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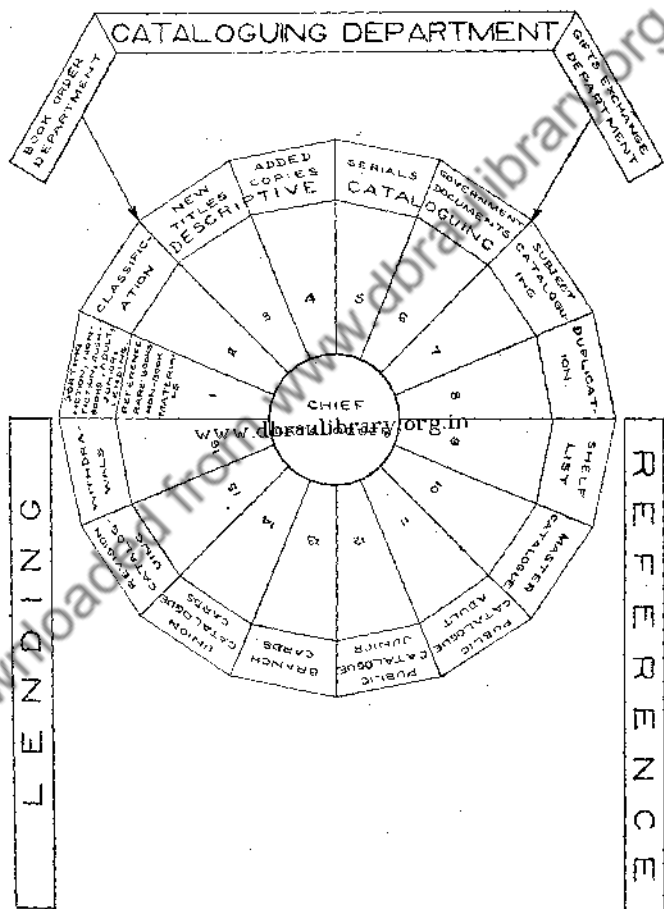
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*To my wife*  
*Savitri*

# OPERATIONAL CHART



# CATALOGUING THEORY AND PRACTICE

A GUIDE TO THE STUDENT  
OF LIBRARY SCIENCE

BY

C. G. VISWANATHAN, F.L.A.

*Chartered Librarian*

*Department of Library Science,*

*Banaras Hindu University.*

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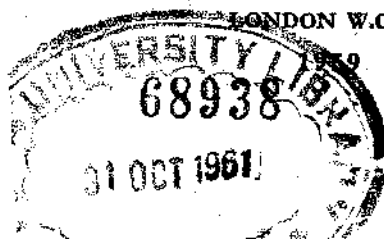
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## FOREWORD

I have much pleasure in writing a foreword to Shri C. G. Viswanathan's new book, "Cataloguing Theory and Practice." Mr. Viswanathan has been a keen student of the subject and his contribution to it is bound to be of interest. Cataloguing now ranks as a highly developed discipline based upon principles and techniques which have been evolved after long experience and study of the use of libraries made by readers with varied interests and attitudes. I hope that Mr. Viswanathan's labours will prove useful to the students of Library Science.

BANARAS HINDU UNIVERSITY,

BANARAS-5

*17th May, 1959.*

V. S. JHA

*Vice-Chancellor.*

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## PREFACE TO THE SECOND EDITION

I consider that revising and issuing a subsequent edition of the original work is both a privilege and a pleasure that a few writers enjoy. The first edition of this book published in 1954 was so warmly received by libraries and schools of Library science, both at home and abroad, that it encouraged me to write the second edition. I am grateful to them for their cordial appreciation.

During the last ten years, basic rethinking on the production of a simple catalogue code which may lead to the establishment of an equally simple but effective cataloguing practice has been going on at national and international levels. For instance, Dr. A. D. Osborn's 'Crisis in Cataloguing', 1949, Mr. Seymour Lubetzky's 'Cataloguing Rules and Principles', 1953, and Mary Piggott's 'Cataloguing Principles and Practice: an Inquiry', 1954 questioned the wisdom of continuing the lingering traditions in cataloguing practice. The I.F.L.A. directed the production of national codes in all countries and the UNESCO encouraged the programme.

In order to meet the continuing demand for a comprehensive and up to date work, bringing forth in its compass all important and current issues in library cataloguing, the revision has been undertaken. The book is in two parts—one Cataloguing Theory, and two Cataloguing Practice, and conforms to the design of the first edition. The theory part has been completely revised, augmented, and extended, bearing in mind the valuable suggestions offered by colleagues from far and near, in their reviews and personal communications. The practice part has been supplemented with examples of new types of books and entries; some of the rules on dissertations, special non-book reading material—mss., films, gramophone records, etc.,

left out in the first edition have been applied and worked out with critical analysis. Once again it was considered expedient to adopt the original A. A. Code, 1908 in making the entries, because of insignificant changes in its revision of 1949 and because of the great expectation and hope held out by catalogue code revision committees of various countries, specially Britain and the U.S.A., of producing a simplified code of cataloguing practice, likely to influence the future of library cataloguing.

During my visit to the United Kingdom in 1955-56 as a visiting lecturer to the Libraries and Schools of Librarianship in that country, under the auspices of the Commonwealth Universities Interchange Committee, British Council, I had the privilege of coming in close contact with distinguished librarians and lecturers of library science, Mr. L. R. McColvin, C.B.E., (Westminster P.L.), Professor Raymond Irwin (University College London School of Librarianship and Archives), Mr. F. C. Francis, C.B. (British Museum), Mr. W.C.B. Sayers and Mr. R. H. Hill (N.C.L.), Mr. J. P. Lamb (Sheffield P.L.), Miss Mary Piggott (University College London School of Librarianship and Archives), Mr. R. N. Lock (Birmingham School of Librarianship), Mr. Roy Stokes (Loughborough School of Librarianship), Mr. A. J. Wells (B.N.B.), Mr. Edward Sydney (Leyton P.L.), Mr. D. A. South and Mr. E. F. Ferry (Derby Co.L.), Mr. S. G. Berriman (Middlesex Co.L.), Mr. C. S. Tighe (Nottingham P.L.), Mr. B. I. Palmer (Library Association), and a number of other colleagues, who afforded me splendid facilities to observe, participate, teach, and learn the various aspects and issues in library administration of which cataloguing was not the least important.

The varied but sound cataloguing tradition and practice obtaining in these libraries kindled in me hopes, great and small, that in India we too could achieve something similar, with only a little effort, by rationalising the principles and procedures

of cataloguing for adoption in libraries. It is my humble conviction that this book might render some useful and effective guidance to those engaged in the study and practice of the science and art of cataloguing.

I am most sincerely grateful to Dr. V. S. Jha, Vice-Chancellor, Banaras Hindu University for his foreword and offer my respectful thanks to him.

I owe a deep debt of gratitude to Miss Mary Piggott, Lecturer, School of Librarianship and Archives, University College London, who read intensively through the manuscript and made very valuable suggestions for improving the presentation and usefulness of the book. I am grateful to Mr. Harold Lancour, Editor, Library Trends, for his kind permission to reproduce Table I 'Substitutes for card catalogues' by C. D. Gull, Library Trends, Oct., 1953. I thank M/S. Libraco Ltd., London for granting me permission to reproduce the illustrations on plates 2 and 3.

I am thankful to all the authors and publishers of the books which have been referred to and from which matter has been quoted with a view to render the book increasingly authoritative. I am grateful to my son Madhav and my daughter Vijaya, who read through the proofs with keen interest and understanding. I am personally grateful to Mr. Ram Naresh Singh, Senior Cataloguing Typist and Mr. K. S. Negi, Typist, both of the Technical Department of the Banaras Hindu University Library for their sincere co-operation in converting the ms. into typescript. I am specially grateful to Mr. Rama Krishna Das, Manager, Banaras Hindu University Press for printing the book and for his valuable suggestions on its lay out. I thank M/S. G. Blunt and Sons Limited, London, the sole agents for the sale of my books in Europe, for their kind co-operation and effective publicity.



I shall have been amply rewarded, if this book will dispel all erroneous notions about cataloguing, help its study and practice, as an intellectual pursuit that may act as a power line to illuminate darkness. Suggestions for improvement from all concerned will be gratefully received.

असतो मा सद्गमय

तमसो मा ज्योतिर्गमय

मृत्योर्मांस्तं गमय ॥

Lead us from falsehood into Truth ;

From darkness into living Light ;

From death to Immortality.

(Bhadaranyaka Upanishad, I, iii, 27.

**Banaras Hindu University,**

**Department of Library Science,**

**March 28th, 1959.**

**C. G. VISWANATHAN**

[www.dbrautlibrary.org.in](http://www.dbrautlibrary.org.in)

## PREFACE TO THE FIRST EDITION

"Librarianship is too old a craft for anything in it to be new." Therefore it will be too much to expect any newness in this work. There has still been an imperative need for such a work, from the viewpoint of the back ground and attainments of the students, pursuing a course of study in Cataloguing, as a vital part of the education for Librarianship, in India. Established text books, manuals and outlines of Cataloguing by H. A. Sharp, Margaret Mann, Susan Akers and others do exist. But they have not been easily available to the students in this country. Continued and repeated representation to provide them a simple guide to cataloguing theory and practice, from batch after batch of students of Library Science, whom I had the opportunity to teach Cataloguing, for the past fifteen years in the School of Librarianship, <sup>www.dhruvlibrary.org.in</sup> Andhra University, Waltair and the Banaras Hindu University Faculty of Library Science, stimulated the writing of this book.

There is a Persian saying that "Whoso desireth a faultless friend, remains friendless" and "it is no less true that he who intends to write a faultless book, writes nothing". I am conscious of my limitations and the magnitude of the task of presenting a guide book to the student of Library Science, as well as to the working Cataloguer.

I have brought to bear on this study, the variety of my experience, as a Lecturer in Cataloguing and Bibliography for a considerable length of time. It envisages an analysis of the purpose, function, methods and processes of Cataloguing as practised in several leading libraries. The aim has mainly been to initiate the student of Library Science to the realms of Cataloguing and to place a simple concise and handy guide

book to enable him to understand the principles of cataloguing and apply them with ease and discretion in constructing a sound catalogue. With this end in view, typical examples of books have been worked out, as far as possible using familiar titles.

Any sound catalogue is compiled after an equally sound code of catalogue rules. The code of rules recommended for adoption is the A. A. Code, 1908, although, a second edition of it has been published in 1949. I am fully conscious of the defects of the Code of 1908, as well as its revision of 1949, which is not drastic. But in the absence of a better and more widely adopted code, it has been considered proper to follow the original code, which still remains a prescribed book in Cataloguing in the curriculum of several library schools and professional centres of education for Librarianship.

Standard works on the subject, like H. A. Sharp : Text book of Cataloguing, A. A. Code, 1908, A.L.A. Catalogue rules ; 2nd ed., 1949, Norris : Cataloguing, M. S. Taylor : Fundamentals of Practical Cataloguing and periodicals like the Library Journal, Library Quarterly and Library Association Record and B.N.B. have been frequently referred to and used in the preparation of the text. I acknowledge my indebtedness and thank the authors and publishers of these works.

I am deeply obliged to my colleagues Mr. Anand Prakash Agrawal, M.A., LL.B., Dip. Lib.Sc., Dr. Aditya Kumar Ohdedar, M.A., Ph.D., Dip. Lib.Sc. and Mr. B. N. Ghatak, B.Sc., Dip. Lib.Sc., who were my students also, for going through the manuscript and furnishing necessary material for illustration and other valuable suggestions. My sincere thanks are none the less due to Mr. Ram Naresh Singh, Cataloguing Typist of this University, who converted the manuscript into the typed script, thereby accelerating the progress of composition. I should be failing in my duty, if I do not acknowledge my gratefulness to

Mr. Rama Krishna Das, Manager of the Banaras Hindu University Press for printing the book, within a limited time. Finally I express my respectful thanks to Pt. D. Subrahmanyam, M.A., Librarian, Banaras Hindu University Library for the continued encouragement I have received from him in the completion of this book.

It is my earnest desire that the guide book will contribute to a better understanding of the objectives and processes of cataloguing and render it a more imaginative, fruitful and creative pursuit in the field of librarianship. I shall be happy to receive any suggestions, for its improvement from all concerned so that I may incorporate them in a subsequent edition.

Banaras Hindu University Library,

Department of Library Science,

C. G. VISWANATHAN

February 24th, 1954. [www.dbraulibrary.org.in](http://www.dbraulibrary.org.in)

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## LIBRARY CATALOGUE : ITS NATURE, FUNCTIONS, AND IMPORTANCE IN A LIBRARY SYSTEM

**T**HE library catalogue is a list of books and other reading material in the holdings of a library or a group of libraries. The list contains entries of books, arranged according to some definite plan. As distinguished from a bibliography, it is a list which records, describes and indexes the resources of a collection, a library or group of libraries in a locality or country.

Cataloguing denotes the various processes adopted in preparing the entries of the reading material in a catalogue and its maintenance. [www.dbrautlibrary.org.in](http://www.dbrautlibrary.org.in)

Cataloguing and classification are two twin processes adopted in modern library administration to help readers get at the books and other reading material quickly and conveniently. In view of the importance of the catalogue in providing access to the resources of a library, large sums of money are spent and competent persons are employed as cataloguers.

"The library catalogue does not—or should not—exist as an end in itself. It is one part of the total bibliographic system and must be responsive to changes that take place in other parts of the system."<sup>1</sup> Studies of catalogues and cataloguing carried out indicate the gradual changes in the form, style and techniques of catalogues. The reader's approach to books and reading, the physical features of the book, and the advances made in the field of classification have all had their impact on the library catalogue. "The modifications, however, have been unnecessarily slow, and sometimes inadequate,

because of incomplete understanding of the nature and functions of the catalogue and its place in the system as a whole."<sup>2</sup> Cataloguing practice from the beginning is determined by the set of rules followed by a library, e.g. the British Museum has its 'Rules for compiling the catalogues of Printed books, Maps and Music in the British Museum' revised edition, 1936; and the Library of Congress has its own Rules. "Despite the fact that cataloguing has been referred to as an art, these rules, as Seymour Lubetzky points out, have shaped our catalogues and determined their usefulness."<sup>3</sup>

The earliest known form of library catalogue indicates that it was compiled to serve as a simple inventory or list of the library resources. "The lists (*pinakes*) which Callimachus drew at Alexandria probably contains the names of those authors only which he found in the library with which he was connected there, and they may therefore be regarded as class-catalogues for that particular subject."<sup>4</sup> ~~With his~~ <sup>With his</sup> ~~critical and~~ <sup>critical and</sup> ~~critical~~ <sup>critical</sup> mind of Callimachus, as a classifier and cataloguer, which is evidenced in his '*pinakes*' that is of far reaching importance to the modern cataloguer. Callimachus gave the name of the author, place of birth, name of his father, his teachers and education, his nickname or pseudonym, a short biography, the title of his work or works; if the work lacked a title he provided one, a comment on their authenticity, and finally a stichometric note giving the first words of the work (often the ancient title) and the exact number of lines of the manuscript (of each work and of all the author's writings). The last was an important bibliographical detail, used to control the size of the manuscript and ascertain the compensation of the scribe as well as for general reference.

"There is no doubt that our whole concept of author entry first came with the Greeks; it never once appeared in any work which has survived from the earlier civilizations of the East.

Even today in the Orient the traditional entry for a book is its title."<sup>5</sup> Most of the oriental writings of well known authors have been better known under their titles than under their names, e.g. Raghuvamsa of Kalidasa ; Kadambari of Bana ; Leelavati of Bhaskaracharya ; perhaps the approach of the readers was towards the title or subject covered by it rather than the person who wrote it. It signifies the impersonal and objective bent of mind of the oriental readers which seems to be better than the subjective approach. Will not the people read and appreciate the dramas of Shakespeare, had they been written by some person other than Shakespeare, as superbly as was done by him ? It cannot be said that the title approach to the work of an author signifies unnaturalness or an undemocratic attitude.

Callimachus seems to have adopted the following Main Divisions of knowledge for classifying the manuscripts.

- I. Epic and other Non-Dramatic Poetry
- II. The Drama www.dbradlibrary.org.in
- III. Laws
- IV. Philosophy
- V. History
- VI. Oratory
- VII. Medicine
- VIII. Mathematical Science
- IX. Natural Science
- X. Miscellanea

The authors were arranged in the alphabetical order of their names, under the appropriate class of knowledge to which their works related. The 'pinakes' (the word means) tablets were kept with the wall book cases.

"Thus the Pinakes was the first great library catalogue of western civilization, just as the Bible of Gutenberg was the first great printed book. Thus, as in all intellectual efforts, the Greeks fixed the canons of cataloguing, which have been



incorporated, more or less, in our Library of Congress, European and other systems. However, the Pinakes was more than a catalogue. It was the work of the foremost man of letters of his age. ... That the original Pinakes (120) is lost is a major disaster to learning. We repeat we would rather have the priceless 120 volumes of Callimachus even than a "Livy whole."<sup>6</sup>

The catalogue of the library at the Convent of St. Francis of Assisi, dated 1 January, 1381 indicates that the library was in two divisions: (1) for the use of the brethren; (2) for loans to extraneous persons. This catalogue has a brief preface stating that it includes "all the books belonging to the library of the Holy Convent of S. Francis at Assisi whether they be chained, or whether they be not chained."<sup>7</sup>

"The compiler of the catalogue goes through the library case by case, noting (at least in the Latin Library) the position of the case, the subjects of the books contained in it, and their titles. This is succeeded by a bare enumeration of the number of volumes, so as to show in a couple of pages, how many the whole library contained."<sup>8</sup>

The foregoing examples of catalogues of the Early and Medieval libraries tend to indicate that the catalogue was more a record for the keeper or custodian of the books than one for the public.

It also discloses that the number of books or manuscripts in those libraries was small and did not create problems which great national, university and public libraries of today with millions of volumes have to face. The use of the library was also restricted to certain classes of people and consequently the impact on the catalogue was never felt.

✓ Many medieval libraries had so small collections that lists of any kind were found unnecessary. In several cases it was only a rough inventory. Books were valuable property and so had to be protected and enumerated among the treasures of

a house. The emphasis on the material values of books continued in many library records until the sixteenth century. Secular corporations followed the example set by the church and lent their manuscripts, but only on security. A remarkable example of a loan transaction of a work on medicine at the Ecole de Medecine, Paris, astonishingly illustrates the property value attached to library books and manuscripts. When Louis XI, the King of France, wanted a work on medicine from this library, he was asked to deposit a security of 12 marks' worth of plate and 100 gold crowns before he could borrow it. The king deposited the security, borrowed the work, and after use returned it on 24th January, 1472, when the money was returned to him.

There were some monastic libraries which listed books not to catalogue them but to commemorate donations received. Some other medieval libraries maintained lists of works to serve as check lists against loss or theft. "Still, again, there were 'catalogues' written in words to be remembered, which suggests that the young monks were required to commit the lists to memory. Only in the larger monasteries do we find real catalogues, i.e. guides to the content and location of books available for use. Thus, the earliest medieval catalogues were primarily shelf lists. True author and subject records were a later development."<sup>9</sup>

With the advent of the printing press and its product the printed books, the volume of literature has been growing steadily. Books became not only cheap and within the means of ordinary people, but also varied in contents. The booksellers established standards for the description of titles in their lists or catalogues by giving size, number of pages, quality of binding, price and also a brief annotation of the book or its contents. Library catalogues soon adopted this practice more or less fully in describing the books in the catalogue entries, in order to help the readers who used the library in identifying the books from the catalogue. With the growth in the number of serial publi-

cations, specially in the fields of science and technology, newer techniques and standards of description became necessary.

