numerals only, whereas in Colon Classification, there is a mixed notation. It has Arabic numerals, capital letters, small letters of the Roman alphabet and also punctuation marks and other symbols. The digits used in *Colon Classification* (Ed 6&7) are arranged according to the ascending value of digits.

Ed (reprint)

The arrangement of the following Class Numbers illustrates the precedence of Numbers:

Ya N7, Yob NB, Y'M, Y:4, Y150w6, Y15:4, Y1-31

12.3.4 Shelf List Filing

Shelf list resembles the arrangement of documents in the library. In other words, the classificatory arrangement of the documents in a library is the same as the entries in its shelf list.

Entries in a shelf list are therefore Class Number and Call Number entries.

In the previous section of this Unit we have seen how Class Number entries can be arranged whether the scheme of classification uses a pure notation or a mixed notation.

Below you will find some examples of filing shelf list entries according to Dewey Decimal

Example 1 : I: DDC Class Number Order.

020	Library Science
021	Library Establishment
021.63	Centralization
021.64	Coordination
021.7	Library Publicity
022	Library Building
022.43	Stacks
023	Library Govt. & Personnel
024	Regulations for use of Libraries
025	Library Management
025.3	Cataloguing
025.4	Classification

Example 2 : Following are some entries with DDC Class Numbers as well as Book Numbers using three figure Cutter-tables. The Class Numbers being the same, the arrangement is according to the Book Numbers.

954	p192	<i>Geographical factors in Indian History</i> by K.M. Panikkar.
954	p554	<i>Historians of India, Pakistan and Ceylon</i> by C.H. Phillips.
954	p885	<i>History of India</i> , by J.C. Powell-Price.
954	p957	<i>Diary and consultation book of the agent Governor and Council of Fort St. George</i> by Arthur T. Pingle.

In a library, when two or more books get the same Class Number, we individualize them so that each book has its own specific number and no two books have the same number. For this purpose Book Numbers are used. Book Numbers are mainly of two types - (1) alpha-numeric, and (2) first three alphabets of the author's surname.

The alpha-numeric numbers are constructed through the use of either Cutter two or three figure alpha-numeric tables or the Cutter Sanborn tables. These tables provide alpha numeric numbers for the letter sequence of the English alphabet. On the basis of the surname of the author of the book the relevant number is constructed.

If there are several works by the same author on the same subject we may add the letter representing the first significant word of the title of the work, omitting the initial articles or honoring to the work mark letter sequence.

Example 3 :

822.33	S52A	<i>All's well that ends well</i> by William Shakespeare.
822.33	S52H	<i>Hamlet</i> by -do-
822.33	S52J	<i>Julius Caesar</i> by -do-
822.33	S52K	<i>King Lear</i> by -do-
822.33	S52L	<i>Love's Labour Lost</i> by -do-

In some small libraries instead of using Cutter tables one to three or four letters of the main entry word are taken to individualise a book. The example given below illustrates the filing arrangement in such cases.

Example 4 :

- 136.7 SCH *Growth of Sociability* by H.R. Schaffer.
- 136.7 SEI *Child: a book of Readings* by J.M. Seidman.
- 136.7 SHE *Child a behaviour* by W.C. Sheppard & R.H. Willoughby.

SELE CHECK EXERCISE -3

Arrange the following Class Numbers.

- 146
- 828
- 003.2
- 248.1
- 934.01
- 347.4
- 723.2
- 646.8
- 934.1
- 484.9

- 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.

12.4 ALPHABETICAL FILING

In Alphabetical filing there are a number of clearcut directions which form a set of guidelines. They are:

- (a) Letter by letter arrangement
- (b) Word by word arrangement
- (c) Initial articles at the beginning of headings
- (d) Filing of Initials and Acronyms
- (e) Problem of Alphabetical Filing

In this Section the filing process and some of the more important ALA Rules of filing are given.

12.4.1 Filing Problems

You will understand the arrangement of cards in a catalogue, not by reading about it, but through actual practice. At the first glance, filing cards alphabetically may appear to be easy. But when there are many entries, you may come across difficulties and technicalities become involved.

(A) Filing Rules

In 1876, C.A. Cutter published *Rules for a printed dictionary catalogue*. In 1904, his 4th ed. was published. But many variations were found. A need was felt by many libraries for a simplification. The *A.L.A. rules for filing catalog cards* is the most accepted practice of the present time. But it also provide many alternative rules.

(B) Filing Medium

Filing Medium is the term or terms by means of which any entry is arranged in the catalogue. It is a variable quantity. In some cases only the surname is necessary. In some other cases we may have to consider the initials, forenames, dates of birth and death etc. This information has to be taken from other places in the catalogue.

The basic element in the filing process is the first word or words of the heading on the card, i.e. on the leading section. It may be an author, subject or added entry. Usually initial articles are overlooked.

12.4.2 Basic Rules

The basic principle in ALA Rules for filing catalogue cards is "Filing should be straight forward, item by item through the entry, nor disregarding or transposing any of the elements, nor mentally inserting designations".

When the necessary words are collected, all entries are arranged according to the letters of the English alphabet, i.e. A-Z. The arrangement is word by word, alphabetizing letter by letter to the end of each word.

Word by Word Arrangement	Letter by Letter Arrangement
--------------------------	------------------------------

New Amsterdam	New Amsterdam
New England	Newark
New Wives for old	New England
Neward	Newman
Newman etc.	New Wives for old, etc.,

Word by Word Arrangement is also called "Nothing before something" method. Each word is considered as a unit in this type of arrangement. Every word (or a group of letters) is a separate entity and the spaces in between two words is treated as nothing. Therefore "Something" follows "nothing" or "Nothing" before "something". The order of filing for New Word and Neward is New York and Neward.

Some unimportant filing rules are discussed below:

1. Initials

- (a) Arrange an initial before a word beginning with the same initial letter.
- (b) For names of Organisations etc. arrange initials as they stand and not as if spelled in full. This rule does not apply for geographical names.

e.g. A.B.C. of the NRA

A.D.A.C. - motor welt

A.L.A. *see* American Library Association

A.L.A book list (title)

A.La mode cockery, etc.

2. Abbreviations

Abbreviations are arranged if spelled in full.

e.g. Dr. -- Doctor St. -- Saint
 Mr. -- Mister Mc. -- Mac

This includes initials and other abbreviations used for Geographical Names.

e.g. N.Y. -- New York U.S. - United States
 G.B., -- Gt.Brit Great Britain

3. Numerals

Arrange numerals as if they are spelled in full

e.g. 100 - One hundred; 18th century - eighteenth century;
 1,500- Fifteen hundred etc..

4. Alternative Spelling

Arrange alternative spelling according to the spelling on title page e.g. Labour economics (title)

Laboratories

Laboulaye

Labour and Industry (title)

Note : In the case of subject headings, choose one spelling and keep to it. Use the English form of spelling in preference to the American form.

e.g. LABOUR AND LABOURING CLASSES
 NOT LABOR AND LABORING CLASSES

5. Names with Prefix

Arrange names with prefix as if one word.

e.g.

Defoe

De la Roche

Delaware

Dal Nar

Desorgan

El Dorado

Eldorado, Neb

Lasale

La Salle etc

6. Surname Entries

- a) A surname alone precedes the same surname with initials or forenames.
- b) A surname followed by an initial precedes the same surname followed by a fully written out forenames. e.g.

Brown	Smith
Brown, A.G.	Smith, W.R.
Brown, Alexander	Smith, Walter

- c) Disregard titles of honour and distinction, e.g., Lord, Capt. Dr., Mr., Mrs., Sir, etc., unless they are necessary to distinguish between otherwise identical names.

e.g. Brown, John
Brown, John, *Pseud*
Brown, *Sir* John

Note : Always check in the catalogue to see if an author's full forenames have been used previously, even though the book you are cataloguing may only give his initials.

e.g. Eliot, T.S.
Eliot, Thomas Stearns

7. Order of Entries

- a) Arrange personal surnames before other entries beginning with the same word.
- b) When subject and title entries are identical, file title entries after subject entries.
- c) Subject entries under a personal name are to be filed immediately after the author entries for that name.

e.g. Love, John L.
LOVE, JOHN L.
LOVE, William
LOVE
Love (Title)
Love and beauty
Love (IN THEOLOGY)
Love-letters
A Love match
LOVE POETRY
Love Songs, old and new.

8. Arrangement under author

Arrange in two files. a) Works by an author, and b) Works about an author

Arrange file : in 2 sequences, if necessary

1. Primary entries
2. Secondary entries, in the following alphabetical order -
comp., ed., illus., jt author., jt.ed., tr.

a) Works by:

- e.g. Lang, Andrew
Adventures among books
Lang, Andrew. *ed.*
The Red fairy book
Lang, Andrew, *jr. author*
Haggard, Sir H.H.
The World's Desire
Lang, Andrew, *tr.*
Homerus

b) Works About:

LANG, ANDREW
Cordon, G.S.
Andrew Lang

9. Hyphenated or Compound Words

- a) Arrange hyphenated words as separate words.
b) Arrange compound words as one word.

- e.g. Book-Binding
Book Collecting
Book-hunter
Book of animals
Book-Plates, etc.

10. Punctuation Marks, etc.

Disregard punctuation marks and the apostrophe. Periodicals are an exception to this rule.

- e.g. Boycoect
Boy's Clubs
Boy's King Arthur
Boys of '76
A Boy's Town, etc.

11. Subject headings and Titles

In filing a series of subject headings and titles which are identical file, all the subject headings before the titles:

- | | |
|-------------------------|-----------------------|
| e.g. ECONOMICS | ECONOMICS |
| Goldberger, Arthur | Goldberger, A.S. |
| Econometric theory | Econometric theory |
| ECONOMICS | Economics (Title) |
| Homan, Paul T. & Others | Gritlow, A.D. |
| ECONOMICS | ECONOMICS |
| Mackey, A.W.G. | Homan, P.T., & Others |
| Economics (title) | Economics (title) |
| Gritlow, A.D. | James, R. |

Economics (title) James, R. Economics	ECONOMICS Mackey, A.W.G.
Economics (title) Mackey, A.W.G.	Economics (title) Mackey, A.W.G.
RIGHT	WRONG

When filing, note that subject headings like

e.g. FINANCE - INDIA and

FINANCE - INDIAN have been interfiled.

12. Others

File "see also" reference after all the entries under the particular subject headings, not before or scattered throughout the sequence.

1. E.g. ECONOMICS Goldberger, Arthur S. Econometric Theory	1. ECONOMICS <i>see also</i> POLITICAL ECONOMY
2. ECONOMICS Thomas, S. Evelyn Elements of Economics	2. ECONOMICS Goldberger, Arthur S. Econometric Theory
3. ECONOMICS <i>See also</i> POLITICAL ECONOMY	3. ECONOMICS Thomas, S. Evelyn
RIGHT	WRONG

SELF CHECK EXERCISE -4

Arrange the following words "Letter by Letter".

Solar energy; Saturday; Satire; Separate; Science;
Sericulture; Satisfactory; Semi-precious,

Note: i) Give your answer in the space provided below.

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

12.4.3 Ranganathan's Alphabetization Principles

Ranganathan's classified catalogue has two arrangements : (1) classified part, which is arranged according to the call number at the leading section, and (2) alphabetical part for all the added entries. Ranganathan has given rules for filing the alphabetical part in chapter EH. He suggests arrangement of entries in a strict alphabetical order as in a dictionary and suggests avoiding the rule "Nothing before Something". According to him, filing has to be done in the ascending scale of ordinal values to the numerals, letters and symbols.

Rule EH 70 says

"The following ascending scale of ordinal values is to be borne in mind in arranging the entries in the Alphabetical part":

Section space (-); full stop (.); comma (,); Numerals in their natural sequence; (); words in Roman; words in italics, or underlined words; the word "and" or its substitute colon; and etc.

Ranganathan has propounded some important rules in CCC for arranging entries in alphabetical part. They are:-

- EH 1: The entries in the Alphabetical part are to be arranged strictly by the alphabet, as in a dictionary and in conformity with the succeeding rules.
- EH 2: In the alphabetical arrangement no attention is to be paid to initial articles.
- EH 3: German words spelt with the vowels a, o, and u are to be arranged as if they were spelt, a, o, and u respectively.
- ELI 4: Scottish names with the prefix Mac and its abbreviated forms such as Mc and M are to be arranged according to their apparent alphabetical make-up.
- ELI 5: Names beginning with St. and Ste are to be treated according to their alphabetical make-up as in EH4
- ELI 6: The superior comma in a Scottish or Irish name or in a possessive case is to be ignored.

12.4.4 Filing Procedure

One of the library catalogue operations is filing of cards. It is the arrangement of catalogue cards in the catalogue cabinet. This is done in two ways. (1) alphabetical sequence, and (2) numerical or classified sequence. The alphabetical sequence is done through the entry headings i.e., author entry, title entry, subject entry or collaborator entry. The numerical or classified sequence is done through the call numbers. This sequence is usually called the shelf list order since it resembles the order in which the books are arranged on the shelves.

After the book is accessioned in the Accession register, the books are transferred to the Processing section. There books are classified and catalogued. On an average for every book processed about four to five cards are prepared. The filing process does not take place after each book is processed, since it becomes time consuming. The usual practice followed in libraries is that books which are processed are transferred to the stacks once a week or fortnight or month thus collecting all the catalogue cards at one place. Accordingly, once the books are transferred to the fresh arrivals section or the stacks, the filing process starts. It is a simultaneous process.

The accumulated cards are sorted by the first letter of the entry heading and the further alphabetisation of the cards under each letter in separate trays.

The filing of entries has to be done in a systematic helpful sequence. The entries in a catalogue must be arranged under the entry headings because the entry heading is the approach element which helps the reader to consult the catalogue. Care has to be taken for correct filing of entries, since a card misfiled is a lost card. Constant filing of cards is also not desirable, since constantly looking at the alphabets may cause errors in filing. In big libraries, where many cards have to be filed, it is advisable for checking the cards interfiled by another person. Thus, errors due to eyesight can be avoided.

SELF CHECK EXERCISE -5

Name any 5 important rules for filing according to ALA.

Note: i) Write your answer in the space provided below:

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

12.5 SUMMING UP

In this unit, we discussed about the filing of entries. Catalogue entries are filed in a logical and helpful sequence with the help of entry elements.

We have also seen that filing is of two types, namely, alphabetical and classified. Filing alphabetically means arrangement for alphabetical words and groups of words. Classified arrangement means arrangement by class numbers or call numbers. This arrangement is similar to the self list catalogue, which is arranged class number or call numberwise.

The process of filing is not that simple though it looks to be. Though we are familiar with the sequences of numerals and also that of letters of alphabets, arrangement of entries, either classified or alphabetical is not easy. There are specific rules for filing various types of entries. Some of them are worked by associations and organisations like the American Library Association (ALA) and Library of Congress (LC). Some catalogue codes have also prescribed rules for filing entries. Due to automation and use of computers in libraries, rules for computer filing of entries have also been evolved.

12.6 MODEL ANSWERS

1. The purposes of a good filing system are:
 - a) to save the time of the reader to refer the catalogue.
 - b) it brings related entries together.
 - c) it shows the readers all the items which they might not have expressed.
 - d) It is easier to handle the catalogue if the filing is systematic.
2. The major systems of filing are:
 - a) Berghoefffer System
 - b) Library of Congress Filing Rules
 - c) ALA filing rules
 - d) BLAISE Filing Rules
 - e) Ranganathan's Principles
 - f) Computer Filing

3. 003.2
146
248.1
347.4
484.9
646.8
723.2
828.4
934.01
934.1
4. Letter by Letter Arrangement:
Satire; Satisfactory; Saturday; Science; Semi-precious;
Separate; Sericulture; Solar Energy
5. 1) Word by word; (2) Initials (3) Numerals (4) Articles
(5) Abbreviations (6) Subject Arrangement.

12.7 ASSIGNMENTS

Visit any university or college library and observe the filing of catalogue entries, prepare a brief report

12.8 RECOMMENDED BOOKS

ALA Rules for filing Catalogue Cards. Chicago: American Library Association, 1968 p.109.

Girja Kumar and Krishan Kumar. *Theory of Cataloguing*. 4th ed. New Delhi:Vikas, 1982 p.204-300.

Hunter, E.J and Bakewell, K.G.B. *Cataloguing*. London: Clive Bingley, 1983.

Mann, Margaret. *Introduction to Cataloguing and Classification of Books*. 2nd ed. Chicago: ALA, 1943 p.171-188.

Ranganathan, S.R. *Classified Catalogue Code*. 5th ed. Bombay: Asia Publishing House, 1964.

Selden, William and others. *Filing and Finding*. N.J.: Prentice Hall, 1962 p.122.

Sharp, Henry A. *Cataloguing*. 5th ed. Bombay: Allied, 1964.

