

An Introduction to LIBRARY CATALOGUING

by

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To My Father

SRI SARADACHARAN DUTTA

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PREFACE

This volume is intended to be an introduction to the library cataloguing. The stress is on the understanding the basic principles of cataloguing.

Catalogue is not merely a list of books or manuscript; it is more than that. It is an instrument for the dissemination of information. Cataloguing is an art. In the words of Mr. Stanley Just "Every art is not merely a practical discipline also...."

This book is written primarily for the use of students of libraries. The working librarians may also find it useful.

The A. A. code or the Joint code has been generally followed in the book. Full cataloguing has been prescribed in chapter 7 where Selective and Simplified cataloguing have been discussed. The students should be taught to write in a form that gives full details of books.

Efforts have been tried to enhance its value by citing the works of authors written in English with a note on conversions of Indic names, centralized cataloguing and the catalogue.

I am grateful to a legion of friends and well-wishers who helped me in preparing this volume, and especially to Chittaranjan Bandopadhyaya, Sri Parimal Dutt, Ansu Gupta, Prof. Harry Major jr., Sri Benoy Sen for their valuable suggestions and criticisms.

This book was prepared while I was working in the library of the Engineering College, Sibpur, Howrah. I am indebted to the Government of West Bengal for kindly per-

mitting me to write and publish the book. Only recently, I joined as Librarian, Indian Bureau of Mines, Government of India, when the Mss. was well advanced in the press.

I shall be grateful if it is well-received among the reading public.

14th April, 1958

D. N. Dutta

New Delhi

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LIBRARY CATALOGUING

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THE LIBRARY AND THE CATALOGUE

The fundamental principle of librarianship is that "Books are for use". It will be a waste of time, energy and money, if the readers cannot get the desired materials which are already in stock of a particular library. It is the duty of every librarian to make the complete resources of the library known to the readers. If the librarian fails in his duty, he fails as a librarian, and the library also ceases to function. The real value of a library is judged neither by its enormous collection, nor by its magnificent building, but by its usefulness to the readers. Therefore, it is necessary to make available the resources of the library to its readers, so that they can use the library to good advantage.

This can best be done by providing a catalogue which will list the books and other material in a particular library. The provision of such a catalogue would be of immense value to those who want to use the materials contained in the library; and it is the best guide to the contents of a library. A library catalogue will enable the readers as well as library staff to know:

1. What books by a certain author does a library contain?
2. Has the library a certain book of a given author?
3. Has the library a book of a given title?
4. What books are there on a given subject?

Also it will answer if there are works by a certain editor, translator or illustrator.

The catalogue of a library should give :

- (a) Descriptive information such as author, title, edition, place of publication, name of publisher, and date of edition.

- (b) Bibliographical information such as number of volumes, or number of pages (if only one volume), illustrations, size of the book, and name of the series to which a book belongs.
- (c) Location of the book on the shelf—this is indicated by means of the call number.

From what has been said previously, one may summarize thus :

1. Every item of material added to the library must be recorded.
2. The material added will be readily discovered by the reader who wants it.
3. The very existence of a book or other material will be brought to the attention of those who may need it for information.

Provision for a catalogue is necessary in a modern library. The cataloguer should know the essentials of cataloguing. The catalogue is a list of books and other material in a particular library or collection, arranged in a recognised order, and containing specified items of bibliographical information presented in a given form. It is not merely a list arranged according to one's whims. The order of arrangement should be either alphabetical or classified by subject. In the alphabetical catalogue the arrangement is based on the accident of spelling, and when author, title, and subject entries are combined in a single alphabet, it is known as the dictionary catalogue. The classified catalogue, on the other hand, is arranged according to some scheme of classification in which related subjects are brought together. The choice between the two kinds of catalogue depends mostly upon the type of library, and the type of readers who will use it. Both are inner forms in which the books in a library are arranged on the shelves.

Then comes the physical forms or the outer forms of

catalogue to be adopted for use by the readers. The two most common forms are :

- A. Book form
- B. Card form.

The former consists of Printed Book catalogue and the Sheaf catalogue, the latter is the Card catalogue. The printed catalogue is still very common in our country; the loose-leaf sheaf form is perhaps rare, while the card catalogue is gaining recognition. One should remember that such a catalogue is necessary which is capable of being kept up-to-date for additions as well as deletions, will suit the needs of the readers for whom it is intended, and is thoroughly understandable to its users.

As stated earlier, the catalogue records all the materials of a library. This recording must be in accordance with some accepted Code of rules. The fundamental principles to be observed in preparation of a catalogue are :

- (a) The catalogue must be reliable
- (b) The catalogue must maintain uniformity and consistency.

It should be remembered that the catalogue is a tool by means of which the entire stock is made available in the shortest possible time. Hence the whole art of the catalogue must be concentrated upon the production of a simple, efficient tool and not a complex compilation. In the interest of both the library staff and the readers, a recognised code of rules should, therefore, be followed in preparation of a catalogue. There are various codes and the most important are :

- (a) Cataloguing rules for author and title entries; compiled by committees of the Library Association (London) and of the American Library Association. This is commonly known as the A. A. code or joint code.

- (b) A. L. A. cataloguing rules for author and title entries (better known as A. L. A. code).
- (c) The British Muscum code of ninety-one rules.
- (d) Rules for a dictionary catalogue, by C. A. Cutter.
- (e) The Vatican code: Rules for the catalogue of printed books.
- (f) Prussian Instructions: Rules for the alphabetical catalogue of Prussian libraries.
- (g) The Classified Catalogue Code, by S. R. Ranganathan.

The cataloguing policy should also be decided before actually starting preparation of a library catalogue. If necessary, instead of providing full details of a book, the entries may be reduced. Unnecessary entries in a catalogue not only make it bulky, but lead to many other disadvantages. As a matter of fact, huge cost is necessary for cataloguing, specially the cost in man power and time.

FORMS OF CATALOGUE : INNER FORM

There are various forms of catalogues such as—

1. Author catalogue
2. Name catalogue
3. Dictionary catalogue
4. Classified catalogue
5. Alphabetico-classed catalogue.

Two of these that are in common use to-day are dictionary and classified catalogues. Both of them suit the present day need. That is why they have been widely adopted. Neither author catalogue, nor name catalogue is complete by itself. An author catalogue is arranged alphabetically under authors' names usually including entries under editor, translator, etc. From this catalogue, a reader can ascertain whether a library has a particular book written by a particular author, provided he has the author's name correctly. He is also able to find all the books of an author together. No library is, therefore, complete without having some form of it; but the number of questions, an author catalogue can answer, is limited. It is, without doubt, an ideal catalogue so far as authors' names are concerned, but it fails to answer questions such as:

- (a) Has the library a book of a given title?
- (b) What books are there on a given subject?

The name catalogue is another form of the author catalogue which is arranged in a single alphabet of authors as well as of people written about, whether biographies or descriptions and criticisms of their works. The name catalogue will contain, for example, the works of Rabindranath Tagore, and books written about him and about his poetry. Similarly, this will contain entries for the works of Mulk Raj

Anand, for his biographies and for criticisms of his novels. But in spite of this, the name catalogue cannot fulfil completely the readers' demand.

Alphabetic-classed catalogue is a compromise between the arrangement of both dictionary and classified catalogues. It tries to retain the advantages of both, but fails. In the present-day libraries, it is seldom found. Now the choice is left between dictionary and classified catalogues. The cataloguer is to decide for himself the best form of catalogue to be adopted for his library after considering the pros and cons of both the catalogues. In deciding the form of catalogue he will adopt, the type of library and the type of readers who will use it, should invariably be considered.

Dictionary Catalogue

Dictionary catalogue arranges all its entries in one alphabetical sequence like a dictionary. That means, the entries under author, subject, title, series, added or reference entries under editor, translator, joint authors, etc. are all arranged in one alphabet in a dictionary catalogue as follows:

Anand, Mulk Raj. ✓
 Architecture
 Art of Abanindranath
 Basu, Manoj.
 Chattopadhyya, Nripendra Krishna, *tr.*
 Civil Engineering
 Dynamics
 Engineering *see also* Civil Engineering
 Gandhi, M. K.
 House Planning
 India. Ministry of Education.
 Kushalani, K. S.
 Mathematics
 Menon, V. P.

Monographs on Applied Chemistry

Panikkar, K. M.

Physics

Public libraries *see* Libraries, public.

Radhakrishnan, S.

Ranganathan, S. R.

Sayers, W. C. B.

Tagore, Rabindranath.

Tale of two cities

Wordsworth, William.

So far as subject entries are concerned, the dictionary catalogue is based on the principle of specific entry. Let us assume that a book on 'flowers' has been received in the library. The subject heading of the book will be 'flowers', but if a book which deals solely with 'rose' is received, it should be entered under the heading 'rose' instead of under 'flower' which is a general term for all kinds of flower.

Because, the headings in a dictionary catalogue are arranged in one alphabet, the related subjects are often separated. This is one of the many snags of the dictionary catalogue. This is due to accidental system of alphabetization. For instance, "Architecture" and "House Planning", though related are separated in the list stated above, as well as "Physics" and "Dynamics". This separation of related subjects, however, can be connected with one another by means of references. These references may be made from (a) synonymous headings called "See" reference, e.g.

Typography *see* printing.

Fiddle *see* violin.

and from (b) related headings called "See also" reference, e.g.

Literature *see also* Bengali literature;

Literature *see also* Hindi literature;

Physics *see also* Mechanics.

The whole catalogue is dependent upon the successful choice of subject headings, and consistent use of them. The subject headings are to be chosen by the cataloguer very carefully and appropriately in order to be useful to the enquirer. Also there are chances of having variations in the actual choice of subject headings. One cataloguer might choose one word, and his successor a different one. The first man might like to choose the word 'Bird' as heading, while the second man's choice might fall on the word 'Ornithology' for a book on birds. In order to maintain uniformity and consistency in the subject headings chosen, a recognised list of subject headings should be used. The most important lists of subject headings are—

1. The Library of Congress subject headings used in the dictionary catalogue. 5th Ed. 1948.
2. Sears' list of subject headings. 7 Ed. 1954.
3. American Library Association list of subject headings for use in dictionary catalogue. 2nd Ed. 1905.

The most comprehensive list of subject headings is the Library of Congress subject headings. It is best suited to larger libraries. Sears' list of subject headings is most suitable for all average sized libraries.

Classified Catalogue

The classified catalogue in contrast to the one alphabetical sequence of the dictionary catalogue, arranges its entries under the subjects. The subjects are arranged according to the symbols of the classification scheme used in the particular library. It matters little which scheme of classification is in use, but the success of the classified catalogue depends much upon the soundness of the scheme in use. A

bad scheme of book classification will produce a very poor classified catalogue.

The arrangement of the entries follows the order of the classification scheme, and also the order of the books on the shelves. They will be arranged from 000-999 if Dewey Decimal Classification is used. The classification scheme should bring together related topics and proceed from the general to the particular aspect of the subject; also catalogue will bring together related topics and each topic will appear as sub-division of the broader subject. As an example, consider the topic 'Economics'.

330	Economics
331	Labour and labour problems
332	Money, credit and banking
332.2	Savings bank and savings deposit
332.4	Money
332.5	Paper money

That is to say like subjects will come together, and a broad subject like 'Physics' will be followed by its other branches, such as 'Mechanics', 'Dynamics', 'Heat', 'Light', 'Sound', etc. Instead of arranging them alphabetically which are branches of the general head 'Physics', they will appear as sub-divisions of 'Physics'.

It is not common to use references in the classified catalogue to co-relate subjects widely scattered in the classification scheme, but references are necessary in a dictionary catalogue. Subsidiary subjects are also noted in the classified sequence under relevant class numbers in a classified catalogue.

The classified catalogue arranges its entries according to the symbols of the classification scheme. It is not possible to find either a particular book by a given author, or the books on a particular subject unless one knows the classifica-

tion symbol used for that subject and its sequence. Hence, it remains as an unserviceable tool till the Indexes are provided. In the first instance, a Subject Index must be supplied. This is a list of subjects and synonyms covered by the books contained in a library giving thereby the notation mark against each. In other words, subject index consists only of the names of subjects and class numbers for those subjects; e.g.

Arithmetic	511
Botany	580
City Planning	711
Drama: English literature	822
English literature	820
Fine arts	700
Gardening	635
House Planning	643
Law	340
Magnetism	537
Navigation	623.89
Optics	535

The subject index is compiled after the fashion of the index of the classification scheme, for example, Relative Index to Dewey; but it must be based on the stock of the library.

The second index required for a classified catalogue is the Author Index. This was originally a list of authors only; but an author index that gives merely the names of the authors, is inadequate, because it is not evident whether there is a particular title by an author in the library. Such an index does not also give any clue if a library possesses any book published under any series such as 'English men of letters'. Hence, the modern practice is to develop the author index into a brief catalogue giving all entries for authors, editors, illustrators, translators, title, series, etc. although it still retains the name of index.

Advantages and Disadvantages

There is a controversy about the merits of both dictionary and classified catalogues. Both have merits no doubt, but none is absolutely free from demerits.

The dictionary catalogue disregards class numbers in its arrangement, and arranges all its entries in one single alphabetic sequence. As such, it is more convenient as a finding tool for reference. It is easier to follow, because the user needs only look in one file due to its alphabetical sequence. No prior study of the arrangement of the catalogue is necessary, as it is necessary in a classified system.

But it separates related subjects and as such it requires 'See' and 'See also' references. The dictionary catalogue is dependable upon these cross-references. The mixture of author, title, subject, etc. involves complex rules for filing. It is also not easy to locate a particular book on a particular subject.

Classified catalogue on the contrary brings together books on the shelves in systematic order of the classification scheme in use. The catalogue itself may also be arranged according to subjects. Specially in the case of the printed catalogues, each section of each major subject such as Architecture, Science, Sociology, Literature, Technology, etc. can be printed separately. When cards are used separate catalogues may be provided for author and for subjects. Because of the number of separate files, more people are undoubtedly able to consult the catalogue at a time. Bliss says, 'it is an advantage to have author and subject in separate sequence'. The classified catalogue can easily be used with mobile stock, and can be used in stock-taking too. It is suggested that it is cheaper to compile, easy to file, and find books. Also it is easier for any member of the library staff to answer without

much delay the enquiry made for books on related subjects. This is not easy with a dictionary catalogue which involves reference to a host of subject headings. That means, the dictionary catalogue relies upon 'See' and 'See also' references to show relationship between subjects. The classified catalogue shows this relationship by the arrangement of its entries in the body of the catalogue. Therefore, 'See also' references appear very rarely.

The classified catalogue has disadvantages as well. It reveals the weakness of the classification scheme used. Also it is not easy for readers to use, because, it is arranged according to classification number. A good knowledge of the scheme of classification in use is required if any one wishes to use it effectively.

Conclusion

It is the librarian who decides the form of catalogue to be compiled for his library. In the author's opinion, probably the dictionary catalogue is quite good for a small popular library, while in large scholarly libraries, the classified system is justified. There is growing recognition even in America where dictionary catalogue is more favourable than perhaps any where else, that the classified catalogue may be best for a research library. However, these are the two kinds of catalogues which can satisfy the readers' demand to a great extent; neither author, nor name catalogue is satisfactory by itself. Both author and name catalogues can be of best use if they are prepared as supplements to the classified catalogue.

References

1. Introduction to cataloguing and the classification of books, by Margaret Mann. A.L.A. Chicago, 1943. Chapters 7, 8-11, 12.

2. A primer of cataloguing, by Dorothy M. Norris. London, Association of Assistant Librarians, 1952. Chapter 2.
3. Cataloguing, by Henry A. Sharp. London, Grafton & Co., 1950. Chapter 26.
4. Fundamentals of practical cataloguing, by Margaret S. Taylor. London, George Allen & Unwin, 1954. Chapter 7.

FORMS OF CATALOGUE: OUTER FORM

After one decides upon the inner form of catalogue to be adopted for the library, the outer form of catalogue must be considered. There are two generally accepted outer forms of catalogue:

- A. Book Form
- B. Card Form.

The former consists of Printed Book catalogue and Sheaf catalogue, while the latter contains the Card catalogue.

Printed Book Catalogue

A Printed Book catalogue is one in which entries are made in page form and bound into volume or volumes. This is still very common in India. It was the best and cheapest form of catalogue prior to open access system introduced in Great Britain. Now the printed catalogue has been abandoned by the average British libraries in favour of the Card catalogue. In European and American libraries, it is seldom used.

The Printed Book catalogue is a closed record, and it is difficult to add new entries. Hence, the catalogue becomes out of date the moment it is off the press. Because, no new entries can be added unless the whole catalogue is reprinted, and this printing is not generally done each year due to huge cost and tremendous editorial work involved. Instead of reissuing the whole catalogue, the practice of supplying a supplementary typed or printed list of new additions may be found. Many libraries get their printed catalogues interleaved with a view to keep them up-to-date. The recent additions are written in the inter-leaved blank pages.

It is also difficult to delete any entry from the Printed catalogue. The cost of printing is considerable, and it re-

quires editorial work such as, preparation of manuscript, proof-reading, etc.

But the Printed Book catalogue has also many advantages. It is easy to understand the physical form of the catalogue and easy to consult. It is accessible. It can be had in sections. That means, instead of having a complete volume containing titles of many subjects one can easily split it into different sections, say Science, Humanities, Literature, Technology, etc. The number of such catalogues may be increased according to the demand of the users. The Printed Book catalogue is also portable. It can be consulted in any part of the library. It is compact occupying much less space than the Card catalogue. It is suited to special collections such as, Asutosh collections of the National Library which change the least. The printed catalogues of large libraries, such as, National Library, Calcutta, British Museum, London, Library of Congress, Washington, etc. may be used as valuable bibliographical and cataloguing tools.