What scholars expect of cataloguing now can be gauged from the views expressed by I a Professor of History (William B. Hamilton of Duke University), and II a Professor of Biochemistry (Joseph S. Fruton of Yale University):

I "Here are some of the expectations about the catalogue that I have gathered from my colleagues:

In some cases, governed by local opportunities and responsibilities, it ought to constitute an exhaustive bibliography on a subject.

It ought to open up most subjects to the uninitiated.

It ought to point the scholar to the works and keys that will lead to a thorough exploration of the subject.

It ought to list the holdings of the library under the headings obvious to any one with both a little ingenuity and a little knowledge of the conventions of subject headings.

The catalogue ought to have headings for subjects or titles that are on everyone's tongue.

The catalogue ought not, in the opinion of a heretic, to be carved into parts and distributed throughout the library. A single dictionary catalogue would not defeat or fool the student as easily as one split up into subjects, author-title, serials, documents, special collections, etc."

II "In regard to the part of the cataloguing process that is called descriptive cataloguing, I need only reiterate that the card catalogue is of secondary importance to most scientists. It is consulted as a finding list to help in locating items which cannot readily be found on the shelves: because they are in use, because their classification is not clear, or for some other reason. Obviously, too, the catalogue must be checked for official purposes, particularly in connection with the ordering of books.

It is clear that a card catalogue is necessary as a finding list. Beyond that it is simply a question of how detailed the entries in the card catalogue need to be. The scientist would like all details on catalogue cards to be accurate and reliable, but, once that has been stipulated, he will be content with sufficient information to identify the items. It should be added that he would like a cataloguing system that gets books and journals into use with the smallest possible delay.”<sup>10</sup>

A library catalogue is expected to satisfy every kind of bibliographic demand made on it, if possible without reference to other types of services in a library. “But this is an untenable proposition, because a library catalogue is largely dependent on ordering, acquisition, classification, stock control, verification, revision, discarding and other operations in a library.

A modern library catalogue of a satisfactory type, in general, displays the record of a library's resources with a view to make them easily accessible for study and reference; serves as a dependable tool of communication of ideas and subjects dealt with in the books to the readers who use the library; provides basic bibliographic information to systematic study and research; functions as a select author and subject bibliography.

The above characteristics of a modern library catalogue distinguish it from the early and medieval catalogues, which were little more than inventories of the collections in libraries. The shelf list and the accession records maintained in libraries today perform the functions of an inventory of the stock, thereby relieving the load on the catalogue of the library. It is but natural that as the reader became more important than the books, the objectives of the library catalogue changed from inventory to retrieval or location of particular items or groups of items in a library collection, which has become the most important function of the library catalogue. The catalogue entry may

provide a wide variety of information on or about the author, his collaborators, subjects and titles, forms and aspects, etc.

It will be in order to consider here ready made standard and comprehensive bibliographies of authors and subjects, which contain a full description and evaluation of the titles included in them, can supplement library catalogues or render them valueless duplicate records of such works as are in the holdings of a library, as well as included in the bibliography.

❶ Bibliographies, obviously, are not limited to a specific collection; every compiler of a bibliography though swearing by selectivity, ends in partial universality. But the cataloguer's field is limited to the works, which every library finds it suitable to acquire and maintain in its stock. Several small libraries do not find it worthwhile and possible to acquire the bibliographies. In such circumstances, a library catalogue must be maintained fairly fully in order to perform the function of both a finding list as well as a bibliography. But in large library systems, titles in the library catalogue may represent a high percentage of titles included in bibliographies; e.g. The Catalogue of Printed Books in the British Museum, or the London Library Catalogue. "At the Columbia Institute Mr. Frarey reported that studies of subject coverage in catalogues and bibliographies show duplication ranging from 75 to 90 per cent."<sup>11</sup> Here the library catalogue certainly becomes a secondary tool. If libraries follow the order of arrangement of books identical to the order followed for arrangement of titles in bibliographies and check mark the holdings, the need for a separate library catalogue seems superfluous.

The current trend towards open access to shelves in libraries and adoption of satisfactory systems of classification for arrangement and display of books has gradually lessened the reader's dependence on the catalogue. Is it not then time to consider the traditional importance and indispensable character of a

library catalogue, when mounting costs of cataloguing and arrearage in the work has become a universal feature of the working of libraries both big and small?

"It seems to me that the process of revaluation of library administration may equally well be initiated by cataloguers as by chief administrators. If we examine what we do in the cataloguing department, ask ourselves why we do it, if these reasons are really valid, or if they merely rationalize an activity which is no longer so admirable or necessary as it was, we may indeed be able to suggest a revision of policy which benefits not only the cataloguing service but also other procedures in the library. ...If we ask, is cataloguing for eternity really necessary? we discover it is done thus because all books are assumed to have potential research value in the future and are not discarded but relegated to a store."<sup>12</sup>

Aims and methods of cataloguing will best be chalked out, not in drab uniformity, but according to the individual library's needs and circumstances. But the basic functions of a catalogue "(1) accurate and speedy determination of whether or not an item known by author or title is in the collection, and if so, of where it may be found; and (2) what materials the library contains upon a given subject and where they may be found,"<sup>13</sup> will remain unaltered.

There are thousands of libraries in our country. There are different classes of libraries, private, public, school, college and university. Some of them are big in size, and in number of books. A few of them are really aged, nearing a century. All these libraries have been acquiring and storing books, according to their ability, resources and availability. A survey into the working of these libraries will readily reveal that the time, labour, and money spent on books have not produced results commensurate with their endeavours. Books wanted by the readers are not in the holdings. Books in their stock are not readily

available for use, as their location could not easily be found. The value and prestige of a library, be it large or small, depends upon its usefulness in time. The public wanting a fact or information from the printed page has a right to demand the appropriate book which may contain it. If the library fails to locate the book at the time of demand, it ceases to be a library and becomes a hoarding house of books.

Every kind of library will agree to perform this basic function, as it is fundamental to the existence and future of libraries. If the libraries aim to achieve this object fairly completely, there is no short cut, except to provide a workable catalogue of its contents. Some one will ask what have these libraries been doing all the time? Have they no catalogues for their book collections? The answer is 'yes' to the enquirer. Then, why cannot these catalogues be summoned to yield the type of information required? Our reply would be that these existing catalogues were neither designed nor compiled for performing this function. The enquirer continues "why then were they at all made and who made them?" The answer would be "they were no doubt made with all earnestness but by those who did not know the art of compiling library catalogues. Therefore the catalogues assumed a different turn." Instead of leading and guiding the user, they mislead and confused and left the readers disappointed. Consequently, a dissatisfied reader concludes that the library is no good, and it is a wasteful effort to maintain it at public expense. Surely such a feeling on the part of the public is fatal to the existence and future of libraries and librarians.

If this undesirable feature is to be totally eliminated, there is one drastic remedy. It is to provide a satisfactory, simple, workable, and useful catalogue of the books in a library. Before adding new books, it is imperative on the part of any library

to compile such a reliable catalogue. When once the catalogue of a library is compiled on proper principles, its further maintenance as a serviceable tool can be guaranteed. There is ample truth in the statement that a good catalogue will serve as a key to unlock the contents of a library. It will multiply the number of readers. It will economise time and expenditure of the public and the library staff. It will conserve the library's resources. It will build and increase the reputation of a library, for the true measure of the value of a library is not its number of books, nor its large and magnificent building, nor its vast financial resources, but its usefulness to the reader in time. A good catalogue is, therefore, a necessity to every library and proper attention should be paid to its planning and provision.

Besides this pragmatic value, a library catalogue possesses an historical value, because it is one of the basic documents in the history of a library. "It may often be the only document that has survived the accidents of time, and it is ordinarily the one that is most easily available for study. Although we cannot always interpret it fully, it records gifts and acquisitions and enables us to perceive the growth of the library and the ideas that determined the purchase and the arrangement of books. A history of a library can be a valuable bit of cultural history and becomes even more valuable when it is set in a larger background."<sup>14</sup>

The Bodleian catalogues of 1605 and 1620, the catalogues of the British Museum, the Leyden University Catalogues from 1595-1741 and the catalogue of the Bibliothèque Nationale de Paris are excellent examples in revealing the cultural trends of the time.

The catalogues of private libraries appear to be more valuable sources of information for writers of intellectual history than catalogues of institutional libraries. The institutions usually acquire standard books related to the objectives for which they



are established ; while the private libraries contain even unusual books of a specialised nature and on unexplored fields of great value to the study of academic discipline. These catalogues are usually found to employ a classified arrangement and are capable of disclosing information on "what men once wrote, bought, read, and thought." An indication of the tastes and interests of the book collector can as well be obtained from these catalogues.

Apart from their historical and reference value, these catalogues can be put to diverse uses—to identify authors and titles, to assess the material value of books, to select books on a subject, to study the book industry and trade, and the growth and development of those libraries. In short these catalogues deputise for the books in those libraries, which have become things of the past and can answer a variety of questions in a silent and unassuming manner.

Perhaps the future historian of our civilization may well consider the catalogues of our libraries as sources of information reflecting the intellectual ideals and aspirations of our generation. Cataloguers should, therefore, realise that they are not only serving the present community of readers but that they are providing for the future needs of the intellectual community.

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## HISTORY OF MODERN LIBRARY CATALOGUES

THE subject of cataloguing seems to have received the most serious attention of librarians and trustees of libraries, as well as of the readers using them, almost a hundred years ago. It has been customary to fix 1850 as a convenient date to make a study of modern library catalogues, because some of the outstanding printed book catalogues of libraries were produced only after that year.

"Modern library cataloguing has been little influenced by ancient cataloguing. Whatever developments there may have been in the compilation of catalogues in antiquity, no remains of them survived. There was no carry-over into the Middle-Ages, for during that period cataloging as we conceive it did not even exist; neither did the Renaissance turn up anything about cataloguing from classical periods except the barest and most conjectural evidence. Therefore, with the exception of the fact that the Greeks taught us to refer to books by their authors, it is not far wrong to maintain that the art, the technique, of cataloguing is a completely modern development."<sup>1</sup>

Among the varieties of catalogues, the author catalogue seems to have been more commonly used in several libraries, although the classified and dictionary forms were occasionally found in some. The absence of a common code of cataloguing rules for adoption in the libraries is conspicuous, as each individual library produced a set of cataloguing rules for its own use in compiling the catalogue.

## THE CATALOGUES OF THE BRITISH MUSEUM

The first general catalogue of the library was an author catalogue, without press marks, compiled by P. M. Maty, S. Harper, and S. Ayscough under the title "*Librorum impressorum qui in Museo Britannico, adservantur catalogus*" in two volumes in 1787. In order to serve the visitors to the Reading Room and the staff of the library, this printed catalogue was kept up to date by means of the addition of entries in manuscript in an interleaved copy.

This catalogue was revised during 1807 to 1810 and printed between 1813 to 1819 in 7 volumes. By 1834 this catalogue extended to 23 volumes. The Trustees of the British Museum ordered that a new author catalogue be compiled. Panizzi drew up his famous XCI Rules to be followed in compiling the catalogue, which are reproduced in the preface to the first volume of the catalogue printed in 1841. The imperfections in the first volume were so glaring that it was considered futile to continue the printing of further volumes. It was, then, decided to continue the 1813-1819 catalogue by inserting manuscript additions of subsequent volumes acquired in the library.

In 1849 an important change in the technique of compilation was adopted by writing a separate slip for each book. The slips were secured by pasting them on blank leaves in large folio volumes. In 1850, this catalogue was in 150 volumes. By 1880, the collection had increased so much as to extend the catalogue to nearly 2500 volumes. Some volumes became so bulky that the binding gave way. In view of the enormous size of the catalogue in manuscript slips, it was again decided to print the catalogue from 1881. It was known as Catalogue of the Printed Books in the Library of the British Museum, printed by order of the Trustees by William Clowes and Sons, Limited, 1881-1900. A supplement containing the additions of 1882-1899 was issued from 1900-1905.

A new edition of the General Catalogue was begun in 1930 with the title: British Museum General Catalogue of Printed Books. By 1953 volumes 1-50 only covering the alphabets A-Denz have been published.

A new approach is made in order to speed up the printing of the catalogue in full within a short period of five or six years. The plan envisages provision of the whole of the material now included in the 'working' copies of the catalogue in the British Museum. "To produce the new edition, one of these working copies will be taken and the entries in it will be photographed in one alphabetical sequence and from these photographs lithographic plates will be made from which the new volumes can be printed by offset lithography.

"In appearance, the new edition of the catalogue will be very similar to that of the volumes in the incomplete revised edition published between 1931 and 1954, except that manuscript corrections and additions will not, for the most part, be reprinted, but will be reproduced as they appear in the working copies."<sup>2</sup> The publication is expected to begin from January 1958 and to serve as an "inventory of universal reading." This scholarly and consistent catalogue will not only be catholic in the coverage of material but will prove the most comprehensive, largest single catalogue ever published.

In addition to the General Catalogue of Printed Books there are separate catalogues for Oriental Printed Books and Manuscripts and Catalogues of the Manuscript Collections.

Cataloguing books and manuscripts is a process which must be continuously carried on in libraries, small and big, as long as reading material is added to the collections. The British Museum is no exception. Even with an appreciable staff of cataloguers, specialists, and administrators, the British Museum finds itself in arrears. Some of the catalogues in the Oriental

languages have not yet been printed. Only manuscript catalogues are available in these departments.

## THE CATALOGUES OF THE LONDON LIBRARY

Thomas Carlyle's dissatisfaction with the British Museum's services lead to the creation of the London Library in 1841. Eminent persons like Lord Clarendon, William Ewart Gladstone, Lord Houghton and others were associated with Carlyle on the first committee. The library functioned from May 24th, 1841, as a subscription library and within one year its holdings reached the figure of 14,000 volumes.

"Mr. Gladstone prepared the first list of works dealing with ecclesiastical history, and Grote and Hallam devoted hours to drawing up short catalogues dealing with classical and medieval history and literature."

It is essentially an author alphabetical catalogue and under each author the titles of their books are again alphabetically arranged. When books are entered under the same name, they are arranged in the following order: (1) Anonymous Books (and place names), (2) Periodicals and Societies, (3) Christian names with distinctive titles, epithet or place name, and (4) Surnames.

The general plan and arrangement follows the pattern of the British Museum Catalogue. To day the main Catalogue of the London Library is in 2 volumes, v.1, A-K, 1913, 1395p., v.2, L-Z, 1914, 1339p., compiled by C. T. Hagbert Wright and C. J. Purnell, with the first supplement, 1913-1920; second supplement, 1920-1928, third supplement, 1928-1950, published in 1953.

Sir Leslie Stephen, President of the London Library, in 1893 decided to provide a subject-Index, for he felt that "the Library can never be really useful, now that it has grown to its present size, until we have a subject Index." The work was

started in 1905 and has since been continued without interruption.

The books themselves suggested the subject headings, which were noted regularly for future reference in the "Headings Book" corresponding to an authority list. The A.L.A. list of Subject Headings, 1901 was used as a basic source. The procedure did not compel the staff to suit the books to any ready-made system of classification.

"The Subject-Index is a Supplement to the Author Catalogue, and is not intended to be used quite independently of it, though, generally speaking this is possible.

The headings are arranged in alphabetical order, all compound words and phrases, such as Land Taxation ; Stone Implements ; etc., being for this purpose reckoned, as if spelt in one word. Special attention must be given to this point."<sup>3</sup> The Subject Index is now in 4 volumes ; v.1, 1909 ; v.2. (additions, 1909-22), 1923 ; v.3. (additions, 1923-38) 1938 ; and v.4. (1938-1953), 1955.

### THE PRUSSIAN STATE LIBRARY

This national library began the publication of a Gesamtkatalog der Preussischen bibliotheken in the year 1931. It is considered to be a fine example of cooperative cataloguing. This union catalogue is an author alphabetical catalogue of all the works in the Prussian Libraries, the Bavarian State Library at Munich, and the National Library at Vienna. The number of cooperating libraries was increased and it was known as Der Deutscher Gesamtkatalog from 1936 until publication ceased in 1944, owing to the disruption caused by the war.

### UNITED STATES

In the United States, there are outstanding examples of printed catalogues at the Boston Athenaeum, at the Surgeon

General's office, at the Carnegie Library at Pittsburgh, and in the public libraries at Brooklyn and Detroit.

### THE A.L.A. CATALOG

In a true sense, the A.L.A. Catalog is not a catalogue of a collection in a library or group of libraries. But it is really a select bibliography, which serves as a model for printed page catalogues of libraries. Students of cataloguing and libraries will surely profit by a study of its methods, plan and arrangement. The American Library Association has been publishing these catalogues from 1893-1941, at varying intervals. The 1904 edition, which was prepared by the New York State Library and the Library of Congress under the authority of the A.L.A. Publishing Board and entitled "A.L.A. Catalog: 8000 volumes for a popular library, with notes" is an outstanding example of a printed page catalogue containing the classified arrangement of titles in part I and the dictionary arrangement of titles in part II. An experimental study of the two forms, the classified and dictionary forms is possible with the aid of this edition. The 1926 edition is more exhaustive and the later supplements of 1932-1941 cover select titles published from time to time which are considered standard ones for inclusion in the stock of general libraries. The A.L.A. Catalog is considered as the first general book selection tool prepared on a cooperative basis for American public libraries.

The examples of these printed catalogues cited above lead us to a conclusion that a growing library and a printed catalogue can never keep pace together. A remedy was found by issuing periodically supplementary volumes to provide information on books added to the library after the publication of the original catalogue. Numerous supplements to the original edition naturally created a necessity for cumulation. The cumulative process involved no less time and money than the original compilation. It was, therefore, considered by several libraries



towards the beginning of the 20th Century that printing catalogues was uneconomic and the best method to maintain the catalogues up to date was to adopt the cards of standard dimension for the purpose. But the bibliographic value possessed by a printed book catalogue still holds good and therefore, its possible revival and popularity with scholars cannot be discounted. A remarkable example of a successful printed catalogue can be found in the 'Library of Congress Author Catalog' which is described in chapter seven.

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## CATALOGUE CODES : ORIGIN, GROWTH AND DEVELOPMENT

“**L**IBRARY Catalogue is an ancient library tool. But catalogue code of a rigorous kind is of recent origin. It first attained rigour in stray local codes, i.e., in individual libraries. Now it is attaining rigour in national codes. An international code is yet to be established.”<sup>1</sup>

PANIZZI. It was in the middle of the 19th century that organized effort seems to have been made to formulate catalogue codes. The earliest code of cataloguing which has exerted considerable influence over the subsequent codes is Panizzi's 91 rules printed as prefatory matter in the British Museum Catalogue of 1841. These rules are for the entry of authors only. A keen controversy took place over these rules, specially on the degree of details to be included in the author headings, which, if lengthy, took a longer time and delayed the progress in cataloguing.

The Trustees of the British Museum finally approved the adoption of Panizzi's code of rules for cataloguing and even today, it forms the basis on which the British Museum Catalogue is being compiled. Till 1887, the original 91 rules were faithfully adopted in the cataloguing processes of the British Museum. There have, subsequently, been many editions, the most recent being that of 1936 revised edition reprinted by offset lithography in 1948 and 1951 under the title “Rules for Compiling the catalogues of Printed Books, Maps and Music in the British Museum,” reduced to 41 rules, with directions for cataloguing maps and music at the end.