12.9 GLOSSARY

- Authority File** : A list of all personal and corporate names, names of anonymous classics and sacred books, the titles of anonymous books and the heading for series cards available in a particular library. It is a standard list used as a master copy by the cataloguers.
- Entry element** : The first word, other than an article of a heading in a catalogue; the one by which the entry is arranged.
- Filing Code** : A code of rules for arranging entries in a catalogue. Such codes may cover manual sorting, or may be intended for computer sorting.
- Filing Medium** : That part of the entry or an added heading word, phrase or symbol under which a card is filed.

- Filing Order** : The order (usually alphabetical, or by classification notation) for arranging books, documents, records, including catalogue entries.
- Filing Rules** : Explicit directions, preferably based on a recognised code, and provided in written or printed form, for the filing of entries in a catalogue.
- Preliminary filing** : The process of filing the catalogue cards in a filing board before they are actually merged into the various catalogues.
- Shelf List** : A list of the books in a library, the entries arranged on cards in the same order of the books on the shelves and forming a subject catalogue.
-

12.10 MODEL EXAMINATION QUESTIONS

I. ESSAY QUESTIONS

- 1) What is filing of catalogue entries ? Discuss the problems involved in filing of entries in a classified catalogue.
- 2) Explain various methods of alphabetical arrangement of entries.

II. SHORT NOTES

- 1) Codes for filing
- 2) Word-by-word arrangement

BRAOU

BLOCK-IV : SUBJECT HEADINGS AND STANDARDISATION

Subject Headings are crucial for library cataloguing. It depends upon the cataloguer's ability to comprehend the subject of a document with respect to its extension and intention, translating into standard terms and preparing subject entries for the subject catalogue. Readers' level and the type of library are also influencing factors in formulation of subject headings. Subject catalogue presents alphabetical scattering of the subjects and it can be syndetic by addition of reference entries. *Sears List of Subject Headings* and the *Library of Congress Subject Headings* are the right choice of subject heading tools for the cataloguer. Particular mention is also made on the latest edition of the *Library of Congress Subject Headings*, which is evolved on the lines of thesaurus. A detailed discussion on this area was made in Unit-13.

Indexing is the technique of document representation by their subject content. The purpose of indexing is to provide a key to the user to have access to the vast store of knowledge contained in the documents. Thus the Indexes provide access to those who search for ideas and subject in a document. Unit-14 introduces various indexing techniques used in libraries and information centres.

Unit- 15 focuses on International Standard Bibliographic Description (ISBD) which was mainly intended to interchange the bibliographic records from different sources across language barriers and to facilitate the conversion of such records to machine readable form. More and more perfection in bibliographic description is achieved with the automated devices and use of computers. The Unit also discusses the International Standard Book Number (ISBN) and International Standard Serial Number (ISSN).

Trends and developments in cataloguing were presented in Unit-16 with particular reference to MARC21 and CCF. Machine Readable Catalogue (MARC) refers to the widely accepted format for machine-readable bibliographic description. Common Communication Format (CCF), developed by Unesco, is used for exchange of machine readable information.

UNIT-13 : SUBJECT HEADINGS

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13.0 AIMS AND OBJECTIVES

In this Unit, you will be introduced to subject headings, the methodologies involved in the preparation of subject entries to build up the subject catalogue. You will be exposed to some select subject indexing systems.

By studying this unit, you will be able to

- determine the subjects from the documents
- identify the problems involved in the formulation and standardisation of subject headings
- prepare subject entries to build up subject catalogue
- identify and prepare the cross references associated with the subject headings

- describe the salient features of Sears List of Subject Headings (SLSH), Library of Congress Subject Headings (LCSH) and Chain Procedure

13.1 INTRODUCTION

The catalogue is the resource indicator for any library. It aims to fulfil the approaches of the users from various angles like author, title, series, subject etc. The readers usually prefer subject approach as they find it difficult to remember precisely the names of authors, titles, series and other elements of a document. The subjects are easily perceivable. In most of the cases, the readers visit libraries to find documents on specific subjects and consult subject catalogue. It is, therefore, essential to construct the subject catalogue for the library collection to serve the users effectively.

Determining the subjects from the documents and describing them as subject headings is the intellectual aspect of subject cataloguing. Much depends upon the cataloguer's ability to comprehend the parameters of the subject from the document. They have to understand from the user's point of view their needs and accordingly formulate the subject headings.

The study of subjects from the documents shows that all the subjects are not as simple as they appear. Various degrees of complexities are noticed. It becomes difficult for the cataloguer to comprehend the extension and intension of the subject and present it in such a way so as to synchronise with the subject content. The grammar of subject headings has been developed to help the cataloguer in the presentation of subject headings in a precise way. The grammar covers tackling of synonyms, homonyms, singular and plural forms and other relationships. To resolve these complexities, the standard lists of subject headings particularly *Sears List of Subject Headings* (SLSH), *Library of Congress Subject Headings* (LCSH) are readily available to the cataloguers. In addition, derivation of subject headings from class numbers as reflected in Chain Procedure of SR Ranganathan is also useful.

13.2 SUBJECT HEADINGS

13.2.1 Need and Purpose of Subject Headings

The subject is delineated as theme or themes given in a document. Usually the author attempts to present the subject dealt in the document by using one or more words in the title. A subject is defined as a systematised body of ideas in a particular discipline and expressed by using appropriate terms. Each discipline has its own body of concepts or terms. These concept terms are given by subject experts working in that discipline. The subject represented by standard terms form the basis for construction of subject headings, classification schemes and thesauri. Through those schemes they also depict the structure of specific subjects and universe of subjects.

Subject headings play an important role in building-up the subject catalogue and facilitate the users in ascertaining the right information from the collection of documents on the subjects of their interest. In a way subject catalogue forms nucleus in the totality of the catalogue and without this component, the catalogue cannot be considered as complete. It not only discloses to the users the information regarding availability of documents on a specific subject but also speaks to them as to what other documents are available on related subjects.

13.2.2 Problems Involved in Subject Headings

The science of subject cataloguing depends on understanding the subjects from the documents and describing them in appropriate terms. In most of the cases, titles of the documents give the subject dealt in the document. But this cannot be taken as reliable as some of them do not reflect the exact parameters of the subject. At times, the titles are distorted and do not give any clue to the subject. For example, the title *My Experiments With Truth* is fanciful and is not

expressive of the subject contained in it. The document is an autobiography of M.K. Gandhi. Similarly, the title *Asian Drama* by Gunnar Myrdal deals with the subject of economic development of developing countries but the title does not give any clue of the subject dealt in it. The steps involved in ascertaining the subject of a document are not only to study the title and contents pages of the document but at times read the text and discover the subject. Even then if the subject is still not clear, the cataloguer should not hesitate to consult the subject specialist and ascertain the subject.

Formulation of subject headings is the central activity in building up the subject catalogue. The understanding of the subject of a document does not always help in coining the right subject heading. You have seen that subjects are not that simple. To overcome this, the cataloguer has to take help from the standard lists of subject headings. Apart from this, the cataloguer has to consider the subject headings from the users' point of view and the type of library. Users' requirement depends upon the age, educational background, occupation, specialisation and geographic location as well as the type of library, namely, public library, school or college library, special library and also the libraries at different levels.

While formulating the subject heading for a document the cataloguer should assume himself in the position of a user and put a question as to what extent the document is useful in conveying the message precisely on the subject selected by him. He should always attempt for subject headings which are coextensive to the subject content of the documents.

To build up a library catalogue, the cataloguer prepares entries under the author, collaborator, title, series, etc. along with the subject or subjects that are dealt in the document. In the case of author, collaborator, title, series, etc. the headings are readily available and they are known items; whereas in the case of subject entries, subject heading has to be determined and described by the cataloguer. The process of understanding the subject from the document and transforming it into a subject heading is an intellectual activity. As such the subject entries assume importance over other entries. Even in libraries the most used catalogue is the subject catalogue compared to other catalogues like author catalogue, name catalogue, title catalogue, etc., as the preference of the user is for the subject catalogue. As pointed out earlier, the user may not remember the prominent elements like author, title, series, etc., and will depend upon subject catalogue. Even in the use of author catalogue, the spellings of the names of authors pose problems to the user. And in this situation, the subject catalogue is the dependable one and the user will surely know the availability of the publications from the subject catalogue.

The steps involved in the preparation of subject entries can be summarised as follows:

- i) study and understand the exact subject or subjects dealt in the document
- ii) describe those subjects in possible terms
- iii) standardise those terms with the help of a standard list of subject headings
- iv) adopt the subject headings and prepare the subject entries required
- v) examine whether any cross references are required, if needed, the entries for them are also be prepared.

The resulted entries may be arranged in the alphabetical sequence. This gives rise to an alphabetical subject catalogue. You have the option to arrange them in the classified sequence by following a scheme of classification. In addition an alphanumerical-classified sequence is possible wherein the classified order is created under the broad subjects arranged in alphabetical order.

SELF CHECK EXERCISE -1

(a) Explain the concept of subject cataloguing

Note: i) Give your answer in the space provided below.

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

(b) State the principles governing derivation of subject headings.

13.3 GRAMMAR OF SUBJECT HEADINGS

You are aware that subject headings represent the subject content of documents in a library catalogue. The American Library Association (ALA) defines subject headings as "access points in bibliographic records, consisting of a word or phrase which designates the subject of the work or works contained in the bibliographic item". Here, bibliographic record means a catalogue entry in card, micro or machine readable or in any other form, carrying full cataloguing data or a given item in a library. In this context, the subject refers to subject headings which represent the subject content of a document. The grammar of subject headings is concerned with synonyms, homonyms, singular and plural forms, single word or multi word concepts etc. These complexities depend upon the richness of the language.

Synonyms are said to be the terms having the same meaning. In addition to this we come across near synonyms which give different shades of meaning. Such terms are common in every subject. And if they are accepted without control, the documents will be distributed under as many headings as the synonym terms. In order to resolve this, the term which is accepted to the users is selected as heading and for all other terms reference is made. This will indeed ensure all the documents on the same spelling but different meanings. In this case also if they are not controlled they create ambiguity. In such cases contextual reference or a term qualifying the homonym is provided.

There are some subjects which cannot be clearly described by use of one word and require two or more words to represent the subject. There are two ways of representing such subjects, namely by direct representation as it occurs or by inversion of the words.

For example: Secondary Education
 Adult Education
 Business Education
 Rural Education

Which can be represented as

- Education, Adult
- Education, Business
- Education, Rural
- Education, Secondary

The advantage of inversion of the words is that different facets of a subject can be brought together.

The complexities mentioned above are dealt in detail in the next section covering the important subject heading systems, namely, *Sears List of Subject Headings (SLSH)* and *Library of Congress Subject Headings (LCSH)*.

SELF CHECK EXERCISE -2

(a) Define a synonym.

Note: i) Give your answer in the space provided below.

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

(b) How do you resolve a homonym?

13.4 SEARS LIST OF SUBJECT HEADINGS (SLSH)

This list of subject headings named after its first compiler Minnie Earl Sears was first published in 1923. The latest edition is 17th published in 2000 by H.W. Wilson Company, New York. This list is widely used in small libraries and available in one volume. In providing subject headings, the cataloguer has only to choose from the list the appropriate heading that matches the contents of documents being catalogued. The list is guided by its own general principles and

grammar. SLISH is guided by its general principles in regard to Specific and Direct Entry, Common Usage, Uniformity and Form Headings.

15.4.1 Specific and Direct Entry

The rule of specific and direct entry is to enter the subject that accurately and properly represents its contents. The word serves as a succinct abstract of the work. If a user wants information about bridges, the direct approach is to consult the catalogue under the heading Bridges, not under the large topic Engineering, or even the more restricted field Civil Engineering. In other words, make direct entry under Bridges not indirectly under Engineering - Civil Engineering - Bridges or consider the principle of specific entry from the cataloguer's point of view. If one is examining a work about penguins, it is not sufficient to dismiss it as belonging the subject Birds, or even under Water birds. It must be entered directly under the most specific headings that expresses the content, that is Penguins. If the work is entered under Birds, a user would have to look through many entries in order to find information on Penguins. Having found the most specified entry that will fit the item do not then make subject entries under both the specific and the general subject headings. A work with the title *Birds of the Ocean* should not be entered under both Birds and Water birds but only under Water Birds. To eliminate this duplication, a network of see also references directs the user from the broader subject headings to the more specified ones, example, Birds.

Birds

See also

Water birds (names of specific birds)

The specific term, as can be seen, refers to the exact word that summarises the subject of the book for the user of the catalogue. The level of specificity depends on the size of the library, the nature of its collection, its function and its patterns. The heading should be as specified as possible for the topic it is intended to cover. If the name of a specific object is not found in the list, the name of the larger group to which it belongs should be consulted.

13.4.2 Common Usage

The word or words used to express a subject must represent common usage as used in the geographical territories both in regard to spelling and terminology. For example in British libraries it is preferred to use the word with the spelling 'colour', where in American Libraries, 'Color'. Even in terminology British libraries use the term 'Petrol', where as in American libraries 'Gasolene'. A general rule is to use a popular or common rather than a scientific or technical name where there is a choice. Subject headings are chosen to fit the needs of the user who are likely to use the catalogue. The subject headings should reflect the library - user environment.

Some descriptive phrases also carry different connotations, e.g. Arab, Arabian, and Arabic. Their use in headings appears to be inconsistent, but they are used in the following ways: Arab relating to the people; Arabian referring to the geographical area; and Arabic for the language, script, or literature. These subject headings should be consistent, with distinction being made between ethnic, geographical, and linguistic terms.

13.4.3 Uniformity

Another very important factor to be considered is that of uniformity. One uniform term must be selected from several synonyms and this term must be applied consistently to all works on the topic. China, Chinaware, and Porcelain are all entered under Porcelain. This example also illustrates the fact that the subject heading must be inclusive and cover the topic. The heading chosen must be unambiguous. If several meanings attach to one word, that word must be qualified: Masks (Facial), Masks (Plays), Masks (Sculpture). When variant spellings are in use, one must be selected and uniformity applied: Rhyme, not Rime.

In addition to the subject headings that interpret the content of various materials, there are headings of another kind, usually known as form headings, or form subject headings, that have the same appearance as regular subject headings but refer to the literary or artistic form of a work and not to its subject matter, e.g. Essays, Poetry, Fiction, Hymns, Songs, etc. Literary form headings are usually used for collections rather than works of an individual. For example, the form heading 'Essays' is used not for works of an individual author but for collections of essays by authors of different nationalities. If the collection includes essays only by American authors, then the more specific heading 'American essays' would be used.

While the use of form entries for works of individual authors might be helpful, the result in most libraries would not be worth the effort because such entries usually duplicate subject approaches already available in reference sources in the library e.g. Short Story Index, Essay and General Literature Index etc. The proliferation of entries would be an extra cost and would increase the size of the catalogue unnecessarily. Materials of this type are generally classified and arranged on the shelves according to their literary forms, and the reader often has access to the shelves or to the shelf list. Ordinarily individual works of literature are remembered in association with an author, and a reader consults the author or title entry in the catalogue for such works.

For a work about the essay as a literary form e.g. the appreciation of the essay or how to write it, the heading 'Essay' represents a true subject and not a form heading. The distinction between form headings and subject headings can sometimes be made by using the singular form for the true subject heading and the plural for the form heading, e.g. Short story; Short stories. But the peculiarities of language do not always permit this. For example, the heading English Poetry is used for a book on poetry.

It is well to remember this essential difference in the two processes; otherwise, the rule for classifying by broad subject in a small library (large libraries are not considered here) may cause confusion when the librarian assigns subject headings which must be specific in order to achieve maximum usefulness.

Now that certain principles of subject headings have been considered, the cataloguer should understand the structure of subject headings.

13.4.4 Grammar of SLSH

Single Noun : The simplest form of subject heading consists of a single noun and is the ideal type when the language supplies it. Such terms are not only the simplest in form but often the easiest to comprehend. Most of the large fields of knowledge can be expressed by single words (Art; Agriculture; Education; Religion; etc.) as can many specific objects (Apple; Chairs; Pottery; Trees; Violin; etc.). But many words have synonyms from which a choice has to be made, and conversely a word may have two or more quite different meanings; for others there is a choice in spelling; another consideration is the use of the singular or plural form.

Whenever identical words with different meanings are used in the catalogue one of them must be qualified, that is, defined more specifically. In the example of the book on lemons and limes, neither heading is listed in *Sears List* but may be added when needed, as instructed under both Fruit or Citrus fruit. However, in adding Lime to the List the cataloguer finds Lime used in relation to Cement. The plural Limes should not be used because *Sears* states that the names of all fruits should be in singular form. The cataloguer would therefore add a qualifier to Lime, i.e. Lime (Fruit). With Seals (Animals) and Seals (Numismatics) already in the List, any subject that must be added to the List but use of the same word must be defined, e.g. Seals (Christmas, etc.) or Seals (Law).

Compound Heading : Using two nouns joined by "and" usually groups together under one heading closely related material which cannot be separated easily in concept and which is

usually treated together (Boats and boating; Cities and towns; Publishers and publishing), or two different subjects that are treated in their relation to each other (Aeronautics and Civilization; Religion and science; Television and children), or two subjects that are opposites but are usually discussed together (Belief and doubt; Good and evil; Joy and sorrows).