Sheaf Catalogue

The Sheaf catalogue is akin to Printed Book catalogue, because it is in book form. The entries are on loose thin sheets of paper usually typed. The size of the paper used is $7\frac{1}{2}$ " x 4" inches. These loose-leaves are then punched, and bound into handy volumes keeping open three sides. Each catalogue generally contains between 500 and 600 sheets. They will then be levelled and arranged on the shelves alphabetically.

There are several advantages. It is flexible but more difficult to insert as well as to withdraw an entry than the Card catalogue. It is also portable, and may be consulted in any place of the library. It is more accessible than the Card catalogue. There is no question of interference of one user by another as in the case when using the Card

catalogue. Also it is more compact than the Card catalogue, occupies only one third of the space, and may be kept in high or low place. It is cheaper, because of inexpensive binding.

There are several disadvantages. It is not easy to insert and withdraw an entry in Sheaf catalogue, as the binders have to be unlocked, the slips removed, replaced and locked again. It is not suitable for display purposes. The display of catalogue is essential in any type of library. Then after making the usual entry which starts from the left margin, repetition of author's name on top of the right hand side of each slip is needed. Because, the author's name starts from the author indention and it is not always easy to read due to the binding system. The Sheaf catalogue tends to be folded in times of consultation, so pressing by hand is needed when one writes the particulars from the sheet entries. Besides, the users may not always replace them correctly on the shelves.

Card Catalogue

Card catalogue is the most common form of catalogue. The standard size of the card used is 5" x 3" inches. Entries on the standard cards may be written, typed or printed. The cards are filed in drawers which are kept in cabinets of varying sizes. These are punched at the bottom of the cards, and a rod passes through the drawers and the cards. This rod serves to keep them tight, and prevent persons from extracting them.

The Card catalogue has complete flexibility. Insertion and withdrawal of cards in this form is much more easier than any other form. Also, it is cheaper than the Printed catalogue, but not as cheap as the Sheaf. It is much more durable than the Sheaf catalogue and easier to guide. The Card catalogue can be always kept up-to-date. The cards

may also serve as manuscript copies when preparing a Printed Book catalogue.

There are some disadvantages. The Card catalogue is the most bulky of all catalogues taking up considerable space. Generally, it is not portable. It is not very accessible also; a reader while consults a particular drawer of the card cabinet, many others are prevented from consulting the same drawer. Sometimes even some drawers in the immediate vicinity cannot be consulted by any other persons. Besides, the cost of the card cabinet is high. The catalogue is not easy to understand unless sufficient guidings are provided. Even with good guidings, the users may find it difficult to have necessary information.

Conclusion

There should be a compromise between the ease of consultation of the Printed Book catalogue, and flexibility of the Card catalogue. The Printed Book catalogue is by far the quickest and easiest to consult, but it has very little flexibility. The cataloguer is much concerned with the flexibility of a catalogue, and it must be easy for him to insert, and withdraw any number of entries at any time. The Card catalogue possesses the maximum flexibility.

What has been said above is for the libraries which can afford to have the Card or Printed Book catalogue. There are many others which can hardly maintain the Card or Printed Book catalogue. It may sound rather too harsh if it is suggested to them to introduce the system of Card or Printed Book catalogue. They may, however, adopt the form of Sheaf catalogue in a more simpler form. Probably, it will not be very difficult for them to get all their entries written or typed on loose thin sheets of paper. They should, however, maintain the usual size of the paper used i.e. $7\frac{1}{2}$ " x 4" inches. They may get them punched or bound into handy volumes as their fund permits.

References

1. A primer of cataloguing, by Dorothy M. Norris. London, Association of Assistant Librarians, 1952. Chapter 9.
2. Cataloguing, by Henry A. Sharp. 4th ed. London, Grafton & Co., 1950. Chapter 14.
3. Introduction to cataloguing and the classification of books, by Margaret Mann. 2nd ed. Chicago, American Library Association, 1950. Chapter 7.

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DICTIONARY CATALOGUE AND ITS ADJUNCTS

The dictionary catalogue consists of the following adjuncts—

- A. Main Entry
- B. Added Entries including
Subject Entries
References.

A. Main Entry

The main entry in the dictionary catalogue is the principal entry. This entry is generally made under the person or persons or corporate body such as, a Government, a Government department, a Society or an Institution responsible for the existence of a work. Sometimes the main entry is also made under the title. This is done specially when the author of a book is unknown as in the case of anonymous books. In a few cases, the books are better known by their titles than by their authors or editors, such as, Year books, Sacred books, Encyclopaedias, Dictionaries, Directories, etc. In such cases, the title takes the form of main entry. Occasionally, main entry is made under the names of editor, compiler, illustrator, etc. The abbreviations such as, 'ed.', 'comp.', 'illus.', are to be given after their names.

The main entry must contain full bibliographical details. That means, it should consist of the following:

1. Heading—name or word which indicates the alphabetical place of an entry in a catalogue.
2. Title—consists of title (proper) followed by author's name, followed by an editor or translator, etc. and the statement of edition.

3. Imprint—consists of place of publication, publisher's name and date.
4. Collation—consists of volumes or pages, illustrations, size of the book, and name of the series, if any.
5. Notes—consist of bibliographical information not contained in the title, imprint or collation.
6. Contents—specially necessary when the collective title does not sufficiently describe the works included in the book.

Heading

The author's name is used as heading. The cards are arranged according to the surname of the authors, so surnames are given first in the heading. There is a practice of giving the surname which is the filing word in block letters. This is done perhaps, with a view to focus the heading more prominently. Such a practice is unnecessary specially when the surname stands out separately in the heading and receives the first place. The surname of the author is followed by the full forenames. Sometimes, initials of author's forenames are also found on the title page. In such cases, full forenames should be supplied, if possible. Generally, the titles of the authors are not given in the heading. The forenames will be separated from the surname by a comma, and a full stop mark after the last forename. This can be shown as follows—

Majumdar, Ramesh Chandra.

But in case the full forenames are lacking, a space of two centimeters should be left between each initial. The full stop punctuation mark is not given after the initials. Let us take a title page which reads—

Foundation of Peace, by K. T. Shah.
Bombay, 1945.

The heading of this book will be like this:

Shah, K T

If the names of editor, compiler, illustrator take the form of main entry, but the full forenames are lacking, the heading should be stated as follows :

Gokhale, B G , *ed.*

The headings begins on the top line of the card at the first vertical line, in other words, at the outer or author indention with the author's surname followed by his forenames. In case, the heading requires more than one line, the second and succeeding lines should begin at the second vertical line, i.e. at the title indention.

Title

The title is usually to be given in full (A.A. 136), and it should be an exact copy of the title page. Often the title page contains the title proper as well as subsidiary explanatory phrase. The latter is called the sub-title which should also be supplied e.g.

Mahatma Gandhi : His own story

The title is followed by the author's name in the exact form in which it appears in the title page. Occasionally, the names of editor, translator, illustrator, etc. are also included. The title page also contains statement like 'with a foreword by', 'introduction by', 'illustrations by', etc. Such statements are made to add to the importance of the work, and are generally given by persons who are specialists on the subject. There is the practice of including in the entry such statements along with the names of persons. In order to minimise the bulk of catalogue, such statements may be excluded from the entry unless the writers of 'foreword', 'introduction', etc. are sufficiently known and eminent on the particular field relating to the subject. /

If there is no mention of 'by' and 'and' in the title page in case of authors, these and any other matter which is ambiguous or requires explanation should be supplied within square brackets. If the additional matters require much space, they may be given in the form of a note (A.A. 139).

The edition of a work if not the first one is given next. It should be in the language of the book, and is considered as a part of the title (A.A. 148). The readers often require certain editions, and if the new edition contains real revision of the work, and is not merely a reprint of the old one, they find it useful. The words such as 'impression', 'issue', 'reprint' do not warrant any change in the text, and hence need not be included. The edition must, therefore, be included along with the descriptions like 'revised', 'enlarged', etc.

Any omission from the title page is indicated by three dots (...).

The punctuation of the title page is to be followed. If the title page is not punctuated, punctuation must be added in accordance with A.A. 173. The cataloguer should however know the general procedure. A comma separates the title from the name of the author, while a semi-colon is used to separate the title proper from the names of editor, translator, illustrator, etc. The title with the name of author, or editor, or translator, or illustrator, etc., is followed by full-stop. A colon is given to separate the title from subtitle, e.g.

Gokhale, B G

Ancient India: History and culture,
by B. G. Gokhale.

A comma or semi-colon is used for alternative title, e.g.

Candid; or, The Optimist.

The first letter of the alternative title is capitalized.

The title begins on a new line at the second vertical line at the inner or title indentation. The second and succeeding lines of the title should start at the outer or author indentation.

		Coomaraswamy, Ananda.
		The dance of Shiva: Fourteen Indian essays, by Ananda Coomaraswamy; with an introduction by Romain Rolland.

Fig. 1. Setting out title.

Imprint

The imprint consists of the place of publication, publisher's name, and date of publication (A.A. 150-157). They are given in the same line after the title. For the sake of neatness, the items of the imprint may be put after giving a space of two centimetres, and should be given in the following order :

1. Place of publication,
2. Publisher's name,
3. Date of publication.

The place of publication and the publisher's name should be in the language of the title. The date of publication

should be given in Arabic figures even though it has been given in Roman figures. Let us take an example : A title page reads

First published McMLiv

Here the date of publication has been given in Roman figure to indicate the numerals. According to Roman numeral system, 'M' stands for 1000; 'cM' for 900 ; 'L' for 50; 'iv' for 4. Hence the Roman figure McMLiv stands for 1954 in Arabic figure.

Sometimes more than one place of publication may be found on the title page. In such cases, the name of the first mentioned place may be entered instead of mentioning all the places. Similar principle may also be adopted where two or more publishers are mentioned. Besides, the title page may contain the name of place of publication which may not be better known. In that case, the name of the country or at least the name of the province should preferably be given in parenthesis after the name of the place of publication. This is necessary for giving an idea to the readers about the location of the place of publication. The cataloguer as well as the readers may not face any difficulty to locate places like Calcutta, Delhi, Bombay, London, New York, Paris, Berlin, etc., since these are popular places. In such cases, the name of the country or province is superfluous.

Again, the name of the publishers appears on the title page in full. Some publishers are so well known that there may not be any difficulty if their names are given in short. For instance, for Isaac Pitman & Son, D. Van Nostrand Company, Inc., McGraw-Hill Book Corporation, Inc., Blackie & Son Limited, Longmans, Green & Company, Asia Publishing House, etc., abridged forms like Pitman, Van Nostrand, McGraw-Hill, Blackie, Longmans, Asia may respectively be used for the sake of economy.

The imprint is usually given at the bottom of the title page. Some items of imprint may be found on the verso of the title page, specially the date of publication. The date is normally found at the bottom of the title page or on the verso of it. It is most unfortunate that even in these days many of our publications lack the exact layout of the title page. In most of the Indian publications, government publications in particular, the date of publication is seldom found. This is quite undesirable, because the date of publication is an essential factor.

However, the date of publication taken from the title page (recto or verso) may be given as it stands; but a date taken from any other source (from the preface, introduction, foreword, etc.), should be given in square brackets. According to the A.A. Code, the absence of date is shown by the letters "n.d.". This should not be done, because the date of publication is an essential factor of a publication from the bibliographical point of view as well as concerning the reader. So, if the correct date could not be ascertained, the probable date should be given, and this should be given in square brackets with an interrogation mark; e.g. (1950?); if an approximate date could be ascertained, this may be given also in square brackets with a small 'c'¹, e.g. c1953. If it is not possible to give an approximate date, at least the century should be given. That means, the century in which a particular work is published. The title page may contain two or more dates, the latest date found on the title page must be given. The latest one may be the reprint date. In case, there is no date excepting the copyright date, then the latter may be given followed by the capital letter 'C'², e.g. C1948. The date being the last item of the imprint ends with a full-stop. The other items of the imprint are

¹'Circa' means about. Used to indicate uncertainty in a date.

²'C' stands for copyright date which means legal exclusive right to print and publish a book or an article, etc.

separated by commas, and a space of two centimetres is left after each item.

		Panikkar, K M
		In two Chinas: Memoirs of a diplomat, by K. M. Panikkar. London, Allen & Unwin, 1955.

Fig. 2. Setting out imprint.

Collation

The collation forms the second paragraph of the catalogue entry of a book. It describes some physical features of the book, and consists of the following items in the order stated below (A.A. 158-164):

- (a) Pagination or volumes
- (b) Illustrations
- (c) Size of the book.

(a) **Pagination:** The number of pages of a work must be given if it is in single volume; but if it consists of more than one volume, the number of volumes is to be given. The paging of each volume may be given separately in the note.

The paging of a work must be given in the order in which the pages of the work are numbered. Let us take the following concrete example:

A book consists of 8 pages numbered in roman figures, 9-150 pages in arabic figures, and two pages unnumbered. The order of the pagination of this book should be like this—

viii, 9-150[2] p. /

In no case the various sets of pages should be added together, and given in round figure. The unnumbered pages are given in square brackets, and should be expressed in Roman figures for those containing preliminary matters, and in Arabic figures for those containing matters other than prelims. If the pagination of a work is complicated, that means, it contains separate pagination for different chapters or parts of the work, it is desirable that the total number of pages is given. A note may, however, be given as 'various paging'. The advertising pages even though numbered should be ignored.

(Pagination begins at inner indentation on a fresh line below the imprint.

(b) Illustrations: The illustrations are the pictorial and other representations made in the book to elucidate the text. These are plates, photographs, portraits, maps, plans, facsimiles, tables, diagrams. The illustrations follow the pagination, and are given in the following order—

frontispiece, illustrations, plates, photographs, portraits, maps, plans, facsimiles, tables, diagrams.

These may be given in abbreviated form such as, front., illus., photo., or photos., port., etc., but these should never be capitalized. Each item of illustrations is separated by a comma, and a space of one centimetre is given between pagination and actual enumeration of illustrations. The number of plates, maps, etc. should be given when it is possible to ascertain.)

Besides illustrations, a work may contain a list of books or articles for suggestive reading, or list of books and articles consulted by the author in preparation of a book. Such a list may be either at the end of the book or at the end of each chapter. This is called bibliography and may be mentioned on the catalogue card, and given in the form of a note which will be described later, but one can mention it in the collation also after the last item of illustrations. The abbreviated form 'bibliog' or 'bibliogs' may be used.

(c) Size of books: The size of the book is given in centimetres. Only height of the book is to be given in deciding the size of the book. The measurement is to the nearest half-centimetre. After giving the items of illustrations, a space of one centimetre is left and then the size is given.)

Series

(A number of volumes usually related to one another in subject or otherwise, is issued successively by a publisher, as

	Taylor, Margaret S
	Fundamentals of practical cataloguing, by Margaret S. Taylor London, Allen & Unwin, 1954.
	141p. illus. 18½ cm. (Practical library handbook, ed. by Duncan Gray—No. 8)

Fig. 3. Setting out size & series.

a rule in uniform style, with a collective title. The collective title generally appears on the top of the title page, sometimes on the half-title page or on the cover.

If a book is one of the volumes of such a series, the series note should be given in parenthesis along with the name of editor, and the number of volume of the series.

Leaving a space of two centimetres after the statement of size of the book, the series note is given (A.A. 166).

Notes

(The notes should be added as and when necessary.) These may be considered necessary to explain the title or to supply essential information about the author, and bibliographical details not given in the title, imprint, and collation (A.A. 168). The note should follow the collation, but on a fresh line. It is better to leave one line blank after the collation, and give the notes. The note should begin at the title indentation, and succeeding lines to the author indentation.

Contents

The provision for the inclusion of the contents of books has been suggested by the A.A. code (rule 167) particularly when

1. books containing several works of the same author,
2. works by several authors,
3. works on several subjects,
4. single work on a number of distinct subjects.

The contents may be given either in paragraph form or in columns.

After having described all the bibliographical details of a main entry, let us see how it stands with all its parts. But before doing this, the exact layout of a main entry should be considered. The layout should be as follows:—

			Heading
			Title
		 includes edition. Imprint.
			Collation
		 followed by series note. (Leaving a line)
			<i>Note:</i>
			<i>Contents:</i>

Fig. 4. Layout of a main entry.

With all the details, the layout of a main entry stands as follows:—

			Surname, Forenames.
			Title
		 includes edition. (space 1 cm)
			Place, publisher, date.
			Page. (space 1 cm) illus. (space 1 cm)
			size. (space 2 cm) Series.
			Leaving a line.
			<i>Note:</i>
			<i>Contents:</i>

Fig. 5. Layout of a main entry with full details.

		<p>Sitaramayya, B Pattabhi.</p>
		<p>The history of the Indian National Congress, by B. Pattabhi Sitaramayya; with an introduction by Rajendra Prasad. Bombay, Padma publications. 1946-47. 2 vols.</p> <p>Vol. I—(1885-1935), 1946. ,, II—(1935-1947), 1947.</p>

Fig. 6. Main entry under author.

		<p>Ranganathan, Shiyali Ramamrita, <i>ed.</i></p>
		<p>Depth classification and reference service, and reference materials; ed. by S. R. Ranganathan. Delhi, Indian Library Association, 1953.</p> <p>444p. 17½ cm.</p>

Fig. 7. Main entry under editor.

	<p>Vakil, C N , and others.</p>
	<p>Growth of trade and industry in modern India: an introductory survey, by C. N. Vakil, S. C. Bose, and P. V. Deolalkar Calcutta, Longmans, 1931. xii,398p. illus. 18 cm. (Studies in Indian economics—ed. by C. N. Vakil—No. 6).</p>

Fig. 8. Main entry under joint authors.