A reconsideration of the British Museum Rules is engaging the attention of the authorities of the British Museum with a view to satisfy the present readers in the fields of Science and Technology and to economize the expenditure by adopting a common set of rules for entries in the British Museum Catalogue and the British National Bibliography, which catalogues almost all copyright material received in the British Museum. The British National Bibliography entries are filed separately and displayed in the Reading Room of the British Museum as an experimental measure to test the reader's reaction to this card catalogue in relation to the printed volumes of the British Museum Catalogue. It is too soon to expect that a century old practice of maintaining the printed page catalogues in the British Museum will soon be given up in favour of the British National Bibliography cards, at least for current British publications.

These rules influenced the cataloguing practice considerably of the libraries in the English speaking areas. Perhaps Panizzi's rules pointed the direction in which the future practice governing the author and title entries was to be formulated. Esdaile says "Panizzi's rules were the first thorough code ever drawn up."

"The objectives implicit in our rules for entry are two. The first objective is to enable the user of the catalogue to determine readily whether or not the library has the book he wants. The catalog is constantly searched by many readers and members of the staff, and the quicker this information can be found the better the catalogue. The second objective is to reveal to the user of the catalog, under one form of the author's name, what works the library has by a given author and what editions or translations of a given work.. The need for the second objective arises from the fact that the works of an author may be issued under different names as a result of a change, translation, transliteration, or even misprint of the author's name, and the editions of a work may be issued under different

titles for similar reasons, and could, therefore, otherwise be separated in the catalog. The cataloger is thus required, in recording a work, to establish the identity of the author and the relationship of the work.

"Both these objectives were staunchly defended by Panizzi before the Royal Commission in 1849 and have since been pursued in the Anglo-American Cataloging rules."<sup>2</sup>

**JEWETT.** At about 1850 the American libraries seriously considered the need to bring out a code of cataloguing rules. Professor Charles C. Jewett, librarian of the Smithsonian Institution prepared a code of 39 rules in 1852. These rules were modelled after Panizzi's rules and issued under the title "On the construction of catalogues of libraries, and their publication by means of separate stereotyped titles, with rules and examples." These rules were again limited to the author entries, but included a model subject index.

**CRESTADORO.** <sup>www.dbraulibrary.org.in</sup> In 1856 Andrea Crestadoro brought out a pamphlet entitled "The art of making catalogues of libraries." When he was the librarian of the Manchester Public Libraries, these rules were adopted in compiling the catalogues of the library. These rules laid stress on the recording of the titles of books in full, leading off with the author's names, and the arrangement to follow no precise order, except the order of receipt of books. The entries were to be consecutively numbered and provided with an index of authors and subjects in a brief form with the number referring to the entry in the main part of the catalogue. The subject denoted by the title on the title page was to be the subject index entry. The other composite and related subjects dealt with in the book had no provision in the subject index.

**CUTTER.** No systematic code of cataloguing rules was produced, till 1876 when C. A. Cutter published his "Rules for a dictionary catalog" which forms a part of the "Special

report of the United States Bureau of Education on the history, condition, and management of public libraries in the United States of America." In the first edition, there were 205 rules which were tested by applying them to the collection in the library of the Boston Athenaeum. The second edition, in 1899, the third in 1891 and the fourth, in 1904 were issued. (Cutter died in September 1903). ✓

In the fourth edition the number of rules increased to 369. It still remains the most comprehensive code ever produced by a single mind. It soon became a national code, reflecting the versatile imagination and genius of the author. "Its limitation was only in the linguistic context. The library profession has been fortunate in the author of this code. He was a genius. This is seen in the ring of certitude and the profoundness of penetration found in the rules and the commentaries of *Rdc*. They are like the external epigrams of a sage. *Rdc* is indeed a classic. It is immortal. Its influence has been over powering."<sup>3</sup>

The growing desire of the public to use the library books and library catalogues with a view to obtain material or information on specific subjects and related subjects, soon created a problem in cataloguing. Hitherto all the available codes provided rules for author and title entries. "Cutter strengthened the concept that catalogs not only should point the way to an individual publication but should also assemble and organise literary units. While this was not an entirely new principle, since Maunsel in 1595 had used the heading "Bible" to assemble its various versions and translations, Panizzi in 1841 had strengthened it as a concept by introducing corporate and government entries, and Jewett had given it still further support by his use of real names rather than pseudonyms, yet it was Cutter who actually stated it as a formal principle. "In regard to the author entry it must be remembered that the object is not merely to facilitate the finding of a given book by the author's name.

If this were all, it might have been better to make the entry under...the form of name mentioned in the title, but we have also...[that other object] to provide for [of showing what the library has under a given author"]<sup>4</sup> and Cutter provided rules governing the choice of subject headings in his Rules for a Dictionary Catalog on pages 66-82, which have not yet been superseded by any better set of rules. The unsatisfactory nature of the classification systems produced, on which the classified forms of library catalogues depended for their compilation, has tended to the adoption and continuation of the alphabetic subject catalogues. Cutter's rules for subject cataloguing are bound to stay till the need for alphabetic subject catalogues is totally eliminated, which in the opinion of experts is quite remote.

**PRUSSIAN INSTRUCTIONS.** A significant contribution to cataloguing rules, after Cutter, is found in Prussian Instructions. *Pin* may be taken to be the second important code of a non-local nature."<sup>5</sup> It was designed originally for compiling a Union Catalogue of the then German State libraries.

In 1886 Professor K. Dziatzko, a German Librarian published his "Instruction für die Ordnung der Titel im alphabetischen Zettelkatalog der Königl. und Universitäts Bibliothek zu Breslau, which was translated into English by an American librarian, K. A. Lindérfelt and published in 1890 under the title "Eclectic card catalog rules: author and title entries, Based on Dziatzko's "Instruction", compared with the rules of the British Museum, Cutter, Dewey, Perkins, and other authorities." It is minute and extensive in details covering all possible forms of authors' names. The appendix includes a list of oriental titles and occupations with their significance. Its profound influence over the German libraries could be attributed to its excellent principles (1) of not being a theoretical and loose jumble of rules but being a pragmatic code, (2) of adop-

ting simple, direct and appropriate language with clear definitions of all terms used, and (3) of not forsaking the basic features of cataloguing codes for practical exigencies.

An attempt made in 1931 to change the rule which called for grammatical arrangement of titles was turned down. The post-war period in Germany, whose libraries had been completely devastated by bombing during the war, witnessed reconstruction of libraries and with them their catalogues. Although the fine Union Catalogue of the Prussian State Library was devastated, the catalogue for new books was made on cards, while maintaining the manuscript page catalogues for the older stock. Simplified cataloguing was adopted for less frequently used material. The State and University Library of Hamburg, with a view to provide a workable catalogue as early as possible followed simplified cataloguing by omitting from the catalogue entry of (1) sub-titles of books when not essential, (2) the occasion or circumstances leading to the publication, (3) the imprint except date, (4) pagination, (5) the supplying of forenames in place of initials unless the surname is common or unless a Hamburg author was involved, and (6) added entries for editors, translators, etc.

A keen interest in the revision of the Prussian Instructions became marked in both zones of Germany, specially on the treatment of the so called anonymous works, which according to the Anglo-American tradition and practice were not really anonymous, but only works of corporate authorship. The German practice, which considered all works issued by corporate bodies as anonymous for purposes of entry, when they have no personal author, was not universally acceptable.

Use of (1) corporate entries as well as titles in mechanical order into the new public catalogue of the Deutsche Staatsbibliothek (the former Prussian State Library), (2) natural word order instead of grammatical, and (3) added entries for the so called

anonymous works under names of government departments, societies, institutions, whose names are mentioned in the title pages, are some of the items considered for revision of the Prussian Instructions up to 1956.

**ANGLO-AMERICAN CODE.** The American Library Association and the British Library Association, established in 1876 and 1877 respectively, issued independently a set of cataloguing rules in 1878 and 1883. The American version was almost a condensation of Cutter's rules, while the British rules incorporated the features of the British Museum rules and the Bodleian rules. With a view to establish greater cooperation and uniformity, the two associations combined together for the purpose of issuing a joint code in 1908, under the title "Cataloguing Rules, author and title entries compiled by the Committees of the American Library Association and the Library Association." L. S. Jast, Henry Guppy, the two eminent British librarians, and Melvil Dewey representing the American libraries, played a significant role in producing the joint code in 1908. Tolerance and accommodation pervades this code, as is evidenced by some alternative rules e.g. noblemen, married women, etc, provided.

Time and again, the deficiencies, inconsistencies, and complexities of this joint code have been the subject of discussion among librarians in conferences and in day today work in libraries. The need to replace it by a more satisfactory code was unanimously felt. A period of brisk activity in current criticism and revision of the 1908 code began in 1941, when the American Library Association issued the preliminary second edition of the code in two parts 1. Entry and heading ; and 2. Description. It was circulated widely among cataloguers inviting their views. One outstanding criticism was that of A. D. Osborn in his "Crisis in Cataloguing."<sup>6</sup> The views expressed by Dr. Osborn were no doubt sweeping generalisations on the cataloguing practice of the past but were quite catching. His target of attack was



on the "Legalistic" theory. He was convinced that cataloguing is an art and needed only a few basic rules, which are simple and delightful to practise.

In 1949 the American Library Association published the final second edition "American Library Association, A.L.A. Cataloging Rules for Author and Title Entries," with the indication that it was "an expansion and revision of the rules of 1908." In his review of the 1949 code J. H. Shera<sup>7</sup> provided a clear analysis of the revision and of the basic principles implied on it. "The 40-some pages on entry in 1908 had blossomed into over 200 in 1949, an increase in bulk of some 500 per cent, while the 15 or more pages on descriptive cataloguing in 1908 were now over 100." "To the cry for greater simplification" he proclaimed "the answer of the profession has been to expand the code from a total of 88 pages in 1908 to a total of 406 pages in 1949."<sup>8</sup>

Observations made on the 1949 edition of the *A.L.A. Cataloging Rules for Author and Title Entries*, called for serious consideration to be given in any revision to an analysis of the purpose and function of the rules with particular reference to the cataloguing of publications of corporate authors. Mr. Seymour Lubetzky, consultant on Bibliographic and Cataloguing Policy of the Library of Congress was assigned the task of reviewing and analysing the A.L.A. rules in this respect. He carried out a thorough investigation and provided a penetrating analysis in his "Cataloguing Rules and Principles, a critique of the A.L.A. Rules for Entry and a proposed Design for their Revision" which was published by the Library of Congress in 1953. The first chapter "Is this Rule Necessary" produced a logical "No" to every rule dealt with in it. Many of the rules were shown as unnecessary and unrelated to other rules. Each rule applied to an isolated case rather than the general condition which the case represented. Lack of purpose and unity in the rules was glaring.

All the effort and time given to produce a simple and practical code for over ten years left the problem unsolved. The favourable reaction to Lubetzky's critique and the clear necessity to produce a satisfactory cataloguing code lead to the appointment of the Code Revision Committee of the A.L.A. This Committee is aided by several sub-committees. The report of the Committee to produce a purposeful catalogue code is awaited with keen interest.

It is reported in LRTS<sup>9</sup> that "Seymour Lubetzky began to translate his general principles into concrete rules. By year's end there were three sections : personal entry, anonymous works, and corporate entry. Each in its turn came under the eagle eye and pointed pen of Wyllis Wright's Code Revision Committee. A soul numbing, time eating process, but Mr. Lubetzky plows ahead. There has been some grumbling because these tentative rules are not available to all cataloguers and because no preliminary edition is intended."

In Great Britain the Library Association's Cataloguing Rules Sub-committee was reconstituted in 1951 with Mr. Henry A. Sharp, as its Honorary Secretary with the aim of producing a simplified code to replace the 1949 definitive second edition. The British sub-committee dealt with all the rules in which the two committees failed to reach agreement in 1908 noting the changes prevailing in the 1949 American edition, and for the most part have tentatively agreed to follow the American rules as they appear in the 1949 edition. With a view to promote international agreement and co-operation, the renewed collaboration of the British Committee was sought, in the hope of producing a current Anglo-American code. The British Sub-committee "resolved that, with a view to arriving at agreement with the United States of America on a joint code, examination of the A.L.A. Rules, 1949 be continued in the numerical order of the rules...and that throughout this examination the com-

mittee should have the production of a simplified code of cataloguing rules as their objective."<sup>10</sup>

"The most promising development to date is an expression of willingness to go along with American practice in the case of those 1908 rules on which British and American librarians chose to disagree. Another promising sign is the warm welcome accorded to the ideas of Seymour Lubetzky".<sup>11</sup>

While the American Code Revision Committee failed to consider the proposed revision of the rules in relation to a printed catalogue, the British Cataloguing Rules Sub-Committee is well aware of the need for taking printed book catalogues into account in developing a new code. There are indications that the card catalogue is gradually losing its hold on readers, who appear to be favourably re-acting towards a printed book catalogue.

**VATICAN RULES.** The papal collections at the Vatican among the richest in Europe, had a catalogue which was more of an inventory type. In 1927 the Vatican Library was offered aid by the Carnegie Endowment for International Peace to compile a new catalogue of its collections. The American influence prevailed in this programme in which eminent American librarians like William Warner Bishop, J. C. M. Hansen and a few others played a prominent part.

As the dictionary form of catalogue was decided upon, Cutter's Rules provided a basis, for this was the only code to contain rules on the choice of subject headings for a dictionary catalogue. The existing Italian Rules for the compilation of the Alphabetical Catalogue, 1911 and the A.L.A. Rules were taken together in evolving the Vatican rules, which was translated from the second Italian edition by W. E. Wright and published by the A.L.A. in 1948. It is described, by its editor, as "the most complete statement of American practice". It is one of the few modern codes to cover the whole field of cataloguing.

author entry, the description of the book, subject entry, and filing".<sup>12</sup>

**RANGANATHAN'S CLASSIFIED CATALOGUE CODE.** The Classified Catalogue Code 1934 of Dr. S. R. Ranganathan, "was shaping unexpressed, below the conscious level, except while teaching cataloguing", till 1933, the year of publication of the Colon Classification. The CCC, in its third edition in 1951, aims at becoming a universal catalogue code. It takes into account '(1) the language of the library, and (2) the scale of languages in which the language of the library comes first and the others come in the descending sequence of favouredness'. The author expects to issue the fourth edition free from faulty wording of the rules.

### CONCLUSION

For the first time since 1908, basic re-thinking of cataloguing rules is going on in all parts of the world. "Be it noted that the whole history of cataloguing consists of one generation redoing the work of another. Our own day is no exception. The difficulties stem largely from the conventions that are adopted; so perhaps firmer ground can be reached by the adoption of practical and natural entries in place of conventional forms".<sup>13</sup>

All alive to the present cataloguing situation admit the prevalence of a general sense of discontent, frustration and purposelessness in cataloguing practice and procedures. It has become more significant since 1941. There have been seasoned and vigorous attacks, sometimes based on personal judgment and at some other times on objective analysis, on cataloguing and the codes. The criticism swung round (1) the basic principles (2) simplification of the rules (3) readers' use of the catalogue (4) subject approach, (5) cost of cataloguing and re-cataloguing, (6) the vocabulary, and (7) unity leading to international or even universal acceptance. It is no doubt

ideal to achieve a Bible of Cataloguing which will transcend national and international barriers and thereby render it possible to locate and use the book resources of the world's libraries from any locality with considerable ease and quickness. One leading librarian went as far as to suggest piously that books should be published with title pages conforming to such specifications as the over worked cataloguers wish in order to mechanize their work of entry and heading. It seems to us that the volume of criticism on the present cataloguing procedures and catalogues has certainly shaken up the lethargic lingering traditions but has not led to the production, at least up till now, of a fresh and original design for a code and a catalogue. The old order changeth yielding place to new. But the new order is really the old order, with a new face. That is where the cataloguing situation remains.

The I.F.L.A. (International Federation of Library Associations) decided in September, 1954 to study the international standardization of cataloguing rules. An international committee with Mr. F. C. Francis (British Museum) as chairman and Dr. F. Ascarelli (Italy), Dr. R. Juchhoff (Germany), Dr. A. D. Osborn (U.S.A.), Dr. G. Ottervik (Scandinavia), Mr. P. Poindron (France), Dr. S. R. Ranganathan, or another (India) as members, was formed. The I.F.L.A. is likely to convene an international conference, perhaps in 1959, to seek agreement on basic principles, governing the choice, but not form, of entry. It would truly be international, if it will include the problems of entry for Oriental authors, in short all area outside the Anglo-American-German traditions. In fact, an international code need not be one with regimented and dead uniformity in its methods and directions, but it can as well be international by trying to understand the different points of view maintained in the various national codes and accomodate them. Such a code is bound to be more enduring and prove a great advancement in cataloguing practice. The UNESCO gave a small

financial grant for the project. Report on revision of Catalogues Codes<sup>14</sup> from various countries are to be discussed by this committee and common practices recorded, in order to establish a large measure of understanding and agreement. "The international aspects of the Code, much talked of at Chicago in 1956, won over greater attention in 1957. Andrew Osborn, representing the A.L.A. and sponsored by the Council of Library Resources, attended the German Library Association conference in Lubeck in June and returned optimistic about the chances of compromise between the Anglo-American and the German traditions even on corporate entry".<sup>15</sup>

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## CONSIDERATIONS IN PLANNING AND PROVISION OF THE LIBRARY CATALOGUE

A study of the early history of catalogues and cataloguing practice reveals that the making of a library catalogue was considered a matter of course. It was felt that anyone could compile a library catalogue and that any set of rules determined by individual cataloguers or libraries was sound enough for adoption. This was true of catalogues, at least till 1900. All that was required of the early cataloguer was the ability to transcribe correctly and mechanically the information contained on the title page of a book on to the catalogue entry. The cataloguer was seldom conscious of the principles underlying particular rules, nor did the codes express them explicitly. The result was the emergence of catalogues, which lacked logic, unity, and simplicity of purpose and use.

The Principles governing the various kinds of catalogue entries were unfortunately not adhered to, due to lack of facilities, specially in Asia in imparting instruction in this branch of library science to persons entrusted with cataloguing. As the books were acquired, they were entered in a list, which was usually a manuscript register, in the order in which they came into the library. It is a simple fact that all books do not belong to a specific field of knowledge. Books are varied in their content, scope, usefulness, authorship and imprint. Some of them are very closely related to one another and some others stand far apart. If a book on "History of India" and another on "Electromagnetism" were received in the library together, the simple cataloguer entered them one after another in his catalogue. In this way the catalogue contained entries



of books quite unrelated to one another. The larger and more varied the contents of a library, the greater is the need to provide a good catalogue, which is truly a 'finding list'. The finding list must be capable of finding a specific book at its location, the relative location among other books of its class, the author and collaborators and their works, etc.

After some experience, the early cataloguer realised that, instead of entering the books in the order of their receipt, it was worthwhile to enter them in his catalogue in groups of subjects, close to one another. The catalogue assumed the form of a list of subjects in which the order of subjects in each group, was based on the alphabet.

It can be better demonstrated by an example. Suppose there were 100 books in a library on various subjects. The cataloguer sat in judgment over each book to decide on its subject. If the 100 volumes in question, were to deal with 100 different specific subjects, there would be then 100 different groups under which the books would be entered. The order of these groups of subjects would be purely alphabetical as in the following manner.

*e.g.* Anatomy, Human.

Bengal—History.

Charities.

Dynamics.

English Drama.

Farming.

Gold mining.

Happiness.