The problem in forming such headings is word order. There is no rule to cover all situations although cataloguers have been prone to follow the alphabetic when there is no common usage. Whichever order is chosen, reference must be made from the opposite order.

Adjective with Noun : Often a specific concept is best expressed by qualifying the noun with an adjective (American literature; Electric engineering; Tropical fish). Sometimes the expression is inverted (Files, Artificial; Philosophy, Modern). The reasons for inversion are two fold: 1) an assumption is made that the reader will think first of the noun; or 2) the noun is placed first in order to keep all aspects of a broad subject together when that result is deemed desirable. Inversion can be made when the first element qualifies the second and the second is an independent unit.

Art, Abstract	Education, Elementary	Insurance, Accident
Art, American	Education, Higher	Insurance, Fire
Art, Decorative	Education, Secondary	Insurance, Health

In formulating this kind of heading it is difficult to decide whether to use the normal word order followed in speaking and writing or the inverted order. Some users of the catalogue will think of it one way, others in the opposite. There is no precise rule. A reference is usually required from the order not chosen for the subject heading. The best principle is to stress the key word and avoid scattering material on the same subject throughout the alphabet. It should be noted that some adjective noun phrases could never be inverted because the noun has no significance without the adjective, e.g. International relations.

Phrase Headings : Some concepts which involve two areas of knowledge can be expressed only by more or less complex phrases. These are the least satisfactory headings as they offer the greatest variation in wording, are often the longest, and may not be thought of readily by either the maker or the user of the catalogue but the English language seems to offer no more compact terminology. Examples are: Freedom of information; Information storage and retrieval systems. Sometimes the phrase is inverted to place the important word first, or to facilitate the filing of related subjects together, although this results in an awkward appearance: Cities and towns, Ruined, extinct, etc.

13.4.5 Sub Divisions

There are other means by which the scope of the List can be enlarged far beyond the actual headings printed. This is through the use of subdivisions of headings. The principle of specific entry can be achieved in some cases only by subdividing of general subject by words or phrases which indicate special aspects.

Birds	Music	Water
Birds - Eggs and nests	Music - Acoustics and Physics	Water - Analysis Water - Fluridation
Birds - Migration	Music - Theory	Water - Purification
Birds - Protection		

In each of the specific fields above, the subdivisions are appropriate and characteristic of it and those used under one are not applicable to the other two listed here. However, the subdivision analysis would be applicable to a number of other topics besides Water, such as Air; Blood;

Food; etc. Some terms or phrases used as divisions are applicable to so many different topics that the subdivisions are not printed under all possible headings. Some are referred to in their alphabetic places with directions for their use. They vary in kind and in value to an individual library.

Subdivisions by Physical Form : Some materials present a subject not in expository or narrative form but as lists, outlines, or tables; or, graphically as maps, pictures, or filmstrips. The work may be directory of chemists, a bibliography of children's literature, a dictionary of psychology, a collection of geological maps. Standard terms known as "form divisions" are the most common subdivision and may be used whenever appropriate. Since they show what the material is, rather than what it is about and they are as necessary for a small library as well as for a large one. Some examples of form divisions are:

Bibliography	Gazetteers	Portraits
Catalogues	Indexes	Registers
Dictionaries	Maps	Statistics
Directories	Pictorial works	Terminology

Some of these terms are used alone as actual subject headings, but as subdivisions they are usually called Form headings. In either case, each of these terms is listed in its alphabetic place in the List with directions for use.

Subdivisions That Show Special Aspects : A general subject may be presented from a particular point of view. The work may be a history of the subject, the most common of the special aspects; or it may deal with the philosophy of the subject, research in the field, the law about it, or how to study and teach it. These concepts applied to general subjects are expressed by such headings as :

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

Geographic Names : Many works limit the discussion of an otherwise general subject to a specific country, state, city, or other region. This is such a common method of treatment that the List has provided directions for many subjects that may be so treated. Other subjects not so identified can be subdivided by the cataloguer if this is needed or is desirable.

1. Subject Subdivided by Place
2. Names of Places Subdivided by Subject

13.4.6 Syndetic Structure

There are three types of cross references, namely, specific *see* references, specific *see also* references and *general* references.

See references are concerned mainly with terminology, guiding the user from words he may think of to those actually used for subject headings. But the *see also* references are concerned entirely with guiding the user from headings where he has found information to other headings which list materials on related or more specific aspects of the subject.

Sears List also used x and xx to denote *see* and *see also* references. It is an indication to the cataloguer not to make an entry under that heading but only give direction to the reader. For example,

Electric machinery 621.31

x Alternating Current machinery

xx Electric measurements

Alternating Current machinery

see

Electric machinery

Electric measurements

see also

Electric machinery

SLSH is simpler to use in assigning subject headings to books or documents. The principles (given in the book as an introduction) are fairly comprehensive and explicit. The List provides useful reference guide for the user and also for the librarian.

The editions reflect the developments in subject cataloguing and indexing. For small libraries, this is an excellent vocabulary control device.

SELF CHECK EXERCISE -3

(a) State the principles of Seam List of Subject Headings.

Note: i) Give your answer in the space provided below.

ii) Compare your answer with the model answer given at the end of this unit

(b) Mention types of reference structures of SLSH.

13.5 LIBRARY OF CONGRESS LIST OF SUBJECT HEADINGS (LCSH)

13.5.1 Development of LCSH

LCSH is the most popular and widely used list of subject headings in most of the libraries. The list is the official list of Library of Congress, the National Library of USA. The latest edition is the 26th published in 2003 in five volumes. This edition of LCSH is an accumulation of subject

headings established by the Library of Congress since 1898. In that year, the Library decided that a dictionary catalogue instead of an alphabetic-classified or classified catalogue should be adopted to complement the new classification system that replaced Jefferson's system. The list of subject headings for use in dictionary catalogue prepared by a committee of the American Library Association (ALA) and published in 1895, was used as the basis for the Library's new subject headings. The List is the product of evolutionary forces, among them the growth of the Library's collection, semantic change and varying theories of subject headings practice over the years. As a consequence the List is, at any point of time an accurate reflection of practice but not a complete embodiment of theory.

15.5.2 Headings

Subject headings may consist of one-word or several words. A one word heading is usually a noun, for example schools, viscosity. Concepts are usually named in the singular and objects in the plural, though exceptions may be found. Two-word headings usually contain an adjective and a noun. These may appear in normal word order, as with Nuclear Physics, Pumping Machinery or in inverted form. Inversion is common with adjectives describing language or nationality such as Songs, French; Art, American; Drawing, Australian.

13.5.3 References : The Relationship Between Terms

LCSH contains cross-references constructed at different times according to different philosophies. Some references from specific to general topics remain a legacy from the turn of the century. For many years, cross-references were made to subjects "likely to be of interest to the user" who consulted a subject heading. The symbols, x, xx and sa had been introduced.

In consonance with the developments that are taking place in the realm of subject headings, the LCSH uses the current methods in formatting and display of the relationships between terms for example:

NT for sa

BT for xx

UF for x

USE for See

RT

(BT Broader Term, NT Narrower Term, RT Related Term., UF Used for)

The Equivalence Relationships: USE Reference

USE references are made from an unauthorised or nonpreferred term to an authorised or preferred term. Under the heading referred to, the code UF (Used For) precedes the term not used. The code USE or UF functions as reciprocals.

For example:

Motor Cars

USE Automobiles

Automobiles

UF Motor, Cars

USE references are made from synonymous, variant spellings variant forms of expression, alternate constructions of headings, and other forms of headings. UF references are also made when it has been decided that a term should not be used as a heading even if the two terms are not synonymous. USE references are often omitted if they would begin with the same term as a broader term needed for hierarchy.

For example:

Exterior lighting

BT Lighting

is made instead of

Exterior lighting

UF Lighting, Exterior

The Hierarchical Relationship: BTs and NTs

Subject headings are linked to other subject headings through cross-references expressed as BTs and NTs.

For example :

Exterior lighting

BT Lighting

Lighting

NT Exterior Lighting

The making of hierarchical references creates the ability to find systematically headings which are more general or more specific than the heading being consulted. No matter the level at which one enters the hierarchy, we can follow either BTs or NTs to find the broadest or most specific term available.

Examples:

Dump Trucks

BT Trucks

Motor Vehicles

BT Vehicles

NT Trucks

Trucks:

BT Motor Vehicles

NT Dump Trucks

Vehicles

BT Transportation

NT Motor Vehicles

The Associative Relationships: RTs

Ornithology Birds

BT Birds RT Ornithology

General References

A general reference is a reference made not to specific individual headings but to an entire group of headings frequently listing one or more headings.

For example:

Dog breeds

See also names of specific breeds

Chemistry

See also headings beginning in the word chemical

13.5.4 Sub Divisions

The application of LCSH requires extensive use of subject divisions as a means of combining a number of different concepts into a singular subject heading. Complex topics may be represented by subject headings followed by subdivisions.

Four categories of subdivisions are generally recognised, namely, topical, form, chronological, and geographic.

1) Topical Subdivisions

Topical subdivisions are used under main headings or under subdivisions to limit the concept expressed by the heading to a specific subtopic.

For example -

Corn - Harvesting

Automobile - Motor - Carburetors

2) Form Subdivisions

Form subdivisions are used to indicate the form in which the material on a subject is organised and presented.

For example-

United States - History - Periodicals

3) Chronological Subdivisions

Chronological subdivisions are used to limit a heading or heading and subdivision to a particular time period.

For example-

Philosophy, French - 18th century

Art, Chinese - 1 AD-221 B.C.

4) Geographic Subdivisions

This subdivision indicates that a geographic location may follow the heading or subdivision.

For example -

Construction industry - Italy

Display Entry

Symbols

UF Used For

BT Broader Term

RT Related Term

SA See also

NT Narrower Term

Agricultural Machinery

- UF Agriculture - Equipment and supplies
 - Crops - Machinery
 - Farm Machinery
- BT Machinery
- RT Farm Equipment
 - Machine Tractor Stations
- SA Subdivision Machinery under
 - Names of crops
 - Crops - Machinery
- NT Agricultural Engineering
 - Agricultural Implements

SELF CHECK EXERCISE-4

a) Mention the types of headings of Library of Congress Subject Headings:

Note: i) Give your answer in the space provided below.

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

b) Mention the types of reference structure of LCSH.

13.6 CHAIN PROCEDURE

13.6.1 Introduction

S.R. Ranganathan designed a method of deriving subject headings to provide subject approach to documents through the alphabetical part of a classified catalogue. This method is different from the enumerated subject headings like SLSH or LCSH. According to him, classification and subject indexing were the two sides of the same coin. You have learnt that

classifying a document is the translation of its specific subject into an artificial language of ordinal numbers which results in the formation of a class number linking together all the isolate ideas in the form of a chain. This class number is retranslated into its equivalents to formulate a subject heading that represents the subject contents of the document. The class number itself is the result of subject analysis of a document into its facet ideas and linked together by a set of connecting symbols, particularly when a classification system like Colon Classification is used for the purpose. As this chain is used for deriving subject entries on the basis of a set of rules and procedures, this method was referred to as 'Chain Procedure'. In other words, it is a procedure for deriving class index entries from a class number in a more or less mechanical way.

The Class Number of a document in Colon Classification is obtained by the application of postulates of Basic Subject, Fundamental Categories and the Principles of Facet Sequence. This involves subject analysis of documents into their respective facet ideas, appropriating them to the Fundamental Categories (PMEST) and fix their sequence. This involves subject analysis of documents into their sequence. This involves subject analysis of documents into their respective facet ideas. Once the Class Number of the document is constructed according to this approach, it is used for the purpose of deriving subject entries.

13.6.2 Steps in Chain Procedure

The chain procedure involves the following steps:

- a) **Specific Subject** : Expression of the specific subject of a document with explicit statement of all the component ideas.
- b) **Expression in kernal terms** : The auxillary or connective words without substantial meaning are separately identified. The terms with substantive meaning are also identified.
- c) **Facet analysis of the specific subject** : The roles of the idea behind each of the terms are identified and labelled. The postulates are used. The levels and rounds, etc. are determined.
- d) **Transformed expression** : Transformation of the analysed specific subject by rearranging the component ideas according to their role specification as per principles for facet sequence, mainly the principle of decreasing concreteness and the Wall-Picture Principle.
- e) **Standardised terms** : Standardisation of each term in the transformed name of a subject. If the name of the subject is not a standard one as per a terminological control device, it should be replaced by the preferred standard term. This would help the accessibility of terms to the thesaurus. This would help a systematic networking of term-concept relations.
Represents a subject on which reading material is not likely to be produced or sought or which is not likely to be linked up by any reader seeking materials on the Specific Subject forming the Last Link of the full Class Number.
- f) **Translation of the specific expressions** : Determination of the links, sought links, false links (if any) etc.
- g) **Preparation of the specific entries** : Entries with appropriate quantum of representation of information in the text.

13.6.3 Chain and Link

Represent a class number in the form of a chain, according to the following procedure treating quasi digit or a digit.

I. Make

- II. The First Link, out of the first digit

- 12 The Second Link, out of the first two digits
 - 13 The third Link, out of the first three digits, and so on, up to the Last Link, which is to be made of all the digits
- 2 Write the Links one below the other in succession
- 21 Write against each link its translation into natural language i.e. the name of the class of which the link is the class number
 - 22 Connect each link with its translation by an "=" sign
 - 3 Join the "=" sign of each link with that of the next succeeding link by a downward arrow(↓)

To understand better the Chain Procedure try to understand the following terms used by Ranganathan and the meaning given by him.

Last Link : Link occurring last in the Chain produced by a Class Number.

Missing link : It is a link in a chain with gap, corresponding to the missing isolates in the chain.

False link : It is a link which is not a concatenation of digits. This link has no meaning in the natural language. It does not represent the subject with a definite name.

For example, a link is a False Link if it ends with a

Connecting symbol or

Digit representing a Phase Relation or

Digit representing an Intra-Facet Relation or

Digit representing an Intra-Array Phase Relation or

Time - isolates representing Time itself in the Time Facet of the class and not representing other Fundamental Category - Space, Energy, Matter or Personality - in their respective facets in the Class Number.

Unsought Link : Link which ends with a part of the Isolate Focus in a Facet of a Class Number and unlikely looked up by a reader.

Sought Link : Link which is neither False, nor Fused nor Unsought and Link ending with an After-Time Anteriorising Common Isolate Digit.

Upper Link : Link other than the Last Link

Lower Link : This term is a relative one when two links are engaging attention. Lower link is that one of the two links which occurs lower in a chain than the other of the two links.

Below you will find few examples of deriving and providing subject entries in Classified Catalogue of Ranganathan. The examples are taken from his Classified Catalogue Code. (Ed.5)

Example 1:

- | | | |
|---------|---|--|
| L45:421 | = | Tuberculosis of lungs |
| L | = | Medicine (Sought Link) |
| L4 | = | Medicine of respiratory system (Sought Link) |
| L45 | = | Medicine of lungs (Sought Link) |
| L45: | = | (False Link) |
| L45:4 | = | Disease of lungs (Sought Link) |

L45:42 = Infectious disease of lungs (Sought Link)

L45:421 = Tuberculosis of lungs (Sought Link)

TUBERCULOSIS, LUNGS

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

L45:421

INFECTION, DISEASE, LUNGS

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

L45:42

DISEASE, LUNGS

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

L45:4

LUNGS, MEDICINE

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

L45

RESPIRATORY SYSTEMS, MEDICINE

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

L4

MEDICINE

For documents in this class and its subdivisions see the Classified Part of the catalogue under the Class Number

L

Example 2:

O111.2J64.52 = *Othello*
O = Literature (Sought Link)
O1 = Indo-European Literature (Unsought Link)
O11 = Teutonic literature (Unsought link)
O111 = English literature (Sough Link)
O111, = (False Link)
O111.2 = English drama (SoughtLink)
O111.2J64 = Shakespeare (Sought Link)
O111.2J64, = (False Link)
O111.2J64.2 = Othello (Sought Link)

OTHELLO, SHAKESPEARE(William)

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

O111.2J64.52

SHAKESPEARE (William) (1564), DRAMA

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

O111.2J64

DRAMA, ENGLISH

For documents in this Class and its Subdivisions see the Classified Part of the catalogue
under the Class Number O111,2

ENGLISH LITERATURE

For documents in this Class and its Subdivisions see the Classified Part of the Catalogue
under the Class Number O111

LITERATURE

For documents in this Class and its Subdivisions see the Classified Part of the catalogue
under the Class Number O

Example-3:

- BxM87:g = Evaluation of Ramanujan's Works
- B = Mathematics (Sought Link)
- Bx = Works in mathematics (Unsought Link)
- BxM87 = Works of Ramanujan (Sought Link)
- BxM87: = (False Link)
- BxM87:g = Evaluation of Ramanujan's Works (Unsought Link)

RAMANUJAN (Srinivasan) (1887), WORKS

For documents in this Class and its Subdivisions see the Classified Part of the catalogue
under the Class Number BxM87

MATHEMATICS

For documents in this Class and its Subdivisions see the Classified Part of the catalogue
under the Class Number B

Example-4:

- B0bD = Engineering mathematics
- B = Mathematics (Sought Link)
- B0 = (False Link)
- B0b = (False Link)
- B0bD = Engineering mathematics (Sought List)

ENGINEERING Biasing MATHEMATICS

For documents in this Class and its Subdivisions see the Classified Part of the catalogue
under the Class Number B0bD

MATHEMATICS

For documents in the Class and its Subdivisions see the Classified Part of the catalogue
under the Class Number B

SELF CHECK EXERCISE -5

(a) Explain the structural basis of Chain Procedure

Note: i) Give your answer in the space provided below.

ii) Compare your answer with the model answer given at the end of this unit

(b) Mention the steps in Chain procedure

13.7 SUMMING UP

In this Unit, you have observed how useful the subject headings are in guiding the readers to the right documents on the subject. Various complexities associated with subject headings like noun and adjectival form, singular and plural, synonyms, homonyms and multi-worded forms. The standard lists of subject headings have been compiled to assist the cataloguers in finding their way to select the right subject heading for a document. The *Sears List of Subject Headings* (SLSH) has explained in a lucid way to resolve the difficulties in the selection of subject headings. The *Library of Congress Subject Headings* (LCSH) has presented all relationships of terms in a cohesive way similar to presentation in thesaurus. The Chain Procedure invented by SR Ranganathan differs from the enumerative processes involved in SLSH and LCSH and suggests for derivation of subject headings out of the class number in a more or less a mechanical way.