<p>✓</p>	<p>India. Ministry of Railways.</p>
	<p>A complete story of the Assam rail link project with technical papers on important works, by Karnail SinghKurseong, Engineer-in-Chief (Assam rail link project), 1951. iii [1], 573 [1], iip. front. illus., plates, photos., maps., 27cm.</p>

Fig. 9. Main entry under corporate author.

	<p>Maha-Bharata.</p>
	<p>The epic of ancient India, condensed into English verse by Romesh Dutt...; with an introduction by F. Max Muller; illustrations designed from Indian sources by E. Stuart Hardy.</p>

Fig. 10. Main entry under anonymous classics.

	<p>The European. Vol. I. No. I: Winter</p>		
	<p>1950. 24p.</p>	<p>London, illus.</p>	<p>Dunston. 24 cm.</p>
<p>Quarterly. Edited by Keith</p>			
<p>No more published.</p>			

Fig. 11. Main entry under periodicals (Close entry).

B. Added Entries

Added entries are the secondary entries, i.e. any other entries than the main entry discussed earlier. There may be added entries for author, editor, translator, illustrator, compiler, title, series and subjects. Each book must have one main entry, and may have any number of added entries.

An added entry is usually a brief entry which omits all or parts of the imprint, possibly the book sub-title, and collation as well. There are of course no hard and fast rules as to what information should be omitted from the added entries. The general practice is to give a short title, the number of the edition (if not the first), and the date of publication. The other items such as sub-title, repetition of the names of author, editor, etc. after the title, the place of publication, the name of publisher and collation are omitted.

The layout for an added entry is as follows:—

		A. E. Heading.
		M. E. Heading. Title including edition and date.

Fig. 12.

The added entry heading gets the same fulness as the heading in a main entry. The surname is given first followed by the forenames. In the added entry heading, the designations such as 'joint author', 'editor', 'translator', 'compiler', 'illustrator', may be given in abbreviated form. The designation used should be underlined, and is separated by a comma from the forenames, and is followed by a full-stop.

This is illustrated by several examples:

	Srivastava, B N , <u>jt. author.</u>
	Saha, M N , and Srivastava, B N A text book of heat. 8th ed. 1954.

Fig. 13. Added entry under joint author.

	Rama Rao, T V , <u>ed.</u>
	Binani, G D , and Rama Rao, T V India at a glance. rev. ed. 1954.

Fig. 14. Added entry under editor.

	Tilney, F G , <i>tr.</i>
	La Fontaine, Jean de. The original fables of La Fontaine..... 1938.

Fig. 15. Added entry under translator.

The layout of entries cited above for the main and added entries is called paragraph indentation. It is not a better method, although it is the generally accepted method. This method should now be changed in the interest of the users of catalogue. The system of paragraph indentation gives too much strain on one's focal points as it has a sort of zig-zag system. As a result, this paragraph system is bound to slow down consultation.

A better layout for such entries is the hanging indentation in which the whole body of entry is given in the inner margin, excepting the heading. The advantage of this system is that the heading which is the filing word, stands out from the rest of the entry. As such, the hanging indentation system gives less strain on one's eyes, and makes consultation quicker. Hence, the hanging indentation is advisable to all

concerned. The layout for hanging indention is as follows:—

	Heading
	Author or title.....Imprint.

Fig. 16.

The added entry for title is compulsory according to certain rules of the A.A. code. In addition to these, the A.A. code rule 169 states that added entries must be made for all titles of novels, plays, and poems which are likely to be remembered by their titles, and also for other striking titles.

The entry for title should be brief, and should have the following information:—

- (a) Title
- (b) Author
- (c) Number of edition, if not the first
- (d) Date of publication.

The entry is made under the first word not an article, and the first word is capitalized. It starts from the outer or author indention on the top line, and the succeeding lines from the inner or title indention.

		Title	including
		author's name, edition, and date.	

Fig. 17. Layout of title added entry.

		(An) Acre of green grass, by Buddadev Bosc.	
		1948.	

Fig. 18. Added entry under title.

The added entry for series is normally made under the series as it stands, together with the name of the editor. If the volumes of the series are numbered, the volume number is given in the usual place for volumes or pagination, followed by the author of the volume of the series, and by the title in brief. The date of publication is also given.

The title of the series begins on the top line at the outer or author indention. The title will include the name of the editor which must not be inverted. After the name of the series, give a semi-colon, and the words "ed. by". The successive lines start from the inner or title indention.

	Printing theory and practice; ed. by
	John C. Taar. v. 25. Dawe, E. A. Paper for printers. 1947.

Fig. 19. Added entry under series.

C. Subject Entries

Every library must show its readers the books on any given subject or aspect of a subject. The users of the library are more interested in the subject matter of the collection in a particular library than the author and/or title use of the catalogue. Hence, it is essential to provide the subject catalogue with a view to guide the readers to useful materials.

The subject cataloguing is a necessity for every type of library. It is also the difficult part of cataloguing. The making of an author or title entry is rather easier than making of a subject entry. Because the author's name and the title of his work are generally indicated on the title page of the book; but it is not always easy to decide the subject matter of a book.

The technical reading of a book is necessary in order to assess the subject matter. The introduction of the book, the

preface, the table of contents, chapter headings should be studied. If it is necessary, one may scan the text, and consult the reviews.

The A.A. code deals only with author and title entries. It has not given the slightest hint on subject entries. This is its greatest disadvantage, and in this respect failing to satisfy present day needs.

(C. A. Cutter's 'Rules for a Dictionary catalogue' is the only code that deals with subject entries. His rules are based on sound knowledge and experience, and should be studied carefully by all would-be cataloguers.)

The selection of appropriate subject headings is not an easy job. In order to make proper selection of subject headings, and to maintain uniformity as well as consistency all through, a recognised code of subject headings should be used; otherwise the catalogue will be filled up with unnecessary entries. Sears' 'List of Subject headings' is an excellent book for correct selection of subject headings. The students as well as cataloguers should make constant use of this important book.

The fundamental rule laid down by Cutter in respect of subject entries, is that Dictionary catalogue is based on the principle of specific entry. That is to say, a work should be entered under its specific subject, and not under the heading of a class which includes that subject. For example, a book on 'Mechanics' goes under Mechanics and not under 'Physics'.

Some of his other important recommendations towards subject entries are discussed below:

1. The term for a subject should be used in current usage, so that it can be easily understood by the users of the library. Therefore, the term used should not be an obsolete one even though used by the author; for example, the term 'Poison' should be used, and not 'Toxicology'.

2. The plural form of heading should be used rather than the singular; e.g.

'Ducks' and not 'Duck'; 'Horses' and not 'Horse'.

3. The subject heading may be a compound one. That means, it may consist of two or more works; e.g. 'Clocks and watches', 'Manners and customs', etc. The compound headings may consist of one of the following:

(a) Two words joined by 'and'; e.g.
'Actors and actresses'.

(b) A phrase; e.g.
'Indians in Ceylon'.

(c) An adjective followed by noun; e.g.
'German poetry'.

(d) A noun followed by an adjective; e.g.
'Architecture, Greek'.

(e) Personal names; e.g.
Shakespeare, William.

(f) Geographic names; e.g.
'India—History'.

4. The phrase may be inverted if necessary; e.g.
Chemistry, Inorganic;
Chemistry, Organic.

5. The terms used as subject headings may be defined when necessary; e.g.

Composition	(art)
„	(music)
„	(rhetoric).

Although specific entry has been recommended by Cutter, the sub-division of subject headings is also permissible. This sub-division can be by—

1. The form of writing a book; e.g. a title page reads 'Bibliography of chemistry'. Even though such a book deals

with 'chemistry', it is a bibliography by form. Hence, the subject entry should be like this:

Chemistry—Bibliography.

2. Country or place; e.g.
Agriculture—India.
3. Period or date; e.g.
Great Britain—History—Tudors (1485-1603).
4. Some phase or part of a subject; e.g.
Bengali language—Grammar
Fruit—Diseases and pests.

Books dealing with history and travel should be entered under the place; e.g.

Kashmir—Description and travels
" —History.

Books dealing with local area are entered under the place; e.g.

Calcutta—Parks

and those dealing with economic, political and social conditions are entered under the place; e.g.

Japan—Political condition.

Subject entries are generally made for most books; but no subject entries are necessary for works of fiction, poetry, drama, and form headings like bibliography, dictionaries, directories, periodicals, encyclopaedias, etc. Such books are more popular for their forms rather than their subject matters. None of these is likely to be asked for by the readers from the subject point of view. Thus, books where the form is predominant, are catalogued according to form and not to subject.

Subject entries may be made for the entire work or part of a work. The part of a work may contain useful information which should be displayed for readers' interest; and as such analytical subject entry is necessary. In either case, the

subject entry is an added entry, and should contain less information than the main entry; but it must contain the following items:

- (a) Author
- (b) Title
- (c) Number of edition, if not the first
- (d) Date of publication.

The layout of subject entry is as follows:

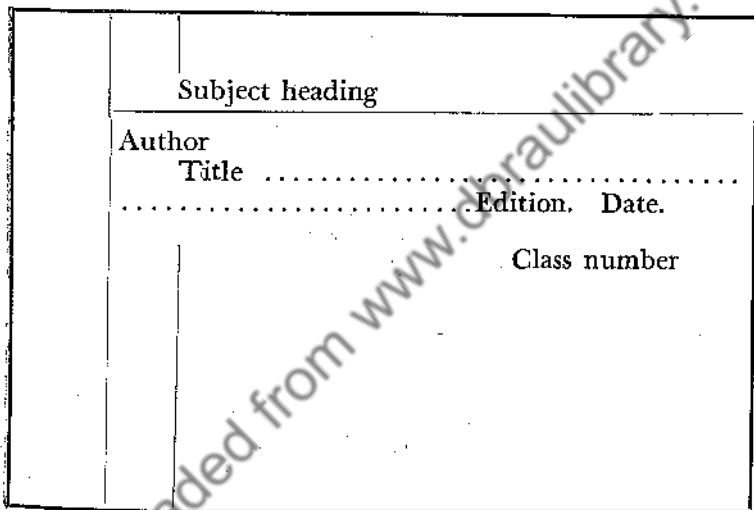


Fig. 20. Layout of subject entry.

Between heading and sub-heading, a dash (—) is used;

e.g.

Engineering—periodicals.

A comma is given if inverted headings are used; e.g.

Insurance, Health.

If it is necessary to explain the subject entries, the qualifying words are given in parenthesis; e.g.

Seals (animals).

		Printing
	Tarr, John C 1947.	Printing theory and practice. 2nd ed. 655

Fig. 21. Added entry under subject.

D. References

A reference is a direction from one heading to another. This means, reference is made from one form of name to another, or from one subject to another (A.A. 171). Specific directions are also given in other rules of A.A. code. The Dictionary catalogue, for best use of it, must have references of these kind.

Generally, three kinds of references are made in the Dictionary catalogue:

1. "See" reference,
2. "See also" reference,
3. "General" reference.

1. "See" reference.

A "See" reference is a reference made from one term or name which a reader might look for information to the one used as heading. The "See" references are generally made—

- (a) from synonymous terms such as 'Fiddle' *see* 'violin'; 'Ornithology' *see* 'birds'. That is to say, anyone looking for a book under 'Fiddle' or 'Ornithology', will be directed to 'Violin' for fiddle, and 'Birds' for ornithology.
- (b) from the second part of a compound heading; e.g. Banking *see* Banks and Banking.
- (c) from the second part of inverted headings; e.g. Compulsory education *see* Education, compulsory.
- (d) from variant spelling; e.g. Cyclopaedia *see* Encyclopaedia.
- (e) from opposites including without being mentioned; e.g. Intemperance *see* Temperance.
- (f) from singular to plural; e.g. Mouse *see* Mice.
- (g) from various forms of names of a single author; e.g. Twain, Mark, Psued. *see* Clemens, S. L.

2. "See also" reference.

A "see also" reference is a reference made from one term or name to another which has already been adopted as heading. A "see also" reference should, therefore, never be made unless there is a card for the one referred. Because, the main function of a "see also" reference is to direct the user of the catalogue to additional materials in related fields (which may be of use to him).

The "see also" reference are made from a general subject to the more specific subjects which are parts of it. In other words, the reference is made from the inclusive heading to its part; but it must be step by step; e.g.

Science *see also* Physics

Physics *see also* Mechanics

Mechanics *see also* Dynamics

but should never be referred backwards, e.g.

'Physics' *see also* 'Science'

'See also' references are made to co-ordinate subject which suggests a possibility of use, e.g.

'Physics' *see also* 'Geophysics'

'Military hygiene' *see also* Military medicine.

3. "General" reference.

In certain cases, a number of specific references can be removed, and replaced by a general one which will stand for all time. The specific reference, e.g. 'Birds' *see also* 'Cuckoo', 'Birds' *see also* 'Owls', etc., can be replaced by one general reference, e.g.

'Birds' *see also* names of individual species such as Cuckoo, Owls, Pigeons, etc.

In smaller libraries, the general references are unnecessary, whereas there may be more tendency to use general reference in larger libraries.

In making the reference cards, the name from which reference is made should be written on the top line at the title indentation, and the name to which reference is made should start on a new line at the author indentation. The word 'see' or 'see also' should be written in between the name from which reference is made and the name to which reference is made.

		Twain, Mark,	psued.
	<i>See</i>	Clemens, S	L

Fig. 22. "See" reference under author.

		Ornithology
	<i>See</i>	Birds

Fig. 23. "See" reference under synonyms.

		Chemistry, Applied
		<i>See</i> Applied Chemistry

Fig. 24. "See" reference under inverted form.

		Banking
		<i>See</i> Banks and banking

Fig. 25. "See" reference under subject.

	Physics
	<i>See also</i> Geophysics

Fig. 26. "See also" reference under related subject.

	Birds
	<i>See also</i> Names of individual species, e.g. Cuckoo, Owl, Pigeon, etc.

Fig. 27. General reference.

Actually the "See" reference made in the form cited above would be variable, and left to readers to search through many cards. In order to help him find the necessary references without much difficulty, addition of first few words of the title is advisable, e.g.

	Singh, Karnail.
	<i>See</i>
	India. Ministry of Railways. A complete story of the Assam rail link project....

Fig. 28. Reference entry with few words of title.

References

1. Introduction to cataloguing and the classification of books, by Margaret Mann. 2nd ed. Chicago, American Library Association, 1950. Chapters 9-11.
2. Cataloguing, by Henry A. Sharp. 4th ed. London, Grafton & Co., 1950. Chapter 8.
3. A primer of cataloguing, by Dorothy M. Norris.

London. Association of Assistant Librarians,
1952. Chapters 3 & 4.

4. Sears' List of subject headings, by B. M. Frick,
7th ed. New York, H. W. Wilson, 1954.
Pages XI-XXVI.

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CHAPTER 5

CLASSIFIED CATALOGUE AND ITS ADJUNCTS

The classified catalogue arranges its entries in a systematic order of subjects, the order usually being that of the classification system used for the arrangement of books on the shelves. In other words, the classified catalogue is based on some definite system of classification. The classified catalogue consists of the following three parts:

- A. Classified File (or Subject File).
- B. Author Index (or Author Catalogue).
- C. Subject Index.

A. Classified File

The Classified File is the main body of the classified catalogue in which entries are made under subjects only. In this, the main entry is the subject, while in the Dictionary catalogue, the main entry is generally the author. The classified file consists of main entry of each book filed under the book's class number together with such subject added entries, and analyticals as the policy of the library requires. It may be said that the classified file, or subject file is an elaboration of the Shelf List. The cards are filed by the classification symbols just as a shelf list. Thus all cards bearing the class number 530 which is the number for 'Physics', will come together in the catalogue. These cards will be followed by the other cards bearing decimal of class 530.

The main entry contains full bibliographical details as in the case of Dictionary catalogue's main entry. The subject 'added entries' can, however, be abbreviated in a like manner to the Dictionary catalogue's added entries.

The layout of the main entry is similar to that of the Dictionary catalogue:

		Class Number. Feature heading.
	Author	Title
	Edition. Imprint.
	Collation.	

Fig. 29. Layout of a main entry.

	536	Heat
	Jones, D	E
	Elementary lessons in heat, light and sound, by D. E. Jones.... London, Macmillan, 1912. x, 282p. Illus.	

Fig. 30. Main entry under subject.

The added entries in the classified file are made only when a book deals with more than one subject. The above title "Elementary lessons in heat, light and sound" by Jones deals not only with Heat, but also with Light and Sound. Although the main entry has been made under the subject 'Heat', the added entries for 'Light' and 'Sound' may also be made. A book may, therefore, be entered under several class numbers; but it should be remembered that the book can only be kept on the shelf at one of these numbers. The class number assigned for the main entry of the book is chosen for shelving purpose. Therefore the book by Jones mentioned above is shelved at 536, but some one might look for it under light or sound, and as such the book may be given added entries under the class numbers 535 and 534. As the book is shelved at 536, it cannot be physically available at 535 or at 534. So a note stating that the book has been shelved at 536, should be given on the added entry cards; e.g.

	535 : Light
Jones, D E	Elementary lessons in heat, light and sound.
1912.	(Shelved at 536)

Fig. 31. Added entry under subject.

References may also be made to co-relate subjects widely scattered in the classification scheme. But the use of references is not so common as they are used in the Dictionary catalogue.

The following types of entries may be omitted from the classified file:

(a) Biographical works.

The users of the library generally look for the particular biography under the name of the biographer. Hence all biographies may get their entries in the author Index or author catalogue which is discussed below.

(b) Literary forms.

The literary forms such as drama, poetry, fiction, etc. may also be dispensed with.

(c) Bible and other sacred books.

Bible, Koran, Vedas, etc. are better known under the words Bible, Koran, Vedas, etc., and may have their entries straight in the author catalogue.