India—Population.

This order of subjects no doubt helped in finding out what book or books were in the collection on a desired subject, while it did not bring together subjects related to one another. Such a catalogue is called the Alphabetical Subject Catalogue.

The next stage was to make a catalogue, by grouping subjects related to one another, in a logical manner. The logic involved was the logic of a system of book classification adopted for arranging the books on the shelves of the library. If the library adopted Dewey's Decimal Classification for the purpose of arranging the books, the catalogue for these books, followed the same order, in arranging entries for the books in it. The class number of the subject of a book determined the place of its entry in the catalogue. If there were 100 books on the shelves, arranged according to the progressive order of a system of classification, there were 100 entries for these books adopting an identical order in the catalogue. This kind of catalogue is called a Systematic Catalogue or Classified Catalogue. Entries for books in such a catalogue will be in the following manner, if Dewey's Decimal Classification is adopted.

#### 000 GENERALIA

www.dbraulibrary.org.in  
Beeton. Science, art, and literature; a dictionary of universal information.

#### 100 PHILOSOPHY

Durant, Will. Mansions of philosophy.

#### 200 RELIGION

James, William. Varieties of religious experience.

#### 300 SOCIOLOGY

Barnes, H. E. An Introduction to the history of sociology.

#### 400 PHILOLOGY

Taraporewala, I. J. S. Elements of the science of language.

#### 500 SCIENCE

Thompson, J. A. Outline of science.

#### 600 APPLIED SCIENCE

Hiscox, G. D. ed. Henley's 20th century book of formulas, processes and trade secrets.

## 700 FINE ARTS

Read, Herbert. The Meaning of art.

## 800 LITERATURE

Redman, B. R. What can literature do for me.

## 900 HISTORY

Childe, Gordon. Dawn of history.

This order of grouping the subjects is expected to bring together books on the same subject as close as possible, within the limits of the system adopted. The order of entries in such a catalogue will be governed by the class number fixed for books. The cataloguer follows strictly, for good or bad, the order of the classification system. If the system of classification is sound and satisfactory, its adoption for building a catalogue produces an equally sound and satisfactory one. The cataloguer is, therefore, required to judge a system of classification, to find out if it is suitable for adoption. Unfortunately the early cataloguers were all laymen, with little knowledge of the functions of a library catalogue. Any method of arrangement of the books adopted in a library was considered fit for adoption in building a library catalogue, with the result that the so called 'systematic' catalogue also imbibed all the undesirable features inherent in the system of classification. Ultimately this catalogue did not find much favour with the general public using the library. It was a tedious process to locate a desired book and if the 'classified' catalogue, was not provided with an accurate alphabetical index of authors, subjects and titles, a lay reader would not obtain much help from it.

To obviate these difficulties, the succeeding generation of cataloguers, early in the 20th century, changed the form and fulness of the catalogue. This kind of catalogue was to be a true index to the library collection. It assumed largely the form of a dictionary and aimed to function with all the ease and facility of a dictionary. Therefore the name given

to it, was the Dictionary Catalogue. The dominant idea was and is to help the reader in getting his book or information from the library, by placing at his disposal, a simple, quick and dependable catalogue. It is not so easy to produce one such catalogue, as it is easy to aim at it.

"Good Cataloguing is part of the very essence of the Librarian's Job."<sup>1</sup> "Some kind of catalogue will do" is a dead slogan in the wrong direction, for it is only an apology for it. Good catalogues in libraries are rare, because of the paucity of efficient cataloguers. Therefore, if a library intends to provide a good catalogue of its contents to its readers for their use, the first and right step is to appoint a well qualified and efficient cataloguer, to take charge of the planning and provision of the catalogue.

To a layman, the work of a cataloguer is apt to appear simple and lengthy, and established codes of cataloguing a device of librarians to obscure the obvious.

Another important step in the planning of a library catalogue, is the decision to follow a standard catalogue code. The cataloguer should be thoroughly familiar with the various rules in the code and apply them appropriately, in the case of each book that is catalogued. Unless such a code of catalogue rules is adopted in compiling the catalogue, its helpfulness to readers is doubtful. A catalogue not governed by a code will lack consistency, uniformity and simplicity, in style and fullness of its headings and entries, which are basic laws of cataloguing. The purpose of these rules is not to achieve mechanical uniformity but to assist the reader to find his way amongst thousands of entries, to the book wanted, as easily and quickly as possible. In order to attain this end there must be the "rules of the road."

A reader not finding a book in the catalogue, even though it is in the holdings of the library, will condemn the catalogue as undependable and sheer waste. So the rules of the catalogue

should be comprehensive, yet simple and entirely based on commonsense. Such a code alone will result in the compilation of an efficient and useful catalogue. "In other words cataloguing is organised commonsense, based on experience and applied to the description of printed matter."

"Like Chemistry, it is essentially a laboratory art. It cannot be learned by memorizing a code. It must be applied. One becomes a cataloguer by cataloguing. Every art is not merely a practice. It is a valuable discipline. Of no art is it truer than that of cataloguing. It is a discipline in Accuracy. Without accuracy, it becomes an offence. It is a discipline in Consistency and a discipline in Co-operation. People who cannot acquire and practice these rules of discipline can never be good at cataloguing." This view of L. S. Jast, is unchallengeable and should be faithfully followed.

The importance of the catalogue in a library is uniformly recognised. A good catalogue is an indispensable necessity to the functioning of a good library. If the starry Heavens reveal the glory of God, the catalogue reveals the glory of a library.

If the catalogue is to play such an important role in the working of a library, careful planning, with vision and realism is essential.

### READER GROUP

The first principle can be enunciated in a simple statement "Suit your catalogue to your immediate public."<sup>2</sup> The principle visualises that the catalogue is for the public for their use. It is not to be a mere symbol in the set up of a library. It should be a reality. If your library serves the children in the school the entries and headings in the catalogue of that library, should conform to the style and fulness suited to children, for whom it is intended. If for adults, it must be different in style, fulness, and terminology. Therefore, the catalogue of different classes

of libraries, will vary in style, fullness of entries, but not in respect of the fundamental principles, *Accuracy*, *Consistency* and *Uniformity*, which are common to the catalogues of all libraries.

### CODE OF CATALOGUING RULES

The second principle can be laid down in equally simple terms, "Build your catalogue on sound structure." The sound structure of a catalogue is obtained by making its various entries by following a code of cataloguing rules, tested by use and time. Cutters' Rules for a dictionary Catalogue (1904) and A.L.A. Cataloguing rules, author and title entries (1908) have served the cataloguers in a helpful manner since their publication. The latter code and its revisions more or less of its international recognition and adoption, could profitably be studied and used, to build the catalogue on sound lines. But as its field is limited to the making of author and title entries only, adoption of rules for making subject entries, such as those given by Cutter in his Rules for a Dictionary catalogue, is necessary.

The various entries and headings in a catalogue are like the tested bricks and corner stones in the foundations of a building. If the bricks and corner stones that go to make the foundation of a building do not conform to the specification, the strength of the superstructure is not ensured. Similarly, every heading and entry in a catalogue should definitely follow a rule or rules in the Code in order to produce a catalogue, which will be sound and satisfactory to the user.

### UP-TO-DATE RECORD

The third principle is "Keep the catalogue up-to-date." This principle takes into cognizance the fact that a library's collection and its catalogue should grow together. The catalogue cannot afford to lie behind, for its function demands that it keeps pace with the growth of the collection. As long as

knowledge advances and gets transformed into books, which libraries acquire for public use, it is incumbent that the catalogue of such collections should contain entries for all new books added. Otherwise the readers will not obtain information on books added to the library's stock from time to time. A catalogue that is not kept up to date in its information is obsolete and lacks appeal to the user. A wise cataloguer will, therefore, take care to provide entries for new additions of books with least delay in the catalogue. A book made ready for circulation implies that the corresponding entries for it have been made and filed in the library's catalogue in appropriate places. Some people, including scholars, professors and trustees of library boards ask "When will the catalogue be completed?" We may sportively tell them that a library's catalogue will never attain completion and finiteness. At best it can be kept up to date.

#### GUIDANCE IN ITS USE

The fourth principle is "Make the catalogue usable." It is important that a catalogue, which is compiled at enormous cost, time, and labour should be in a perfectly usable condition. The readers should be attracted to the catalogue which should tell them "Here I am at your service to save your time in locating the desired information or book." The catalogue should contain in its front instructions and guidance in its use. Otherwise, the best catalogues are likely to remain unused. Thousands of entries in it (on cards) will bewilder an unfamiliar person till he learns how to handle it. The perfect mechanism of an aeroplane, is all most confusing and complex to an air passenger while it looks simple to the pilot because he has learnt to apply his hands to it. Likewise every reader in a library should learn to use the catalogue. But the responsibility of making readers learn the art of using the catalogue rests with the cataloguer. Therefore every library catalogue should freely display simple,

short but effective guidance to the readers. Then alone the catalogue becomes usable.

### CHECK ABNORMAL GROWTH

The fifth principle is "Keep the catalogue under control." The catalogue has an inherent tendency to grow at an alarming rate. For one book added to a library's collection, three to five entries (cards) for it are made and filed in the catalogue. If one is to five is the proportional rate of growth between the book and its catalogue entries, should not the cataloguer keep a watch over the growth of the catalogue? If he does not exercise his control over the catalogue entries, unwanted entries find their way into the catalogue and begin to swell its size, to the detriment of wanted entries. They become bad neighbours. The cost of maintenance of the catalogue slowly increases. The usefulness and effectiveness of the catalogue gradually declines. In order to keep the catalogue from undesirable growth, necessary precautions and checks should be taken at the right time. When the various entries for a book are decided upon, careful scrutiny and vigilance over them is called for. Every entry goes to increase the bulk, cost, and complexity of the catalogue. Question its propriety at the time of making it. Is it essential to make the entry? If it is made, will it find ample favour with the public? If it is not made, will it leave a serious gap? Such general tests are necessary to be carried over the making and provision of each catalogue entry. If such care and precaution is taken, unwanted entries get eliminated, thereby increasing the effectiveness of the catalogue.

### READER USE

The sixth principle is "Know the Reader's approach to books." This principle will demand of the cataloguers and more particularly from those engaged in the production of the cataloguing systems, codes, classification tables, lists of subject



headings, appreciable knowledge and understanding of the way in which the users of the catalogue approach and search out their problems.

"If a catalogue is not used, or infrequently used, the reason may be that its general structure is unintelligible or that in forming the traces for particular books insufficient attention has been paid to the mental habits or limitations of the public to be served. We would of course train the public to familiarity with our frames of reference and our habits of designating characteristics, but this is only possible within fairly narrow limits.

"One of the tasks of a theory of cataloguing will then be to discover by observation and experiment how our catalogues could be adapted to the peculiarities of our readers. This is not an undertaking that can be completed once and for all. People change and catalogues will have to change accordingly. Not the least of our obstacles will be the fact that many readers have only a vague idea of what they are in search of, and no conception of any frame of reference of any kind."<sup>3</sup>

Unless the cataloguer knows the various approaches to books by the public, he cannot provide for them. There are simple books and complex books. Usually a book may be asked for by mentioning the name of its writer, or its title or its subject. But books are not so simple as to be limited to these three characteristics, though they are common to a large number of books. Certain books have no specific subject through which they can be approached, e.g. Tansley: *Brief facts*. Certain books fall into the form classes, like poetry, drama, essays, oratory, epistles and fiction in which the subject matter is of least attraction. It is the manner or the form with which the reader is concerned, e.g. Scott: *Ivanhoe*; Shakespeare: *Hamlet*; Kalidasa: *Sakuntala*; Milton: *Paradise lost*; Goethe: *Faust*. Some books are published without an author's name, like Anonymous classics, Folk tales, Sacred books, and National epics

and songs, e.g. Nibelungenlied, Arabian Nights' Entertainments; Vedas, Ramayana; Mahabhārata; Bhagavad Gita; Panchatantra; Hitopadesa. Some other books are well known only by their titles, like the Anthologies, Purānas and Upanishads, e.g. Pulitzer Prize plays, Garuda Purāna, Agni Purāna, Kena Upanishad, Brihadāranyaka Upanishad. Some other books are well known by the name of the editor, translator, compiler, commentator, illustrator, e.g. Jowett, tr. Plato: Republic. P. V. Kane, Comm. Hindu Dharmasastra. We can go on multiplying other kinds of books which will have unusual approaches to them.

The cataloguer of a library collection has to visualise the readers' approaches to these different types of books. If the entries for all these categories are not consistently and uniformly made and under their best known form, the reader fails to get at them. All the labour spent on cataloguing them proves useless. Therefore, when every book is to be catalogued it is essential for the cataloguer to understand and foresee how and in what possible ways the reader will ask for the books in the catalogue. Then he will be able to provide for them in the catalogue. Here is a job which the cataloguer has to perform with all intelligence, logic, commonsense, and adherence to the catalogue rules. Even the very best catalogues have been found to fail on occasions by not yielding readily the appropriate information to the inquirer. This fact is enough to convince that compiling a good catalogue and maintaining it in sound condition is as complex as the manufacture of a Jet engine and its proper upkeep, which can be done only by experts. It is becoming increasingly complex, with infinite variety of newer types of books and titles coming out from the printing press.

Having considered the general principles in the planning of the library catalogue, it is necessary to arrive at decisions on (1) the external and internal form, (2) the fulness of descriptive

cataloguing, and (3) the subject cataloguing, before the work commences on the provision of the catalogue.

1. The physical size, shape and material of the catalogue will be considered under its external form. The traditional form of a library catalogue was the manuscript or printed book from the earliest times to the end of the 19th century. Transition from this conventional form to the card catalogue became significant in the 20th century, perhaps influenced largely by the adoption and distribution of standard sized catalogue cards by great libraries like the Library of Congress. Today, the card form of catalogue has generally been accepted as the normal form of catalogue in all kinds of libraries, although the return of the book form for static collections in big libraries and its continued use in big national libraries like the British Museum cannot be ruled out.

In a subsequent chapter on the display of catalogues further discussion on the advantages or otherwise of each form is provided. In between these two forms, there is the sheaf catalogue, which is supposed to combine the advantages of the book and the card forms. Every library should consider the adoption of one or more of these varieties before the cataloguing operations commence. There have been instances of libraries choosing one form and changing to another. The cost of such a change is tremendous and needs extra staff, material and money besides the temporary inconvenience caused to the users during the period of transformation. It is therefore important that a definite decision on the form of catalogue to be maintained is arrived at in time.

In his remarks on the physical aspect of alternatives for the card catalogue, Mr. C. D. Gull states that "there does not appear to be a trend towards any device which will replace the card catalogue in the near future as the basic record of each library.

"Since no library catalog is a complete record of the holdings of its library, and since few catalogs provide more than limited subject access to the cataloged material, librarians, and scholars rely heavily on bibliographies, indexing services, and abstracting services, and on the published catalogs of large libraries for access to information in their own libraries, and for notice of information contained in other libraries. Collectively these published catalogs, bibliographies, indexes and abstracting journals are more than a substitute for the card catalog, as just noted, yet there is no evidence that any one or any combination of the current publications in this field can be used to replace the card catalog of any research library or of any large public library."<sup>4</sup>

A comprehensive survey on "Bibliographical Services, Their Present State and Possibilities of Improvement" Recorded by V. W. Clapp and K. O. Murra for the UNESCO/Library of Congress Bibliographical Survey covers the problem to 1950. <sup>www.dbradlibrary.org.in</sup> This authoritative survey agrees with similar views already expressed that the possibility of replacing the card catalogue as a library's basic record by a better tool is very remote.

A comparative analysis of time and cost factors carried out by Ralph R. Shaw in his "Management, Machines, and the Bibliographic Problems of the Twentieth Century"<sup>5</sup> helps us in concluding that "the card catalog is not only far from obsolete but is in fact a remarkably efficient 'machine.' For most libraries, and certainly for small special libraries and libraries with relatively limited resources, the card catalogue is the practicable choice as to physical form."<sup>6</sup>

2. The patterns of arrangement of the entries in a catalogue will be considered under its internal form. There are only three chief types—(1) the alphabetic, by authors, titles, and subjects or combined in a single sequence, when it is called the dictionary catalogue; (2) the classed, in which arrangement

of the entries is by the order of subjects as determined in a scheme of book classification which normally aims to bring together subjects related to each other; (3) the alphabetico—classed, a hybrid form of arrangement of entries, which aims to combine the advantages of the alphabetic and classed forms by arranging the major divisions alphabetically, with classified arrangement for subordinate subjects under each large group or arranging the major groups in classified order with the subordinate subjects in alphabetical sequence.

The third form has not been fully experimented in a large scale till now. It may, therefore, be assumed that the choice of the internal form of a library catalogue will fall on either the alphabetic or classified patterns. Volumes of material exist over the relative merits of these two forms. The arguments in favour of the classed form, perhaps, outnumber those in favour of the alphabetic form. But it does not necessarily mean that the classed form is superior to the alphabetical form under all conditions. The individual needs of libraries will be the deciding factor. The anticipated reader use of the catalogue will help in no small measure the choice of the internal form to be adopted. "But what values may be assigned to these weights, and what arguments take precedence over others in particular situations cannot here be specifically stated or even generalized. In actual practice it may develop that the decision to adopt one form of catalogue in preference to another may not be too difficult if one knows what is to be expected of it. But what is to be expected of the catalogue? How does its use differ in varying libraries? Is alphabetic catalogue really "best" in the public library? Answers to such questions must of necessity wait upon the findings of an extensive programme of research."<sup>7</sup>

The commonly accepted view is that public libraries find alphabetical form suited to their service; while scholarly libraries,

research, special, college, university prefer the classed forms. The classed forms too are gradually finding favour with the public libraries as the subject approach to reading material is becoming more popular than author and other approaches.

2. Descriptive cataloguing refers to the process of describing a book or other reading material on a catalogue entry, with a view to its quick identification by the user. It has attained a fairly uniform standard among libraries, after the Library of Congress 'Rules for Descriptive Cataloguing' 1949 has been adopted by the American Library Association.

"The objectives of descriptive cataloguing are: (1) to state the significant features of an item with the purpose of distinguishing it from other items and describing its scope, contents, and bibliographic relation to other items; (2) to present these data in an entry which can be integrated with the entries for other items in the catalogue, and which will respond best to the interests of most users of the catalogue."

In fulfilment of these aims, the book is described as fully as necessary, bearing in mind that no superfluous item is incorporated in the entry. As this part of cataloguing work is largely responsible for its increasing cost, close scrutiny of its features, with a view to conserving funds is advocated. The title page and other physical features of a book is the raw material of description in a catalogue entry. The cataloguer follows an accepted pattern in entering the class symbol, author, title, imprint, collation, notes, etc. on the entry. The minuteness with which these details are described on it, will depend on the need existing for them and the time and funds voted for this purpose. Small libraries with limited funds, a few hundred readers and one or two members on the library staff will necessarily give the most essential items, leaving out minute bibliographic details which large libraries will include. They may, for example, abbreviate titles, omit place and publisher in the imprint and omit the

collation. The simplification of details on a catalogue entry is adopted in varying levels in the same library depending on the literary and material values of books. Recent studies conducted in this field indicate doubtful values attached to full and minute standards of description, because of the infrequent use made of such information by readers. It is, therefore, advisable to lay down a specification for descriptive cataloguing before the actual processing of books takes place. This decision will be of far reaching significance for libraries which duplicate their catalogue cards by themselves by hand or machine, instead of using printed cards from a central distributing agency.