13.8 MODEL ANSWERS

- 1 (a) The catalogue is the resource indicator for any library. Each entry in the catalogue indicates some characteristic of document such as author, title, subject, etc. The process of preparing subject entries for documents and organising them for subsequent retrieval is known as subject cataloguing.
- (b) The principles governing derivation of subject headings are:
 - The subject headings should be focussed on the users' approach to information.
 - The subject heading should bring together all documents that deal on a particular subject.
 - The subject heading should represent the common usage of words acceptable to the majority of users.

- The subject heading should be coextensive with the thought content of the document catalogued.
- 2 (a) Synonyms are terms having the same meaning.
 - (b) Homonyms are resolved by providing a qualifier term.
- 3 (a) The three guiding principles of the SLSH are:
 - Specific and direct entry
 - Common usage
 - Uniformity

(b) The reference structure of SLSH is as given below:

There are three types of cross references, namely, specific *see* references, specific *see also* references and *general* references.

- 4 (a) LCSH presents the following types of subject headings:
 - Single word headings
 - Multiword headings
 - Complex headings
 - Compound headings

(b) The reference structure of LCSH is as given below:

There are four types of cross references, namely, *see* references, *see also* references, *general* references and *subject-to-name* references.

(a) The structural basis of the chain procedure for representation of ideas is based on the linguistic features. The chain procedure provides structured expressions for information contents of subject which can be analysed into a Basic Subject, Personality, Property, Action, Space and Time frame. Such an analysis leads to a subject index which acts as modelling media for input information in any specified field as well as media for searching information from the information base.

(b) The chain procedure for subject indexing involves the following steps:

- a) Expression of the specific subject of a document with explicit statement of all the component ideas.
- b) Expression in kernel terms
- c) Facet analysis of the specific subject
- d) Transformed expression
- e) Standardised terms
- f) Translation of the specific expressions
- g) Preparation of the specific entries.

13.9 ASSIGNMENT

1. Subject catalogue is the heart of the library systems. Discuss.
2. Describe the salient features of *Sears List of Subject Headings*.
3. Explain how the *Library of Congress Subject Headings* are comparable with *Sears List of Subject Headings*.

4. Mention the steps involved in chain procedure for deriving subject headings out of class number.

13.10 RECOMMENDED BOOKS

- Coates, E.J. *Subject Cataloguing*. London: Library Association, 1960.
Library of Congress Subject Headings. 13th ed. Washington D.C: Library of Congress, 1989.
Ranganathan, S.R. *Classified Catalogue Code*. 5th ed. Bombay: Asia Publishing House, 1964.
Sears List of Subject Headings. 13th ed. New York: Wilson, 1986.

13.11 GLOSSARY

- Class Number** : The ordinal number representing a subject.
Complex subject : A subject with a basic class and one *or* more facet ideas.
Compound subject : A subject having a relation with another subject.
Homonyms : Words with the same spelling and different meanings.
Lead terms : A term selected to be a subject heading (i.e. a preferred term).
Synonyms : Words with more or less the same meaning.
Thesaurus : A dictionary of concepts having relations
Vocabulary : A list of words used in subject headings list either as a preferred term or forbidden terms.

13.12 MODEL EXAMINATION QUESTIONS

I ESSAY QUESTIONS

- 1) Explain the structure and use of *Sears List of Subject Headings*
- 2) What is chain procedure? Explain various steps in chain procedure with a suitable example

II SHORT NOTES

- a) LCSH
- b) Grammar of subject Headings

UNIT-14 : SUBJECT INDEXING

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14.0 AIMS AND OBJECTIVES

In this Unit, we shall introduce you some of the specific indexing techniques such as Chain Indexing, PRECIS, POPSI, Uniterm, and KWIC. We shall also acquaint you with a new approach to the problem of subject indexing systems known as Citation Index. This unit also deals with a controlled vocabulary tool known as 'thesaurus'.

After studying this unit, you will be able to

- explain the need and successfulness of each of these indexing techniques;
- give a historical account of the development of these techniques;
- describe the scope and functions; and
- explain merits and deficiencies of these techniques.

14.1 INTRODUCTION

Subject Indexing is the technique of document representation by their subject content. The purpose of indexing is to provide a key to the user to have access to the vast store of knowledge locked up in the documents. While catalogues are effective in bibliographic description of a document, indexes attempt to describe the information content of the document. Indexes thus provide access to those who search for ideas and subjects in a document. Fundamental to the problem of indexing is content analysis, the essential requirement for which is the availability of an indexing language. An indexing language is different from a natural language, as it is an artificial one. An indexing language has to be very precise. A large part of the Indexing problem is connected with the development of the indexing language.

Most of the subjects treated in a modern document are of compound nature, that is, they cannot be represented by a single term. When multiple terms are used to represent the subject content of a document, the question that naturally arises is how to determine the most appropriate order of the terms, so that the documents can be retrieved quickly and unambiguously.

As already mentioned the purpose of indexing is not just to specify the subject content of documents, as it has also got a retrieval function. Terms or phrases describing the subject must be arranged in a predetermined order like PRECIS or POPSI or the complete subject should be analysed so as to reduce it to terms representing simple concepts. The coordination of these constituent terms is carried out only during search or output stage as in Uniterm Indexing. Thus the two systems differ in respect of coordination during the input stage.

The coordination or combination of terms poses the problem of sequencing of terms. The sequencing or ordering of terms is very important in indexing. The rules for prescribing the sequence of terms to show the correct relationships of terms differ from system to system. These rules form the syntax of the system.

Rules of the syntax of the indexing system help us to formulate the subject representation of a document. But in a linear representation the index statement can provide only one single access in the searchable index file. To overcome this limitation, the indexing systems have a mechanism of rotating the component terms. The Chain indexing, KWIC, PRECIS, POPSI etc., implement this idea of rotation with slight variations. Chain procedure lacks the facility of projecting context as the terms are deleted in successive stages. But the idea of different lead terms is very much present. Sometimes the titles of the documents or keywords derived from the title may determine the subject of a document as in KWIC. But they may not be helpful always in organising a search file. Thus arose the need for developing controlled vocabulary or indexing languages in the form of subject heading lists, classification schemes or thesauri. The

thesaurus lists terms, display the relationships and define the vocabulary. Citation Index, a new approach to the file organisation devoid of vocabulary and intellectual involvement of indexers is also dealt with in this Unit.

14.2 CHAIN INDEXING

S.R.Ranganathan evolved the Chain indexing, originally called chain procedure. It is a semi-automatic method of deriving alphabetical subject headings to provide a subject approach to a classified catalogue, based on the analysis of the classification symbol of each subject.

This method is distinctly different from the enumerated subject heading system like the Library of Congress subject headings or Sears list of subject headings. The class number of a subject formulated according to a classification scheme is taken as the base for use in chain indexing. The class numbers represent the chain of subordinated classes or steps of division from the most general class to the specific subject. By means of chain procedure each term in a compound subject becomes an entry point in the alphabetical index of the classified catalogue, preferably prepared according to a faceted scheme like colon classification. In other words, each subject receiving a class number is analysed as a series of steps of divisions from the main class to the specific subject. The chain of a class number is retranslated into its verbal equivalents to formulate a subject heading that represents the subject content of the document.

As this chain is used for deriving subject entries on the basis of a set of rules and procedures, this system is called chain procedure. These rules and procedures form an integral part of the classified catalogue code of S.R. Ranganathan. This approach has inspired many other models of subject indexing, based upon classificatory principles and postulates.

Although Chain procedure was intended initially to provide class index entries to a classified catalogue, rules and procedures were formulated for deriving subject headings for a dictionary catalogue also. In fact, this method can be extended to formulate subject entries to bibliographies, documentation lists, abstract bulletins, etc.

We shall confine our discussion in this unit to the method of deriving subject headings for library catalogues, using Colon Classification to demonstrate the method. During the last forty years the Chain indexing method has been undergoing continuous refinement.

14.2.1 Format of Chain Indexing and Reference Entries

In a subject heading derived according to Chain Procedure, there is a main subject heading as also additional reference entries. When there are more than one substantive terms in the subject heading, the sequence of the terms is decided by the citation order prescribed by the classification system. The rendering format of the main subject heading has to be taken.

14.2.2 Formation of Subject Headings

The derivation of subject index entries consistently following a set of rules and procedures involves the following steps:

- i) digit by digit interpretation of the class number;
- ii) identification of the substantive terms that would constitute the subject entry;
- iii) citing them according to the prescribed rules;
- iv) providing additional entries to provide subject approach through every component of the class numbers;
- v) arranging the entries in an alphabetical order and interfiling with other such entries in the subject index of the catalogue.

In this way, simple, complex and compound subjects are handled using a definite set of rules and procedures. An example is worked out below creating the index entries, starting with the first link and working down step by step, each level of which should be analysed according to schedules.

- J381.7 made up as follows (Colon Classification ed.6)
- J Agriculture:
- J3 Agriculture : Food
- J38 Agriculture : Food : Seed
- J381 Agriculture: Food: Seed: Rice
- J381:7 Agriculture: Food: Seed: Rice: Harvesting

Index entries starting with the bottom term, the most specific link in the chain, and proceeding step by step through the chain, qualifying, where necessary, by a more general term or terms to show the context.

Index entries for harvesting of rice are:

- Harvesting: Rice : Agriculture J381 :7
- Rice : Agriculture J381
- Seed : Agriculture J38
- Food : Agriculture J3
- Agriculture J

SELF CHECK EXERCISE -1

Enumerate the five steps involved in the method of deriving subject headings by chain procedure.

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

ii) Compare your answer with the model answer given at the end this unit.

14.2.3 Merits and Deficiencies

The importance of Chain indexing lies in the fact that it is the first systematic procedure laid down for subject indexing. The method influenced successive systems of subject indexing due to its economy and speed in producing subject index entries. It is a systematic and exhaustive procedure based on the hierarchy of steps of division.

Therefore, it provides all general as well as specific approaches at the same time.

Some of its principal merits and deficiencies are as hereunder:

- i) It is a systematic, consistent and almost mechanical method of deriving subject entries;

- ii) With its postulational approach and principles, the Chain Procedure is based on a fairly strong theoretical foundation of classification which gives it a logical syntax;
- iii) It economises on the number of subject entries;
- iv) It provides for exhaustive, at the same time pinpointed, retrieval efficiency;
- v) It is a useful method not only for deriving subject entries for documents in libraries but also for retrieval in bibliographies and micro level documents;
- vi) Its classificatory approach makes it possible for deriving subject entries for documents in languages other than English;
- vii) Class number need not limit its application for subject retrieval; once the chain of isolate ideas are formed by facet analysis and synthesis, the subject headings can be derived from the verbal chain;
- viii) With further research and refinement in faceted classification, particularly with reference to computer retrieval, the Chain Procedure could be further strengthened so as to become a powerful tool for subject retrieval.

The Chain indexing is criticised because of its disappearing chain, its citation order, its link with the scheme of classification. Chain Procedure's reliance on classificatory principles is at once its strength and weakness. Classification has its own limitations as it provides only for a linear approach to subject retrieval, whereas many other approaches may be desirable. Therefore, these limitations mark any system of subject indexing based on such classificatory principles.

The Chain Procedure will operate quite well if backed by a faceted classification system which has a well regulated and modulated schedule. With other systems of classification such as Dewey Decimal Classification, its efficiency suffers. However, with improvisations and some modifications, the Chain Procedure was used in the British National Bibliography for nearly twenty years.

14.3 PRESERVED CONTEXT INDEXING SYSTEM (PRECIS)

PRECIS was designed and developed by Derek Austin in 1970. The system seeks to allow the user of an alphabetical subject index to enter the index at any of the significant terms which together make up a compound subject statement. The PRECIS was intended to provide a new system of subject indexing for the British National Bibliography making use of the UK/MARC (Machine Readable Catalogue) Project. The PRECIS is now adopted by a number of indexing tools like national bibliographies, library catalogues, audio visual materials and micro-documents. The system is specially designed to be amenable to computer manipulation.

14.3.1 Formation of Index Headings

A fundamental concept in PRECIS is the principle of context dependency. Ordering terms according to this principle results in index headings which represent the subject of a document completely and at the same time meaningfully so that the users are able to interpret the entries correctly with a minimum of instruction on how to use the index. The formation of subject headings in the PRECIS is done in two stages. In the first stage, a human indexer does all the intellectual tasks of subject analysis to set the indexing terms in a logical sequence according to the syntactical rules. In the second stage, the computer takes over the routine tasks of producing the desired entries from the inputs provided by the human indexer. The steps involved in this process are:

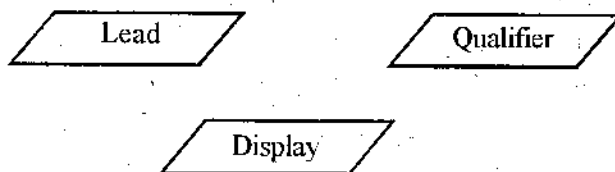
- content analysis of documents to determine their specific subject;
- selecting appropriate index terms;

- putting these index terms into a string to form a sequence, based upon the application of role operators of PRECIS;
- formation of entries; and
- alphabetical arrangement of entries.

The most important aspect of PRECIS is the formation of the input string where each term is prefixed by a code of the role operators that indicates how each term has to function.

14.3.2 Format of PRECIS Entry

The format of PRECIS heading is in two-line three-part format which presents the two way relationships and is as follows:



- a) The lead position is occupied by the filing term i.e., the term which serves as the user's access point.
- b) The qualifier position is occupied by the terms which set the lead in its wider context;
- c) The display position is occupied by the terms which are context dependent upon the lead.

An example is worked out below to show the format of an index entry.

Example: Development of small industries in backward areas of Bihar:

1. BIHAR
Backward areas - Small Industries - Development
2. BACKWARD AREAS - Bihar
Small Industries - Development
3. SMALL INDUSTRIES - Backward areas - Bihar Development.
4. DEVELOPMENT - Small Industries - Backward areas - Bihar.

In all the entries one to one relationship is strictly preserved, i.e., Bihar - Backward areas - Small Industries - Development. The PRECIS has been called as shunted index because of the way entries are generated from a context-dependent input string. It can be seen in the above mentioned example that the terms which become lead terms shunt the previous lead term into the qualifier position leaving the rest of the terms in the display position. This continues until all the terms occupy the lead position. It is not necessary, however, that all terms should occupy the lead position; this is entirely under the control of the indexer. The two-line, three-part format of the PRECIS and the shunting principle ensure the preservation of contextual relationship between terms.

In carrying out these tasks, the indexer needs to keep the following factors in view;

- a) an entry can be made under any terms likely to be sought in a string;
- b) each entry should be intelligible, and it should state the subject unambiguously
- c) entries should be consistent in structure, so that they collocate with those produced from other strings on similar themes.

14.3.3 Role Operators of PRECIS

The grammar of PRECIS is based on a scheme of Role Operators. This scheme determines the order in which terms should be cited and hence could be regarded as a kind of indexing grammar. The use of role operators ensures that a team of different indexers or the same indexer on different occasions, consistently arrives at the same conclusions concerning the input order.

The role operators in PRECIS fall into three main groups;

- i) the main line operators represented by the numbers 0 to 6;
- ii) the interposed operators represented by the lower case letters p to u and f.g.
- iii) the differencing operators represented by the lower case letters h to o and d.