B. Author Index (or Author Catalogue)

Originally only author's names and class numbers were given. Shortly this was found unsatisfactory, because it is not evident whether a certain title by a given author is in the library. In recent years the author index has developed into a brief catalogue. Now it does not contain only author's name and class number, but also it contains entries under the names of author, editor, translator, illustrator, series, and titles. It is an indispensable adjunct to a classified Catalogue.

Although the author index has developed into a brief catalogue, it still retains the name of index. The entries made in the author index do not get full catalogue entries; but they should contain the following items:

1. Author.
2. Title in brief including name of editor, translator, etc.
3. Edition, if not the first.
4. Date of publication.
5. Class number which should invariably be the classification number assigned for the particular book along with the author mark or any other means applied to distinguish between two different titles of the same subject. This class number is given at the bottom of the entry on the right hand side of the card.

The added entries for two or more authors, and references from the names not used, should normally be made. All the entries in the author index are arranged alphabetically by author and title.

The layout for all entries made in the author index is the same as in the Dictionary catalogue.

	Jathar, G B	,	<i>and</i>	Beri, S G
	Indian economics. 9th ed. 1952.			
				330

Fig. 32. Entry under author.

		Beri, S G , jt. author.
	Jathar, G B , and Beri, S G	Indian economics. 9th ed. 1952.
		330

Fig. 33. Entry under joint author.

		Majumdar, R C , ed.
		The Vedic age. 1951.
		954

Fig. 34. Entry under editor.

The entries for translator and illustrator are treated in the same fashion.

	(The) <u>History and culture of the Indian People</u> , ed. by R. C. Majumdar . . . v. I. Majumdar, R. C. The Vedic age. 1951.
	954

Fig. 35. Entry under series.

	(The) <u>Laud ragamala miniatures</u> , by Herbert J. Stooke . . . , and Karl Khandalavala. 1953.
--	--

Fig. 36. Entry under title.

The reference and analytical entries are also made similar to those described in the Dictionary catalogue as well as in chapter 10.

C. Subject Index

The purpose of all library classification is to bring together related subjects systematically. But systematic order is not always an obvious order, and as such an alphabetical subject index of the library's resources should be supplied. It serves the same purpose as the relative index to the Decimal Classification. This is chiefly intended for the reader who wants to know if the library has books on particular subject or aspect of subjects, and where such books, if any, have been kept in the library. The function of the index is to form a key whereby the class number of a particular subject is readily found. For example, a reader wants to have some books on Metallurgy, may not know that 669 is the classification number which stands for this subject. So there should be an alphabetical subject index where the reader may be able to locate the particular subject along with the class number.

The class number of the subject takes a reader direct to the materials of the particular subject or subjects, and their exact location on the shelves. The subject index provides, therefore, a reference to the materials of the library. It also displays relations between subjects which are not displayed by the classified order. In other words, the missing relationship is established in the index. For instance, in Dewey's Decimal classification, the 'Economic history of Germany' is classed in 330.943, the 'Political history of Germany' in 320.943, while the 'Social history of Germany' has been classed in 943. These three kinds of German history are scattered in the classification, but the index collects them together; e.g.

German economic history. 330.943

German political history	320.943
German social history	943

In constructing the subject index, the following should be borne in mind:

- (1) The schedules of the classification scheme are to be consulted for building up subject index. The catch words should be taken from the schedules rather than the titles. The schemes of classification is supposed to reflect subordination, but if it does not give sufficient details further step of division should be supplied.
- (2) The terms found in the schedules are to be used although there are chances of selecting obsolete words.

- (3) The synonymous terms are indexed:

Birds	598.2
Ornithology	598.2

or

Beetles	595.76
Coleoptera	595.76

- (4) Inversions are indexed only when they do not form sub-divisions of the first terms used, e.g.

Naval architecture	623.8
Architecture, naval	623.8
Social psychology	301.15
Psychology, social	301.15

but one should not make index entries as follows:

Physics, nuclear	539.7
Physics, atomic	539
Physics, molecular	539

In these cases, nuclear or atomic, or molecular physics are parts of Physics. Hence, inversion is not done.

- (5) The entries should be specific, and the different

aspects of subject should bear individual class numbers.

- (6) If the book has added entries, all the numbers are indexed.
- (7) The compound headings like 'Banks and Banking'; 'Science and Culture'; 'Wit and Humour'; etc. should be indexed separately, e.g.
- | | |
|---------|-----|
| Banks | 332 |
| Banking | 332 |
- (8) An index entry is made for a subject only once. If after making subject index, say, on a book on 'Mechanics', a new book with different title on the same subject arrives in the library, no further subject index is necessary for the new one.

✓ Construction of Subject Index

An important method of subject indexing is known as the Chain Procedure. The Chain means a series of successively subordinate terms, e.g.

Literature - Hindi - poetry - lyrical.

Each is linked in the chain and indexed automatically.

The technique of constructing the index is to take a class and start analysing it step by step, e.g.

Dynamics 531.3

The number 531.3 may be analysed as follows:—

Science (500)—Physics (530)—Mechanics (531)
—Dynamics (531.3).

Therefore, by analysing 531.3, one gets the following steps:

500	Science
530	Physics
531	Mechanics
531.3	Dynamics

Now the chain procedure provides a sequence of subjects that

varies from the specific to the general. The index entries for the class 531.3 will thus be made as follows:

Dynamics	531.3
Mechanics	531
Physics	530
Science	500

Let us assume that a book under the title "Fundamentals of atomic physics" has been received in the library. The class number assigned to it is 539.7. If we analyse the number, we get the following subjects:—

Physics, molecular physics, atomic physics and nuclear physics.

Thus, the following index entries will be necessary for the book if not already done:

Nuclear physics	539.7
Atomic physics	539
Molecular physics	539
Physics	530

The particular virtue of the chain procedure is that once the class number is determined, the subject indexing is virtually an automatic procedure.

The method of chain procedure which has been introduced by Dr. S. R. Ranganathan can best be used with an analytical synthetic depth classification of which 'Colon Classification' is the only published scheme. The benefit of chain procedure can also be achieved if it is applied with other schemes of classification. The index produced using the method of chain procedure, will guide the reader in the library's arrangement of compound subjects. The scholar and research worker using a chain procedure index will surely get index entries for his specialised subject.

There is a tendency in many a library in Western countries to use the printed index to the classification scheme in

use in the library as the only index for both library staff as well as the users of the library. Such practice is most deplorable. The index to the scheme is essentially a private aid to the classifier; it cannot be used as a valuable tool so far as the stock of a particular library is concerned. Because, it does not bear direct relation to the stock of the library. Moreover, it gives many superfluous items in which the library may not have materials. Every library should have its own index to the systematic arrangement of its stock.

Shelf List versus Classified Catalogue

The Shelf list is a record of books and other material in the library. Miss Mann defines the shelf list "as a catalogue of books in the order in which they stand on the shelves. Each title is represented by a card giving the author, title, edition, number of volumes (if more than one), number of copies (if more than one), call number and other items as the library deems necessary. The call number determines the arrangement of the cards in the shelf list in the same way as it has already determined the arrangement of the books on the shelves."¹

The usual practice is to keep such record on cards, but sheet record may also be found. However, the cards are arranged in the order in which the materials in the library are arranged. That is to say, the cards are filed first by classes and then alphabetically by author under each class exactly in the style in which the books and other materials are arranged on the shelves.

In many respects, the shelf list is an indispensable tool. It serves—

- (a) As an accession record—In many Western libraries the accession record has been replaced by

¹ Introduction to cataloguing and the classification of books, by Margaret Mann. 2nd ed. Chicago, A.L.A., 1950. P. 94.

the shelf list. The list of accession is maintained on cards and is made to serve as an Accession Register. Certain items such as, prices, source, date of purchase, etc. may be added to the shelf list. In Indian libraries also such a practice may be applied quite safely.

- (b) As an inventory—One can check each book on the shelves against the shelf list. This may also be used as an inventory to prevent duplication of books, and to see if any book is lacking on any subject. It can solve duplication of call numbers, questions involving location of copy number, discrepancies between call number and book number, etc.
- (c) As an aid to classifier—The classifier can see at a glance a record of all the subjects represented in the book collection. He gets before him, in card form, a complete list of the titles in the library. Such a list serves him as an invaluable tool, because it helps him in ensuring uniformity and consistency in his work.
- (d) As a subject catalogue—It can answer, though not fully, the library's need as a subject catalogue as the arrangement is classified. The shelf list being a kind of classified catalogue, serves as an important adjunct to the Dictionary catalogue.

The shelf list card is in fact a duplicate of the main card, although certain items such as notes, contents, tracing, etc. are omitted. Generally it contains call number, the accession number, the author's name, brief title, the number of volumes, number of copy, the date of publication, and the price of the book.

The shelf list should be looked upon as the property of the cataloguing section. The use of it should, therefore, be restricted to the members of the library staff only. The use of it by the readers should be discouraged. The reason is that the shelf list should be maintained as a dependable record. Only in libraries where there is no classified catalogue, the shelf list may be made accessible to the readers who will find it useful.

One may well think that there is no need of building up separately a classified catalogue particularly when almost a similar record is available in the library. It is true that the shelf list contains many items of information which a classified catalogue also maintains; yet it is similar only to one part of the classified catalogue. It no doubt fulfills partially the library's need as a subject catalogue, enables one to find readily the numbers as well as titles of all books in any one class; but it does not display all materials possessed by the library on the subject represented by a given class number. It remains for the classified catalogue to bring out fully and completely all materials on any subject or aspect of subject. Moreover, the shelf list does not usually maintain analytical entries. Sometimes it is necessary to maintain entries for parts of books. So it becomes difficult for a reader to find all the material on any given subject from the shelf list.

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CHAPTER 6

GUIDES TO CATALOGUE, ARRANGEMENT AND FILING

Having provided the catalogue, guides are to be given to enable readers to know what books the library possesses. The readers should know why the catalogue has been provided, and what the catalogue contains. The main purpose of providing the catalogue is to help readers to get the materials they want. But the readers should also know how to use the catalogue to the best advantage. Proper guiding is, therefore, absolutely necessary.

With the card and sheaf catalogues, guiding is rather more difficult. Usual thing is to have a framed notice. A leaflet giving instruction may also be provided. Particularly, in the lending library an outline of the arrangement may be given more simply without going into complexity. In the children library, instruction as to how to use the catalogue and how to find a book may be given.

Guiding will differ according to the form of catalogue, dictionary or classified, adopted. In the former case, a preface with simple explanation of what the catalogue and classification scheme are, is given. An outline in brief of the classification schemes may also be given together with the actual arrangement of catalogue entries. In the printed classified catalogue, a preface with explanation and examples of what the catalogue and classification are, is given. A clear explanation of the arrangement of the catalogue entries should be given. An outline of the classification scheme, showing the arrangement in order of the classification scheme in use is also given.

Where the card or sheaf catalogue is in use, the arrangement is similar except that the guides will be displayed above or near the catalogue, and various mechanical methods are employed. In the Dictionary catalogue, the guiding should contain the following:—

- (1) Materials arranged alphabetically by author, subject and title in one sequence,
- (2) Entries by subject are by specific heading.

The direction may also be given as to how to use the catalogue, and find necessary particulars. The instructions should be as follows:—

- (a) If the name of the author is known, go straight to the first letter of author's surname.
- (b) If the title of the book is known, look up at its first word, not an article.
- (c) If the subject is known, look at the specific heading of it. The subject entries have been made under the specific heading. For example, a book on 'Tiger' goes under 'Tiger', and not under 'Zoology' or 'Animal'.

The explanation of the classified catalogue is difficult. The guidance should indicate the following:—

- (a) the aim of the classified catalogue. That means, why books and other material have been arranged by subjects giving examples.
- (b) how the books have been filed under the class-numbers and how to find the books.
- (c) the sequence of the catalogue.

- (d) the books and other material have been shelved under the class numbers.

The instructions on how to use a classified catalogue may be given in the following way:—

The books and other material have been classified under the subject-divisions shown below:

	General works	000		
Philosophy	100	Religion	200	
Sociology	300	Philology	400	
Science	500	Useful arts	600	
Fine arts	700	Literature	800	
	History	900		

Each subject has been again sub-divided in the subject and the materials arranged accordingly.

For detailed classification of each subject, consult the subject index. The subject index cards arranged alphabetically may also help you.

To locate a book, first ascertain its class marks from the author and subject indexes. The class-mark is composed of the following:

- A. Class number (Upper line) e.g. 580.3
- B. Book number (Lower line) e.g. L 31

When author's name is known, look at the author index.

When the title is known, look at its first word, not an article, in the author index.

When the subject is known, look at the subject index.

If you are in difficulty, do not hesitate to ask the members of the staff, they will help you.

The library location order may also be provided in the classified catalogue. As the materials in the library have been classified under the subject divisions, the readers may be helped in a better way if the location on works on particular subject or subjects is shown giving class marks. This can be done in the form stated below:—

Library Location Order

Location of works	Numerical order of class marks
Atomic physics	539
Wave mechanics	539.2
Elasticity	539.3

Arrangement and Filing

One may adopt the best used forms of catalogue, and the best rules for compilation of it, but it will be of little use unless the cards made, are arranged properly for the convenience of the users. A card containing the name of the author, or title, or a subject wrongly filed is hidden. Due to this wrong filing, a reader may conclude that the particular book he wants is not in the library. The catalogue is the best key of the whole stock of the library, the entries made in the catalogue should, therefore, be filed carefully.

To avoid any inconsistency in the arrangement, one should be guided by some rules. Various authorities have drawn up rules for arrangement of catalogues. Of these, C. A. Cutter's 'Rules for a Dictionary catalogue' and the 'Rules for filing catalogue cards', published by the American Library Association deserve special mention. In Western countries, many large libraries have framed rules of their own. In India, also rules for filing catalogue entries may be framed by individual librarians; but it should be remembered by the compiler of such rules that the catalogue will be used

by people who may not have any knowledge of rules for arrangement.

The arrangement will differ according to the form of catalogue a library adopts. That means, it may have either classified or Dictionary catalogue. The main entries in a classified catalogue follow the classification scheme in use. Hence the entries are arranged under the class numbers or symbols used. The arrangement in a classified catalogue is, therefore, numerical or symbolic, and as such it creates less difficulty in proper arrangement of the entries; but the index entries in the classified catalogue are arranged alphabetically.

In the Dictionary catalogue all entries are arranged in a strictly alphabetical order. Apparently, it may appear easy to alphabetise, but it is not always so easy as one might think. When the cataloguer does the filing job, he feels too much difficulty in alphabetization. Hence it is necessary that certain recognised rules should be followed in filing catalogue entries alphabetically.

The cataloguer faces difficulties when the entries consisting of author, subject and title are to be filed in one sequence. It becomes really too much complicated, and at the same time tiring job to file in one sequence. It is, therefore, advisable that with a view to get rid of such difficulties, one should split the catalogue into 'Name' and 'Subject' catalogues. The former will contain the entries for author and title, and the latter subject entries only.

If any one desires to file all entries in one sequence, he should file the author, subject and title entries in the order stated below:—

1. Author
2. Subject
3. Title

Author: Tagore, Rabindranath.

Subject: Tagore, Rabindranath.

Title : Tagore and Bengali literature.

Apart from this normal practice, there are also two methods for alphabetization:

- A. Word by Word
- B. Letter by Letter

The method of 'word by word' is called 'nothing before something', and that of 'letter by letter' is 'all through'. The latter method is not easier, but the former method is definitely better. The method 'word by word' is a good practice, and normally standard libraries do accept this. Once one of the two methods is accepted, one should follow it rigidly. The presence of both the methods in a catalogue will create difficulties. Even the library staff will find it difficult to locate certain entries. Hence, adoption of one of the two methods is desirable. The application of the two methods is something like this:

- A. *Word by Word* (nothing before something)

West Africa
 West Bengal
 West Coast
 West Europe
 West Indies
 West Land
 West Punjab
 West Wind
 Westerly
 Westward

- B. *Letter by Letter* (all through)

West Africa
 West Bengal
 West Coast
 Westerly
 Western
 West Europe

West Indies
 West Land
 West Punjab
 Westward
 West Wind

The 'word by word' method is the one generally followed. In this method, the unit is the word and not the letter. Thus 'West wind' precedes 'Westerly', because 'West' precedes 'Westerly'; while in 'letter by letter' method, each letter is considered. Thus 'West wind' follows even 'Westward' because 'Westwa' precedes 'Westwi'.

In arranging the author entries, the following rules should be observed:

1. Surnames with initials only are filed before the surnames followed by full forenames which have the same initials, e.g.

Gandhi, M. K.
 Gandhi, Mohandas Karamchand.

2. Surname with prefix is regarded as compound word, and filed through. This includes name with an article or a preposition written as part of it.

De La Mare, Walter.
 De Quencey
 La Fontaine, Jean de.

3. Compound names of individuals, corporate bodies, etc. are considered as one, and filed through in alphabetical order, e.g.

Calcutta mathematical society
 Dash Sharma
 De Morgan
 Roy Chaudhury

but where the corporate body is entered under the place, for example.

Calcutta. National Library.
India. Ministry of Education.

Here the National Library and the Ministry of Education are regarded as sub-headings. Hence the arrangement of entries will be as follows:—

Calcutta. Indian Museum.
Calcutta. National Library.
Calcutta. Science College.
Calcutta Mathematics Society.

4. Headings for Government publications are to be filed alphabetically by sub-headings under the country, e.g.
- India. Council of Scientific & Industrial Research.
India. Council of Scientific & Industrial Research. Fuel Research Station.
India. Defence, Ministry of.

The following rules are to be observed in arranging the subject headings:

- (1) Simple subject headings are filed in alphabetical order, e.g.

Money
Mongolia
Monogamy
Monographs
Monotype
Monsoons

- (2) Compound names of subject headings should be taken 'all through', e.g.