3. Subject cataloguing, which is no less important than author and title entries, has not been fully developed. It can perhaps be attributed to the lack of directives in its preparation, except the solitary instance in Cutter's Rules for a dictionary catalogue during the last 70 years. Perhaps the impression has erroneously, <sup>www.dbraulibrary.org in</sup> continued to exist that it is unnecessary to provide subject entries in a catalogue arranged alphabetically, when the books themselves are classified by subjects and arranged on the shelves in the order of class numbers by a given scheme of classification and the corresponding entries for the books filed in the catalogue in an identical order. Some libraries, either with a view to economise the expenditure in cataloguing or with a feeling of secondary importance attached to the subject entries in alphabetical catalogues, do not prepare a subject catalogue. At best, they provide copies of the subject index to the classification scheme adopted in a library, for the use of such readers who may want to locate a subject in the scheme or books on a subject on the shelves.

Some libraries provide subject entries for books in specified departments of knowledge and some others provide only one subject entry for each book, although the book may deal with several subjects which require individual subject entries.

Subject cataloguing analyses the subject contents of the book which are indicated by suitable subject headings arranged in alphabetic sequence, with a view to providing accessibility to readers, when they approach the books from any subject aspect dealt with.

It is too hazardous to affirm that subject cataloguing has been a failure and so it must be given up totally. Its total withdrawal from the cataloguing operations will definitely leave a gap, which will remain unfilled for a long time to come. It can, therefore, be recommended that some kind of subject cataloguing must find a place in the cataloguing services of libraries. It may be on the pattern of specific subject headings as in lists of subject headings or expressed in terms of class digits as is done by the British National Bibliography adopting the 'chain procedure.' A fuller and detailed discussion on subject cataloguing can be found in subsequent chapter on 'Subject Cataloguing.'

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## CATALOGUE ENTRIES AND THEIR FUNCTIONS

**A**MONG the various technical operations involved in the making of a card catalogue, the decision on the number and kinds of entries required for a book is a fundamental responsibility. Be it a small or big library, every cataloguer has to examine book after book acquired for the library, in order to provide a descriptive record of the book in the entries. Fortunately, the rules governing the entries and the descriptions of books are properly codified. There is now a large measure of agreement on the form and fulness to prevail in the entries. As much care and judgment is called for on the part of the cataloguer in deciding the number and variety of entries for a book as is expected of the classifier in assigning the class number.

Developments in catalogue code revision taking place in the United States, Great Britain and Germany and the efforts of the I.F.L.A. to establish a code of universal cataloguing practice, may, in the years to come, perhaps, result in some revision of the rules, particularly for works of corporate authors, and pseudonymous authorship.

What is an entry in a catalogue? An entry in a catalogue is the record of a book placed under an appropriate heading. There are headings for authors, titles, subjects and cross references. So there will be entries for authors, titles, subjects and cross references. But these entries are usually divided into three (1) main Entries, (2) added or secondary entries, and (3) cross reference entries. The main entry is usually the

entry made under the author as heading, but in a few cases the main entry is also made under the title when the author is unknown or doubtful or the title better known than the author, and occasionally under the editor, compiler and illustrator, etc. The added entries are made under the title, subject and collaborators such as editors, translators, illustrators. The main entry generally contains fairly full information about a book while the added entry gives only the most essential items of information as called for by the heading. Let us examine a book for the types and number of entries.

'Mathematics and the imagination' by Edward Kasner and James Newman; with drawings and diagrams by Rufus Isaacs, London, Bell, 1949.

This book may be asked for under its authors, its title, its subjects and perhaps under its illustrators. When the decision is made about the need, kind and number of entries for a book in the catalogue, the cataloguer has to make these entries under the appropriate headings in making a dictionary catalogue. All headings for entries, except that for the author entry are traced at the bottom of the main entry by using arabic numerals for subject headings and roman for others. The function of the tracings is to direct the making of added entries under the appropriate headings.

Main entry :

Author Heading. Kasner, Edward and Newman, James.

Added entries :

Jt. author Heading Newman, James, jt. auth.

Title „ Mathematics and the imagination. 1949

Subject „ MATHEMATICS—PHILOSOPHY

„ „ MATHEMATICAL RECREATIONS.

„ „ IMAGINATION.

Illustrator „ Isaacs, Rufus, illus.

## MAIN ENTRY

	Kasner, Edward and Newman, James.
	Mathematics and the imagination; illus. by Rufus Isaacs. Lond., Bell, 1949.
	xiv, 380 p., illus., diags., 20 cm.
	Short biographical note about the authors at end.
	1. Mathematics-Philosophy. 2. Mathematical recreations. 3. Imagination. I. Newman, James, jt. auth. II Isaacs, Rufus, illus. III. title

Cross reference entries are indicated on the reverse of the main entry and are made on separate cards so as to file them in appropriate places in the catalogue.

(1)	SCIENTIFIC RECREATIONS, See also
	MATHEMATICAL RECREATIONS.
(2)	RECREATIONS, MATHEMATICAL, See
	MATHEMATICAL RECREATIONS.

## JT. AUTHOR ENTRY

	Newman, James, jt. auth.
	Kasner, Edward and Newman, James.
	Mathematics and the imagination. Lond., Bell, 1949.

*ILLUSTRATOR ENTRY*

		Isaacs, Rufus, illus.
	Kasner, Edward and Newman, James.	
	Bell,	Mathematics and the imagination. Lond., 1949.

*TITLE ENTRY*

		Mathematics and the imagination. 1949
	Kasner, Edward and Newman, James.	

*SUBJECT ENTRY*

(1)

		MATHEMATICS—PHILOSOPHY.
	Kasner, Edward and Newman, James.	
	Rufus Isaacs.	Mathematics and the imagination ; illus. by Lond., Bell, 1949.
		xiv, 380 p., illus., diagrs., 20 cm.

(2)

		MATHEMATICAL RECREATIONS.
	Kasner, Edward and Newman, James.	
		Mathematics and the imagination ; illus. by Rufus Isaacs. Lond., Bell, 1949.
		xiv, 380 p., illus, diagrs., 20 cm.

(3)

		IMAGINATION.
	Kasner, Edward and Newman, James.	
		Mathematics and the imagination ; illus. by Rufus Isaacs. Lond., Bell, 1949.
		xiv, 380 p., illus., diagrs., 20 cm.

While the main entry for a book in an alphabetical catalogue is usually made under the name of its author or the best known form of title when the authorship cannot be established with certainty, in a classified catalogue it is made under the subject indicated by the class number in which the book is placed. This entry under the class number is the only entry for the book in a classified catalogue, while index entries corresponding to the added entries of a dictionary catalogue are provided in the subsidiary files of the classified catalogue. These are called alphabetical indexes of authors, subjects and titles which may either be kept separate or filed together in a single sequence. When a book contains more than one subject, the second or subsidiary subject is brought out by providing a subsidiary

entry for the book under the class number of that subject with a reference to the class number where it is placed as determined by the first, primary subject. Similar to the tracing of the headings of added entries on the main entry in alphabetical/dictionary catalogues, class numbers of subsidiary subjects under which the book may be expected are given as tracings. The class number stands as substitute for the verbal subject heading traditionally adopted in dictionary catalogues.

e.g. Main entry in the classified catalogue, under class number

	510.1
	Kasner, Edward and Newman, James.
	Mathematics and the imagination; illus. by Rufus Isaacs. London, Bell, 1949. www.dbrautlibrary.org.in xiv, 380 p., illus., diagrs., 20 cm.
	1. 155

Some libraries prefer to write the call number of the book on the top left corner and class number on the top right corner in a distinct manner. Giving class number in addition to call number is optional, because the call number consists of class number and the book number.

e.g. Entry for the subsidiary subject.

	155
	Kasner, Edward and Newman, James.
1949	Mathematics and the imagination. Book at 510.1

e.g. Index entries.

Kasner, Edward and Newman, James.

Mathematics and the imagination. 1949. 510.1

Newman, James, jt. auth.

Mathematics and the imagination by Edward

Kasner and James Newman. 1949. 510.1

Mathematics and the imagination by Kasner and  
Newman. 510.1

Mathematics-Philosophy. 510.1

Mathematical recreations. 510.1

Imagination. 155

Recreations, Mathematical. 510.1

Having studied the entries in the more important types of catalogues, it is essential to know the function of each one of them.

1. The author entry (main entry) enables a person to know what work or works by a given author is available in the library, with full particulars about the collaborators, imprint, collation and any special information on the writer of the subject not brought out by the previous groups in it.

2. The secondary entries enable a person to get access to the book if he asks for it by mentioning the name of collaborator or subject or title.

3. The cross reference entries guide a person to look from the form of heading, be it author, or title or subject, known to him, to the one chosen and adopted in the catalogue.

4. The main entry for a book in a classified catalogue enables a person to know the location of a book among books of the same class that precede and follow. As the main entry for a book in this form of catalogue is arranged by a symbol or number, adopted for the notation in the classification, a direction to the reader under what number or symbol of the

class he could find a desired book is essential. Such a direction is provided by the author, title and subject index entries. These auxilliary alphabetical index entries perform the function of directing the reader to the main entry for a book as well as affording him similar information to that furnished by the added entries in a dictionary catalogue. The subject index entries to the classified catalogue direct the reader to the relevant material and serve the same purpose as the "see" and "see also" references of the dictionary catalogue.

The various entries in a catalogue are the means by which the objectives of the catalogue are achieved. What C. A. Cutter had stated about the objectives of a library catalogue in his 'Rules for a dictionary catalogue', 4th ed. 1904, remains the same even today.

1. To enable a person to find a book of which either
 

(A) The author	}	is known.
(B) The title		
(C) The subject		
2. To show what the library has
  - (D) by a given author
  - (E) on a given subject
  - (F) in a given kind of literature.
3. To assist in the choice of a book.
  - (G) as to its edition (bibliographically)
  - (H) as to its character (literary or topical).

#### MEANS

1. Author entry with necessary references for (A and D).
2. Title entry and title reference for (B).
3. Subject entry and cross references for (C) and (E).
4. Form entry and language entry for (F).
5. Giving edition, imprint and notes for (G).
6. Notes for (H).



The entries in a catalogue are designed to perform certain functions assigned to each one of them. Therefore the parts or items of information included in an entry are influenced by those considerations. The heading in each entry is the leading part. On the line of heading the call number of a book is included and written on the top left corner in alphabetical arrangement of the entries and above the heading in a classified or numerical order. As the chief aim of every entry of a library catalogue is to help in the location of a desired book on the shelves, it is obligatory that these call numbers find a place prominently and legibly on them.

The author entry, will consist of the correct form of author heading usually surname, followed by forenames in the case of occidental writers and personal name followed by other parts of the name, in the case of oriental writers. On the line below, the title of the book, as on the title page, is given. If there are collaborators <sup>www.dbraulibrary.org.in</sup> they are mentioned as a part of the title group, separated from the actual title by a semi colon. The edition is also stated, unless it is the first. The next group is the imprint consisting of place of publication, name of publisher, and date of publication. Then comes the collation of the book which is given as a separate group commencing with the second indentation. If a book warrants it, special information about it may be given in a note in another group. Sometimes it may be necessary to provide contents as a group, when the title is not explicit or is composite in nature. As the author entry is usually the main entry for the book all the other secondary entries which the cataloguer has decided to make are indicated as last part at the bottom of the catalogue card in order to serve as a guide to the cataloguing department in the making and verification of these entries. Excepting the last part known as tracing, the body of the catalogue card contains only such information as is vital to the reader for identification, location, choice, and study.

The secondary entries contain on the line of heading the call number and the appropriate heading (title, collaborator, subject etc.) and the body of the card displays select items from the main entry in secondary fullness, because the heading of each entry and the call number of the book satisfy a large number of the users of the catalogue in their approach to books.  
e.g. Main entry.

1 320.1	3 Laski, H. J.	4		
2 L34		5 Grammar of politics ; 5th ed.	6 London,	7
	8 Allen	9 and Unwin, 1948.		
		10 xxvii, 672p., 21cm.		
	11 1. Political Science—Theory. I. title.			

Call No. (Class No. 1 Imprint (Place 7, Publisher 8  
(Book No. 2 Date of publication 9)  
Author (Surname 3 Collation 10  
heading (Forename in secondary fullness 4  
Tracings 11  
Title 5, Statement of ed. 6  
Secondary entries.  
Subject.

320.1		POLITICAL SCIENCE—THEORY.
L34	Laski, H. J.	Grammar of politics ; 5th ed. London, Allen and Unwin, 1948.

Title.

320.1		Grammar of politics.	1948.
L34	Laski, H. J.		

The cross reference entries are made from one heading to another and hold good for all books that belong to the headings in question. Therefore, these cross reference entries contain only three parts, (1) the heading referred from, (2) the direction see or see also, and (3) the heading referred to. The call number and the usual items of information about a book, which are present in the body of the regular entries are conspicuously absent in these reference entries.

Cross reference entry "See" type  
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	POLITICAL ECONOMY, See,
	ECONOMICS.

Cross reference entry "See also" type.

	ETHICS, See also,
	BEHAVIOUR.

## DESCRIPTIVE CATALOGUING

IN chapter four on 'Considerations in planning and provision of Library Catalogues' a passing reference is made to the necessity of deciding the pattern of description of books on catalogue cards before the cataloguing operations begin.

In this chapter, a detailed discussion of the description of the various types of books and reading material in libraries is provided. Descriptive cataloguing has been defined as "that phase of the process of cataloguing which concerns itself with the identification and description of books."<sup>1</sup> Studies of reader use of library catalogues disclose that as very few of them are already aware of the existence of a book or books on the subject of their interest. They refer to the catalogues primarily to find out (1) if such reading material is in the holdings of the library and (2) if so, where it is located. Identification precedes location. If any ambiguous characteristic were to be found in the verbal description of books, it would tend to its being overlooked or discarded by the reader. Descriptive cataloguing, therefore, helps in isolating book from book in the process of identification. This part of cataloguing is sometimes considered mechanical, but it is not so because the cataloguer has to use his judgment on the number and degree of minuteness of details to be adopted. They must be authentic and precise. The manner of presentation of details decided for inclusion in the order of priority will add to the artistic effect and ease of use. Irrespective of the alphabetical or classed form of catalogue, descriptive cataloguing has to be performed with the same care and standard of performance.

Reading material in modern libraries is not only limited to printed books but also extends to maps, atlases, musical scores, braille books, phonograph records, etc. Each class of material poses its own problems of description. Even in books, the complexity transcends all imagination.

A simple analysis of books in modern libraries will result in the following main groups :

- (1) Personal author publications, single and joint, with and without other collaborators like editors, translators, compilers, etc. ;
- (2) Corporate author publications (a) government (b) non-government, i.e., society, institution, other organizations ;
- (3) Publications of pseudonymous writers ;
- (4) Anonymous works ;
- (5) Serials and periodical publications ;
- (6) New editions and duplicates ;
- (7) Incunabula ;
- (8) Manuscripts.

Items in each one of the above groups will need a distinct pattern of description. Fortunately the rules governing the entry and heading are available in the A.L.A. Cataloguing rules, 2nd edition, 1949. The Library of Congress Rules for Descriptive Cataloguing, (adopted by the American Library Association) 1949, provide the fullest directions for the descriptive cataloguing of such material. Most of these rules have been accepted by libraries as standard rules and followed in descriptive cataloguing. But as these rules are specially intended for use in the Library of Congress which is cataloguing its materials "to integrate them in a large general collection and in large special collections, other libraries using the rules will have to decide for themselves at what point they wish to depart from them."<sup>2</sup>

Small libraries may decide to simplify these rules in accordance with their individual needs. It is still possible to maintain some standard of uniformity even in 'limited cataloguing' by following consistently the amended rules.

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## PHYSICAL FORMS OF THE CATALOGUE

THE materials of cataloguing, books in all their forms have influenced the shape and structure of the catalogue. The ancient records of man's thought and achievement were made of clay tablets. Evidence from history reveals that the corresponding catalogues of books in clay tablets were also made of clay tablets. As the evolution in book production gradually changed the shape of books, resulting in modern printed books with all embellishments, their catalogues also kept pace with them. When there were manuscripts and block books, the catalogues conformed to that model. When the printing press established improved traditions for book production, the catalogues of such printed books adhered closely to those traditions, resulting in printed page catalogues. Use and experience of the printed page catalogue lead to the modern form, the card catalogue in the present day. By 1900, the card form had displaced virtually all the previous forms of library catalogues in the United States. After fifty years of its popularity, the card form is being questioned and efforts are being made to find substitutes for the card catalogue.

Among the various physical forms of catalogues in use today in libraries, importance should be given to the study of

- (1) Printed page catalogue, (2) Adjustable sheaf catalogue and
- (3) Card catalogue in cabinets.

1. Printed Page Catalogue: It is also known as the book catalogue. This kind of catalogue has been a traditional form adopted in many large libraries, which used to publish a general printed catalogue of their collections up to a date and

- Robinson (Edwin Arlington).  
 Coll. poems. Intr. by J. Drinkwater. 8° [1922]  
 Dionysus in doubt. 8° N.Y., 1925.  
 King Jasper: a poem. Intr. by R. Frost. 8° N.Y. 1935.  
 Matthias at the door. 8° N.Y. 1931.  
 Nicodemus. 8° N.Y. 1932.  
 Talifer. 8° N.Y. 1933.  
 Tristram. [repr] 8° N.Y. 1927.  
 8° 1928.
- Untriangulated stars. Letters to H. de  
 Forest Smith, 1890-1905. Ed. D. Sutcliffe. 8° Camb., Mass. 1947.  
*see* COFFIN (R.P.T.) New poetry of New  
 England: Frost & R. 1938.  
 „ NEFF (E) R.A.R., 1949.
- Robinson (Ethel Fay) & T. P. Robinson.  
 Houses in America. 8° N.Y. 1936
- Robinson (Eva) & J. S. Heward.  
 Reminisc. of Littlehampton. Transcr. of  
 parish registers, 1611-1753 by W. H. Challen. 84° Arundel [1933]
- Robinson (Fred Norris). Satirists & enchanters in  
 early Irish lit. [Extr.] 8° [Camb. Mass. 1911]
- Robinson (George Buchan).  
 Monetary mischief. 8° N.Y., 1935.
- Robinson (George Livingstone). The Sarco-  
 phagus of an anc. civilization, Petra. Edom  
 & the Edomites. Intr. by W. F. Albright 8° N.Y. 1930.
- Robinson (Geroid Tanquary). Rural Russia under the  
 old regime. 8° [1932]
- Robinson (Gertrude).  
 Hist. & Cartul. of the ~~Crown Monastery of St. Eusebius~~  
 & St. Anastasius of Carbone, *see* ORIENTALIA CHR.  
 v. 9v, 15v & 19i, 1928-30.
- Robinson (Gilbert Wooding). Soils, their orig., constit.  
 & classification. 8° 1932.
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- Robinson (Harry Perry).  
 Of distinguished animals. 8° 1910.
- Robinson (Henry), 1605-73? \*Liberty of conscience.  
 1644. (facs), *see* HALLER (W.), ed. Tracts on  
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*see* JORDAN (W.K.) Men of substance: St. of  
 thought of 2 Eng. revolutionaries, H.R. &c., 1942.
- Robinson (Henry Crab). Blake, Coleridge, Wordsworth,  
 Lamb &c. Sel. f. the remains of R. Ed. E. J. Morley. 8° M'ter 1922.  
 Crabb Robinson in Germany, 1800-5. Extr. f.h.  
 Corr. Ed. E. J. Morley. 8° 1929.  
 H. C. R. on books & th. writers. [Sel. f.h.  
 diaries & reminisc.] Ed. E. J. Morley. 3v. 8° [1938]  
*see* MORLEY (E. J.) Life & times of H.C.R., 1935.  
 „ NORMAN (F.) H. C. R. & Goethe, 2p, 1930-31.
- Robinson (Henry Morton).  
 The great snow. 8° [1948]  
*see* CAMPBELL (J.) & H. M. R. Skeleton key to  
 Finnegans Wake, 1947.