The main line operators (0 to 6) form the backbone of the system of PRECIS. A basic rule of PRECIS is that concepts should be cited in ascending order of the main-line operators assigned to them. The interposed operators are used in between the main-line operators to increase the specificity in the index heading. The differencing operators are used to analyse the compound subject headings. The PRECIS is based on open ended vocabulary, since new terms can be added to the system as soon as they are encountered in the literature.

SELF CHECK EXERCISE - 2

State the Primary role indicators of PRECIS.

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.

14.3.4 Merits and Deficiencies

Among the many indexing systems which were developed after the Second World War, the PRECIS is one of the most successful ones. It has been in active use for the last twenty years. One of the reasons for its outstanding success is the support it got from the British National Bibliography. The experience it obtained from indexing a large number of documents for BNB gave it a unique opportunity to assess its performance. It now forms part of the MARC records generated in Australia National Bibliography (ANB) as well as those from BNB, and has been used successfully in the indexing of films. Its theoretical foundation, initiated and supported by the Classification Research Group of Great Britain, is one of the primary causes for its success. Besides the experience it acquired at BNB, ANB, and other bibliographical publications, and also in non-English indexing Systems, the PRECIS Manual contributed considerably to its application in many situations. Every aspect of the System is treated in detail with numerous examples so as to make the manual helpful to both practitioners and learners as a handy tool. No other system has this facility. Although its features are not extraordinarily new its success has been remarkable.

The PRECIS is criticised as being an expensive system to use and complex to learn and use. It is certainly inefficient, if used manually, as the generation of the appropriate entries from the string of terms is time-consuming.

The application of the 'Role Indicators' for the formation of the String may not produce the same results when different indexers interpret the operators with reference to the different concepts. It is largely due to the difference in interpretation.

With all these limitations, the PRECIS claims to be one of the best systems of indexing currently available. Some say It is the best among the contemporary indexing models.

14.4 POSTULATE-BASED PERMUTED SUBJECT INDEX (POPSI)

Postulate-based Permuted Subject Index (POPSI), designed by Ganesh Bhattacharyya of the Documentation Research and Training Centre (DRTC), Bangalore, is another indigenous indexing model besides Ranganathan's Chain procedure. It is now about 25 years since it was designed and is in the process of further development, particularly in its application. POPSI can be applied to micro and macro level documents available in the form of non-print/non-book forms. As the system is comparatively new, its use in subject catalogues of libraries and other published bibliographies is rather limited. What follows is a short summary of POPSI dealing with some of the essential features of it, largely culled from the writings of Bhattacharyya.

14.4.1 Formation of Index Heading

POPSI is not based upon any particular system of classification but is built around a set of fundamental theoretical ideas on classification both in the analysis of subjects and in the structuring of the names of subjects. The deep structure of POPSI arises from a Subject Indexing Language (SIL) which should form the basic framework for any system of subject indexing. Ranganathan's Chain Procedure, according to this approach, is one of the versions of POPSI.

All ideas, concrete or conceptual, could be regarded as a manifestation of one or other of a set of postulated Elementary Categories of POPSI. These Elementary Categories are Discipline (D); Entity (E); Action (A); Property (P) and Modifier (M). These Elementary Categories are explained hereunder

Discipline (D) includes conventional fields of study, or any aggregate of such fields; e.g. Physical Sciences, Physics, Chemistry, etc. Entity (E) includes manifestations of ideas, which are concrete or conceptual, as contrasted with their properties and actions performed by them or on them; e.g., Energy, Light, Plants, Place, Time, Environment, etc. Action (A) includes manifestations denoting the concept of 'doing'. Action may manifest as Self Action or External Action; e.g. Function, Migration, Selection, Organisation, Education, etc. Property (P) includes ideas denoting the concept of 'attributes' - qualitative or quantitative; e.g., Property, Effect, Power, Capability, Efficiency, Utility, Form, etc.

Modifier (M) relates to the manifestations of any of the Elementary Categories D, E, A and P. Modifier refers to an idea that qualifies the ideas of the Elementary Categories without disturbing the conceptual wholeness of them; e.g., Infection in Infectious disease.

The formation of subject entries in POPSI is based upon an analysis of documents, directed by a set of rules and procedures for interpreting the ideas and fitting them to the fundamental categories and organised into a logical sequence again based on a set of principles. The resulting chain is permuted to formulate entries, providing retrieval from any of the components of the chain.

SELF CHECK EXERCISE-3

State the Elementary Categories of POPSI

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.

14.4.2 Format of POPSI Entry

The formation of entries in POPSI is illustrated by taking the following example :

- 0 Subject Indicative Expression
Chemical treatment of the adenocarcinoma of stomach (Adenocarcinoma is a disease caused by harmful overgrowth of tissues)
- 1 Analysis
D = Medicine (Implicit in the above statement)
E = Stomach (Explicit)
P of E = Adenocarcinoma (Explicit)
A on P = Chemical treatment (Explicit) = Chemotherapy
- 2 Formalisation
Medicine (D), Stomach (E), Adenocarcinoma (P),
Chemical Treatment - Chemotherapy (A)
- 3 Standardisation
Medicine, Stomach, Adenocarcinoma, Chemotherapy (Chemical Treatment)
- 4 Modulation
Medicine, Digestive System - Stomach, Disease - Cancer - Carcinoma -
Adenocarcinoma, Treatment - Chemotherapy (Chemical Treatment)
- 5 Organising Classification Entry
Medicine, Digestive System > Stomach, Disease > Cancer >
Carcinoma > Adenocarcinoma, Treatment > Chemotherapy
- 6 Terms-of-Approach
Chemical Treatment (Medicine)
See
Chemotherapy
Use each term other than Medicine as the term of approach
- 7 Associative Classification entries
Digestive system
Medicine, Digestive system > Stomach, Disease > Cancer > Carcinoma >
Adenocarcinoma, Treatment > Chemotherapy
Similarly under each of the other terms.
- 8 Alphabetisation
Arrange the entries in word-by-word sequence ignoring signs and punctuation marks.

To sum up, the steps, involved in the POPSI Procedure are :

- 1) Analysis
- 2) Formalisation
- 3) Standardisation
- 4) Modulation
- 5) Organising Classification Entry
- 6) Terms-of-Approach
- 7) Associative Classification Entries, and
- 8) Alphabetisation

It may be noted that in Steps 1 to 5, the special interest at each step is to arrive at an organising classification. The foundation of these steps is predominantly the postulates about the different structures of different subjects. Therefore, this part of the procedure is postulate-based. On the other hand, in steps 6 to 8, the special interest is to arrive at various associative classifications. The foundation of these steps is predominantly the technique of 'Permutation'. The 'Permutation' in this context refers to 'transformation' or the process of changing the linear order in a definite sequence. Therefore, this part of the procedure is referred to by using the term 'Permutation'. Hence the entire system is known as postulate-based Permuted Subject Index (POPSI).

SELF CHECK EXERCISE-4

State the eight steps involved in deriving subject headings in POPSI.

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.

14.4.3 Comments

POPSI is based on extensive basic thinking to design a system that would combine the best features of classificatory principles and alphabetical subject indexing. As seen earlier, historically, the POPSI is an extension of Chain indexing. But Dr. Bhattacharya of DRTC has successfully resolved the difficulties of disappearing chain in Chain indexing. POPSI table reminds one of the role indicators of PRECIS which is used for analysis of subjects of documents. POPSI is flexible and its basic version can be manipulated to produce POPSI-Specific to meet the specific requirements of information systems. This model has to be tested; applying it to a number of subjects to assess its utility in practical situations. This new approach should stimulate further thinking on this system to make it a viable indexing system.

14.5 KEYWORD-IN-CONTEXT INDEXING SYSTEM (KWIC)

H.P. Luhn of IBM developed KWIC system, and was adopted in 1960 by the American Chemical Society in their publications entitled *Chemical Titles*. A simple KWIC index is based on the 'keywords' that appear in the title of the documents. It is, therefore, expected that words

in the title should be significant or coextensive with the subject content of the document or the keywords should project the subject covered in it. Thus the success or otherwise of this system depends much on the efficiency of the titles. The system is based on the use of natural language terminology for deriving the index entries. Thus, instead of concepts, significant words, the keywords or catch words used in the titles of documents are used as index terms. Each significant word is, therefore, brought in turn to the window of the index along with other terms maintaining the context for each display.

14.5.1 Format of KWIC Entry

The index consists of three parts - keyword, context and identification code. The keyword which is displayed at the window provides access point to the search. It should be remembered that all keywords are displayed in turn at the window and they appear in the index at the appropriate place, according to alphabetical order.

Excluding the keywords at window other terms in the index line express the context in which the keywords have been used. Identification code at the extreme right indicates the location of the document.

Not all the words in a title are significant ones or keywords. KWIC Indexes are normally computer generated and the computer cannot distinguish this, unless properly instructed. This is done by providing a 'Stoplist' to the computer. The Stoplist is a record of words which have no currency of access points in an index. In such a list all initial articles, prepositions and certain other insignificant words are included. According to instruction, the computer deletes these words and generates index entries with only keywords in turn.

The keywords are shifted from the extreme left to the centre of the page and the title is wrapped around or recirculated along the index line to avoid spacing problem. Thus the index entries will appear in the following manner:

e.g. Use of roles and links in indexing

and links in	INDEXING	use of roles	16
of roles and	LINKS	in indexing/use	16
Indexing/use of	ROLES	and links in	16

14.5.2 Variations of Keyword Index

Modification of the format of the KWIC index could not offer proper satisfaction, since the filing word was not at normal place. Therefore, various printed formats have been tried for keyword index. These resulted in different variations like KWOC (Keyword out of context), KWWC (Keyword with context), KWAC (Keyword and Author context), etc.

In fact, all these various forms hardly differ in indexing technique. Naturally, there is hardly any difference in their retrieval efficiency.

14.5.3 Merits and Deficiencies

All these keyword indexes can be produced economically and speedily as there is no intellectual effort involved. The production of KWIC index does not involve costly indexing staff. What is required is a machine readable title. The effectiveness of the system is based on the explicit titles which are meaningful. This system is useful for rudimentary current awareness service, where the quickness with which it is produced is important.

The alphabetical approach invariably scatters information on a specific topic. The index can satisfy the current approach of users but fails to meet the exhaustive approach for a large collection. Thus the exhaustive approach requires another index. In all such cases, as a result, for a large collection the KWIC becomes a costly affair.

However, the costs of computing are comparatively cheaper than the costs of human intellectual resources. Hence, with the increasing availability of computer facilities in this electronic age there is much talk about machine indexing. KWIC has simplified the production of printed indexing to massive collections and has opened up a new range of possibilities.

SELF CHECK EXERCISE-5

Explain in the peculiarities of KWIC index.

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.

14.6 UNITERM INDEXING

The problems of pre-coordinate indexing, especially that of the rigidity of citation order, have led to the development of indexing techniques, in a new direction. In the new technique the problem of taking a decision on the citation order is avoided by isolating the concepts of a composite subject and keeping them separate for manipulation at the search stage. This device has shifted the co-ordination of index terms from input to output stage making the input work simpler and easier. As the co-ordination of terms takes place at the output stage, that is, after the indexing operation itself, the system is called "post-coordinate indexing" or simply coordinate indexing".

Based on the basic principles of post-coordinate indexing the uniterm system was introduced by Mortimer Taube in 1953 to organise a collection acquired by the US Armed Services Technical Information Agency. The very name of the index suggests that single term is used as heading in place of composite subject formulation. The accession number of all documents carrying out that concept are posted on it. Thus we need to make as many entries (term cards) for a document as the terms we select to describe its contents. In each of these entries the accession numbers of the documents will be posted in the appropriate columns.

14.6.1 Uniterm Entry

The method employs (i) choice of single words or unit term representing the subject of the document, (ii) allocation of a serial or accession number to the document, and (iii) posting the accession number to the uniterm cards as shown below:

BOILERS								
1	2	3	4	5	6	7	8	9
					1436			1439

Fig : UNITERM CARD

The term chosen to index a document is written in the top row, while the accession number or the serial number is posted in the columns headed by the number 0 to 9. Numbers are posted in the columns corresponding to their last digit. Thus the serial number 2537 would be posted in the column below number 7 in the uniterm card.

Once a card for a certain term is prepared the numbers for all documents indexed with that term are posted in the respective columns in the same card.

Thus, for instance a document dealing with the subject, 'Detection of leaks in boiler tubes' with the Acc.No.1436 would need 4 uniterm cards, one for each of the terms, viz., Detection, Leaks, Boilers, and Tubes. In each of these cards the number 1436 will be posted in the column under No. 6.

A subsequent document (Acc.No. 1439) dealing with, Corrosion of boiler tubes due to water' would also require four uniterm cards. There would be no need to prepare new cards for the terms, "Boilers" and 'Tubes" as in earlier document has already been indexed by these terms. The new document, No. 1439, would simply be posted to the cards already available. Two more cards, one each for 'corrosion" and "water" will, however, be needed to index the document 1439.

It can thus be seen that the above mentioned method of indexing does not involve the coordination of terms at the time of indexing, as in a precoordinate index.

Initially, Mortimer Taube did not stress vocabulary control. The emphasis was on free choice of single words or unit terms to represent the subject of a document. These features of uniterm indexing led to several problems in retrieval which were later sought to be corrected by the introduction of refinements such as bound terms, links and roles. The need for vocabulary control also became obvious and the thesaurus was devised for this purpose.

SELF CHECK EXERCISE-6

Explain briefly the basic principles of Uniterm indexing.

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.

14.6.2 Search Strategy in Uniterm Indexing

The Uniterm system permits the coordination of terms at the time of searching. For instance, in order to retrieve documents relevant to the corrosion of boiler tubes, the uniterm cards for boilers, tubes and corrosion are compared to locate the document numbers which are common to all three terms. A convenient way of comparison is to start with the card carrying the minimum number of postings. The practice of posting in a column according to terminal digit helps in making this comparison. From this card only accession numbers could be located. For details of the document there has to be another file with accession numbers and bibliographical citations describing the details of the documents.

In the manual search the user is likely to miss a number, representing an important document and thus spoils the search. This problem is solved by W.E. Batten's 'Peck-a-boo' system of optical coincidence system. In this system the accession numbers are punched by a drilling mechanism and scanning is simplified with a beam of light by the light box that passes through the holes in the cards, indicating accession numbers. This system also permits speedy search covering 10,000 items in less than two minutes.

14.6.3 Merits and Deficiencies

In spite of the simplicity of operation and of the physical apparatus used the uniterm method is not free from problems e.g., limitation of card size is one of these as only a limited number of documents can be posted on a card. It is difficult to operate the system, if the collection comprises more than 10,000 documents. The method involves a two stage search—once through comparison of document numbers and again by translation of this number to document in the accession number file. The system may suffer from false coordination in some cases. Coordination of the same pair of terms, "History and Science", may produce different subjects like 'History of Science' and 'Science of History', creating confusion. Synonyms, homographs and singular/plural forms of words also create problems in the system. By making use of mechanical devices and sophisticated devices such as computers, and the specialised vocabulary control tools the above mentioned disadvantages can be minimised.

14.7 CITATION INDEXING

Citation indexing, which is a relatively new method of organizing the contents of a collection in a way that overcomes many of the shortcomings of the more traditional indexing methods.

Citation indexes are compiled in such a way that they do not depend on any brainwork in determining the subject headings of documents. There is no assignment of subject names for grouping related documents. The related documents are grouped through mechanical sorting of

citations. Citations are nothing but references made to other documents in an article by an author. These citations or references are pertinent to the subject of the author's article. Citation indexing has been evolved by Eugene Garfield of the Institute for Scientific Information, Philadelphia, in 1963. The Institute is publishing regularly *Science Citation Index*, *Social Science Citation Index*, and *Arts and Humanities Citation Index*. Citation indexing is based on the simple concept that an author's references to previously recorded information identify much of the earlier work that is pertinent to the subject of this present document. These references are commonly called 'citations'. A Citation Index is a structured list of all the citations in a given collection of documents. Such lists are usually arranged in such a way that the cited document is followed by the citing documents. A cited document is one to which reference is made, and a citing document is one which makes references to the cited document.

SELF CHECK EXERCISE-7

What is a Citation Index?

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

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

14.7.1 Search Strategy in 'Citation Index'

The basic technique implies that a paper on the topic of search should be identified in the beginning by his personal knowledge or that he may collect this information from different sources like books, secondary services, etc.

The next step is to carry out a search in the Citation Index part to identify the authors citing this reference. A second search through the Source Index reveals complete bibliographical details of these source items. The detailed information in the Source Index helps the user to judge the relevancy of the documents to the query.

The simple search must be extended for a comprehensive one by cycling. Once the user locates the citing reference in the Source Index, he can have a look on the other documents of the citing author, which may also be relevant to the query. Presence of titles in the Source Index is helpful to the user in ascertaining the relevancy. These extra papers of the citing author may be considered to be the starting reference and used in the citation index to locate the other papers of the same author cited somewhere. This will again lead the searcher to the Source Index, where complete bibliographical details of the citing documents will be available.