Psycho-analysis
Psychological research
Psychological test
Psychological warfare
Psychology
Psychometry
Psycho-physics

- (3) Hyphenated words are also regarded as one, e.g.
- Hand-book
 - Book-binding
 - Book-plates

In alphabetising titles, the initial articles are disregarded but all other articles and prepositions are to be regarded.

Abbreviations in the title should be regarded as if spelled in full, and arranged accordingly, e.g.

- D.V.C. (Damodar Valley Corporation)
- Dr. (Doctor)
- I.L.A. (Indian Library Association)
- U.N. (United Nations)

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CHAPTER 7

CATALOGUING POLICY

Every library, small or large, should have a catalogue. It serves as a key to each and every book in a library. When the necessity of a catalogue has been accepted, the question arises what sort of catalogue is to be provided for anticipated use of it. The policy should be decided by the type of library, the type of books, and the type of readers.

The main function of the catalogue is considered to put the readers into touch with the books quickly. That means, every possible help to every reader should be provided. No library can possibly give proper service to its readers, unless the policy of simplified and selective forms of cataloguing is adopted, specially because of the huge mass of published material.

The modern idea is that the function of the catalogue is to describe the book, while the old idea, as in the A.A. Code, is that the catalogue should contain the exact transcription of the title page. In the A.A. Code, nothing has been said about simplification of a catalogue entry, whereas everything has been given the same importance, i.e. full entry. If the A.A. Code is followed, huge cost is necessary for cataloguing. To describe everything in a catalogue is not only a costly affair, but also a problem of many libraries to cope with the work. Unnecessary entries in a catalogue not only make it bulky, but also lead to other disadvantages. As a result, there has been a new tendency towards cataloguing owing to increasing costs, and the ever increasing volumes of additions.

Selective and simplified cataloguing are the two methods

adopted by many Western libraries with a view to reducing the size of the catalogue and the cost of preparation.

Selective Cataloguing

When selective cataloguing is practiced, the entire stock is not catalogued. This means, omission of certain types of matter from the catalogue, and reducing the number of added entries for these matters. As for example:

- (1) No entries for illustrators except for famous artists.
- (2) Series entries may be made very sparingly. Only popular series like the 'Home University library', 'Everyman's library', etc. should get series entries.
- (3) Subject entries particularly in Dictionary catalogue may be reduced.

Many other suggestions have been made for possible omission from the catalogue. Some of these are:—

- (1) Subject entries for scientific and technical books upto certain date may be reduced.
- (2) Analytical entries may also be equally reduced.
- (3) Subject entries for books, say written in Polish language are unnecessary in an Indian library, because very few people will be able to read them.

In the libraries there are three grades of materials:—

Grade I—materials such as reference works, up-to-date manuals, text books, standard works, authoritative works on all subjects, etc. These materials should receive full cataloguing.

Grade II—there are certain materials such as, monographs, foreign books, books on all subjects that may be useful but of secondary importance. This sort of material may receive partial or simplified cataloguing.

Grade III—materials which have current topical interest, but will be obsolete within a short period, are not catalogued at all. These are pamphlets, reprints, etc.

If the selective cataloguing is practised, much time will be saved. The catalogue space will also be saved in these days of card and sheaf catalogues. The catalogue will not be bulky, and the cost will be reduced.

In many Western libraries there is no fiction catalogue. The argument behind this is that it represents a constantly changing stock, and the most readers are satisfied with the books that are on the shelves at a moment. Any enquiry about a book that is not on the shelf, may be answered from the shelf register.

Most libraries omit series entries and popular books on Hobbies and Sports from the subject catalogue. James Cranshaw who believes that the cutting of 50% cataloguing cost is possible, suggests that 'if a library possesses a shelf register, it can institute a real saving by omitting entries under certain popular subjects such as Wireless, Sports, Pastimes, Hobbies, Gardening, Cookery, and other domestic headings; the titles are in many ways as ephemeral as the fiction the library discards. Such books are rarely required for by author or title; the subject is the all important thing.'

Added entries are also economized. In scholarly libraries, there is a general tendency to catalogue fully where books are used for advanced study. But many such libraries do not catalogue pamphlets, only maintaining file for them under the subject or class number.

But there are some obvious difficulties in adopting the policy of selective cataloguing:

1. The readers may fail to know if a particular book is either in the library or not.
2. It causes difficulties in forming a cataloguing policy of what to include and what to exclude.

Simplified Cataloguing

In simplified cataloguing, the entire stock is catalogued, but entries only are simplified. Instead of giving full details as laid down in the A.A. Code, the length of entries may be reduced. The following economies may be made in both Dictionary and Classified catalogues:

(a) *Heading*

The initials of an author are simplified. Instead of giving the initials in full, for example, Shyali Ramamrita Ranganathan, they may be given in short, e.g.

S. R. Ranganathan

even though the initials are in full on the title page.

(b) *Title*

Abbreviation of the title can be made omitting the subtitle. Repetition of the author's name in the title may also be omitted unless it is different. The minor introduction and preface of conventional type may perhaps be omitted.

(c) *Imprint*

The additional names of places of publication may easily be omitted. The mention of additional names of places of publication is superfluous in regard to the readers. They are least interested in knowing the different places of publication. The same procedure may be adopted in case of additional names of publisher. The considered opinion is that both publisher and place of publication may be completely omitted. Date of publication is the only important item.

(d) *Collation*

There are in all 11 items used in the collation. Of these only two items (illustrations and maps) are really important. There is no need of expressing different items of 'illustrations' separately as 'diagrams', 'plates', 'portraits', 'photo-

graphs', etc. The general term 'illus.' should serve the purpose. Mention of 'map' or 'maps' is necessary.

Pages and size may also be simplified, and possibly omitted. The users of the catalogue take very little notice of these items. From the bibliographical point of view, these items have some value as the indication of exact size plus the number of pages gives a true indication of the printed contents of a book. If the idea of complete omission cannot be entertained, the total number of pages may be given in lieu of giving the pagination as it stands. If one can maintain shelving sequences, for example, 'F' for books of folio size, 'Q' for octavo, etc. the size can be omitted altogether.

The policy of simplified cataloguing speeds up the output of catalogue cards. In other words, it saves much time of the cataloguer. The actual cataloguing process according to the A. A. Code becomes much more costly in money, time and man power. The simplified cataloguing in this respect will cut the cost to a great extent. It also reduces the bulk of the catalogue.

No hard and fast rules can be laid down for the general practice of selective and simplified cataloguing. It entirely depends on the decision made by the cataloguers of individual libraries. It is definitely a difficult problem, and can only be decided by the size and type of the library, and the type of readers it serves.

In conclusion, it can, however, be suggested that the special libraries in India may have the practice of full cataloguing. They should not adopt the policy of simplified or selective cataloguing. Possibly the University libraries cannot also omit anything from their entries. In both kinds of libraries, Special and University, the staff as well as readers should be able to find out necessary information such as, 'edition', 'date', 'diagrams', 'plans', etc. and assess the value of a particular book from the catalogue entry. There will

be no need of having to have the book from the stack for assessing the value.

In the general type of libraries, full cataloguing may not be done.

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CHAPTER 8

CODES OF RULES AND THEIR COMPARATIVE STUDY

No sound and useful catalogue can be compiled without a good code of rules. The entry, arrangement and style must be done properly. Hence, the necessity for sound rules on the basis of which library catalogue should be compiled, otherwise the catalogue becomes confused, and full of inconsistencies.

To make entries for both author and title properly is a problem to all cataloguers as well as students preparing for examination. The making of such entries may appear simple, but it is not easy. A book written by a single personal author may not offer any difficulty at all, but books other than this offer difficulties. For example, consider a book written by two or more authors where it is difficult to decide under which author the entry is to be made. Then suppose an author uses a pseudonym. In this case, should the entry be made under his real name or under his pseudonym? This is not all, for there are thousands of such difficulties. Furthermore, there are books having no personal authors. These are issued by the Government departments, institutions, societies, etc. These have corporate authorship. The choice of headings of these publications is not an easy matter even for experienced cataloguers. Then the amount of information to be included along with the heading and the title definitely requires prior knowledge. The exact order of such information, the question of capitalization, punctuation, etc. are also difficult matters. Various interpretations are possible in all these cases, but they are not at all desirable in the interest of the users as a whole.

The fundamental principle which every cataloguer should bear in mind is to make the catalogue useful. This he can do by making catalogue entries properly and correctly. For this purpose, he must follow some recognised code of rules. Unless such a code is followed the uniform style in catalogue entries becomes a matter of doubt.

There are various codes for cataloguing books and other material. The most important are:

1. Cataloguing rules for author and title entries, compiled by Committees of the Library Association (London), and of the American Library Association (commonly known as the A.A. code or joint code).
2. A.L.A. cataloguing rules for authors and title entries (better known as A.L.A. code).
3. The British Museum code of ninety-one rules.
4. Rules for a Dictionary catalogue, by C. A. Cutter.
5. The Vatican code: Rules for the catalogue of printed books.
6. Prussian Instructions: Rules for the alphabetical catalogues of the Prussian libraries.
7. The classified catalogue code, by S. R. Ranganathan. /

Excepting Cutter's rules which have been designed to ensure uniformity in the preparation of a Dictionary catalogue, the rest can be applied to all types of catalogues.

Among the various codes of rules, the Anglo-American code is still the best code even with all its defects. It is the most extensively used code. It is the result of prolonged research, and the rules received their present form after considerable deliberation which justifies its universal acceptance. Yet the A.A. code is not the ideal one. The catalogue of to-day should be such that an intelligent library worker or an intelligent student can learn quickly to make

correct entries; also the ordinary reader can use without much difficulty. There is no denying the fact that none of the existing codes of rules can fully justify the present day needs of the cataloguers.

It is a matter of great joy that the librarians are not sitting idle, and have started thinking seriously about this matter. The American librarians have already made progress in the matter. Some years back, an expert was appointed by the Library of Congress to deal with the problems that characterised the A.L.A. code. He surveyed the rules and derived the fundamental principles on the basis of the A.L.A. code. He published his survey in 1953 under the title 'Cataloguing rules and principles'. This is known as 'Lubetzky report'. It is considered by many that his rules would make cataloguing cheaper and simpler, and would make the use of catalogue easier for readers. In Great Britain, the Library Association set up a research committee on cataloguing rules to revise the A.A. code in the light of the American Library Association's definitive second (1949) edition of the code presumably for the production of a new and simplified A.A. code. In Germany (both Western and Eastern zones), research has been carried on to revise the 'Prussian Instructions'. In the U.S.S.R., revision work of 'Standard rules for the entry of printed works in library catalogues' has been in considerable progress by the Inter-Library Cataloguing Commission. Similar revision work of cataloguing rules has also been undertaken in many other countries such as France, Spain, Poland, Japan, etc. In this country also new thought has been given by Dr. Ranganathan although no co-operative attempt was made by librarians. The International Federation of Library Association (IFLA) also set up a committee to study the international standardization of cataloguing rules. The committee includes American, British, French, German, Indian, Italian and Scandinavian members. This committee

of the IFLA has prepared already a report on the principles to be observed in establishing main entries for anonymous and work of corporate authorship. It is expected that the cataloguing code of the future will be an international one.

However all of the codes mentioned previously treat the catalogue entries, and a discussion of variant practices may be of some use to those who will want to adopt the best suitable rules. The discussion of variant practices will be confined to the five codes namely the A.A. code, British Museum code, Cutter's rules for a Dictionary catalogue, the A.L.A. code and Ranganathan's classified catalogue code. This discussion will help specially the students to study the A.A. code rules, and to know the best rules of other codes. The purpose of the comparative study of the different codes of rules is to show their differences as well as their points of agreement.

But before going into the discussion of their differences and agreement, it may be considered useful to outline briefly the history of these codes.

British Museum Code

The British Museum Code is based on the rules written by Anthony Panizzi, the then Keeper of the printed Books of the British Museum. He framed his famous code of 91 rules which was published in 1841. It was revised several times since then, and the last revision was done in 1986. The rules framed are meant for the British Museum only.

The general tendencies of the British Museum code are worth mentioning. The code prefers in all cases the English form of names, whereas in the A.A. code the Latin or Vernacular form has been prescribed, e.g. rules for Popes, Saints, Sovereigns, Ancient Greek writers. It shows preference for the earlier, or the earliest form of names. In the A.A. code, the latest form is prescribed, e.g. American

rule for married women. In the British Museum code, no attempt has been made to do much research for information more than what is available from the title page of the book. In the A.A. code, much water has been spent for details of the anonymous works. The British Museum code also prefers to use form headings, e.g. periodicals are entered under the heading 'Periodical'; Dictionaries under 'Dictionary', etc.

Cutter's Rules for a Dictionary Catalogue

Cutter's Rules for a Dictionary catalogue was first published in 1876. There are 369 rules. His rules are meant for the compilation of a Dictionary catalogue, and he has made provision for both author and subject entries. It is not limited to any particular library like the British Museum code. In framing his rules, he had in his mind the public in general. He therefore urged for the convenience of the public. The general tendency of his rules is to accept the best known form. He has no rigidity on the contrary he has allowed liberty to the cataloguers. But for the purpose of maintaining consistency and uniformity in catalogue entries, the idea of best known form cannot be entertained. The A.A. code, on the other hand, tries to maintain consistency and uniformity in entries.

A.A. Code or the Joint Code

The A.A. Code or the Joint Code was originally published in 1883 as American Library Association Code. In 1904 an agreement reached between the Library Association, London, and the American Library Association to produce an Anglo-American Code with a view to establishing uniformity of practice throughout the English speaking race. Hence it was published in 1908. It deals with the author and title entries only, but has no indication about subject entries. Besides, it has too much rigidity in application of the rules. Hence the necessity arises to modify

certain rules of the code which were framed in 1908 representing the common practice of American and British libraries, and which were considered suitable in the past, cannot possibly be applied to-day smoothly. The code, therefore, needs drastic revision for present-day use. It should come out with simplified policy of entries and full of expansion.

A.L.A. Code

The American librarians have reached an agreement with the British librarians for framing a Joint Code of rules, but they have not been happy with the A.A. Code. Eventually, controversy sprang up among the librarians in America. One group of them liked to have simplified form of entries, and the other group was in favour of expansion. The latter formed the majority. In 1930, the American Library Association started again revision of the code. In 1941, The American Library Association produced the A.L.A. Code preliminary 2nd edition in two parts. This edition did not alter any original rulings, but it came out with sufficient expansion. After some years, the American Library Association decided to publish the final edition of the code. Accordingly, in 1949 the final edition came out under the title 'A.L.A. cataloguing rules for author and titles'. It is presumed that this definitive edition of the A.L.A. Code could not fully satisfy the American Librarians as a whole. So we see that an expert was appointed to go through the problems that characterised the A.L.A. Code. This time the attempt was made by the Library of Congress. The expert surveyed the rules of the A.L.A. Code, and derived principles on the basis of those rules. His survey has been published in 1953 under the title 'Cataloguing rules and principles'. He has already received wide recognition even by the librarians outside America. The fundamental principles decided by him are considered as quite satisfactory.

Comparative Study

The comparative study of the rules should be read together with the A.A. Code, because only those that are most important, and are in everyday application, have been considered. Besides, the rules have not been given in full.

Joint Authors (A.A. rule 2)

According to the A.A. Code, for a work written by two authors entry is made under the one first mentioned on the title page, followed by the name of the second, e.g.

Saha, M N , and Srivastav, B N

A text book of heat.

If there are more than two authors, the name of the first is followed by 'and others', e.g.

Majumdar, R C , and others.

An advanced history of India.

Cutter (rules 3 and 4) recommends entry under the one mentioned first on the title page of all works written conjointly by several authors with references from the others. So also in the revised A.L.A. Code (rule 3) with suggestion for making added entries for any other authors. The headings for the main entries of the examples stated above would therefore be:

Saha, M N

Majumdar, R C

The British Museum (rule 15) recommends that when there are only two authors, the heading should contain both the authors; but when there are more than two, the heading consists only of the name mentioned first, and the words "and others" are omitted from the heading. The Classified catalogue code (rule 122) agrees with the A.A. Code so far as works written by two authors. But if there are three or more authors, the name of the first mentioned author alone is to be

used as heading and the word 'etc' is to be added thereafter (rule 1222) instead of 'and others' recommended by the A.A. Code.

Revisions (A.A. rule 19)

The A.A. Code recommends main entry under the reviser only when the original text receives drastic change in the hand of the reviser; otherwise the original author will get the main entry.

Cutter (rule 18) has the same ruling as regards the revised edition of a work. The same ruling has been given by the A.L.A. Code (rule 20) excepting that the A.A. Code allows either a reference or an added entry under the one not included in the main entry, the A.L.A. Code has given definite instruction that an added entry should be made. The British Museum code has no ruling for revision. Ranganathan has no ruling.

Translations (A.A. rule 21)

The main entry for the translation of a work is made under the name of the original work with an added entry under the translator.

The same rule has been stated by Cutter, the British Museum Code and the A.L.A. Code. Ranganathan does not give any rule on the form of heading to be chosen for a translation. He believes that the above rules prescribed by other codes may be omitted if the Canon of Ascertainability is followed i.e. in terms of what is indicated by the title page.

Compound Surnames (A.A. rule 25)

Both A.A. and A.L.A. Codes agree in making catalogue entry under the first part of the name with a reference from the other part, e.g.

Dash Sharma, K.

Roy Chaudhury, B.N.

Campbell-Johnson, H.

A reference is made for Sharma, Chaudhury, and Johnson. Cutter (rule 28) suggests to treat compound names according to the usage of author's fatherland. That means, the English name should be entered under the last part of the name, and the foreign one under the first part, e.g.

Johnson, H. Campbell.
but Dash Sharma, K.