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then issue periodical supplements to keep the original volume up to date. Copies of these catalogues are placed in the public departments of the libraries and are also sold to the public. The ease with which readers can use and carry it is unquestionable. Several entries on a page that a reader can see at a time, without irksome necessity of turning over card by card in the card form is a supreme advantage and saves the time and trouble of the reader. The compactness of the book catalogue enables its display with the least loss of floor space and equipment. No other form of catalogue can compete successfully with the printed book catalogue as a bibliography and source of information to students and scholars in distant parts of the world! Because of this supreme value, several large libraries even now print their catalogues, e.g. A Catalogue of Books Represented by the Library of Congress Printed Cards Issued to July 31, 1942 and later its Supplement, Cards Issued August 1, 1942 to Dec. 31, 1947, altogether 209 volumes of about 600 pages each, has been published by Edwards. This catalogue contains 2,500,000 entries at once and ranks among the great book catalogues of the world. "The success of the Edwards Catalogue, and the realization that its depository card catalogues represented a burden most depository libraries could not long afford to bear, lead the Library of Congress to seek means of continuing the publication of its cards in book form as well as their sale for use in card catalogues...The cumulative catalogue method, adopted late in 1946, was a carefully chosen compromise which took advantage of conditions peculiar to the Library of Congress to obtain the best results possible in printing a book catalogue from catalogue cards. Photo-offset lithography was considered the most effective printing method."<sup>1</sup> By careful planning of the process of alignment and adjustment a great deal of saving in space and size in the 'Library of Congress Author Catalogue' is made possible. Instead of 18 entries to a page

in Edwards catalogue, the new Catalogue contains 38 entries to a page and is issued in 5 sections: (1) Authors, (2) Subjects, (3) Films, (4) Maps and Atlases and (5) Music and phonorecords.

The foregoing advantages possessed by a printed book catalogue can be offset with some disadvantages inherent to it.

Libraries acquire books as the need arises for them. When open access to shelves gradually displaced closed shelves, more intensive use of the collection was no doubt made by readers, but one occasionally meets an irresponsible use also made of books. Books, sometimes, are stolen from libraries and are lost. Some books become obsolete and have to be withdrawn; otherwise these unwanted reading material creates problems of congestion, by occupying limited and valuable shelf-space.

Entries of books lost as well as withdrawn must be deleted from the catalogue, in order to keep it current just as new additions are entered in it. As the stock of modern libraries, particularly public libraries, is constantly being revised, their catalogues also must be revised. The printed book catalogues do not yield, as spontaneously as other kinds of catalogues, to these changes. When entries are scored off or erased and when new entries are inserted in between the two printed titles, the page looks confusing, and unattractive and after some time it has to be totally replaced by a new printed page or supplemented elsewhere.

Its production is laborious and disproportionately expensive. Before the catalogue entries of books can be printed on pages to be bound to give it the shape of a book, they have to be written legibly and accurately to be composed. The proofs of these sheets containing the entries have to be compared and errors in composition rectified before final printing is done. This process involves considerable time, before the catalogue is available for use. Even though the books have been

catalogued, their catalogue is not ready for public use. When the catalogue is completely printed and bound it will not admit incorporation of further entries of books added to the collection day by day with the result that the public have no information about new books, till a subsequent edition of the catalogue is printed. Remedies like periodical bulletins of new books and supplements for stated periods, have been tried, but they have proved as laborious and costly as the making of the original catalogue. A growing collection of books in a library, an inherent feature of libraries, and a printed catalogue do not keep good company. One is fast, the other is slow. There may be a few advantages with the page catalogue like convenient and familiar shape and size, portability and lightness, but they do not outweigh the serious disadvantages like rigidity, inhospitability, obsolescence and mounting costs. While the scholarly readers favour printed book catalogues, librarians will find the card catalogues more convenient in administering their libraries.

THE SHEAF CATALOGUE. Difficulties experienced in the maintenance of the page catalogue lead to the adoption of an improved type known as sheaf catalogue, which consists of individual sheets of tough paper cut to the uniform size and notched at left edge and protected by boards on front and back and secured by mechanical clasp or metal fastener. One entry is made on each sheet 6"×4", slightly bigger than the modern standard catalogue card and these entries could be arranged in any desired order or withdrawn from the sheaf holder with ease, without affecting the preceding or following entries. Entries could be written or typed or printed on the standard sheets and operated like a loose leaf-holder. The back of each volume of the sheaf catalogue contains a label holder, in which the range of its contents could be displayed and these volumes could be arranged in a cabinet designed to house them. ✓

## ✓ SHEAF CATALOGUE

## Front Section

## ✓ Alphabetic Arrangement

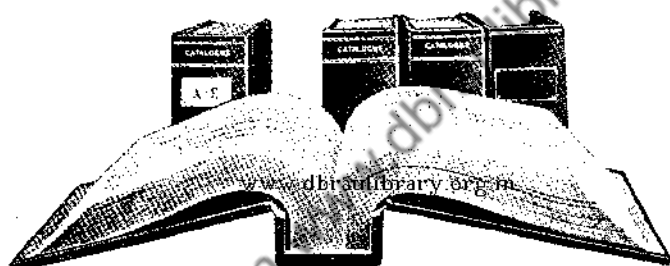
A-B	C	D-E	F	G-H	I	J-K	L	M	N	O
P	Q	R	S	T	U	V	W	X	Y	Z

## ✓ Classified Arrangement

100	200	300	400	500
600	700	800	900	000

The desired volume could be pulled out of its place in the stand and conveniently used on a table and replaced when done with. The sheaf catalogue combines in certain advantages of the page catalogue, like portability and familiarity and certain good features of the card catalogue, like up-to-date quality, infinite expanding capacity and freedom of manipulation of the entries. With such advantages it could not attain the same popularity as that of the present card catalogue. Only a few libraries adopt this form. Splendid examples of sheaf catalogue are to be found in the United Kingdom at the Birmingham Reference Libraries, Liverpool Reference Libraries, Sheffield Central Library, and Westminster Reference Library. [Westminster Library is now printing its catalogues].


Although the sheaf catalogue provides a compromise between the printed catalogue and the card catalogue, it is not adaptable to Library of Congress cards. There is waste of blank space on slips as the description of books seldom requires the full area of the slips. But in regional library systems it is of immense value, because the location of a single volume may have to be



LIBRACO SHEAF CATALOGUE

[www.dbraulibrary.org.in](http://www.dbraulibrary.org.in)

recorded in a number of branches in the region. A mobile library collection may be entered in a sheaf catalogue and it may be carried in the vans provided the number of volumes of the catalogue does not exceed ten. Experience of filing newer entries in the sheaf catalogue indicates that the slips, being thinner and less tough than the cards, take a little more time than the cards.

 THE CARD CATALOGUE. The card catalogue, which is familiar to all readers in modern libraries, is a creation of librarians after much thought and experience. During the eighteenth century, libraries in France had adopted cards for catalogues. In the nineteenth century, libraries and banks in England and the United States began using cards for their records. This form of catalogue took shape and attained immense popularity from the beginning of the twentieth century. It has been perfected in its internal structure and external shape. Each card of the standard dimension 7.5 cm × 12.5 cm (roughly 3 inches by 5 inches) contains a single entry. Copies of these cards can be duplicated in required quantity for the purpose of being filed in any desired location and sequence. These cards are arranged and filed in a drawer, designed to hold 1500 to 1800 cards in upright position. These trays or drawers are provided with a simple mechanism of a self locking metal rod with a groove in which a sliding metal plate falls of its own weight through the slit and catches the rod from being pulled out. The rod passes through the punched holes in the bottom of the cards and holds them securely and in order. The catalogue tray is secured in its cabinet by a gravity catch fixed to the side of tray hole in the cabinet, which falls into a groove cut on the side panel of the tray at the end. These trays are housed in a cabinet made of wood or steel. The cabinet is placed on a base, at a convenient height 3' or 3' 6" above the floor. Cabinets could contain any number of trays according to design. Experience has shown



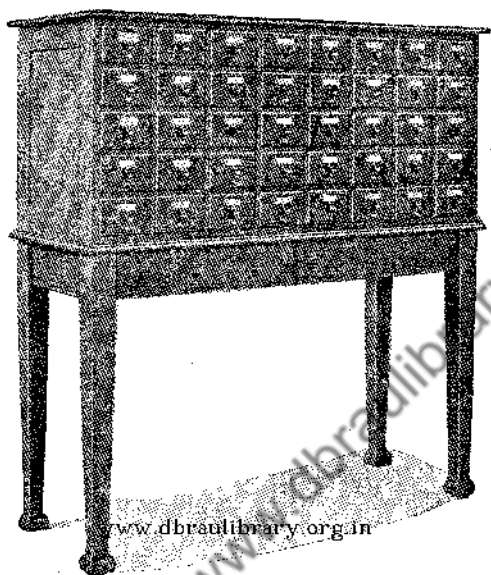
that the expansion of the card catalogue cabinet is more convenient if it is in horizontal direction instead of in vertical direction. And a card catalogue with minimum number of vertical trays, will necessarily expand horizontally and will occupy ample floor space, affording a larger number of persons to use it than one which contains greater number of vertical trays.

The card catalogue has the fine quality of up-to-dateness, endless expansion and ease of withdrawal of entries, although it has no portability. The place of the card catalogue in library service appears to be secure, for library technology is yet to produce a finer and better variety of catalogue which can displace the existing card catalogue. The card catalogue is exquisitely suited for union catalogues and co-operative undertakings in cataloguing.

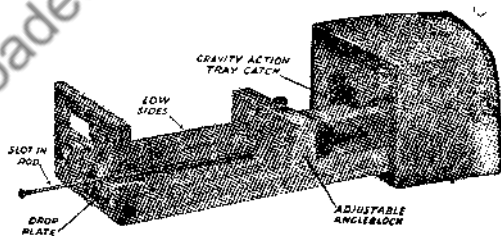
With all its advantages, the card catalogue in so far as its size and growth is concerned, has been a matter of concern to librarians.<sup>2</sup> The alarming growth and complexity tends to lessen its effective use and to increase the cost of maintenance. In order to reduce its bulk and keep it under control, remedies like divided catalogues, and selective cataloguing of more important material have been practised. The impact on the card catalogue is expected to decrease gradually with the provision of adequate indexes, bibliographies and abstracts. Unless a special staff charged with its revision, maintenance, and control is employed, the card catalogue is likely to become administratively unmanageable and expensive.

Readers, even to-day, do not appear to be as kind to the card catalogue as they are to the printed book catalogue.

It is the general view of the readers in libraries, particularly in scholarly libraries, that the card catalogues are difficult to consult. Only one title can be seen by them on a card at a time. Guide cards are never adequate and cross references drive them



FORTY-TRAY CABINET ON STAND



CATALOGUE CARD TRAY

[www.dbraulibrary.org.in](http://www.dbraulibrary.org.in)

Downloaded from [www.dbraulibrary.org.in](http://www.dbraulibrary.org.in)

from one tray to another, which may be far removed from the one being consulted. There is every possibility of a user overlooking a desired entry in the card catalogue by oversight or hurried manipulation.

Preparation of additional copies of card catalogues is as laborious and costly as the original one. Distribution of card catalogues outside a library is not ordinarily possible. When once a careless or thoughtless reader removes a card from the tray of the card catalogue, its detection is only accidental. Imperfections are thus likely to occur in the card catalogues.

The United States libraries have always been very active in finding out substitutes for a card catalogue. "Strangely enough the most modern and advanced substitutes for the card catalogue employ the earliest form of record used in libraries, a chronological list of receipts, better known to librarians as the accessions record, because they entail sequential scanning of the complete compilation to locate information... The new machines which accomplish sequential scanning of the complete record rapidly enough to be practical employ electronic devices to achieve their speed. They include two International Business Machine Sorters, which search 650 cards per minute; the Rapid Selector which scans 500 feet of microfilm or 12,000 choices a minute.

"The new machines are commonly thought of as solving the problem of subject control, and while they could be employed in searching for author and title entries, they are not being used experimentally in that way now.

"The alternatives to a conventional card catalogue really are few: they are:

1. Sheets (Books)

- A. Bound printed catalogues

- a. Successive editions

- b. Basic catalogue plus supplements

- c. cumulative editions

- B. Loose-Leaf manuscript and printed catalogues
2. Punched Cards (fully mechanized)
3. Continuous strips
  - A. Microfilm
  - B. Magnetic Tape and Wire
  - C. Magnetic Disks

Table 1 details the value of these devices"<sup>3</sup> (Plate 4).

At best, any or all of these substitutes can only supplement and not totally displace the card catalogue which seems fairly entrenched in library administration.

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1. C. D. Gull. Substitutes for the Card Catalogue. Library Trends. V. 2 No. 2, Oct. 1953, p. 323.
2. M. F. Tauber, Technical Services in Libraries. N.Y., Columbia University Press, 1953, p. 111-113.
3. C. D. Gull. Substitutes for the Card Catalogue. Library Trends, V. 2 No. 2, October, 1953, p. 323.

TABLE 1

*Strengths and Weaknesses of Various Alternatives to Card Catalogs*

<i>Name of Record</i>	<i>Physical Form</i>	<i>Arrangements Possible</i>	<i>Flexibility of Interchanging New Entries</i>	<i>Currency and Completeness</i>	<i>Ease of Consultation</i>	<i>Widespread Availability</i>	<i>Speed of Searches in Subject Arrangements</i>
Card catalog (3 x 5)	Cards	1. Numerical 2. Accessions 3. Alphabetic 4. Dictionary 5. Classified	Excellent	Excellent	Poor—only one entry visible at a time	Impractical—too expensive to distribute and maintain	Slow
Punched cards (fully mechanized)	Cards	1. Numerical 2. Accessions 3. Alphabetic 4. Dictionary 5. Classified	Excellent	Excellent	Poor—requires mechanical searching for some types of information	Impractical—too expensive to distribute and maintain cards; requires machine installation at each place of use	Medium
Manuscript book catalogs	Book	1. Numerical 2. Accessions 3. Alphabetic 4. Dictionary 5. Classified	Poorer as entries become more crowded	Excellent	Fair, but eventually entries cannot be added in order	Impractical to make copies	
Printed book catalog	Book	1. Numerical 2. Accessions 3. Alphabetic 4. Dictionary 5. Classified	None	Dependent on frequency of supplements, new editions, or cumulations	Very good for any one complete printing	Excellent	Medium
Manuscript shelf catalogs	Loose-leaf book	1. Numerical 2. Accessions 3. Alphabetic 4. Dictionary 5. Classified	Poorer as entries become more crowded; leaves must be rewritten or retyped	Excellent	Good, if leaves are rewritten or retyped to preserve order	Impractical to make copies	Medium
Printed loose-leaf catalog	Loose-leaf book	1. Numerical 2. Accessions 3. Alphabetic 4. Dictionary 5. Classified	Excellent	Dependent on frequency of replacement sheets	Excellent	Poor—too expensive to hold type or cards for printing replacement sheets; expensive to maintain loose-leaf volumes	Medium
Microfilm	Continuous strip	1. Numerical 2. Accessions	None	Excellent	Poor—requires Rapid Selector plus photographic laboratory equipment	Poor—expensive to duplicate film; requires expensive machinery for searching	Very fast
Magnetic tape, wire, disks	Continuous strip	1. Numerical 2. Accessions	None	Excellent	Very poor—requires costly searching equipment; provides slow printing of answers	Very poor—requires costly searching equipment	Undetermined; probably very fast

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## VERIETIES OF CATALOGUES : THEIR SCOPE AND FUNCTIONS

THE chief forms of library catalogues in use are (1) *the alphabetical*, by authors, titles, and subjects, maintained in three different sequences or combined in a single sequence, when it is called a dictionary catalogue ; (2) *the classed*, in which the arrangement of the entries follows the order of subjects predetermined in a scheme of book classification, which generally aims to bring together subjects related to each other in a logical manner ; (3) *the alphabetico-classed* in which the entries are arranged in a compromised order, which aims to combine the advantages of the *alphabetical* and the *classed* forms. These can as well be called the internal forms of catalogues.

1. THE AUTHOR CATALOGUE. It is perhaps the oldest form of catalogue and also fundamental to all other forms and combinations.

The Author catalogue is a list of books in a collection, entered under the names of the authors of books, the entries being arranged alphabetically. The heading for these entries consists of (1) the surname of the author, followed by (2) his forename or forenames in complete or secondary fulness in the case of all western writers, with a few exceptions e.g. Wells, Herbert George ; exception e.g. Augustine, Saint. In the case of eastern writers, the practice is to enter the authors under their personal names, followed by their surnames or family titles with a few exceptions, e.g. Radhakrishnan, Sarvapalli ; Raman, C. V. ; exception e.g. Gandhi, M. K. The main object of such style of entry is to enter an author's name under the



best known form. The body of the author entry contains the record of the title of his work, imprint and collation.

This kind of catalogue is of immense value and importance, because the author of a book is its origin and the fact is uncontroversial although opinions about the subject heading of a book may be different. There may be several books with a common title. But about the name of the writer of a book, little difference is likely to arise. As the works of a writer are entered under his name, it is specially valuable in yielding the information about all his works together, when one approaches the catalogue by knowing his name only and not his works. Without the author entry, it would be necessary to look under the titles of his works or names of subjects dealt with in his works. The entries for the titles do not come together as the works invariably have different titles and get filed under different letters of the alphabet; e.g. *Oliver Twist*; *Pickwick papers*; *Tale of two cities* of Charles Dickens will have to be looked for in three places in the catalogue, if there were no author entry for each one of them under Dickens, Charles. In such a case, all these three works are brought together under one common form of an author heading. Such a close display of an author's works will also enable the catalogue to answer the question, quickly and without effort what works are there in a collection by a given author. Another simple enquiry, answered by the author catalogue is "Is there a particular work of a given author?"

Due to these reasons the author catalogue is given the first position in the hierarchy. There is common acceptance of the fact that no library catalogue can be complete without some form of an author catalogue.

It is alleged that the author catalogue suffers from the defects of incapacity to answer questions relating to subject or title. It is true that it cannot provide information about the subject of a book or the title of a book, as it is not designed

to yield this type of information. In order to satisfy this adverse criticism the author catalogues are supplemented with alphabetical subject indexes, e.g. London Library (Author) Catalogue has a subject index.

**NAME CATALOGUE.** Sometimes the author catalogue is extended in scope to contain the names of persons as subjects of books, chiefly in autobiographies, biographies, criticisms, diaries, memoirs, etc. When these entries of personal names as subjects are mixed with author entries it is called a name catalogue. The combination of author and subject limited to the person is of certain value, as under one alphabet and under one style of heading information about a person as author and as subject can be found. It is convenient to have in sequential array the works by and about an author. This form of catalogue is specially valuable for collections of literature, personal memoirs, autobiographies. The distinction between the person as author heading and the same person as subject is maintained by adopting different typographic disposition of the headings or using different coloured ink, e.g.