Cycling will result in the identification of a large number of documents on a particular query. When the user cannot identify a starting reference by any chance, the permuterm subject index can come to his help. To use this index, the searcher must compile a list of the terms relevant to the search topic. A glance through the index will help the searcher to identify one of the terms used as a primary term along with co-terms and the name of the author using the term in his title. He can then turn to the Source Index to identify complete bibliographical details of the document.

14.7.2 Merits and Deficiencies

- i) The primary advantage of citation indexing is that it identifies relationships between documents that are often overlooked in a subject index;
- ii) An important secondary advantage is that the compilation of citation indexes is well suited to the use of man-machine indexing methods that do not require indexers who are subject specialists. This helps to make citation indexes more current than most subject indexes;
- iii) Further, citations, which are bibliographical descriptions of documents, are not vulnerable to scientific and technological obsolescence as are the terms used in the subject indexes.
- iv) Flexibility of citation index is a major advantage and the compilation can be achieved by hand, although machine processing is necessary if speed or width of scope are desirable factors;
- v) Errors in citation by authors of documents adversely effect its efficiency;
- vi) Citation indexes are reported to have had more favourable reception from scientists than from librarians.
- vii) Noise can effectively be filtered by using titles of articles and journals, and author's specialization.
- viii) Citation indexes must be regarded as supplementary to abstracting services.

14.8 THESAURUS

The word, 'Thesaurus', comes from the Greek term, 'Thesaurus', meaning a storehouse or treasury of words. *Webster's dictionary* defines it as a book of words or of information about a particular field or set of concepts, specifically a dictionary of synonyms

In the context of information retrieval the concept of thesaurus was first introduced by Hans Peter Luhn of IBM in 1957

In an information retrieval system a thesaurus, in terms of its function, means terminological control device used in translating from the natural language of documents, indexers or users into a more constrained system language. In terms of its structure the thesaurus is a controlled and dynamic vocabulary of semantically and generically related terms covering a specific domain of knowledge. It is a tool intended for use in postcoordinate systems where terms denote single concepts.

14.8.1 Format of a Thesaurus Entry

- i) A thesaurus should include concepts, i.e., descriptors arranged in an alphabetical order. The concepts which an indexer assigns to a document to describe its contents are called "descriptors". The terms which are not preferred to be used in indexing are "non-descriptors". They are proper names of corporate bodies, government agencies, institutions and firms, geographical names, etc. In addition, scope notes and definitions are also given.
- ii) Display of interrelationships between the concepts. Three kinds of relationships are usually displayed in a thesaurus. They are
 - a) Equivalence or preferential relations: When terms are regarded as similar or almost the same in meaning, they can be combined with the same concept. Synonyms are indicated in the thesaurus by the terms USE and UF (used for)

- b) Hierarchical or structural relationship: The hierarchical relation expresses super/subordination of concepts. Relation between genus and its species and the part-whole relationships are displayed in the thesaurus by using the symbols BT (broader term) and NT (narrower term).
- c) Associative or affinitive relation: This relationship is employed to cover other relationships between concepts that are related but are neither consistently hierarchical nor equivalent. This relationship in a thesaurus is displayed by the symbol RT (related term).

A typical entry taken from *Thesaurus of Engineering and Scientific Terms* indicating all the three relationships is shown below:

POLICE
 UF Bodyguards (Personnel)
 BT PERSONNEL
 NT MILITARY POLICE
 RT INDUSTRIAL PLANT PROTECTION
 INTERNAL SECURITY

Thus a thesaurus contains terms so arranged as to express their structural and functional relationships. A list of terms which does not include structural and relational information is not a thesaurus. It is merely an alphabetical list of descriptors or subject headings.

SELF-CHECK EXERCISE-8

Define 'thesaurus' and mention three types of relationships displayed in a thesaurus.

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.

14.8.2 Parts of a Thesaurus

Main part : The thesaurus has a main part and auxiliary parts. The main part is a normal alphabetical list of all descriptors giving complete information on each descriptor, including the concept relationship. This part includes both descriptors and non-descriptors along with scope notes and definitions.

Auxiliary parts : In order to improve the access to the main part of the thesaurus, a thesaurus may contain several auxiliary parts, i.e., permutterm subject index, systematic listings like hierarchical index, and broad subject category index as in *Thesaurus of Engineering and Scientific Terms* and graphic display of relationships as in *SPINES Thesaurus*. The thesaurus may also contain a faceted classification along with alphabetical thesaurus as in *Thesaurifacet*.

14.8.3 Types of Thesauri

There are thesauri developed in board areas of Science & Technology, Engineering, Education, Psychology as well as in very specific subject fields such as Machine tools, Solar energy, Water resources, Environment Sciences, etc.

A general thesaurus has to treat all the specific fields at the same level and has to include as many terms as possible. The specific subject thesaurus covers only that specific subject field in greater detail than any other and peripheral subject fields are treated at a generic level. Some relationships which are peculiar to that subject field are displayed.

14.8.4 Role of Thesauri in Indexing and Searching

Thesaurus is only a tool used for indexing. The tool has to be used only to control the vocabulary but not for subject analysis. The tool plays the following two roles:

- i) Prescriptive role: It prescribes as to what term should be assigned;
- ii) Suggestive role: It suggests terms to be considered instead of, or in addition to, etc.
The RT and to a certain extent BT and NT references are suggestive indicators.

14.9 SUMMING UP

This unit dealt with six indexing techniques, viz., Chain Indexing, PRECIS, POPSI, Keyword Indexing, Uniterm Indexing, Citation Indexing and a Vocabulary Control tool, i.e. Thesaurus. The discussion of the different aspects of these techniques and tools is preceded by a consideration of the objectives and principles of indexing systems in general. Of the six indexing techniques, three of them are based on faceted classification principles, and one is based on titles of documents. The uniterm system is based on the principle of postcoordination of concepts. A non-conventional method of indexing based on citations of authors is also discussed.

A brief introduction, formation of subject headings, format and structure of entries, merits and deficiencies of all systems have been discussed. The concept of thesaurus, its structure, use, and its role in indexing is also dealt with.

14.10 MODEL ANSWERS

1. The derivation of subject headings by chain procedure involves the following steps:
 - i) digit by digit interpretation of the class number;
 - ii) identification of the substantive terms that would constitute the subject entry;
 - iii) citing them according to the prescribed rule;
 - iv) providing additional entries to provide a subject approach through every component of the class number;
 - v) arranging the entries into an alphabetical order;
2. 0 = Environment, Location
1 = Key system
2 = Action
3 = Agent
4 = Viewpoint of an author
5 = Sample study, sample population
6 = Target user/form of the document
3. The elementary categories of POPSI are Discipline (0), Entity (E), Action (A), Property (P) and Modifier (M).

4. The steps to be followed in deriving a subject heading according to POPSI are
 - i) analysis
 - ii) formalisation
 - iii) standardisation
 - iv) modulation
 - v) the organising of the classification entry
 - vi) terms-of-approach
 - vii) associative classification entries
 - viii) alphabetisation
5. A simple KWIC index is based on the keywords which appear in the title of the document. Each significant word in the title is, therefore, brought in turn to the window of the index along with other terms maintaining the context and along with the identification code at the extreme right to indicate the location of the document.
6. The very name of 'Uniterm Indexing' suggests choice of single terms to represent the subjects of documents. Thus, we need to make as many entries (term cards) for a document as the terms we select to describe its contents. The accession numbers of the documents carrying that concept are posted in the appropriate column according to the terminal digit in the columns headed by the number 0 to 9. The new cards prepared only when there is a new term. The coordination of terms is done at the time of search.
7. A Citation Index is a structured list of all the citations in a given collection of documents. These citations are the references made to other documents in an article by an author.
8. Thesaurus is a controlled and dynamic vocabulary of semantically and generically related terms covering a specific domain of knowledge. The three types of relationships displayed in a thesaurus are:
 - i) Equivalence or synonymous relationship
 - ii) Hierarchical or structural relationship
 - iii) Associative or affinitive relationship

14.12 RECOMMENDED BOOKS

- Austin, D. *PRECIS: A Manual of Concept Analysis*. 2nd ed. London: British Library, 1984.
- Battacharya, G. "Chain Procedure and Structuring of a subject", *Lib. Sc.* 1972, p. 585-636.
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- Chakraborty, A. R. and Chakraborty, B. *Indexing: Principles, Processes and Procedures*. Calcutta: The World Press, 1984.
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- Garfield, E. *Citation Indexing*. New York: John Wiley, 1979. p.1-224.
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Ranganathan, S.R. "Chain Procedure and Dictionary Catalogue". *Annals of Library Science*, (1954).1; 217-221.

Rowley, J. E. *Abstracting and Indexing*. London: Clive Bingley, 1982.

Varma, A.K. *Trends in Subject Indexing*. Delhi: Mittal Publications, 1984.

14.11 ASSIGNMENTS

- 1) Listout various types of subject indexing systems and describe them briefly
- 2) Categorise the subject indexing systems, you have studied, into pre-coordinate and post-coordinate systems. Justify your categorisation.

14.13 GLOSSARY

Chain indexing:	It is a semi-automatic method of deriving alphabetical subject headings in Classified Catalogue Code.
Citation index :	It is a structural list of all the citations in a given collection of documents. Such lists are arranged in such a way that the cited document is followed by the citing document.
KWIC :	This is the index based on the 'Keywords' that appear in the title of the documents. Therefore, the words in the title should be significant, co-extensive and project the subject covered in it.
POPSI :	This indexing system is built around a set of fundamental theoretical ideas on classification both in the analysis of subjects and in the structuring of the names of subjects.
PRECIS :	Ordering the terms according to principle of context dependency results in index headings which represent the subject of a document completely and at the same time meaningfully.
Role Operators :	This determines the order in which terms should be cited.
Thesaurus :	It is a controlled and dynamic vocabulary of semantically and generally related terms covering a specific domain of knowledge.
Uniterm indexing :	This indexing system has shifted the co-ordination of index terms from input to output stage making the input work simpler and easier.

14.14 MODEL EXAMINATION QUESTIONS

I ESSAY QUESTIONS

1. Explain the formation of index entries in PRECIS?
2. What is Postulate Based Permuted Subject Index (POPSI)? Discuss the method of formation of index headings with an example

II SHORT NOTES

- a) KWIC
- b) Uniterm Indexing
- c) Thesaurus

UNIT-15 : INTERNATIONAL STANDARD BIBLIOGRAPHIC DESCRIPTION (ISBD)

Contents

- 15.0 Aims and Objectives Introduction
- 15.1 Introduction
- 15.2 International Standard Bibliographic Description (ISBD)
 - 15.2.1 The Purpose and Scope of ISBD
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 - 15.2.3 Punctuation of ISBD
- 15.3 International Standard Book Number (ISBN)
- 15.4 International Standard Serial Number (ISSN)
- 15.5 Summing Up
- 15.6 Model Answers
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- 15.8 Recommended Books
- 15.9 Glossary
- 15.10 Model Examination Questions

15.0 AIMS AND OBJECTIVES

The long felt need of the cataloguer's community is fulfilled with the introduction of international standardisation for bibliographic description. In this unit, you will be introduced to ISBD:

After studying this unit, you should be able to explain.

- the international efforts in evolving a standardised bibliographic description.
- the advantages in adopting the international standard
- identification and sequencing of the elements together with the punctuation marks of a document for cohesive bibliographic description.
- incorporation of ISBD in cataloguing codes
- ISBN and ISSN

15.1 INTRODUCTION

The sum and substance of cataloguing is bibliographic description. The experts in cataloguing at national and international levels have been directing their efforts in bringing uniformity in bibliographic description and the outcome of international cooperation in this direction has resulted in International Standard Bibliographic Description (ISBD). The origin of standardisation can be traced to the Statement of Paris Principles of 1961. By 1967, the participants of the Paris Meeting came to an agreement towards worldwide standardisation of bibliographic description.

The generosity of the Library of Congress in sharing MARC II with other countries and the apparent deficiency of the AACR of 1967 to provide for computerised cataloguing and for simplification in the format of bibliographic description for application to machine. At the Meeting of Cataloguing Experts first in Copenhagen in 1969, then in Moscow in 1970, and in Budapest in 1972, the details of International Standard Bibliographic Description (ISBD) were fully developed. The American Library Association with the cooperation of the Library of Congress decided to

adopt ISBD in the Anglo-American Cataloguing Rules (AACR). The grouping of the elements into tags and fields ensures that ISBD is fully adoptable to computerised procedures.

15.2 INTERNATIONAL STANDARD BIBLIOGRAPHIC DESCRIPTION (ISBD)

15.2.1 The Purpose and Scope of ISBD

The ISBD prescription is fairly general in nature, follows very closely the type of data normally considered to be essential to a complete bibliographic description of a work. It provides generalised directions to the cataloguer and it is to be supplemented by national cataloguing codes either in preparation or in use. It is designed primarily as an instrument for the international communication of bibliographic information. By specifying the elements which should comprise a bibliographic description and prescribing the order in which they should be presented and the punctuation by which they should be demarcated.

It aims at three objectives:

- to make records from different sources interchangeable
- to facilitate these interpretation across language barriers
- to facilitate the conversion of such records to machine readable form

ISBD prescribes the type, order and composition of all information in a library record with the exception of points of access, suggested classifications, and certain control codes placed on the card by a national or local cataloguing agency. The type, quantity, and the shape of subject headings, unit card entry, and additional entries are not governed by ISBD. What is covered by ISBD is what is commonly known as the body of the entry, plus collation, notes, and data connected to ISBD. The sources, shape, position, and punctuation of these elements is dictated precisely by ISBD. Within these areas, variations of data may occur in relation to the presence or nature of other data within the ISBD, but not in reaction to the presence or nature of data from area outside ISBD jurisdiction

SELF CHECK EXERCISE - I

Mention the three objectives of ISBD

Note: i) Give your answer in the space provided below.

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

15.2.2 Organisation of ISBD

ISBD resembles to a very great extent the sort of descriptive cataloguing encountered on cards from the Library of Congress and others. Significantly, the order of elements is nearly the same, and data contained within the body of the entry will often be identical, whether prepared

IV. Collation area:

13. Number of volumes and/or number of pages
14. Illustrations
15. Physical size
16. Accompanying materials

V. Series area:

17. Series statements

VI. Notes area:

18. Notes as appropriate

VII. ISBN, binding, and price area

19. International Standard Book Number
20. Binding
21. Price

There are twenty one different elements of information to be dealt within the seven areas of information. It is important to remember that not all will occur on every book being catalogued, and that some may occur in more than one form as in the case of notes.

Each area of information has what is called a prime source or preferred location within the book being described. In cases where the ISBD provides a choice of sources considered prime, there is a "preferred order of sources". This lists an order of locations within the work being catalogued, and data is to be accepted in that order. The imprint area's prime source is listed as "title-page, preliminaries and colophon." The ISBD provides this two-layer approach to precedence for all areas and elements. More importantly, the information is provided in one place, and is well written and easy to use.

SELF CHECK EXERCISE-2

Mention the divisions of ISBD.

Note: i) Give your answer in the space provided below.

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

6.2.3 Punctuation of ISBD

Each element within each area of the ISBD is set off or signalled either with punctuation or by position within or at the front of a block paragraph. The areas of information themselves are signalled with combinations of punctuation. These are specified exactly in the ISBD and may not be altered in practice.

The first area of information is the title and statement of authorship. The first element in the area is the title proper of the work being described, followed by any parallel titles, other titles, and title information, in that order. The title is separated from the parallel title with the equals sign. XXXX= XXXX. The parallel title is separated from any other title by a colon. XXXX = XXXX: XXXX. Finally, the last title is separated from the any other statement with a diagonal slash XXXX = XXXX: XXX/XXXX. The whole area is then set off from the next with the period-space-dash-space combination mentioned above, XXXX = XXXX/XXXX . - This general scheme is not sufficient to cover all possible variations. Accordingly, a quite detailed table of punctuation is provided for every area of the ISBD.

The second area of information is the edition. This area contains two elements, the statement of edition and any statements of authorship that apply to the edition. The edition is separated from edition authorship statements by the diagonal slash: XXXX/XXXX. If, as is most often the case, the edition has no statement of authorship attached to it, the area is simply brought to a close: XXXX . -

After the edition area comes the imprint area. This area can contain as many as five different elements. The place of publication, name of the publisher, date of publication, the place of printing, and finally the name of the printer. The entire area is set off from the imprint using the period-space-dash-space device. The place of publication begins the area, and so has no punctuation. Any subsequent places of publication, however, use a semi-colon to set them off XXXX: The name of the publisher is set off with a colon, and the date of publication with a comma. Using these three devices, any combination of places and publishers may be handled. When the place of printing and the printer are supplied, both are put in a set of parentheses, and the same punctuation is used as for the place of publication and publisher's name: (XXXX:XXXX). Finally the whole statement of the imprint area, regardless of its extent, or which element ends it, is set off from the next area with the period-space-dash-space.