The British Museum Code (rule 11) prefers entry for compound names under the first part of the name except the English and Dutch names in which case entries are made under the last part. In case of English names, it has similarity with Cutter. Ranganathan (rule 12111) suggests that compound surnames and forenames are to be written in their entirety.

Surnames with prefixes (A.A. rule 26)

Surnames with prefixes are in general to be entered under the part following the prefix with the exception of some English, French, Spanish and Italian names. There is agreement in the main. Only minor modifications are in the other codes including Ranganathan's code.

Pseudonyms (A.A. rule 38)

The A.A. Code prefers entry under the real name of an author, if it can be found; otherwise the entry should go under the pseudonym.

The A.L.A. (rule 30) though agrees with the directions of the A.A. Code, still appears to be quite close to Cutter who tends to the ideas of best known name. The A.L.A. Code in rule 30A(2) advocates the practice of the Library of Congress where entry is made under the pseudonym in case of writers who are better known by their pseudonyms.

The British Museum (rule 20) prefers entry under the pseudonym followed by the real name in square brackets.

Ranganathan (rule 125) suggests that if the title page

gives only a pseudonym in the place of the author's name, the pseudonym is to be used as the heading and it is to be followed by the descriptive word 'pseud' written as a separate sentence.

Married Women (A.A. rule 41)

The A.A. Code shows both British and American rulings in respect of the form to be adopted for the names of married women. The British rule is to make entry always under the earlier name with reference to the later one, while the American rule makes entry under the latest form of name unless she is better known by an earlier name.

Howarth, Julia, afterwards Mrs. John Mason

The A.L.A. (rule 46) agrees with the American variant, while the British Museum (rule 11) agrees with English variant.

Cutter (rule 24c) prefers entry under the best known form.

Ranganathan has no ruling.

Ancient Greek Writers (A.A. rule 49)

According to the A.A. Code, ancient Greek writers are to be entered under the Latin form of their names. For example, the book 'The Iliad of Homer', or the 'Agamemnon by Aeschylus' should be entered as follows:—

Homerus
The Iliad.
Aeschylus
Agamemnon.

References may be made from the English form of their names, e.g. Homer, Aischylos.

Cutter (rule 32) and the A.L.A. Code (rule 58) have given the same rulings as the A.A. Code. The British Mu-

seum prefers entry only under the English form of names; e.g. Homer and not Homerus.

Ranganathan has no ruling.

Government Publication (A.A. rule 58)

A.A. Code agrees to enter Government publications under the names of the country, state, city, etc.

Cutter (rule 46) agrees, and corresponds to the rulings of the A.A. Code.

British Museum (rule 5) agrees to make entries under the country, state, city, etc., but instead of using the heading Great Britain, British Museum use England.

A.L.A. (rule 72) corresponds to the ruling of the A.A. Code with minor modifications regarding scientific papers published by the Government institutions. Ranganathan (rule 1231) suggests that if the corporate author is a government and not any specific part of it, the heading is to consist of the name (in the favoured language of the library) of the geographical area.

Societies (A.A. rule 72)

Societies are entered under the first word, not an article of the name of the society, with a reference from any other form of name by which they are known, and also from the name of the place when known, e.g.

Indian Library Association
Tagore Society

Cutter (rule 61) agrees with the ruling of the A.A. Code. So also the A.L.A. Code (rule 91).

British Museum (rule 5) prefers entry for international societies under the name of the country they belong, and the others under the name of the head-quarters. Ranganathan makes no distinction between society and institution. For his general rule for both see rules for institutions.

Institutions (A.A. rule 82)

Both the A.A. (rule 82) and A.L.A. (rule 92) codes approve that the institutions should be entered under the name of the place where they are situated, e.g.

London. Science Museum.
Bombay. Public Library.
Delhi. Observatory.

Cutter has no general rule, but he agrees with the A.A. Code.

British Museum also agrees, but does not allow any exception regarding national institutions in which cases the direction of the A.A. Code is to enter under the name of the country, e.g.

India. National Library, Calcutta.

*Institutions with proper noun or adjective
(A.A. rule 83)*

The institutions which are distinctive in character in that they begin with a proper noun or adjective, are entered directly under the first word of the name, e.g.

Bose Institute, Calcutta.
Tate Gallery, London.

Cutter (rules 61 and 77) has the same ruling, i.e. to enter institutions under the first word of the name.

A.L.A. Code (rule 92A) adopts the modification No. 2 of the A.A. Code where it says that the scope of the rule may be applied only to institutions of the British Empire, and the United States. The foreign institutions would therefore be entered under the place even if their names begin with a proper noun or adjective. British Museum (rule 5) prefers entry always under the place. Ranganathan (rule 1232) has abolished the distinction between society and institution. He prescribes the name of the body as the heading instead of using the name of a place as main heading and the name

of the institution only as sub-heading. When it is necessary to distinguish between bodies having the same name, a place-name is appended to the heading.

Anonymous (A.A. rule 112)

A.A. Code directs the entry of an anonymous work under the real name of the author, if it is known, otherwise under the first word of the title not an article, e.g.

The way to life, by 'the soldier'.

The unveiled heart; a simple story, by the author of Early Impression, etc., etc.

Elizabeth and her German garden, author of The solitary summer.

Both Cutter (rules 2 and 120) and A.L.A. (rule 32) have given the same rulings. British Museum (rule 18) accepts a work as anonymous, if the author's name does not appear in it. No effort has been made to move heaven and earth for finding out the real author of the work.

All anonymous works are entered under the first word of the title, not an article; but there is a tendency to enter anonymous works under the keyword rather than the first word. For example, entry for the work "A new creed" by (D. A. Sinclair) will be as follows:

Creed

A new creed, by (D. A. Sinclair)

Ranganathan (rule 189) directs that the book alone shall be the source of information. So he says if the heading cannot be chosen in accordance with any of the other rules of this chapter, the first word of the title of the book excluding an initial article or an initial honorific word, if any, is to be used as heading.

Periodicals (A.A. rule 121)

Periodicals are entered under the first word of the title, not an article. Sometimes periodicals change their titles.

The A.A. Code has given both British and American views. The former prefers entry of the periodical which has changed its name, under the earliest title, while the American rule is to enter it under the later form.

A.L.A. (rule 5C) follows simply the American variant of the A.A. Code, namely entry under the later form of the periodical.

Cutter (rule 133) agrees in the main. British Museum (rule 17) prefers entry of a periodical under the form heaving "Periodical publications" with the name of the place of publication as sub-heading, e.g.

Periodical publications. Calcutta.
Science and Culture, V. 22, No. 2
August, 1956

According to Ranganathan, the heading of periodical publication is to be its title followed by the name of its sponsoring body, if any, and the name of the appropriate corporate body, if it is of corporate authorship and not merely of corporate sponsorship. That is to say he prefers title entries unless the periodicals are "of corporate authorship and not merely corporate sponsorship".

Almanacs, Yearbooks, etc. (A.A. rule 123)

Almanacs, yearbooks, etc. have been similarly treated as periodicals. That means, these are also entered under the titles.

Cutter (rule 102) and A.L.A. (rule 50) have the same rulings. British Museum (rule 17) enters annuals under the heading "Periodical publications", and almanacs under the form heading "Almanacs", e.g.

Periodical publications. Calcutta.
Science and Culture, V. 22, No. 2
Almanacs
Whitaker's Almanac.

Directories (A.A. rule 125)

Directories are usually issued as annual publications, and are similarly dealt with as year-books, etc.

All the codes excepting British Museum agree in the main to the title entry of the directories. British Museum uses the form heading "Directory", e.g.

Directory

The Times of India Directory.

Collections (A.A. rule 126)

The collections of independent works written by several authors are entered under the compiler, or the editor who may be personal or corporate.

Cutter (rules 98-104) prefers entry under the title, otherwise he agrees in general. Regarding sub-section I of the A.A. Code ruling for collections Cutter (rule 104) agrees, but he differs as regards sub-section II where he prefers entry under person.

British Museum (rule 15) prefers entry of collections under the name of the individual, otherwise agrees in general to the rulings of the A.A. Code.

A.L.A. Code (rule 5A) differs only in case of the A.A. Code ruling for festschriften and similar collections. It prefers entry of such works under the editor.

According to Ranganathan (rule 61), an ordinary composite book is to be dealt with as a simple book ignoring the contributors except for index entries.

Encyclopedias (A.A. rule 127)

The A.A. Code prefers that encyclopedias should be entered under the editor, unless it is better known by the title. A.L.A. (rule 5B) reverses the A.A. Code rule, and suggests that it should be entered under the title unless decidedly better known by the editor.

Cutter (rule 191) suggests form entry of encyclopedias

and indexes. British Museum also prefers entry under the form heading "Encyclopedias". Ranganathan (rule 128) suggests, rather categorically that if a book is a general biographical-dictionary or an encyclopedia belonging to the class generalia, science general, useful arts or social sciences . . . , the first word of the title of the book excluding the initial article or an initial honorific word, if any, is to be used as heading.

Series Entry (A.A. rule 128)

All series are entered under their titles, unless they are universally known by their editor, or publishers.

Cutter agrees with the A.A. Code. British Museum (rule 15) differs, and prefers entry under the editor, if that is given.

A.L.A. (rule 5F) agrees, but suggests entry of some series published by the Society or Institution under the Society or Institution.

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INDIC NAMES

We may divide Indic names into two major divisions—Hindu names and Muslim names. Of course, there are Buddhists, Jains, Christians and others who have got different systems for the formation of their names. But we may mainly confine ourselves to the major two divisions just named.

Hindu Names

Hindu names are bewildering in variety. Variants—dialectical, orthographical, etc.—are too many. Faulty transliteration and wilful distortion of an original form of name are also causes of variations. Some of the common variations may be stated thus:

(1) Use of double family name specially in some Bengali community such as Das Gupta, Ghosh Dastidar, Guha Thakurta, Pal Choudhury, Rai Mahassai, etc.

(2) Different spelling of personal and family names such as 'Nilbaran' (personal name) as 'Nil Baran', 'Neel Baran', 'Nil Baran', 'Neil Boron'; 'Mukherjee' (family name) as 'Mukherjea', 'Mukherjee', 'Mukherji', 'Mukerjee', 'Mukerjea', 'Mukerji'; 'Goolzarilal' (family name) as 'Gulzarilal', 'Guljarilal'.

(3) Omission of family names such as Rajendra Prasad, Udaysankar, Sri Arabinda, etc.

Place of nativity, father's name and certain epithets are attached to distinguish between two individuals having similar personal names and to identify them. But these do not occur in the same fashion in all cases. The version of Dr.

S. R. Ranganathan who has done much spade work on Indic names is quoted here:—

“In Western India, the patronymic name is usually preceded by two names. The first name is the personal name and the second name is the personal name of the father—e.g. in Mohandas Karamchand Gandhi; Mohandas is the personal name of Mahatma Gandhi, Karamchand is his father's personal name and Gandhi is his patronymic or family name.

In Bengal, the caste name is usually preceded by a personal name originally treated as a single word. This single word is now, in most cases, split up into two words to be used as if they are two distinct Christian names, e.g. Rammohan Roy has come to be written as Ram Mohan Roy; Rameshchandra Dutt, as Romesh Chunder Dutt, Chittaranjan Das as C. R. Das . . .

. . . In South India . . . except in a few very recent cases, the word denoting caste or having some patronymic significance is subordinated to the personal name, though it is either written after it in full as a separate word or compounded with the personal name so as to form a single word, but it is never contracted to initials. Some also, omit it altogether. In the case in which it is omitted or assimilated with the personal name, the last word in the name is the personal name; otherwise the penultimate word is the personal name. The word representing the personal name is usually preceded by one or two words. What the words represent would depend upon the part of South India to which the person belongs.”

A cataloguer has no business to alter a personal name either in form or in spelling, for the form or spelling of a personal name is a distinguishing factor. But as surnames variously spelt and transliterated are mostly of common origins or etymology, they can be standardised into Sanskrit or original forms, and not so the personal names, as each variant is a distinct name used for identification.

The family name or surname did not come into regular

use before the middle of the nineteenth century. About the middle of the nineteenth century, a tendency appeared among the Hindus to assimilate their names in the English forms of Christian name and surname, by adopting the family name as the surname and the penultimate word as the Christian names.

Muslim Name

A muslim name consists of one or more groups of words representing professional title, personal name, the name of the father, the conferred title or nick-name, the relative name, the literary name and the family name. Recently muslims are simplifying their names as a result of European influence. Sometimes they convert part of their fullname with surname or last names.

Rulings of Different Codes

According to A.A. Code (rule 54), the general practice regarding Indic names is to enter under the personal name which is generally the first. A reference from the family name or surname which is usually the third is to be made.

e.g. Dhana Gopal Mukhopadhyaya with reference from Mukhopadhyaya, Dhana Gopal.

If there are only two names, refer from the second.

e.g. Humayun Kabir with reference from Kabir Humayun.

But where family names have been adopted according to Western usage, entry may be made under the family name and refer from the personal name.

e.g. Dutt, Madhusudan with reference from Madhusudan Dutt.

Rule 70 of the A.L.A. cataloguing rules makes provision for the rendering of Indic names in catalogue entries. For convenience Indic names have been categorised chronologically—those prior to the middle of the nineteenth century

and those after that period. The rule states thus:

"Enter Indic writers prior to the middle of the nineteenth century under the personal name (usually the first) and refer from the family name or surname (usually the third)".

e.g. Keshab Chandra Sen 1838-1884.

with reference from

Sen, Keshab Chandra.

When there are only two names, refer from the second.

e.g. Bhudeb Mukhopadhyaya.

Mukhopadhyaya, Bhudeb.

Where family names have been adopted according to Western usage, enter under the family name, preferring the transliterated form adopted by the author when he has consistently used a form differing from the generally accepted transliteration. Refer from variant forms and from parts of name not chosen as entry word.

e.g. Acharya, Vinobha Bhave.

Bhave, Acharya Vinova.

The Library of Congress, Washington in collaboration with the cataloguing division of the A.L.A. has proposed to revise the A.L.A. rule 70 in the following lines:—

(a) The heading for an Indian author is given in the transliterated form adopted by the author in Western languages or in use in reference sources; if no such form is known, it is given in liberal transliteration.

(b) The titles and honorific words of Indian authors, whether given first or last, are to be added after the names. Reference may be made from these titles which are used by other persons as names, with the exception of 'Sri', 'Srimati' which are common terms of address.

- (c) Indic writers born prior to the middle of the nineteenth century may be entered under the first word of the name, and refer from the last word.
- (d) A modern Indic author is to be entered under his surname (usually the last) if his surname has been adopted according to Western usage; but if a modern Indic author has not adopted a surname according to Western usage, entry may be made under his personal name, adding other names in the given order. Refer from the last word, and when more than two words are given from the last words.
- (e) A South Indian author may be entered under his personal name (which is usually the last or penultimate word) as used by the author. If the personal name is the penultimate word, the last two words are to be considered a compound name. Refer from other parts of the name.

Dr. S. R. Ranganathan in his Classified Catalogue Code (rules 1212-1216) has dealt with Hindu and Muslim names, and has formulated rules for rendering such names as headings in catalogue entries. He has prescribed thus:

“In the case of modern Hindu names, the last substantive word in the name is to be written first and all the earlier words and initials are to be added thereafter; except that in the case of South Indian names if the last substantive word merely indicates caste or community and the penultimate word is given in full on the title page; the last substantive words are both to be written first in their natural order”.

- e.g. Anand, Mulk Raj.
 Gupte, Bhalchandra Maheshwar.
 Venkataramana, Krishnaswami.
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CHAPTER 10

ANALYTICAL AND CORPORATE ENTRIES

Analytical Entries

The catalogue of a library should be such as will disclose all its resources to the readers. For each and every publication added to the library, the cards for author, subject, in some cases for title, etc. will normally be made, but one cannot yet say that his catalogue is complete. Because, there may be valuable materials hidden in books of essays, stories, dramas, etc. and in periodicals. That means, a chapter of a book, or an article of a journal may be of much value to a reader, but such an important matter may not ever see the light of the day, unless there is the policy of analyzing the contents of the books, journals, etc. For example, a general book on 'architecture' may contain a valuable chapter on 'House design'. This chapter may be of use if it could be catalogued, and filed with other entries on 'House design' in the subject catalogue. Similarly, suppose a single volume contains sections by Dr. R. C. Majumdar, K. M. Panikkar, and Professor Humayun Kabir. If only one author card in the name of Dr. R. C. Majumdar is made, the readers will fail to find any clue to the other parts of the same volume written by Panikkar and Kabir. The entries should be made for the other parts also. Such entries are called analytical entries.

The analytical entry is the entry of some part of a book, or of some articles contained in some collection, volumes of essays, serials etc., including a reference to the publication which contains the article or work entered. Therefore, the analytical entry describes the part of a work catalogued. In

this respect, it differs from an added entry which covers the whole of a work. The analytical entry contains a reference to the work from which the portion analysed is taken. The reference is given in parenthesis, and contains the word 'In' the heading of the main entry, brief title, date of publication, and the pages occupied by the analytic.

The A.A. Code lays down that analytical entries may be made under author and title, for distinct parts of works, or collection which may be with or without separate title pages. But analytical entries for subjects of parts of a work are also necessary. Author and title analyticals are frequently made for literary works, whereas subject analyticals are made for non-fictions.

Author Analytic

An author analytic should invariably be made (1) when part of a book is written by some person other than the author of the main part of the book, (2) when two or more works of an author are published together, but no indication of the second or subsequent works is given on the title page.

But no analytical entry is necessary for (a) an author's collected works with a general title e.g. complete works of Rabindranath Tagore, (b) collection of stories from periodicals published in a book form under a collective title, e.g. Short stories from *Modern Review*, and (c) the part of a book the title of which may fall under the same alphabet as the main title, e.g. Text book of heat and light, 2 pts., the first part of which deals with heat and the second part deals with light. Besides, if the author of the analytical entry and the author of the book are the same, an author analytical entry is unnecessary. In all these cases, the main cards should contain, either in the form of a note or content, the fact that something else is contained in the book.