Person as author	{	Dickens, Charles. David Copperfield.
		Dickens, Charles. Oliver Twist.
		Dickens, Charles. Pickwick papers.
		Dickens, Charles. Tale of two cities.
Person as Subject	{	DICKENS, CHARLES. A Critical study by G. R. Gissing.
		DICKENS, CHARLES. The Soul of Dickens by W. W. Crotch.

2. **THE TITLE CATALOGUE.** It is a list of books in a collection in which the entries for books under their titles are arranged in alphabetical order. The heading for these entries consists of the title proper, followed by the date of imprint and the number of volumes, if more than one. The body of the card

contains the author's name repeated in the form and fulness, in the next line, as in the heading for the author entry, e.g.

Vanity fair. 1903.

Thackeray, W. M.

If there are two books with the same title and date of imprint, they are arranged according to the alphabetical order of their authors. (Several titles of a given author will get dispersed in this form of catalogue under different alphabets, e.g.

David Copperfield. 1914.

Dickens, Charles.

Hamlet, The Tragedy of. 1820.

Shakespeare, William.

Ivanhoe. 1920.

Scott, Walter.

Tale of two cities. 1928.

www.dbauDickens, Charles.

It will be seen from the example that the two titles of Dickens are separated by two titles of Shakespeare and Scott. This kind of dispersion of an author's works is inherent to this form of catalogue, but it cannot be considered its grave weakness for the object of a catalogue of titles is to help one in finding out the availability and location of a given title of the work of an author. No reader approaches this catalogue to find the various works of a given writer under each title. This form of catalogue is to help those approaching the catalogue in search of a specific title. By itself it cannot function satisfactorily. In the case of works belonging to form classes and specially fiction, the title entries are essential and serve the reader in his approach. But in case of the general books (classed books) the approach to them is by their subjects as well as by their titles or authors. Economies in cataloguing sometimes require that title entries need not be made, as for the titles, eg. Outlines

of entomology by Imms ; Essays by William Hazlitt. A title catalogue, therefore, does not fully represent a record of every book in a collection, unless it is made strictly conventional and mechanical to provide a title entry for every book irrespective of its need and justification. If the entry of a title is not made 'Mechanically' i.e. under the first word, not an article, of the title, identification of the book may not be quite easy ; while the 'Mechanical' method of entering may not be logical or the anticipated reader approach to it. Further, if the terms used as subject headings for the book are identical with the words of the title, the title entry will be overlapping the subject entry and will, therefore, serve no genuine need. A title catalogue, by itself, will prove inadequate and will not function independently.

3. THE ALPHABETICAL SUBJECT CATALOGUE. It is a list of books in a collection, each entered under the name of the specific subject of the book as a heading, the entries being arranged alphabetically. The body of the subject entry contains the complete record of a book in the same form and fulness as on its author entry. Several books on the same subject, having a common form and style of subject heading, will be brought together in the catalogue. When more than one book is there under one subject heading the author of the book is taken to determine the alphabetical order. If the author is common or spelt similarly for several books, the titles are sought to fix their order of arrangement, e.g.

#### BIBLIOGRAPHY—BEST BOOKS.

Sonnenschien, William.

Best books.

#### CIVIL SERVICE—INDIA.

India—Finance department.

Civil service regulations, etc.

## ENGLISH LITERATURE—HISTORY AND CRITICISM.

Saintsbury, George.

Outlines of English literature.

## INDIA—POLITICS & GOVERNMENT.

Jawaharlal Nehru.

Discovery of India.

## INDIA—POLITICS & GOVERNMENT.

Jawaharlal Nehru.

India on the march.

## INDIC LITERATURE—HISTORY.

Winternitz, Maurice.

History of Indic literature.

This form of subject catalogue is called an alphabetical subject catalogue. If one approaches the catalogue with a view to finding a book or books on a specific subject it provides excellent service. The user has to refer to it like a dictionary, but the moment the user wants to find all the materials on a field of knowledge in systematic way, the catalogue fails to answer his enquiry, e.g. a book on physics will be entered under the subject heading PHYSICS and not under SCIENCE; nor a book on MAGNETISM under PHYSICS. One has, therefore, to look under separate headings at different places in the alphabet, if all the material available on a given field of knowledge is to be gathered.

In small public libraries, its continued usefulness is maintained, because the average reader uses the library in fulfilment of his specific day to day needs, and refers to the specific subject headings to obtain quick access to the books. ✓ "In American libraries, the alphabetical subject catalogue is the most common, although it is usually an integral part of a dictionary card catalogue which includes, in one alphabet (though frequently with conventional departures from strict alphabetical order) all

entries for authors, titles, and subjects. Within the last two decades, however, a number of libraries have introduced divided catalogues, separating authors and titles from subjects on the theory that the resulting catalogue is more easily understood and used."<sup>1</sup>

4. THE DICTIONARY CATALOGUE. It is a catalogue which consists of author, title, and subject entries arranged in one alphabetical order. The cross reference entries also find their appropriate location in the order. It has been styled after a dictionary as it is expected to function as simply as a dictionary. As one knowing the alphabet can use a dictionary, so also the dictionary catalogue in which the ruling factor is the alphabet is expected to prove quite simple in its reference and use.

This form of catalogue has been quite popular in American libraries. There has emerged recently a volume of adverse criticism, that the dictionary card catalogue has tended to become too complex and lacks simplicity. The divided catalogue, which is considered a substitute, has not offered a complete solution. It is, however, expected that an average person using the dictionary catalogue can get at the desired information about authors, titles and subjects in a direct manner. By making the headings for these entries specific and consistent it is possible to provide the information without resorting to any other file or list. If one wants to know what books are available in the library on "Horses", one should look for the heading 'HORSES' in its place in the alphabetic order. If the library has books on 'HORSES' they will all be found entered under the heading 'HORSES' which will furnish information about the author and title of the book and their location on the shelves. The reader need not possess the slightest knowledge that 'HORSES' is a subject which forms part of ZOOLOGY or part of 'DOMESTIC ANIMALS' or part of 'LIVESTOCK'

or part of 'FARM ANIMALS'. But it does not mean that 'HORSES' as a subject is left unrelated to the other subjects, of which it is an integral part. The specific subject is linked up with the general and co-ordinate subjects by making use of 'See also' cross references. The relation between synonymous and opposite subjects is established by providing 'See' cross references. The quickness with which information about the titles or authors on a specific subject is obtained, is incomparable with any other form of catalogue. In order to achieve this end, the dictionary catalogue is constructed on the basic principle of entry under the specific subject heading. It is considered its strength as well as its weakness, e.g. Direct reference to 'HORSES' as subject, eliminates waste of time, instead of finding 'HORSES' under 'DOMESTIC ANIMALS' and then under 'HORSES'. This direct and specific subject entry does not bring together related material together in a comprehensive and logical manner, for each specific subject gets scattered under different letters of the alphabet e.g., COLT under C, MARE under M, and STALLION under S. If one wants the whole range of material on 'HORSES' as a class one has to look under all the specific subjects adopted. The search is continued. This defect is not only true of the dictionary form, but it will be seen subsequently that no one form of catalogue can fully answer the entire needs of the reader.

Sometimes it proves far superior to the classified catalogue as it groups like subjects together within limits which are governed by the incidence of the first word used in the heading. The alphabetic order adopted is not illogical; it is a system different from the numerical order of the classes in a scheme of classification. The dictionary catalogue is pragmatic and supplements the shelf order of books. But its value in a research library is discredited. "The dictionary catalogue is a public library tool and...as such has no proper place in a research library."

The subject entries are an irritation rather than an answer to the researcher."<sup>2</sup>

"The dictionary catalogue has served American libraries well for fifty years. The next fifty years may well tell a different story if timely and adequate steps are not taken. It would be courting disaster to go on in the second half of the twentieth century without fundamental rethinking of the nature and function of the dictionary catalogue. Multi-million card catalogues can be expected to double in size before the century ends. The difficulties will be far more than doubled if a large measure of control is not forthcoming."<sup>3</sup> This timely warning is a challenge to the talent engaged in simplification and rationalization of the existing cataloguing practice.

5. THE CLASSIFIED CATALOGUE. The unwieldy growth in size, poor response to the systematic approach of the user, and extended time in searching and locating information in the dictionary catalogue have contributed to its ineffectiveness. "It is this loss in effectiveness of the alphabetic subject catalogue, that has produced the growing dissatisfaction with the dictionary form. In general it may be said that as a collection grows in bulk and variety of subject matter, the need for an adequate subject catalogue likewise increases, but the need for adequate subject coverage grows more rapidly than the volume of the collection."<sup>4</sup>

The second factor that has improved the prospects of the classified catalogue is the production of more satisfactory schemes of book classification during the twentieth century.

The third factor is the growing tendency towards the return and adoption of printed book catalogues to which the classified form of arrangement is traditional.

The classified catalogue is one in which the entries are arranged in a systematic order of subjects, the order usually



being that of the scheme of classification used for the arrangement of books on the shelves. In this form of catalogue the arrangement of the entries for books is according to the class symbols. As the classes and subjects under it are usually arranged from general to specific at all levels in a classification scheme, its adoption for the arrangement of catalogue entries reproduces an identical order of classes and subjects, represented by the books. Its value depends largely on the soundness of the classification scheme used and on the extent to which the subjects are collocated and the specificity of a subject attained in its schedules. The dependence of this catalogue for the arrangement of its entries on the classification scheme is so full and complete that it becomes a devotee and disciple of the scheme. If a scheme of classification is satisfactory in its structure, its adoption for a classified catalogue renders it equally satisfactory. If the system of classification is unsound, the unsatisfactory feature gets reflected in the classified catalogue adopting it. Therefore it is correct to state that the independence of a catalogue is not maintained by the classified catalogue. Instead of supplementing the order of arrangement of books followed, as is done by the dictionary catalogue, the classified catalogue faithfully imitates the order of arrangement of books either for good or bad.

✓ A book requires only a single main entry under its subject in a classified catalogue. ✓ It is considered an advantage and economy when compared to several entries (author, title, subject, cross reference) which are needed for a book in the dictionary catalogue. This is only a seeming advantage. The classified catalogue fails to serve those who approach it with a view to find the works of an author or a title of a work, or even a casual subject, unless they know where, under what class, sub-class and specific subject number, they can find it. ✓ As it is improbable that the library patrons possess a knowledge of the layout of

the scheme of classification adopted, it becomes necessary to provide for quick reference and direction, an alphabetic index of authors, subjects and titles showing the symbol or class number under which a desired author, subject or the title could be found. The number of index entries of a classified catalogue, the fulness of the entries and their style almost correspond to the added entries made for a book in the dictionary catalogue. The main entry is precisely the same in both dictionary and classified catalogues.

It can be amply proved by trying to find out from the shelf list of a library, which is essentially a classified catalogue, if there is a work by a given author, e.g. Henrik Van Loon : The Story of mankind. No amount of searching will yield the information. Turn to the dictionary catalogue of the library. If one looks at the author's name or the title of his work, it is readily available under the appropriate alphabetical arrangement. The entries contain the call number of the book, which renders it unnecessary to go to the classified catalogue, unless one requires to know what related works are available in the holdings of the library. The chief advantage possessed by the classified catalogue is that the main entry not only is found under the subject of the book but it lies in the neighbourhood of the entries for books on related subjects whether general or specific, e.g.

- 332.1 Banks and Banking.
- 332.4 Money.
- 332.6 Stock Exchanges.
- 332.7 Credit.

This arrangement results in what is called a logical order. It will be unnecessary to look for books on Banks under B, Money under M and Stock Exchanges under S. All related headings of the subject Banks and Banking will be found together in a small compact group.

Sometimes the question whether the classified catalogue can bring together all the material on a country or on any subject is raised. In fact, no kind of catalogue can do that completely and satisfactorily. Consider the HISTORY of a country. The classified catalogue can reveal together in a logical order, all the books in a library on the HISTORY of a country in general and on specific periods, cities and towns, kings and rulers, but this group or class of entries will not contain any information on the Geography, Literature, Art, Social conditions, Religions of the country. The enquirer will have to look for material under other classes. In the following specimen the comparative achievement of the classified catalogue and the dictionary catalogue may be seen.

CLASSIFIED CATALOGUE ENTRIES ADOPTING DECIMAL  
CLASSIFICATION NUMBERS

- 954 India—History. [www.dbraulibrary.org.in](http://www.dbraulibrary.org.in)  
 954.023 India—History—The Moghuls.  
 954.082 India—History—East India Company.  
 954.083 India—History—Mutiny.  
 954.084 India—History—British occupation—1858-1947.  
 954.085 India—History—Republic, 1947.  
 954.1 Calcutta—History.  
 954.7 Bombay—History.  
 954.8 Madras—History.  
 800 Literature.  
 891 Indic Literature.  
 891.2 Sanskrit Literature.  
 891.4 Hindi Literature.  
 700 Art.  
 720 Architecture.  
 722 Architecture, Oriental.  
 722.413 Architecture, Buddhistic.  
 723.3 Architecture, Muslim.  
 200 Religion.  
 291 Non-Christian religions.  
 294.5 Hinduism.  
 294.553 Sikhism.  
 295 Zoroastrianism.

# DICTIONARY CATALOGUE ENTRIES ADOPTING THE ALPHABETIC ORDER

				Scattering by Class Number
India—Army	....	....	....	355
India—Description and travel	....	....	....	915.4
India—History	....	....	....	954
India—Languages.	....	....	....	491
India—Literatures.	....	....	....	891
India—Mythology.	....	....	....	291
India—Religions.	....	....	....	291
India—Sociology.	....	....	....	309.154

A brief assesement of the advantages and disadvantages of the Classified Catalogue over other forms will be helpful.

## *Advantages*

1. It reproduces the logical or systematic order of the scheme of classification used for arrangement of books in a library. This close identity of arrangement between catalogue entries and the books, tends to increase the reader's familiarity with a larger number of books than a dictionary catalogue.
2. It discloses the strength and weakness of a library by subjects.
3. Each group or class of books in it can be printed to form a complete catalogue of that group or class, which is unthinkable in the case of a dictionary catalogue because of the scattering of subjects throughout the alphabet.
4. The arrangement of the entries according to the notation of the book classification scheme renders it independent of language, which may lead to international standardization and ultimately cooperation in cataloguing.
5. The index entries to a classified catalogue are easier to refer than the subject entries in a dictionary catalogue which become more and more complex with the growth of the catalogue.

*Disadvantages*

1. The notation by which the entries are arranged in the classified catalogue is not so commonly understood by the users as the alphabet.
2. The classified file, i.e. the main part of the classified catalogue depends for its effective use on the alphabetic index entries, which must be referred to first before using the classified entries. Hence two operations are involved, but in the alphabetic catalogues a direct and single reference to the heading will satisfy the user.
3. Whenever there is a necessity of re-grouping the subject fields, the notation undergoes total change and hence that part of the classified catalogue also must undergo a corresponding change. This will require a complete remaking of the entries under the new numbers.
4. The total dependence of the classified catalogue on the classification system for the arrangement of the entries limits the autonomy of the cataloguer who cannot provide any more subsidiary entries than the system will permit. Even special classification systems and analytico-synthetic schemes, which claim exhaustiveness and autonomy in classificatory operations, have been found to fail at times. But in alphabetic subject catalogues, no limit is set and any number of subjects as may be necessary to the book can be provided in order to guarantee adequate subject coverage.
6. **THE ALPHABETICO-CLASSIFIED CATALOGUE.** It is a hybrid form of catalogue which has recently been introduced in some American libraries, as an alternative form of the classified catalogue and an improvement over the alphabetic subject catalogue. The aim has been to combine the advantages of both forms by arranging the major divisions alphabetically, with classified arrangement for subordinate subjects under each

large group or arranging the major groups in classified order with the subordinate subjects in alphabetical sequence.

Instead of adopting a few main classes as in the classification scheme, a larger number of main classes are employed as a convenient expedient. These are arranged in alphabetical order, while subjects following under each one of these extended main classes follow the order of the classification scheme. For example 530 PHYSICS can be split up into and will have in addition the following large classes arranged in alphabetical order :

PHYSICS	530	Classified order for subordinate subjects.	
Dynamics		HEAT	536
Electricity		Theory	.1
		Nature	
Fluids		Communication	.2
Gases	www.dbrautlibrary.org.in		
Heat	536	Action of bodies on heat	.3
Light		Effects, Action of heat on bodies	.4
Magnetism			
Mechanics			
Molecular Physics		Temperature	.5
		Calorimetry	.6
Statics		Thermodynamics	.7
		Applications	.8
		Tables Problems	.9
		Questions.	

The advantage in this kind of arrangement of the specific subject entries under a major subject is that it enables one to get all the related material in a collection in a logical manner. But if one has no knowledge that CALORIMETRY is a part of HEAT and that a book on 'Calorimetry' will have to be seen

first under Physics and then under Heat, it will not be obtainable, but in an alphabetical subject catalogue direct access to it is assured. In actual performance, it needs an alphabetical index, as much as the classified catalogue. This form of catalogue has not yet been fully experimented on a large scale. It has not gained favourable reception in Indo-British Library practice. A close observation and study of reader-use and reader-reaction to the alphabetico-classed catalogue will provide the basis for satisfactory appraisal.

A close study of the varieties of catalogues indicates that each one of them contain decided advantages, not possessed by other forms. Attempts to integrate all the advantages and eliminate all the disadvantages of each one of the forms into a new form of catalogue have not proved quite effective. The future of cataloguing practice is more certain to be pragmatic than idealistic in its outlook. Library catalogues will be 'finding lists' as well as control mechanisms of library collections and ultimately of knowledge.

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## SUBJECT CATALOGUING

THE most interesting and perhaps the most intelligent part of cataloguing is the subject cataloguing. The cataloguer brings out the various subjects treated in the books in such a manner that no significant part of it remains unnoticed by the user of the catalogue. In a large number of libraries, the class of people who use the books by subject approach is larger than the class of readers who require a specific book. It is more true of academic libraries, where the students and teachers use the catalogue in search of material on a definite subject related to their study or research. As a good number of library patrons is interested in the subjects of their interest rather than in the authors or titles of books, it is essential to provide the required subject entries in the catalogue.

All good schemes of library classification, when applied to books, result in a logical arrangement of the books on the shelves, the order being from general to specific ones. Such an arrangement is conventional and the habitual library patrons feel quite at home in such libraries where they find their way straight to the shelves and locate the books desired. But there is also a section of library users, who come to the library with the object of getting any good book on a specific subject and with no knowledge of how the books are arranged on the shelves. Such casual readers are indeed very frequently met with in public libraries. Perhaps they have neither the time nor the desire to know the method by which the books are arranged. All they expect from a library is that they get the needed book or books with least delay and effort. If a library provides



the means to satisfy them, they will never worry about the order in which the books are displayed on the shelves.

The only satisfactory means by which provision to such casual readers could be made is the specific subject catalogue of the books. The subject catalogue is bound to serve them admirably. A subject catalogue, in which the subject entries are made under appropriate subject headings, and filed alphabetically, undoubtedly supplements the classified arrangement of books on the shelves. This class of readers need not go to the shelves to find out the desired books. It is tiring and the effort in locating a desired book will not always be fruitful, unless the reader looks for it in its proper location as determined in the schedules of the classification scheme followed in a library.

The subject entries (cards) in a catalogue of the alphabetical or dictionary type, will help the reader to find the call number, which takes him directly to the location of the particular book required with utmost quickness. The subject entries, therefore, provide a reference to the books on a specific subject and their exact location.