The collation area contains four different elements, and again, each is set off with punctuational symbols. The area is signalled with the period-space-dash-space device, and commences with the statement of the extent of the work in pages or volumes. This statement is followed by illustration statement, set off by a colon. Following illustrations is the size, set off with a semicolon. Finally, the area is brought to a close with the statement of accompanying materials, if any. This is set off with an ampersand, which in this one case, serves not only as a signal for a new category of data, but takes the place of "and", the word that would ordinarily begin the statement.

The series area contains a potential for a large variety of data, divided into three basic categories. These are the series, subseries, and numbering. Each complete series statement is enclosed within parentheses, regardless of its complexity. If there is more than one series statement, each will be enclosed within a set of parentheses (XXXX) (XXXX).

The final area of information on the record contains International Standard Book Number, the type of binding, and the price of the publication.

Having reviewed the punctuation of each area, it is now possible to list all the punctuational devices used in ISBD. These are:

- Title proper (no signal precedes Title Area)
- = parallel title
- : other title
- / statement of authorship
- . _ edition statement (device signals beginning of Edition Area)
- / statement of authorship relating to the edition

- _ place of publication (device signals beginning of Imprint Area)
- ; other places of publication after initial place
- : name of publisher
- , date
- (Place of printing
- : name of printer)
- pagination (device signals beginning of Collation Area)
- : illustration statement
- ; size
- & accompanying materials
- _ (series statement (device signals beginning of Series Area: open parentheses signals the beginning of a separate series statement): subseries
- ; number attached to a series or subseries statement
-) (a close parenthesis delimits the end of each separate series statement)
- Note no device is used to signal beginning of Notes Area because it starts on a separate line
- _ second note (signal placed at end of first note on line above)
- _ late note. (period closes Note Area of ISBN, binding, price)
- ISBN (no device signal is used as ISBN, binding, price Area begins on a separate line from Notes Area)
- _ ISBN (device signals beginning of ISBN, binding, price Area if placed directly after Collation Area on a noteless record
- binding (space between ISBN and binding)
- : price

Any of the elements listed may be either present or absent in any given record. As long as the appropriate punctuation is placed in front of the appropriate element, or that element is placed on a separate line, no trouble will result. For the scheme to work, the order of elements must not be altered in any way. A missing element is treated as an empty class:

Title proper = parallel title: other title/statement of authorship.

Title proper: other title/statement of authorship. _

Title proper/statement of authorship. _

Title proper. - edition statement

The pair of examples given below should serve to show how the signals work out in practice. Each example shows the record first in generalized terms, then in terms of a simulated monograph:

1. A rather simple monograph:

Title proper/author statement . - place of publication: publisher, date . - pagination:
illustration: size . - ISBN binding: price:

Wood carving/by John Richards . - New York: Harper, 1973
236 p.; illus.; 23 cm . _
ISBN 0-000-00000-0 Cased: \$7.95

2. A monograph within a series and with multiple authorship

Title proper: other title/author statement . - edition Statement/ statement of authorship relating to edition.

_ place of publication: name of publisher; place of publication: name of publisher, date . - pagination: illustration; size & accompanying material. . _ (series statement; number)

Note

ISBN binding; price

Example:

Politics in Kentucky: a manual for activists/by Henry Carson and Rachel Evans . _ 2nd ed/rev by George Jones . _ Boston: Twilly; Louisville KY : Asturias House, 1972, c1965 . _ xviii, 546 p. maps; 25cm & answer book . _ (Activism in America; no. 7) Bibliography: p.44-546.

ISBN 0-000-0000-0 Paperback: \$\$ 5.65

The ISBD recommendations of 1971 was mainly for monographic publications. This is termed as ISBD(M). The IFLA committee on cataloguing has prepared and published two more sets of recommendations covering serials and audio-visual materials. They are known as ISBD(S) and ISBD(A-V) respectively. The second edition of Anglo-American Cataloguing Rules (AACR 2) of 1978 has incorporated ISBD rules. The standards relating to bibliographical references have also been revised according to ISBD format.

SELF CHECK EXERCISE -3

Mention the purpose of punctuation in ISBD

Note: i) Give your answer in the space provided below.

ii) Compare your answer with the model answer given at the end of this unit

15.3 INTERNATIONAL STANDARD BOOK NUMBER (ISBN)

1. Scope and Field of Application

The purpose of this International Standard is to coordinate and standardise internationally the use of book numbers so that an international standard book number identifies one title, or edition of a title, from one specific publisher, and is unique to that title or edition. To this end, it specifies the construction of an international standard book number and the location of the printed number on the book.

2. Construction of an International Standard Book Number

An international standard book number consists of ten digits (These digits are the Arabic numbers 0 to 9 in the case of the check digit only, an X can sometimes occur) made up to the following parts:

- group identifier (i.e. national, geographical, language or other convenient group);
- publisher identifier;
- title identifier;
- check digit

When an international standard book number is either written or printed it shall be preceded by the letters ISBN, and each part shall be separated by a space or a hyphen as in the following examples:

ISBN 0 571 08989 5

ISBN 90-7000-234-5

2.1 Group Identifier

The group identifier is allocated by the international ISBN Agency. It varies in length from group to group according to the title output of the group concerned.

2.2 Publisher Identifier

The publisher identifier is allocated internally within the group, by the agency appointed for this purpose. It varies in length from publisher to publisher according to the title output of the publisher concerned.

2.3 Title Identifier

The length of the title identifier is determined by the length of the group and publisher identifiers which precede it.

2.4 Check digit

The check digit is calculated on a modulus 11 with weights 10-2, using X in lieu of 10 where 10 would occur as a check digit.

3. Printing on Books

The international standard book number shall be printed on the verso of the title leaf or, if this is not possible, at the foot of the title-leaf itself. It shall also appear at the foot of the outside back cover if practicable, and at the foot of the back of the jacket if the book has one; if neither of these alternatives is possible, then the number shall be printed in some other prominent position on the outside.

Organisation for Implementation of the International Standard Book Number System

In order that the allocation of group identifiers may proceed on a continuing basis, an International ISBN Agency in Berlin has been set up to assume responsibility for the system. This agency has the following functions:

- to ensure the definition of groups
- to allocate identifiers to groups
- to advise groups on the setting up and functioning of group agencies
- to advise group agencies on the allocation of publisher identifiers
- to promote the worldwide use of the system
- to supervise the use of the system

ISBN is used in 160 countries and one estimate suggests that globally over 100 million items are identified with an ISBN.

Recently, National Information Standards Organisation (NISO) reviewed the working of ISBN and decided to extend the length of the ISBN to 13 digits. The new system will come into operation from January, 2007.

SELF CHECK EXERCISE -4

a) Mention the scope and field of application of ISBN.

Note: i) Give your answer in the space provided below.

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

b) Mention the format of ISBN.

15.4 INTERNATIONAL STANDARD SERIAL NUMBER (ISSN)

1. Introduction

It has long been recognised that there is a need for a brief, unique and unambiguous identification code for serial publications. Future development will clearly involve the exchange of information about serials between the computer systems of different organisations such as libraries, abstracting services and other users, suppliers or distributors, and publishers or producers. This imposes the requirement for a standard code. Communication between the different organisations transcends national boundaries and therefore requires an international code which should be numeric, since no single alphabet is used by the majority of producers and users of serials. Careful and thorough investigation has revealed that the International Standard Serial Number (ISSN) should not attempt to incorporate any significance other than the unique identification of a serial title; thus, it should not seek to reflect characteristics of a title so identified.

ISSN should be applicable to the entire population of serials, whether past, present or to be published in the foreseeable future. An eight digit number (including one check digit) will be sufficient as the basis for numbering all serials. For specific purposes, the ISSN may be accompanied by related codes, for example for the identification of the country of publication or of sub-units of a serial such as volume and part. An international organisation is necessary for the implementation of ISSN. Work is necessary at an international level to coordinate the implementation of ISSN and at national or regional levels where the serials collections are actually held. Thus, a two-level system is required, and the use of ISSN should be promoted at both international and national (or regional) levels. The International Serials Data System (ISDS) being designed and implemented within the framework of the UINISIST programme (now

UNESCO General information Programme) meets this requirement. The ISDS includes an International Centre in Paris and national centres located as desired by the countries concerned.

Some countries may elect to join together to form regional centres based on common language, or on geographical or other considerations. Where no national or regional centre has been designated, or until such arrangements can be made, the International Centre will perform the necessary functions of title registration and ISSN assignment. The ISDS International centre is also responsible for the allocation of blocks of ISSN to national or regional centres, for the overall system design and coordination (including the definition of necessary data elements for the exchange format), and for the provision of an international register of ISSN.

2. Scope and Field of Application

The purpose of this International Standard is to define and promote the use of a standard code (ISSN) for the unique identification of serial publications.

For the purposes of this International Standard, the following definition applies:

Serial : A publication, in printed form or not, issued in successive parts usually having numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, directories, etc.), the journals, proceedings, transactions, etc. of societies, and monographic serials.

3. Construction of ISSN

An ISSN consists of eight digits: these are the Arabic numerals 0 to 9, except that in the case of the last or check digit an X can sometimes occur. Since the ISSN are likely to be used in the same context as codes designed for other purposes, such as the ISBN or local control numbers, a distinction must be preserved in the form of presentation when written or printed. An ISSN shall therefore be preceded by these letters, and appear as two groups of four digits, separated by a hyphen as in the following example:

ISSN 1234-5679

The check digit is always located in the extreme right (low order) position, and is calculated on a modulus 11 basis using weights 8 to 2.

4. Copyright

No fees will be charged for the assignment of ISSN to serial publications. No copyright shall subsist in the assignment of ISSN or in their use in association with or in place of the publication they represent.

5. Printing on Serial Issues

The ISSN shall be printed in a prominent position on or in each serial issue (front cover, back cover, title leaf or imprint). On a periodical, the ISSN should whenever possible, appear in the top right-hand corner of the front cover. When an international standard bibliographical identification strip is used, the ISSN shall be printed as part of that strip on each serial issue. If a serial issue bears an ISBN as well as ISSN (for example, a volume of a monographic series intended to be continued indefinitely, or a yearbook, etc.), the two numbers shall appear together, each with its own prefix ISBN or ISSN.

6. Procedure for Calculating the Check Digit for ISSN

The purpose of a check digit is to guard against errors caused by the incorrect transcription of an ISSN.

The check digit for ISSN is calculated on a modulus 11 basis using the weighting factor; 8 to 2, it is one of the most efficient systems for detecting transcription errors.

The procedure for calculating the check digit, which is automatically carried out in a computer, is as follows: Example: ISSN 1234-5679.

1. Take the digits of the base number:
1 2 3 4 5 6 7
2. Take the weighting factors associated with each digit:
8 7 6 5 4 3 2
3. Multiply each digit in turn by its weighting factor:
8 14 18 20 20 18 14
4. Sum these products:
 $8+14+18+20+20+18+14 = 112$
5. Divide this sum by the modulus 11:
 $112/11 = 10$ remainder 2
6. Subtract the remainder from 11
 $11 - 2 = 9$
7. Add the remainder to the extreme right (for order) position of the base number:
1234-5679

If the remainder is 10, substitute an X in the check digit position. If there is no remainder, put a zero in the check digit position. It should be noted that the check digit is regarded as an essential and inseparable part of the ISSN.

SELF CHECK EXERCISE-5

a) Mention the scope and field of application of ISSN

Note: i) Give your answer in the space provided below.

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

b) Mention the Format of ISSN.

15.5 SUMMING UP

The efforts in standardisation of bibliographic description is linked with the cataloguing processes and it got intensified with Paris Convention on International Conference on Cataloguing Principles. The Library of Congress provided the framework and the advent of computers in library and information work made it possible by International Standard on Bibliographic Description (ISBD). The librarians welcomed it as it became possible to interchange records from different sources, interpretation across language barriers and conversion to machine readable form. ISBD is adopted by AACR which is followed worldwide for production of catalogues. ISBN and ISSN have been designed to complement ISBD in exchange of bibliographic data.

15.6 MODEL ANSWERS

1. The three objectives of ISBD are:
 - * to make records from different sources interchangeable
 - * to facilitate these interpretations across language barriers
 - * to facilitate the conversion of such records to machine readable form
2. The divisions of ISBD are:
 1. Title and statement of authorship area
 2. Edition area
 3. Imprint area
 4. Collation area
 5. Series area
 6. Notes area
 7. ISBN, binding, and price area
3. The purpose of punctuation in ISBD is stated as follows:

Each element within each area of the ISBD is set off or signalled either with punctuation or by position within or at the front of a block paragraph. The areas of information themselves are signalled with combinations of punctuations. These are specified exactly in the ISBD and may not be altered in practice.
4. (a) The purpose of ISBN is to coordinate and standardise internationally the use of book numbers so that an ISBN identifies the title or edition of a title, from one specific publisher, and is unique to that title or edition. To this end, it specifies the construction of an ISBN and the location of the printed number on the book.

(b) An ISBN consists of ten digits (these digits are the Arabic numerals 0 to 9, in the use of the check digit only, an X can sometimes occur). The digits are made up to the following parts:

 - group identifier
 - publisher identifier
 - title identifier
 - check digit

Example : ISBN 90 - 7000 - 234 - 5

Group identifier	Publisher identifier	Title identifier	check digit
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- 5 (a) The purpose of ISSN is to define and promote the use of a standard code for the unique identification of serial publications.
- (b) An ISSN consists of eight digits (these digits are the Arabic numerals 0 to 9, except that in the case of the last or check digit an X can sometimes occur).

It appears in two groups of four digits.

Example: ISSN 1234-5679 (Last digit is the Check digit)

15.7 ASSIGNMENT

1. Outline the origin of ISBD and its usefulness.
2. Trace the recent developments in ISBN.
3. Write a short note on ISSN.

15.8 RECOMMENDED BOOKS

Spalding, Summer C. "ISBD: its origin, rationale and implications". *Library Journal* 98 (2). 1973 p. 121-123.

Encyclopaedia of Library and Information Science. Volume 15. New York : Marcel Dekker 1980.

15.9 GLOSSARY

Bibliographic Description :

The description of a work giving particulars of authorship and others who have contributed to the presentation of the text (editor, translator, etc.); title, edition, date particulars of publication (place and name of publisher)

ISBD	: International Standard Bibliographic Description
ISBN	: International Standard Book Number
ISDS	: International Serials Data System
ISSN	: International Standard Serial Number

15.10 MODEL EXAMINATION QUESTIONS

I. ESSAY QUESTIONS

- 1) What is ISBD? Explain the structure of ISBD format and the punctuation marks used.
- 2) Discuss the efforts made internationally towards standardisation of book numbers and serial numbers

II. SHORT NOTES

- a) Objective of ISBD
- b) Punctuation marks of ISBD

UNIT -16 : TRENDS AND DEVELOPMENTS IN LIBRARY CATALOGUING

Contents

- 16.0 Aims and Objectives
- 16.1 Introduction
- 16.2 Machine Readable Cataloguing (MARC)
 - 16.2.1 MARC Pilot Project
 - 16.2.2 MARC-II
 - 16.2.3 MARC Distribution Service
 - 16.2.4 Retrospective Conversion
- 16.3 UNIMARC
- 16.4 Common Communication Format (CCF)
- 16.5 Formats for Information Interchange
 - 16.5.1 Record Format Structure
 - 16.5.2 Dublin Core Metadata Elements
 - 16.5.3 MARC 21
- 16.6 Expert Systems in Cataloguing
- 16.7 On-line Catalogues
- 16.8 Summing Up
- 16.9 Model Answers
- 16.10 Assignments
- 16.11 Recommended Books
- 16.12 Glossary
- 16.13 Model Examination Questions

16.0 AIMS AND OBJECTIVES

This Unit introduces you to the developments and trends in Library Cataloguing. After studying this unit you will be able to

- trace the overall developments and trends of library cataloguing
- explain the gradual development of MARC and CCF
- describe the different format structures for information interchange
- discuss the use of expert systems and on-line catalogues.

16.1 INTRODUCTION

Cataloguing is one of the oldest activities, which was used to prepare the inventory lists. Later, the function of catalogue was extended to help to locate books. Some more additional features necessary to perform retrieval functions were developed rather slowly through trial and error. The earlier catalogues were based on traditions and prepared without taking into consideration the functions to be performed by a catalogue. It was only in 1841 a sound scientific ground was laid down to the field of cataloguing theory with an attempt made by Anthony Panizzi, Librarian of British Museum who prepared a formal code of rules for cataloguing, namely British Museum Code. This made the librarians and authorities pay serious attention to

the subject of cataloguing. It is since early fifties of 20th century, tremendous interest in cataloguing and catalogue codes have been seen and in recent years this field became extremely active, to keep pace with the newer developments.

Many developments and trends have been traced during the last few decades in the field of cataloguing. The number of these developments is large enough. The following are the some of the noteworthy developments that precedes the contemporary period.