In making the author analytic card, the author of the

title for which the analytic is being made, should begin at the outer indentation. The title starts at the title indentation followed by the name of the author. In the line below, starting from the title indentation, give in parenthesis the word 'In' followed by the main author in the inverted form as it appears on the main card. The name of the editor should also be given in inverted form, and at the end after the editor's name the word 'editor' may be inserted. If an author analytic consists of a particular article contained in a periodical, the name of the periodical is given with volume and issue number. The author analytic contains the following:—

Author's name

Title followed by author's name

Author or editor's name of the main
title, name of the periodical.

Main title in brief

Imprint date

Volume or part

Pages

A space of one centimetre should be given after each item.

	Mehendale, M A
	Sanskrit language and literature, by M. A. Mahendale
	(In Majumdar, R. C. and Pusalker, A. D. editors. The history and culture of the Indian people, V. II, 1953, pp. 243-278)

Fig. 37. Author analytic.

	Saiyidain, K G
	<p>The teacher we need in Indian to-day, by K. G. Saiyidain. (In The Education Quarterly, V. 7, No. 29, pp. 40-56)</p>

Fig. 38. Author analytic.

Title Analytic

The title analytical entries are made for all works likely to be looked for under their individual titles. They are usually made for fiction, drama, anonymous works, striking essays, etc. They may be prepared even for the titles of novels, plays, etc., contained in collections. Such titles are likely to be asked for separately, and as such title analytical entries should be made.

In making title analytic card, the title of the part to be found should be written on the top at the outer indention followed by the name of the author of the analytic giving surname first. On the line below, the reference to the main part of the book should be given in parenthesis exactly in the same form as on the author analytic card.

		Political theory and administrative system, by
		Prasad, Beni
		(In Majumdar, R. C. and Pusalker, A. D. editors. The history and culture of the Indian people, V. II, 1953, pp. 303-331)

Fig. 39. Title analytic.

Subject Analytic

Subject analytic should normally be made for new subjects and those not represented in complete works. In other words, subject analytics are made for parts of books where the subject heading for the main part of the book does not cover the subject-matter of the remaining portion of it. In view of the fact that the subject-matter of the remaining portion of the book is important enough to be brought to the notice of the users, subject analytic should be made. The part of a book may give useful information that is not easily available elsewhere.

In making the subject analytic card, the subject heading of the part analyzed should be written on the top line beginning at the title indention. On the line below, the author of the analytic should be given in inverted form at the outer indention, and on the line below, the title of the analytic is to be given together with the necessary informa-

tion in parenthesis in the same form as it appears on the author analytic.

Example:—

	Sculpture—India
	Ray, Nihar Ranjan. Sculpture, by Nihar Ranjan Ray..... (In Majumdar, R. C. and Pusalker, A. D. editors, The history and culture of the Indian people, V. II, 1953, pp. 506-526)

Fig. 40. Subject analytic.

There is a feeling for more detailed analytical cataloguing. This is necessary for quick, and efficient reference work; hence attempt is made to bring out different aspect of subject to satisfy research workers. But such a demand is sure to make the catalogue bulky. Also it becomes unwieldy, and the readers may be bewildered in such huge mass of analytical entries. Moreover, it should be considered how much of these entries will likely to be used in comparison with the amount of labour and time involved. So the policy of weeding out of analytical entries is perhaps necessary in much the same way as books are weeded out. However, it depends entirely upon the cataloguer to determine the policy of analytical cataloguing. He should take

into consideration the amount of catalogue space, time and strength of staff at his disposal, before he proceeds with the policy of detailed cataloguing.

Besides, there are in these days many printed indexes well covered up to periodicals, collections of essays, plays, poems, etc. In view of this, it is mere waste of time, energy, and space to deal with analytical problems.

Corporate Entries

The most important and at the same time most difficult task is to catalogue books and other printed material produced by corporate bodies such as publications of societies, institutions, official publications of governments and their departments. For the existence of such publications, no person is primarily responsible. The corporate bodies are the authors of their publications. Such authors may be divided into four groups:

- (A) Government bodies.
- (B) Societies.
- (C) Institutions.
- (D) Miscellaneous corporate bodies other than the three mentioned.

A. *Government Publications* (A.A. rule 58)

The publications issued by governments and their different agencies are called the government publications. According to A.A. Code, the general rule is to make the main entry of the government publications under the country, state, etc. responsible for the appearance of the publications. The name of the issuing department or office governing body, committees, commissions, etc. forms a sub-heading, e.g.

India. Ministry of Education.

West Bengal. Department of Finance.

The name of the department and not the name or title of the officer is to be mentioned. There is however a provision that a reference may be made from the name of a departmental head to that of his department of office. If there is no responsible department and the name of the officer is the department, in that case, the name of the officer is considered as the department such as:

Great Britain. State Entomologist.

Although it has been said above that the department is entered as sub-heading of the main heading, yet the department or a section which is itself subordinate to a department is entered directly under the country, and not as further sub-heading, e.g.

India. Meteorological Office (with reference from Ministry of Civil Aviation).

But minor divisions and offices are usually to be subordinated to the bureau or department of which they form a part, e.g.

India. Ministry of Finance. Statistical Division.

In entering the name of departments, bureaux, etc. there are two possibilities:

- (a) Direct form, e.g. India. Ministry of Education.
- (b) Indirect form, e.g. India. Education, Ministry of.

For either of the sub-headings, 'sec' reference is necessary, e.g.

India. Education, Ministry of.
See

India. Ministry of Education.

India. Ministry of Education.
See

India. Education, Ministry of.

If any report is made to a governing body by an individual other than an official, the entry is made under the name

of the individual with added entry under the body to which the report is made, e.g.

Report of Sarkar Committee on the development of higher technical institutions in India—submitted to the department of Education, Government of India and published by the Central Bureau of Education, India, 1948.

But in case the report is made by an official he receives only an added entry. If it is matter of his routine works, he does not receive even an added entry, e.g.

“Report on public instruction in West Bengal for the year 1952-53” prepared by Dr. P. Roy, Director of Public Instruction, West Bengal, 1955.

So far examples have been set following the rules laid down in the A. A. Code. Particularly rule 58 which advocates entry of government publications under the name of the country needs modification. An Indian reader is unlikely to search for government publications under the heading ‘India’. In the author’s opinion, the Central Government publications should be entered directly under the name of the Ministry omitting the word ‘India’ from the heading. Besides, the indirect form should be adopted i.e. the government departments are to be entered under the distinguishing names in the titles. Thus the Ministry of Defence gets the entry as:

Defence, Ministry of.

the Ministry of Natural Resources as:

Natural Resources, Ministry of.

The provincial government publications should, however, be entered under the name of the province governed, e.g.

Bihar. Finance Department.

Publications issued by foreign governments should be catalogued with the country's name as entry word. This is necessary because the reader is not always sure of the precise designation of a foreign government department. If he finds the name of the country as entry word, he can soon find the body he is looking for. The acts, bills, statutory instruments, etc. should be entered under the official abbreviated form of the title of the document followed by the date.

Laws (A.A. rule 62-65)

The laws, bye-laws of a country or state whether collection or single law on particular subject, single act, etc. are entered under the country, state or locality. The compiler or the editor, if there is any, must get an added entry, e.g.

India. Statutes.

The employees State Insurance Act,
1948 (modified upto the 15th January, 1952)

West Bengal. Statutes.

The Bengal development (amendment)
Act, 1954.

A reference should be made from the name of the Legislative Body, e.g.

India. Parliament.

See

India. Statutes.

The reports of the law proceedings in a particular court should be entered under the court with an added entry under the reporter, editor, or collector.

Society Publications (A.A. rule 72-81)

A society is an organisation of persons associated together for the promotion of common purposes or objects such as,

research, business, recreations, etc. This includes academies, learned societies, associations, and societies of all kinds—scientific, technical, educational, benevolent, moral, etc.; also clubs, guilds, secret societies, affiliated societies, political parties, religious sects, etc.

Societies are to be regarded as the authors of publications for which they are responsible. All their publications such as, proceedings, reports, etc. are to be entered under the name of the society. The first word (not an article) of its corporate name gets as entry word. A reference from any other name by which a society is known, specially from the name of the place of head quarters should be made, e.g.

Anthropological Society of Bombay with a reference from Bombay Anthropological Society.

International Societies (A.A. rule 73)

Societies whose activities extend throughout many countries or that have authorized names in many languages, should be entered under the English forms if they are used officially. If there is no English form, entry should be made under that official form which occurs most frequently.

International Federation of Library Association

League of Nations

United Nations.

Alumni Associations (A.A. rule 75)

Alumni associations are commonly called students' association. The publications issued by these associations are entered under the school or college or university to which they are attached, e.g.

Presidency College. Alumni Society.

Calcutta University. Alumni Congress.

Political Parties (A.A. rule 81)

The publications such as proceedings, manifestoes, campaign books, etc. of political parties are to be entered under the name of the party; e.g.

Indian National Congress.

Official Proceedings of the 59th session
of Indian National Congress held in
January, 1953, at Kalyani.

C. *Publications of Institutions* (A.A. rule 82-111)

Institutions are entities whose functions require a plant with buildings, apparatus, etc. as distinguished from bodies, organised groups of persons such as societies, associations, etc. whose duty may be performed equally well in one place or another, the necessity of having a permanent material equipment tends to identify the institution with a locality.

Included in the rules for institutions are colleges, universities, schools, libraries, museum, galleries, radio stations, observatories, laboratories, churches, monasteries, convents, hospitals, asylums, prisons, theatres, buildings, etc.

The institutions are to be regarded as the authors of publications for which they are responsible. Such material as the official catalogues of libraries and museums, reports of universities, colleges, etc. is entered under the institution which is responsible for its appearance.

The general rule is to enter an institution under the name of the place where it is situated.

Delhi. Public Library.

London. Science Museum.

Berlin. Universitat. Institute für Meereskunde.

Paris. Université. Bibliothèque.

This general rule is intended to cover the type of institution which is common in every town or city, and which has no

distinctive name of its own. But there are various other type of institutions which need special mention.

Institutions beginning with proper noun or proper adjective (A.A. rule 83)

An institution whose name begins with a proper noun or a proper adjective is entered under the first word of its name. The name of the place where the institution is situated should be added to the heading if it does not occur in the name of the institution. A reference is made from the name of the place where the institution is situated.

Bose Research Institute, Calcutta.
 Ram Mohan Library, Calcutta.
 Nizamiah Observatory, Deccan.
 Lenin Library, Moscow.
 Birbal Sahani Institute, Lucknow.

College or University Institutions (A.A. rule 85)

Institutions such as college and university libraries, museums, laboratories, observatories, hospitals and such like, are entered under the college or university in which they are attached, e.g.

Calcutta University. Asutosh Museum.
 Presidency College. Observatory.
 Delhi University. Library.

National Institutions (A.A. rule 90)

There are certain national institutions which include the name of the country as part of their official titles. Such institutions are better known by the name of the country, and not by the name of the town or city in which they are situated. These are entered under the name of the country. ✓

India. National Archives, Delhi.
 India. Geological Survey, Calcutta.
 India. National Physical Laboratory, Delhi.

D. *Miscellaneous Corporate Bodies* (A.A. rule 101-111)

Besides the three main groups of corporate authorship mentioned previously, there are some more organisations which also deserve mention. These are conferences, occasional meetings, exhibitions, expeditions, etc. and are not connected with any government, society or institution. The publications of such organisations are entered either under the name or place of meeting as best suit the case.

Conclusion

Corporate authors provide one of the greatest difficulties to the cataloguers. According to the present system of code rules, one cannot make entries under corporate authors simple to construct or easy to find. But it is the duty of every cataloguer to help reader in finding what he requires without delay or difficulty. Nobody can perhaps deny the fact that both A.A. and A.L.A. rules on corporate authors have over-complicated the matter. Both have imposed an unnecessary and time-consuming amount of petty research on the cataloguer. There are many who really fail to understand the implication of the unreal distinction between 'Society' and 'Institution' emphasised by both the codes. Such distinction leaves rooms for different interpretation. There are also many other such complications.

One can feel glad to see that there is a real attempt for revision of code rules. Many thinkers of library science have forwarded already some valuable suggestions. Mr. Lubetzky of the Library of Congress, Washington, suggests that corporate authors, like personal authors should be entered under their commonly used or most distinctive names. But the proposal to enter all corporate bodies under distinctive names requires exact definition. Dr. S. R. Ranganathan in his book "Heading and cannons" recently published boldly decides in favour of direct entry under the name of a corporate body.

He further suggests that if it is necessary to distinguish between the bodies which have the same name, a place-name may be appended to the heading. These are not all. The question of a more simplified and easily acceptable principle of corporate authorship is still under discussion.

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CHAPTER 11

CENTRALIZED CATALOGUING

Centralized cataloguing is cataloguing carried out by the central organisation of a large library system. Cataloguing is centralized so that all libraries under the system may get the benefit of it and thereby avoid duplication of same nature of work.

Centralized cataloguing may be done on either national or local level. It may be carried out by a national central organisation or bureau so that every library in the country may make use of it. It may be done at local level also. The central library of a large library system say, university library, may also adopt the system of centralized cataloguing. The departmental libraries of the university may also be benefited.

The advantages of the system of centralized cataloguing are obvious. It saves wastage of human labour in various parts of the country all doing cataloguing job for the same book. Besides, a very much better standard of cataloguing is secured than is possible in many a library. It also provides a uniform standard entry.

The method adopted for centralized cataloguing is the unit system. That is to say one full entry is made under the name of the author. By the addition of any other headings that may be necessary that entry serves as a subject, title or other added entries. The value of the unit card system may be summed up as follows:—

1. Relieves the catalogue of unnecessary mechanical work.
2. Gives reader adequate information under any entry.

3. Provides a standard card with uniformity of style and structure.
4. Is less expensive.
5. Makes co-operative cataloguing possible.

Most of the Scandinavian countries have got centralized cataloguing. In Germany, Holland, Switzerland, Russia and even in China printed cards are available. In Great Britain it was a problem until 1949. The first scheme of centralized cataloguing that came into force in 1949 was introduced by Messrs Harrods. They established a centralized cataloguing bureau, and started preparing printed catalogue cards. Shortly after this, another scheme was announced naming the British National Bibliography. This was organised in the British Museum with a completely separate entity. The council of the B.N.B. has started issuing printed catalogue cards besides its regular issues of classified bibliography of current literature published in the United Kingdom.

In America "Centralized distribution of cards was first authorized in 1902 at the Library of Congress. An agreement was made to acquire card copy from other governmental departmental libraries. In 1910, this scheme began to include libraries outside Washington. In 1926, the A.L.A. co-operative cataloguing committee was established, but disbanded in 1940 when Library of Congress took over, the co-operative efforts of the committee had been created to develop"¹.

But none is available in India. It is high time now for Indian Libraries to have the benefit of centralized cataloguing. The central Government has already under-taken tentative programme for improvement of library service in the country. Huge money is being spent for increasing the book-stock of existing libraries and their all round development.

¹ Technical services libraries, by Marice, F. Tanter and others. New York, Columbia University, 1955.

While the Government is giving financial help to all libraries, it should also see that the materials of different libraries is processed in a standardised manner. The present situation is rather alarming. Few libraries have the requisite staff and means necessary for the production of a good catalogue. There are even larger number of libraries where there is no cataloguing practice. This situation can possibly be improved if an organization like a centralized cataloguing bureau is established. This bureau, besides the task of preparation of bibliography of current literature, will also distribute standard printed catalogue cards for use in all libraries like the Library of Congress and the British National Bibliography.

One may think of having a national organization composed of institutions connected with books for bibliography of current literature. In our country we have yet to develop such national institutions as are behind the B.N.B. So governmental initiative should come forward.

According to the present programme, there will be four Regional National Libraries including National Central Library at Delhi. The Delivery of Books Act, 1954 provides for compulsory deposit of all current publication to these four libraries. The Regional National Libraries with a centralized cataloguing bureau in each region should take charge of preparation of bibliographies of current literatures in the languages used in each region.

A centralized cataloguing bureau can only be run successfully under the Regional National Libraries having right to demand by law a copy of each book published in the country. The N. C. L. at Delhi may however coordinate the work of other Regional National Libraries and compile the consolidated national bibliography of current literature. The publishers before making a publication ready for public sale, will send a copy of each publication to the R.N.L. for preparation of card. The cards will be printed and made avail-

able for sale along with the publications. Such a system of centralized cataloguing will make the task of compiling a Union catalogue for each region easier.

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CHAPTER 12

UNION CATALOGUE

'A union catalogue is a catalogue listing in one sequence the holdings or part of the holdings of two or more libraries.'¹

The union catalogue is an indispensable aid for an information service. The information service is the main function of the bibliographical centre, and the union catalogue is the principal instrument of such function.

Besides supplying information, the most obvious task of a union catalogue is that of intermediary in inter-library loans. Indeed, it is the main task of the union catalogue. One should not however think that the bureau of a union catalogue should also maintain a loan-centre. The general procedure is to maintain a record of the holdings of the participating libraries. The bureau of a union catalogue helps in locating the particular book or books demanded and also helps people to obtain their desired materials through libraries.

The union catalogue may be national, regional or local in character. The National Central Library at Delhi may maintain a union catalogue of the resources of all or most of the libraries in India. In this sense, it is national. But in a vast country like India, one national union catalogue is inadequate.

The number and importance of libraries in a particular region justify the establishment of a union catalogue. Hence the Regional National Libraries at Calcutta, Bombay, Madras and Delhi may have union catalogues which will show what

¹ Knud Larsen. National bibliographical services: their creation and operation. Paris, 1953, p. 56.

books are available throughout the regions. Such a regional union catalogue includes all or most of the libraries in a limited area of the country.