- Formulation of a set of Normative Principles of Cataloguing by S.R.Ranganathan.
- Framing of agreed statement of cataloguing principles at ICCP Conference held at Paris in 1961, which serve as basis for preparation of AACR-I (1967).
- Preparation of AACR-II to serve as a uniform basis for recording of every known type of 'print and non-print material'.
- Development of CCC by Ranganathan, first edition of which was published in 1934 and the latest i.e., the fifth edition came in 1964. The Normative Principles stated by Ranganathan are applied in a systematic manner from 2nd edition of CCC onwards.
- IFLA Committee on Cataloguing attempted towards development of ISBD, UBC, ISBN and ISSN based on a proposal set up by the IMCE (International Meeting on Cataloguing Experts) held in Copenhagen in 1969 to achieve the uniformity, precision and compatibility among all the bibliographic records.
- Launching of CIP data service by LC in July 1971.
- The realisation of the subject approach of cataloguing leads to discover subject indexing methods, which are compatible with computerised information like Chain Indexing, PRECIS and POPSI.

However, the increased cost of cataloguing and the rate of growth of catalogues leads the libraries to concentrate on the centralised services, which will become more economical and efficient. Further the differences in cataloguing practices in different types of libraries will be reduced to a great extent due to the trend towards standardization at local, national and international levels. All these have stressed the increased use of mechanisation and computers in cataloguing activity. Hence the use of computer and machine-readable bibliographic information, taken along with standard international bibliographic description has been playing an important role in shaping of things.

16.2 MACHINE READABLE CATALOGUING (MARC)

Investigations of the possibility of using automated techniques for its internal operations by the Library of Congress began in the late 1950s. As a result of this investigation, the Library of Congress (LC) requested for a grant from the Council on Library Resources (CLR) for a study to determine the feasibility of applying automated techniques to the operations of LC. The study published in 1963 by Gilbert W. King under the title *Automation and the Library of Congress: a survey sponsored by the Council on Library Resources* indicated that the automation is possible. It also formulated to design and implement the procedures required to automate the cataloguing, searching, indexing and document retrieval functions. The project was named MARC.

16.2.1 MARC Pilot Project (1966-1968)

Planning for the pilot project began early in January 1966. The objectives were to develop procedures and programmes for the conversion, file maintenance and distribution of MARC data, as well as programmes to use the data at the participating libraries. In order to assist in the execution of the project, Library of Congress invited libraries for participation. Forty libraries

responded to the proposal. Out of which sixteen libraries were chosen for participation in the project. Selection was based on the type of library, geographic location, availability of personnel, equipment and willingness to evaluate the utility of the data and prepare written reports.

LC set up for itself the task of completing within eight months the design of procedures and computer programmes required for the LC operations and for the participants. Though the distribution was planned to begin in September 1966, the first test tape was mailed in October and the weekly service began in November. The computer programmes provided to the participating libraries were not error free in all cases and had to be modified. Hence, LC was learning better production methods on the job to reduce large number of incorrectly edited and inadequately verified records.

The pilot project had originally been scheduled to end in June 1967 but LC stated at the midwinter meeting of the American Library Association (ALA) in January 1967 that the pilot project would continue through June 1968 while the operational system was being planned and implemented. As a result of this the participating libraries experimented with card catalogue and book catalogue production, current awareness listings, filing arrangement by computer. Part of the rationale for the pilot project was the test of a machine format under operational conditions in order to design a text-generated format based on the experience gained. All these achievements were designated as MARC-I

16.2.2 MARC-II

Later, the keen interest shown by the British National Bibliography (BNB) strongly influenced on the design of MARC-II pilot project i.e. UKMARC. The philosophy behind MARC-II was the design of one format structure (the physical representation on a machine-readable medium) capable of containing bibliographic information for all forms of materials (books, serials, maps, music, journal articles, etc.) and related records. Another significant outcome of the pilot project was the design of an extended character set for Roman alphabet languages. In December, 1967 a meeting was organised by CLR at LC for discussing the MARC format and character set. This meeting was held particularly for setting the framework for an operational MARC system, which had wide implications for the entire library community and further for automated library systems. A project report published in 1968 describes the expanded character set and MARC II format.

SELF CHECK EXERCISE-I

Trace the origin of MARC project.

Note i) Give your answer in the space provided below

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

16.2.3 MARC Distribution Service

MARC distribution service began in 1972. The present service is available in several forms. This includes all MARC records, all books covering records for English language

expressed willingness for this and LC has completed specifications to convert MARC records to UNIMARC format. As yet, however, there is a very little international exchange of bibliographic data and does not involve use of UNIMARC.

SELF CHECK EXERCISE-3

What is UNIMARC?

Note: i) Give your answer in the space provided below

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

16.4 COMMON COMMUNICATION FORMAT (CCF)

The International Symposium on Bibliographic Exchange Format within the framework of General Information Programme (PGI) was organised by the UNISIST International Centre for Bibliographic Description (UNIBID) in collaboration with ICSU-AB, IFLA and the ISO in Taormina, Sicily in April 1978. The symposium was preceded by a number of significant events like the advent of machine-readable bibliographic format for abstracting and indexing publications (i.e. UNISIST Reference Manual), ISBD and many international bibliographic record formats including ISO's well known format for bibliographic information interchange on magnetic tape (ISO 2709). The main purpose behind convening the Symposium was to deliberate the desirability and feasibility of establishing maximum compatibility among all the existing bibliographic exchange formats. As a result of this UNESCO/PGI formed an ad-hoc group on the establishment of Common Communication Format and it published its first edition in 1984 and second edition in 1988 with certain modifications based on the experiences of bibliographic agencies of several countries.

After studying the data elements of the six standard formats viz., UNISIST Reference Manual, UNIMARC, ISDS Manual, MEKOF-2, ASIDIC/EUSIDIC/ICSU-AB/NFAIS Interchange specifications and the USSR-US Common Communication Format, the core elements of CCF were formed. It is useful to exchange bibliographic records among various libraries as well as abstracting and indexing services. It is meant for processing formats that vary from institution to institution and also within the same institution.

SELF CHECK EXERCISE-4

What is CCF?

Note: i) Give your answer in the space provided below

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

16.5 FORMATS FOR INFORMATION INTERCHANGE

Libraries have recognised the importance of standardisation long before the advent of MARC. The availability of cataloguing data in machine readable form supplied by LC, the need to input cataloguing data locally, the possibility of sharing these locally generated records, the potential for using computer programmes across organisations to reduce the high cost of designing and writing software, and the need for hardware capable of handling large character sets were all the factors that put increased emphasis on the establishment of and conformity to standards. Recognising the Worldwide impact of sharing machine readable records, LC and BNB in addition to being active in their respective national standards organisations in 1969 submitted to American National Standards Institution (ANSI) format and its equivalent British Standards Institution (BSI) format to the International Organisation for Standardisation (ISO). The MARC projects in USA and UK have created an environment for many countries to begin to plan for and implement their own national MARC system.

16.5.1 Record Format Structure

The record format structure, which was used as a medium for information interchange, is varied from one format to another format. The MARC format structure was adopted in USA and became an ANSI standard in 1971 and an international standard in 1973. The US-MARC structure mainly consists of three components. They are *Leader*, *Directory* and *Variable Fields*. However, in (UK-MARC) the structure of the format was presented as *Record Label*, *Directory*, *Control Fields* and *Variable Data fields*. The ISO 2709 structure specifies that a bibliographic record should comprise of four segments, which includes *Record Label*, *Directory*, *Variable Data Fields* and *Record Structure*. UNIMARC format defined its structure as ten elements. The record structure of CCF is a specific implementation of the ISO 2709 structure.

16.5.2 Dublin Core Metadata Elements

Further, the recently organised Dublin Core workshop identified the Dublin core metadata elements as fifteen. It defined the metadata as 'data which describes attributes of a resource'. Dublin Core was developed by an informal group of computer scientists, network specialists, librarians etc. The main idea behind the Dublin Core development was to build a metadata element set so versatile that any Internet document can be described with it. The fifteen Dublin Core metadata elements are: Subject, Description, Title, Author, Publisher, Other Agent, Date, Object type, Form, Identifier, Relation, Source Objects, Language, Coverage and Rights Management.

16.5.3 MARC 21 Formats

The MARC 21 formats are widely used standards for the representation and exchange of authority, bibliographic, classification, community information and holdings data in machine-readable form. They consist of a family of five coordinated formats, They are:

- MARC 21 Authority Format (published in 1999)
- MARC 21 Bibliographic Format (1999)
- MARC 21 Classification Format (2000)

MARC 21 Community Information Format (2000)

MARC 21 Holdings Format(2000).

The MARC 21 concise formats, published in the year 2001, described its structure components mainly as three: the *Leader*, *Directory* and the *Variable fields*. The variable fields are further divided as *Variable control fields* and *Variable data fields*. Within variable data fields again two kinds of content designations '*Indicator Positions, and Subfield Codes*' are used.

With the development of standardised machine-readable bibliographic records and network facilities, most of the mid-sized and larger libraries have relied heavily on the CD-ROMs and the Internet to find MARC records. A survey conducted recently reveals 84 percent of the cataloguers reported that they use OCLC as their bibliographic utility. Some of the other major bibliographic utilities were : Western Library Network (WLN), Bibliofile, RLIN & SOLINET. Some of the CD-ROM Cataloguing support systems available today are Bibliofile, CAT CD450, CDMARC Names, CD MARC Subjects, Precision and Supercat. CD-ROM cataloguing software products are slowly gathering the attention of the cataloguers from small, medium and large libraries.

The library networks such as OCLC provided impetus to retrospective conversion by developing lower cost systems and providing discounted usage rates for using and contributing records in a reconversion (RECON) project. API also sponsored a coordinated RECON project in which all the member libraries retrospectively converted original catalogued materials into machine readable form.

16.6 EXPERT SYSTEMS IN CATALOGUING

Efforts have also been made to develop Cataloguing Expert systems based on the rules of AACR-II, but its usefulness was limited because such systems had no means of interpreting the rules. Normally in identifying authors, titles, series etc. cataloguers use their personal experience in applying appropriate rules. Many experts feel that the rules in AACR-II are insufficient for developing competent cataloguing expert systems. Therefore, much emphasis need to be given for developing adequate cataloguing rules. Research work is in progress for the development of expert systems for assigning subject headings. Some of the major projects of developing expert system cataloguing tools include SKICAT (tools to analyse and explore large catalogue database), CLARR (to assist in MARC field validation), Project DELICAT (to detect errors in library catalogues and drawing these to the attention of library staff) etc.

16.7 ON-LINE CATALOGUES

The most exciting aspects of library automation today are the transition to OPACs. The online catalogues in libraries is mainly a phenomena of the 1980s. Some OPACs stress simplicity of operation above all else, whereas the others are highly sophisticated retrieval systems that allow the user and greater flexibility than is available through other forms of library catalog. Most OPACs attempts to draw a balance between extremes, striving for simplicity of operation and at the same time attempting to provide benefits that are lacking in other forms of the library catalog.

Some OPACs in use today emerged from on-line circulation systems. But a number of OPACs developed by libraries were designed first and foremost as on-line catalogues, independent of circulation functions. One technique that many OPACs use to allow greater flexibility of access to records in the catalogue is keyword or term searching. This enables a user to retrieve records on the basis of single terms or combination of terms appearing within specified fields of a bibliographic record such as author, title or subject heading.

Automated catalogues have now established near universal supremacy and retrospective conversion programmes are slowly pulling together catalogues within the confines of this single medium. With all these initiations about a thousand institutions worldwide have their library catalogs on the Internet.

In India the library automation began in late 1960s. Kumar reported that by the end of 1990s the situation was going from bad to worse. He recommends development of a national information policies and leadership from India's library schools but does not recommend adoption of the MARC format, development of a national bibliographic database or any network-based services.

16.8 SUMMING UP

The trends and developments in library cataloguing have gone through various stages since the development of British Museum Code by Anthony Panizzi. Librarians and authorities started paying serious attention to the subject of cataloguing. It is since early fifties of 20th century, tremendous interest in cataloguing and catalogue codes have been seen and in the recent years this field became extremely active, keeping pace with the newer developments.

Many developments and trends have been traced during the last few decades in the field of cataloguing. Some of the noteworthy developments are formulation of a set of normative principles by S.R.Ranganathan; framing an agreed statement of cataloguing principles at ICCP Conference; development of ISBD, ISBN and ISSN by IFLA Committee on Cataloguing; development of Classified Catalogue Code by Ranganathan; launching of CIP data service by LC and devising of subject indexing methods like Chain Indexing, PRECIS and POPSI.

Later much attention was paid on centralised activity and standardisation due to the increased cost of cataloguing and differences in cataloguing practice. All these have stressed on the increased use of mechanisation and computers in cataloguing activity. These technological developments made it possible to use computers in library and information work particularly in bibliographic description. The leadership of LC in this activity gave rise to MARC-I and later MARC-II. The adoption of modifications and the format structure by many of the countries resulted in UNIMARC, UBC and CCF. Now the trend has moved towards Expert Systems and On-line Cataloguing.

16.9 MODEL ANSWERS

1. The Library of Congress investigations of the possibility of using automated techniques for its internal operations began in the late 1950s. As a result of this investigation, the Library of Congress (LC) requested for a grant from the Council on Library Resources (CLR) for a study to determine the feasibility of applying automated techniques to the operations of LC. The study published in 1963 by Gilbert W. King titled *Automation and the Library of Congress: a survey sponsored by the Council on Library Resources* indicated that the automation is possible. It also formulated to design and implement the procedures required to automate the cataloguing, searching, indexing and document retrieval functions. The project was named MARC.
2. RECON means Retrospective Conversion. In 1968 a proposal was submitted to CLR for a feasibility study to be conducted by LC-CLR. Recognising the far-reaching significance of a centralised conversion effort, CLR responded immediately by providing funds. The responsibility for the conduct of the study was named as RECON.
3. UNIMARC means Universal Machine Readable Cataloguing. Although the overall format structure of MARC contained the same in whichever country that it was adopted, the

content designations (tags, indicators) varied greatly in different national formats because of certain continuing differences in cataloguing practice. Thus, one national agency wishing to process the MARC data of another national agency had to write a special computer programme to do so and separate programmes would be needed for every such format that whenever the agency wished to make use of costly multiple conversion programmes. This led to the development of UNIMARC.

4. The International Symposium on Bibliographic Exchange Format within the framework of General Information Programme (PGI) was organised by the UNISIST International Centre for Bibliographic Description (UNIBID) in collaboration with ICSU-AB, IFLA and the ISO in Taormina, Sicily in April 1978. Though this symposium precedes a number of significant events, the main purpose behind convening the Symposium was to deliberate the desirability and feasibility of establishing maximum compatibility between existing all bibliographic exchange formats. As a result of this UNESCO/PGI formed an ad-hoc group on the establishment of Common Communication Format and it published its first edition in 1984 and second edition in 1988 with certain modifications based on the experiences of bibliographic agencies of several countries.

16.10 ASSIGNMENTS

- 1) Survey the literature on library cataloguing covering the period of past five years and write an essay on the trends in library cataloguing.
- 2) Critically examine the cataloguing system in Indian libraries and suggest the measures on how to improve the information access.

16.11 RECOMMENDED BOOKS

Advances in Librarianship, (Volume 1). New York: Academic Press, 1970.

Advances in Librarianship, (Volume 4). New York: Academic Press, 1974.

Encyclopaedia of Library and Information Science, (Volume 16). New York: Marcel Dekker 1980.

Girja Kumar and Krishan Kumar. *Theory of Cataloguing* 4th ed. New Delhi: Vikas, 1982.

Holthoff, Timothy. "Library Expert Systems". In *Encyclopaedia of Library and Information Science* edited by Allen Kent *et al*, New York: Marcel Dekker, 1990. Vol.60.

Hunter, E.J. *Computerised Cataloguing*. London: Clive Bingley, 1985.

16.12 GLOSSARY

- CCF** : It is a Common Communication Format intended for standardised information interchange among the various libraries throughout the world.
- Expert Systems** : Expert Systems have been created with an intention to provide assistance to searching database or hosts. This will eliminate or release the human search intermediary from the more routine aspects.
- MARC** : It refers to the widely accepted format for machine readable bibliographic description.

- Online Catalogue** : It is a computerised catalogue available either at local level, national level or international level that will enable the user to search about the availability of a particular document on the basis of either author, title, subject or keyword.
- RECON** : It is a centralised project intended to convert all the retrospective catalogues into machine readable form.
- UNIMARC** : It is a communication format intended to design one format that would meet equally the requirements of all MARC users.
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16.13 MODEL EXAMINATION QUESTIONS

I. ESSAY QUESTIONS

1. Trace the various attempts towards designing and developing a machine-readable cataloguing.
2. Explain how MARC influenced standardisation in cataloguing?
3. Discuss the developments in library cataloguing in the past two decades.

II. SHORT NOTES

- i) UNIMARC
- ii) CCF
- iii) Dublin Core metadata elements

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