It may be local if the District Library Service now introduced maintains a union catalogue of the resources of all or most of the member libraries in the district. The central library of a university or a technical college may have a union catalogue covering the holdings of all departments, laboratories etc.

A union catalogue may also be specialized in scopes (whether in a region or in the whole country) as the "union catalogue of the scientific serial publications in the principal libraries in Calcutta, compiled by Stanley Kemp". Such a union catalogue deals with particular subject of research and type of literature.

The need for compiling union catalogue of the holdings of libraries in India can no longer be neglected. There is already a keen consciousness on the part of the people to know the holdings of different libraries. There are no doubt many problems of organising such a huge task, yet we will have to do it.

It does not matter what type of union catalogue is started first—local, regional or national. The first need is to have a central office from which information on the availability of particular book or books will be supplied. The central office will function as a bibliographical centre and the information service will be its main task. The union catalogue will be the principal instrument of this function.

India is a vast country with many important libraries. What is needed right now is to promote regional union catalogues making each Regional National Library the central office for each zone. The financing of these central offices should be the responsibility of the Central Government.

The regional union catalogue may first be started on a small scale, and developed according to need, personnel and

funds. It will not be an wise policy to start with covering all the libraries that exist in the regions. In selecting libraries for inclusion in a union catalogue the first thing to consider is whether the particular library is willing to place its resources at the disposal of the general public. That means, if necessary the co-operating library must be ready to lend books, etc. to other libraries or to allow others to consult materials in the library. Then it should also be decided whether the book-lists of each and every kind of libraries are worth enough to be included in the union catalogue. There are many libraries which usually stock popular literature and mostly fiction. Such libraries have very limited use within a very small area. There are libraries also which have special collections although they generally stock popular literature. Such special collections should go into the union catalogue.

But we may perhaps omit all kinds of fiction, so also text books and children's books. Special attention is to be given to the serials comprising periodicals, annuals and proceedings. These are considered more important than the books; because they contain latest developments of research. The research workers in all the fields are especially interested in serial publications. Their most frequent question is whether a particular periodical of a particular number and year is available.

Research libraries should be the constituent element of the union catalogue. When considering the inclusion and non-inclusion of a library, simply the size of the library should not be taken as standard. Sometimes small research libraries do contain extra-ordinarily useful collections. It should be remembered once a library is included it cannot be left out again.

Considering varied difficulties now prevailed, the best method of establishing a union catalogue would be to employ a special staff at each regional national library. This staff may be deputed to the participating libraries to copy the

entire catalogues. This copying business may be done upto a certain date after which each participating library will make out an extra main entry card for the regional union catalogue.

If the union cataloguing is to be of any value, it must be kept up-to-date. For the successful use of the union catalogue, much depends upon the co-operating libraries. They must actively co-operate. Much alertness on the part of the union catalogue authorities is also needed to ensure that the co-operating libraries continue to send in their card regularly.

The union catalogue can be kept in sheaf or on card form. The sheaf form is best suitable for the purpose, as it facilitates ready duplication of entries. It is also less costly and easier for insertion and withdrawing.

Information given in the union catalogue card is brief. It is only a check list to identify if the copy of a particular publication is available. Generally, details given in union catalogue card are classification number, author's name, title, edition, year, together with the identification mark for the library where the copy of a particular publication is available.

A union catalogue can only be compiled by the co-operative effort of all librarians of the country. If the material of different libraries is processed in a standardised manner, the task of compiling a union catalogue becomes easy. This requires two things—trained librarians for all libraries, public and special, and the use of a standard code of cataloguing and also a standard classification scheme.

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CHAPTER 13

ORGANISATION OF CATALOGUING SECTION

In any type of library, the cataloguing is of vital importance if the stock of library is to be exploited fully, and if the demands made on the library are to be complied in a satisfactory manner. The cataloguing of a library's books, and other processing works that go side by side, are among the most urgent pieces of the library staff's work. The efficiency of a library's service depends much upon the efficiency of the cataloguers. But the cataloguing job is the least recognised piece of library staff's work. Very few in this country have the faintest idea of the amount of work that has to be done before a book gets on to the shelf. Hence this is generally done after doing necessary routine works of the library.

The books are the real blood of a library. If one fails to circulate them in time, the library becomes paralysed just as the human body is paralysed when the blood-circulation stops. Unless up-to-date books are on the shelves in a minimum space of time, the interest of the readers is sure to suffer very much. Every one of us engaged in library service of any kind should realize that we have moral obligation to make available to the readers the books received in the library as quickly as possible.

All libraries should therefore organise, if possible, a cataloguing section which will be responsible for cataloguing of books and other material received in the library. If a separate section can be formed with a reasonable staff whose sole concern it is to catalogue and classify books, the processing work can possibly done more proficiently and ac-

curately. The new books can also reach the readers' hands more quickly. This is not possible when the work has to take its turn with other routine works.

It may not be very difficult for medium sized library to have such a separate section, because they may have on their staff people whose sole task it is to do processing work; but for small libraries it is not feasible to organise a cataloguing section unless present strength of the library personnel is increased.

There are a few closely related matters which are more or less common to all types of libraries. These are—ordering, accessioning, classifying, cataloguing, preparing books for circulation, etc. They may be thought of almost as one process. Yet in many libraries, here and abroad, ordering of books etc. and cataloguing are done in two separate departments. In the National Library, Calcutta, the whole acquisition business is done by the Acquisition Department, and cataloguing is done in another department. There are also libraries where acquisition and cataloguing are done under one head, particularly due to paucity of library staff.

The whole of the operation right from the acquisition to the withdrawal and replacement should, in our opinion, be centred in one section. This is necessary because cataloguing needs more than anything else a central directing and co-ordinating influence to ensure the best returns. Besides, there should be closest co-ordination between acquisition and cataloguing. Where acquisition and cataloguing are done in two separate departments, each one has to depend on the other for certain information such as, duplicates, replacement, differences in editions, etc.

However, the routine works in a cataloguing section should be based on careful planning, no matter whatever the size of the library. The successful administration depends much upon such planning. The plan to be adopted may vary according to the size of the library, characters of

the readers it serves, size of the budget etc. However, the following plan may be of use to run it smoothly:

1. Form of Catalogue

The choice should be made whether Dictionary or Classified catalogue is to be adopted. The choice is based on the type of the library, and the type of readers it serves. Then the decision may be made if the scheme of simplified cataloguing should be adopted. Such a scheme is economical, and is necessary where full cataloguing is to be avoided.

2. Order of Duties

The trained staff should do the technical works such as, classification, cataloguing, preparation of book list, etc. There are also non-technical works. These are clerical jobs such as checking of new arrivals with the invoice, accessioning, writing out orders, typing works, etc. These can be done by non-trained personnels of the library. The additional copies and replaced copies may also be dealt with by them.

The new books are classified first, and then catalogued. The cataloguer writes the subject of the books on a slip of paper if it is a Dictionary catalogue, but if it is a Classified one the subject index terms are written on a slip. The slips are then sent to the typist. If the catalogue is brief, practice of writing out slips is unnecessary.

Tracing of all other cards made for a book is kept on the back of the main entry card. This is necessary in order to know how many cards excepting the main entry have been made for a particular book. It is also necessary in order that all the cards may be found and taken out if the book is withdrawn from the library, or if any correction on and addition to them is required.

The stamping, labelling and numbering may then be done. Finally, the cards prepared are filed.

3. Records to be Maintained

(a) *Authority File* :

The authority file should be maintained to standardize the entries in cards. This may be maintained in a card. This card will contain correct headings adopted for both individual and corporate authors. This is particularly useful for tricky corporate authors. The card may contain also many other decisions such as punctuation system, capitalization, etc. The cards may be arranged in alphabetical order.

(b) *Annotated copy of the scheme or code used* :

An annotated copy of the code with all deviations for the rules should be in the cataloguing sections of each library. All decisions regarding cataloguing rules to be followed for entries, should be recorded in the copy of the code used. This is necessary to maintain consistency, uniformity in catalogue entry.

4. Reference Books Needed

The cataloguer is generally concerned with the following:

(a) *Author's full name, anonymous and pseudonymous writers* :

To find out author's full name, pseudonymous names, etc., the biographical Dictionaries should be within the easy reach of the cataloguer. The following are some of the important biographical Dictionaries:

(1) Who's Who, 1849—(Annual).

(2) Indian Biographical Dictionary, by C. H. Rao. Madras, 1915.

- (3) Chambers' Biographical Dictionary. New York, Macmillan, 1949.
- (4) Who's Who in India, Burma and Ceylon; edited and compiled by Thomas Peters. Poona, 1938.

(b) *Date* :

It is also a problem to the cataloguer to find out the exact date of publication of books, old and new. The cataloguer should have publishers' printed book lists, and also printed catalogues of recognised and well established libraries. These may help him to get a clue to the possible date of publication.

(c) *Place* :

Sometimes the place of publication of books confronts the cataloguer. He must know the exact location of the place mentioned. For this purpose, he should have a recognised gazetteer at his disposal. The names of the following gazetteers may be mentioned:

- (1) Chambers's Concise Gazetteer of the World. London, Chambers, 1895.
- (2) Columbia Lippincott Gazetteer. Columbia University Press, 1952.
- (3) Webster's Geographical Dictionary. Springfield, Mass., 1949.
- (4) Imperial Gazetteer of India. Oxford, Clarendon Press, 1907-31. 26 Vols.
- (5) District Gazetteers of India separately published during 1906-25.
- (6) District handbooks published by the different states of the Indian Union under the 1951 Census Project.

(d) *Correct Entry :*

For correct entry of books, the cataloguer must require a code of rules for catalogue entries. The names of important codes of rules have been mentioned in earlier chapters.

(e) *Language Problems :*

The language problem is very often faced by the cataloguer. The most needed vernacular, and foreign dictionaries should be in the cataloguing section. Because, it may not be feasible for all libraries to have specialities in language. The language dictionaries will help the cataloguer to get into the subject matter of the book. Below is given some of the important language dictionaries:

- (1) Concise Oxford Dictionary of Current English, by H. W. and F. G. Fowler. Oxford, Clarendon Press.
- (2) Webster's New International Dictionary of the English Language. Springfield, Mass., 1950.
- (3) Cassell's New German and English Dictionary. N.Y., Funk and Wagnalls, 1939.
- (4) Cassell's French-English, English-French Dictionary. London, Cassell, 1941.
- (5) Modern Anglo-Bengali Dictionary, by Charu Chandra Guha. 3 vols. Dacca, 1916-19.
- (6) The Practical Sanskrit-English Dictionary, by S. Apte. Bombay, Gopal Narayan, 1924.
- (7) Russian-English and English-Russian Dictionary. London, Humphries, 1948.
- (8) A Comprehensive English-Hindi Dictionary of Governmental and educational words and phrases. Nagpur, 1955.

References

1. Simple library cataloguing, by S. S. Akers. 4th ed. Chicago, American Library Association, 1954. Chapter 12.
2. Introduction to cataloguing and the classification of books, by Margaret Mann. 2nd ed. Chicago, American Library Association, 1950. Chapter 17.
3. A primer of cataloguing, by Dorothy M. Norris. London, Association of Assistant Librarians, 1952. Chapter 13.
4. Cataloguing, by Henry A. Sharp. 4th ed. London, Grafton & Co., 1950. Chapter 28.

APPENDIX I

CAPITALIZATION

The following rules concerning use of capital letters should be observed in catalogue entries:

A. Initial capital letters are to be used for:

1. Names of persons, e.g.

Jawaharlal Nehru
Henry A. Sharp

2. Names of places, e.g.

Delhi, Patna, London, etc.

3. Names of societies, institutions, e.g.

Institution of Engineers, India.
Indian Science Congress Association
National Physical Laboratory

4. Adjectives used substantially to denote a race or individual members of a race or people, e.g.

the German
the English
the Nepali

5. Geographic names consist of a distinctive and generic word excepting those which do not form the integral parts of the commonly used form of the names, e.g.

Bay of Bengal
Mississippi River

but city of Calcutta, city of London, etc.

6. Substitutes for names of places, when denote a definite region, e.g.
 the West and the East
 the North country
 7. Names of languages, e.g.
 Bengali, Hindi, Urdu, English
 8. Titles of honour and distinction immediately preceding or standing instead of a person's name, e.g.
 Brigadiar-General Shri Nagesh
 President, Indian Union
 9. Titles of address whether written in full or abbreviated, except in German and the Scandinavian languages, e.g.
 Shri, Shrimati
 Mr., Mrs.
 Madam
 10. Degrees, e.g.
 D.Sc., Ph.D., P.R.S.
 11. Abbreviations of the various eras, e.g.
 A.D., B.C.
 12. Religious terms, sacred writings, names of religious bodies, etc., e.g.
 Gita, Koran, Bible, Brahma Samaj.
- B. First word of the following is capitalized:
1. Title of a book, e.g.
 Classified catalogue code, by S. R. Ranganathan
 2. Names of buildings, monuments, etc., e.g.
 Albert Hall, Grand Hotel, Taj Mahal

3. Names of societies and other organised bodies, e.g.
Ministry of Education
States Reorganisation Commission
4. Second word of the title in title entries (anonymous works, periodicals, etc.) if the first is an article, e.g.
The Education Quarterly, v. viii, 1956
The Arabian Nights

APPENDIX II

DEFINITION OF IMPORTANT TECHNICAL TERMS

- Accession** — To record books and other material in the order of acquisition.
- Accession Number** The number given to a volume in the order of its entry in the accession register. The books are numbered progressively as they are added to the library.
- Accession Record** — The record of books and other material added to the library. These are recorded in the order in which they are received in the library. The record also contains a brief description of each volume such as name of author, title, date of publication, edition, price, supplier, etc.
- Added entry** — A secondary entry i.e. any entry other than the main entry. There may be added entries for editor, translator, title, subjects, etc.
- Alternative title** — A subtitle introduced by 'or' or its equivalent; e.g.
Candid; or, The Optimist.
- Analytical entry** — The entry of some part of a book or of some articles contained in some collection, volumes of essays, serials, etc. including a reference to the publication which contains the article or work entered.

- Anonymous — A work is considered anonymous if the author's name does not appear in the work itself.
- Author — The individual or the corporate body responsible for the existence of a book, as distinguished from translator, editor, etc.
- Author Card — A card bearing the name of author of a book usually the main card.
- Author entry — An entry of a work under the individual or corporate body responsible for its existence. In case the real name of the author is not available, the entry is made under the 'initials' 'pseudonym', etc.
- Binder's title — The title of a book usually given in short lettered on the back of it by the book-binder. It is not precisely the same as that on the title page or on the publisher's cover.
- Book card — A card bearing the call number and the name of the book is kept in each book. It is taken out when the book is borrowed and is kept as a record along with the borrower's card and date of issue.
- Book number — A combination of letters and figures assigned to a book in order to distinguish it from all other books in the same class. (see also Call number)
- Book Pocket — A pocket pasted inside the cover of a book to hold the book card.

- Call Number** — The number or combination of figures and letters which indicates the location of the book on the shelf.
- Card Catalogue** — A catalogue of books made on cards of standard size. Each entry is made on a separate card, and the cards are arranged in a tray either alphabetically or numerically.
- Catalogue** — A list of books and other material arranged according to some definite plan. As distinguished from a bibliography, it is a list of books, etc. of a collection or a library, or a group of libraries.
- Circa — About** — Used to indicate uncertainty in a date such as c1950 which means about 1950.
- Classified Catalogue** A catalogue in which entry is made under the class mark which represents the book's subject in the classification scheme chosen. Arrangement follows the order of the classification scheme.
- Collation** — That part of the catalogue entry which specifies the volumes, pages, illustrations, plates, maps, etc. constituting the book.
- Compiler** — One who produces a work by collecting and putting together written or printed matter from various sources.
- Copyright Date** — The date of copyright as recorded in the copyright office, and as a rule it is given on the back of the title page.

- Corporate Entry — Entry under a government, government department, society, institution or other bodies for works published under their name or by their authority.
- Cross-reference — A reference from one heading to another.
- Diagram — A diagram given only the general outline or plan of the thing represented.
- Dictionary Catalogue A catalogue that arranges its entries and references in a single alphabet like a dictionary.
- Dissertation — A thesis or treatise prepared as a condition for the award of a degree or diploma.
- Edition — The whole number of copies of a work printed at any one time when either the text has undergone some change or the type has been partly or entirely reset or the forms has been altered. The statement in the imprint of such copies contain descriptive words such as, 4th edition, revised, enlarged, etc.
- Editor — One who prepares some one else's work for publication. The editorial work involves either simply preparation of the matter for printing, or revision or elucidation of the text and addition of introduction, notes and other material.
- Facsimile — A copy or reproduction of an original produced in its exact form and style.

- First indention — The eighth type writer space from the left edge of the card.
- Frontispiece — A plate or other illustration usually facing the title page, and as a rule unnumbered. The frontispiece may be either map, or portrait, or facsimile, or photograph, etc.
- Guide card — A projecting leveled card inserted in a card catalogue to aid in finding a desired place or heading.
- Half-title — A short title of a book usually without author's name printed on a separate leaf preceding the main title page.
- Heading — The word or words of class mark which determines the place of an entry.
- Illustration — Pictorial or other representations forming part of a book or other publication usually to elucidate the text. They may include portrait, maps, plans, facsimiles and diagrams. In the narrow sense, the term stands for illustrations within the text i.e. those which form part of the text pages.
- Impression — The whole number of copies printed at any one time i.e. without removing the types or plates from the press. A book reprinted without alterations is a new impression and not a new edition.
- Imprint — The place of publication, date of publication, name of the publisher, etc. generally printed at the bottom of the title page.