Let us assume a library patron, familiar with the arrangement of books in a library, who wants to locate a book on "Gold standard." He proceeds to the shelves marked 330 Economics, then further ahead to 332 Financial Economics, and on to 332.42 'Monetary Standards' and finally 332.422 'Gold Standard'.

But another patron who knows nothing about the arrangement of the books on the shelves, goes to the catalogue and looks under the name of the subject or topic, here 'Gold standard', and finds a direct reference to a book or books classed in 332.422. It is therefore clear, that the subject catalogue affords a direct approach to books on a specific subject. For a reader who knows of no book on the subject of his inquiry, an author or title catalogue is useless. For him a subject catalogue is essential.

The principles of subject cataloguing should be concerned with such questions as "(1) what is the purpose of subject cataloguing? (2) what form is the subject catalogue to take? (3) to what depth shall subject analysis ordinarily be attempted? (4) what shall be the form of entry for the subject catalogue? and (5) what ought the language and terminology of the subject catalogue to be?"<sup>1</sup>

The existing practice in subject cataloguing is based on some of these principles, although diversity of opinion continues to exist on the effectiveness of the alphabetic subject catalogues as an independent unit or as an integral part of the dictionary catalogue. Bliss holds the view that "subject headings are more complete, more inclusive, more expressive for many general concepts, more capable of minute and meaningful subdivision in many cases and more plastic in showing inter-relationships than are any of the classification systems presently known."<sup>2</sup> Classification and subject headings are complementary to each other. These principles are clearly stated and explained by D. J. Haykin.<sup>3</sup>

On the other hand Dr. S. R. Ranganathan advocates in his "Theory of Library Catalogue" with strong conviction that the subject headings used in the alphabetic subject catalogues or in the dictionary catalogues as well, have proved so completely ineffective and illogical that there is little justification for continuing the subject heading operations in cataloguing. According to him, a well developed and synthetic scheme of classification can offer as many class numbers as the subjects contained in the book, in addition to the specific class number, which may well replace the subject headings in alphabetic order. A unit catalogue card, with the class number of the subsidiary subject and a brief description of the book and a reference to the specific (class) notation in which the book is actually located can not only replace the alphabetic subject

entries, which are filed in no logical order except the order of the alphabet, but also provides a convenient and compact grouping of the record of subject materials in an orderly manner.

Opposed to the view held by Dr. S. R. Ranganathan, "pure systematic order is very rarely found even in systematic bibliographies. In the schedules of the Dewey Decimal Classification and the U.D.C., there is a continual confusion between classification (assembling objects in terms of likenesses or differences) and subordinating topics to the sciences by which they are studied. Very often the generic name is that of a scientific discipline while the species are objects, and occasionally a class of objects includes the name of a scientific discipline. Most systems of "classification" suffer from this structural defect. Structurally the alphabetic subject catalogue is far superior to any type of systematic or "classified" catalogue that has yet been devised.

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"All attempts to arrange subjects (or objects or ideas) in a logical, classified order (i.e. according to genera and species) have up to now failed and there are sufficient grounds for believing that all future attempts will fail. On the other hand the formation of headings referring to particular, definitely circumscribed entities, and the alphabetical arrangement of such headings has proved to be acceptable to practically all inquirers, not only in the case of library catalogues but also in the case of encyclopedias and other reference works."<sup>4</sup>

Failure to secure a large measure of common agreement over these principles has given rise to a volume of controversial discussion on the utility and futility of the subject catalogues. It seems to us that the delicate differential characteristics distinguishing a subject index to a classified catalogue from an alphabetic subject catalogue have either been ignored or subordinated in the battle between the two opposing sections.

The primary purpose of the subject catalogue is to indicate those books on a specific subject that are present in a library's collection, while the subject index to a classified catalogue aims to function beyond this by attempting to provide a direction to the notation of a subject rather than a book and ultimately to a comprehensive coverage of material. For example, the subject index to the British National Bibliography guides the reader to all relevant material at several subject levels, and therefore aims at wider coverage than a simple alphabetic subject catalogue.

A more pragmatic approach concerns the user of the catalogue, which should provide neither more nor less effective help to him than what is exactly needed. This will depend on the limits of specificity represented by the verbal statement and description of the subject. Although from Cutter onwards to date, every cataloguer admits validity of the principles of specific entry but how ~~specificity is not solved~~ <sup>specificity is not solved</sup>.

The abnormal growth of a dictionary catalogue and the complexity in using it, is sometimes chiefly attributed to a number of subject headings beyond the subjects indicated by the class notation and the 'see' and 'see also' references introduced with a view to make it a 'syndetic' catalogue. The liberal provision of subject headings made with the purpose of securing full subject coverage of the contents of a book adds to the cost of cataloguing. If the huge expenditure is to be cut down, there should be a reduction in the number of subject cards made. It is suggested by some cataloguers that as descriptive cataloguing and class notation can indicate the subject content of a book to some extent, additional subject entries must be kept down to the minimum or at best made when absolutely essential. The example furnished below indicates that a complete and full revelation of the contents of a book cannot be achieved, in several such cases until more than one

subject entry with an appropriate subject heading is provided, e.g.,

332.43 Lutz, F. A.

L97 International monetary mechanisms; the Keynes and White proposals. Princeton University, 1943.

1. COINAGE, INTERNATIONAL.

2. MONEY. 3. CURRENCY QUESTION.

It will be seen that in the above example, two more subject entries under 332.42 Monetary standards and 332.5 Paper Money will be necessary in order to provide effective accessibility to the subject contents of the book as its location under 332.43 and its description fail to indicate and secure full coverage of the subjects.

Subject cataloguing requires sufficient knowledge of the subject of the book, if it is to be adequately and appropriately analysed and placed under specific terms used as subject headings. As it is almost impossible to obtain the advice of subject bibliographers and experts in the subject field by all libraries and at all occasions, cataloguers themselves who possess a background study of the humanities and sciences generally perform this function, which is, by and large, acceptable to expert opinion.

It does not, however, mean that every individual cataloguer will practise subject cataloguing in his own way. Far from it. The subject entries should be made in accordance with the rules governing their choice, style and terminology. Any deviation from these rules will produce a subject catalogue full of innumerable variations in the subject headings which will prove a positive hindrance to the public in their use of the library.

The making of an author and title entry is easier than making a subject entry, for the author's name and the title of his work are established facts clearly indicated on the title page of a book, or at any rate, frequently to be found in reference books. There are also codes governing the making of author

and title entries. But the subject heading for a book has to be chosen for the book by the cataloguer himself most appropriately so as to be useful to the enquirer. The only guidance available to the cataloguer is the rules for choice of subject headings in Cutter's Rules for a Dictionary Catalogue, pages 66-82, the Vatican Rules and the recognised Lists of Subject Headings like the A.L.A. List of subject headings; Sear's List of Subject headings for small libraries and the more comprehensive Library of Congress List of Subject Headings, for the form and style. It should be noted that on some occasions appropriate terms and forms for new concepts are not found in them. Libraries will have to make their own headings, with a view to consistency and specificity and record them in authority files or in the official copy of the list of subject headings for future guidance and adoption. Another consideration in the making of these headings is whether popular or scientific terminology should be adopted for expressing the subjects. A decision on this point will be influenced by the currency of the term used and the character of the library. Obsolete terms should be discarded.

Special libraries require highly developed and specific headings in a specific field of knowledge, e.g. public administration, chemical industries, etc. The A.L.A. Division of Cataloguing and Classification through its Board on Cataloguing Policy and Research, is preparing to study the problem of integrating general and special subject heading lists. C. J. Frarey gives an excellent summary of the seven tentative assumptions on subject headings. "In other words, a workable plan for integration of general and special subject heading lists will recognize at the outset that if the reader is to be the focus, standards must take formal notice of individual differences."<sup>5</sup>

Subject entries are ordinarily required to be made for all classed books. When the book is a work of fiction, a single

play, an essay or a poem, no subject entries are needed, for these books are more valuable for their form than for their matter. None of them is likely to be called for by its subject. It can, therefore, be seen that it is the desires and needs of readers, that influence the making or unmaking of subject entries. The readers also influence the form and style of subject headings and the best known form of subjects is adopted from the list of subject headings. In case the form of a subject anticipated by the reader were to be different from the form in the list of subject headings, provision of 'see' cross reference, helps to direct the readers to the form adopted, e.g. Political economy, see Economics; Moral philosophy, see Ethics.

We may define a subject heading as a term that indicates a subject fully in all its aspects and forms as dealt with in a book, e.g. the subject heading for a book "Lectures on Moral basis of Politics" is Political ethics—Addresses, essays, lectures. The cataloguer must know the exact meaning of the term with which the subject matter of the book is indicated. Constant reference to standard dictionaries, both language and subject, is necessary in order to comprehend the meaning and significance of the terms used.

The cataloguer's 'technical reading' of a book enables him to determine the subject, its scope and form as dealt with by the author. In order to maintain uniformity, consistency, and specificity in the subject headings chosen, the cataloguer verifies the choice from the list of subject headings followed and the authority list maintained in the library.

All groups, scholars and specialists, cataloguers and documentalists have been closely watching and investigating the new techniques in the production of the subject catalogues. Classification schemes recently adopted for coding the subjects or terms in the punched card system have lead to vigorous thinking on the necessity and model of the subject catalogues.

It will, therefore, be some time before definite decisions on the changing techniques and patterns of the subject catalogues can be reached. "To effect the improvement sought in subject cataloguing will require (1) that we find out more about who uses the subject catalogue, for what purpose, and in what way, (2) that we define the function of the subject catalogue in the light of this knowledge, and spell out a code of practice to facilitate the construction of subject catalogues for all types and sizes of libraries, (3) that we develop both standard and specialised lists of subject headings in accord with this function and code; and (4) that we make use of our code and our lists to exploit the possibilities of cooperative cataloguing in obtaining more complete and more effective subject control of library materials at less cost."<sup>6</sup>

In the end, it must be admitted that it is unlikely that the alphabetic subject catalogue will totally be discarded from library administration and that a total withdrawal of the subject catalogue from the library operations, if it takes place, will leave a gap which can at best be partially covered by comprehensive classification schemes, mechanical devices, open access, classified catalogues, and analytical subject indexes.

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## CATALOGUING DEPARTMENT : ORGANIZATION AND ADMINISTRATION.

**T**HE primary function of a cataloguing department is to prepare the record of reading materials with a view to incorporating the information in the catalogue of the library in order to ensure quick accessibility to the collection. Efficient performance of this function demands that the work to be done in this department is properly planned, organized, directed, controlled, and co-ordinated in relation to the operations in the other departments of the library. Chief items of work done in the catalogue department are classifying, shelf-listing, descriptive cataloguing, subject cataloguing, duplicating catalogue cards, their arrangement, and filing. Finally books are made ready for circulation and distributed to various departments and branches.✓

The organizational structure of the catalogue departments of large libraries does not conform to the same pattern, because of the number and diversity of elements on which organization of cataloguing work depends. The more important elements that influence the organizational pattern of a catalogue department are "(1) function, (2) subject, (3) language, (4) form or type of material, (5) degree of difficulty of material, and (6) level of treatment to be accorded various categories of material. Theoretically, the organization work in catalogue departments

along strictly functional lines seems both natural and logical. Yet few departments have set up separate divisions for classifying, descriptive cataloguing, and subject cataloguing."<sup>1</sup>

Some cataloguers prefer that classifying and subject cataloguing, because they require subject analysis, should be combined and placed under one group and descriptive cataloguing under another. But in actual practice, prevailing in Indian and British libraries, we find that all these three operations are performed by each cataloguer, usually classifying and subject cataloguing processes preceding descriptive cataloguing.

There are libraries serving the readers in special subject fields as in universities. There are public libraries specialising in particular subjects, as a fruitful method of co-operation. In such libraries the division of work in catalogue departments is by subjects. This kind of division of work results in a higher degree of subject specialisation on the part of the cataloguing staff than in the division of work by functions. It is possible that knowledge and control acquired by a cataloguer in a subject may get reflected in the catalogue of that subject.

The Cataloguing department of a library where the cataloguer and his assistants prepare the catalogue entries and arrange them for filing in the catalogue cabinets cannot be isolated from the other departments of a library. The work of the cataloguing department is intimately connected with that of the book order and accessions, reference, and lending departments. Constant inter-communication with them and a reference to the public catalogue, where there is no separate catalogue for the staff, makes it essential to plan the location of the catalogue department in a convenient position, so as to economise the time and labour of the staff.

The layout of the library departments below shows the satisfactory location of the catalogue department.

Committee	Librarian		Reference	Stacks
Classifier & Assistants			Cataloguing Department. Shelf list	Cataloguer and Assistants
Book order	Accessioning		Card Cabinet Card Cabinet Public Catalogues	Lending
Unpacking & processing			Card Cabinet Card Cabinet	
			Circulation	

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✓ Planning of available space, to secure maximum light and ventilation is called for. The work of cataloguing demands that plenty of light be provided to ensure accuracy and lessen the strain and fatigue of the cataloguing staff. In the calculation of floor space, it is necessary to consider the space needed for each person in the department on the basis of

- (1) the working table  $5' \times 2\frac{1}{2}'$  and the seating accommodation  $3' \times 2'$
- (2) ample space for book trucks,  $3\frac{1}{2}' \times 1\frac{1}{2}'$
- (3) space for book cases  $4' \times 1\frac{1}{2}'$
- (4) space for reference book shelf  $4' \times 1\frac{1}{2}'$
- (5) storage case for supplies, cards, stationery etc.  $4' \times 3'$ .

Approximately every person working in the department needs to be provided 100 sq. ft. of floor space. Liberal planning and provision results in avoiding congestion and over crowded appearance as the library grows.

## CATALOGUER'S TOOLS AND EQUIPMENT

The daily work of a cataloguer demands constant reference to authoritative books in fixing the form and fulness of various entries. They are of the following types :—

1. Bibliographies of subjects up-to-date.
2. Catalogues of important libraries.
3. Cumulative indexes of books.
4. Standard dictionaries of languages and subjects.
5. Catalogue codes.
6. Approved List of Subject Headings.
7. Classification schedules.
8. Authority lists.

Provision should be made for their supply and maintenance.

The material of the entries is the standard cards. Adequate stock of cards should be maintained. Besides these cards a set of guide cards, both ready-made and blank, should be made available.

These cards, when made, require to be arranged and kept in a tray. Liberal supply of trays to hold the cards in sequences is necessary.

The number and kinds of catalogue to be maintained has to be decided, for on them will depend the number and kinds of entries. When a decision is made, a wise cataloguer takes into consideration the cost of cataloguing. Every additional entry, every duplicate card and every item of information in each entry, even a punctuation mark on the card, if not carefully chosen, in conformity with the need, the code followed, is likely to prove superfluous and add to the mounting cost of cataloguing. Therefore it is essential to lay down, whether the cataloguing is to be full or simplified, having regard to what will be required of it by its users. The next step is to decide, if the catalogue is to be of the Dictionary or Classified type or both forms.

Attention is to be paid to the number of the cataloguers, character of the library and the degree of minuteness of work expected. Every person in the department should be assigned definite responsibility when several persons are employed in big libraries. Otherwise wasteful duplication and inefficiency in work is unavoidable. When more than one person works in the catalogue department, one person as the chief has to be chosen and empowered to direct and supervise the work of others. The chief cataloguer, who is an expert, should be given a free hand to plan and divide the work in the best manner without undue interference from the librarian or the committee or the readers. The various functions like choosing author heading, title heading, subject heading, must be assigned to individuals. The choice of subject heading should be put in the charge of an experienced and fully qualified cataloguer as it is very often noticed that subject cataloguing calls for initiative, intelligence, proper appraisal and thorough familiarity with the rules governing their choice and adoption. It is advisable if the chief cataloguer reserves this function to himself.

✓ Revision of work has to be methodically carried out to avoid errors in copying the entries. ✓ No card should be passed on to the catalogue for filing before it is thoroughly scrutinised. ✓ It is found that mechanical duplication may eliminate such errors. ✓ Even if printed cards are used, scrutiny of the call number on each card is essential.

As the work of a cataloguer and his assistants is purely professional, the status of professional workers and the salary attached to such work should be provided to the cataloguing staff. ✓ Routine or clerical work like pasting and writing labels or arranging the books in the order of the call numbers may however be entrusted to non-professional men, whose salary will be less than that of the professional staff. ✓ As the work in a catalogue department calls for strict accuracy and uniformity

and consistency, it results in eye strain and fatigue. Therefore unduly long hours of duty should not be insisted on. At best, continuous work for six hours with off time for rest for half an hour in the middle is a satisfactory duration.

Routine in the catalogue department is based on (1) the quantity of work to be done, (2) its proper distribution, (3) elimination of waste of time, and (4) assurance of economy without sacrificing quality. The actual work falls into two main divisions, (1) to get all the books catalogued and made ready for shelving and circulation, and (2) to get the catalogue cards made and filed.

There are three groups of books forwarded to the cataloguing department (1) books received by the book order department, (2) books received from the shelves for re-cataloguing, (3) books and other ephemeral printed material received by the gift department.

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These books may further be divided into (1) Rush books which are in immediate demand by the public, and (2) ordinary books that go to supplement the existing stock. These two broad divisions will include different types of books. In order to expedite their cataloguing, they may further be grouped into (1) fiction, (2) non-fiction or classed books, (3) serials, (4) foreign language books, (5) added copies and later editions, and (6) pamphlets. Each group of books may be entrusted to the charge of an individual who will be responsible for the work.

The process cards or slips are made for each book, involving patient search and verification of previous entries in the catalogue. When a process slip is finally approved by the chief cataloguer, it is ready for copying. The number and kinds of cards indicated on it are made, compared, revised, arranged, and filed in the catalogue. The books go to the shelves and get properly arranged.

It is necessary to maintain statistics of every item of work done in the catalogue department, in order to review the work and include in the annual report to the library committee, as well as to assess the strength and weakness of the cataloguing department.

The following items require to be recorded daily and cumulated so that final figures are ready for adoption.

- Number of
1. main entry cards made.
  - ✓ 2. added entry cards made.
  - ✓ 3. analytical entry cards made.
  - ✓ 4. series entry cards made.
  - ✓ 5. former entries investigated.
  - ✓ 6. cards revised.
  - ✓ 7. volumes made ready for shelving.
  - ✓ 8. volumes by classes or major subjects.

It should be noted that the quantity of work will vary in proportion to the quality. Quantity alone should not be taken into account to determine the ability of the various members of the cataloguing department.

In measuring the work of the catalogue department, both quantitatively and qualitatively, there is a tendency to place undue significance to the arrears in cataloguing and blame the catalogue department. No doubt, it is the responsibility and function of the staff of the cataloguing department to catalogue the books acquired from time to time. "It cannot hope to escape criticism for being behind in its work unless it has taken all steps necessary to maintain high efficiency. But if, despite good organization, sound procedures, efficient techniques, and satisfactory morale, a catalogue department is unable to bring its accumulated arrears under control, the solution to the problem must be found in providing more cataloguing personnel or in adopting a more realistic acquisitions programme."<sup>2</sup> ✓

The last, but not the least, important problem in the administration of the catalogue department is the maintenance of the catalogue.

Before the advent of the card form, printed or manuscript book catalogues were in common use in libraries. When new books were acquired, their entries were incorporated in the current volumes as well as space admitted but when it became impossible to intercalate the entries, inter leaving was tried. As this process proved unsatisfactory, supplementary volumes and cumulative volumes were issued. During the stages of preparation, information of new reading material was not readily available to the users.

Maintenance of card catalogues poses different problems. They may be stated in the following order: (1) "final preparation of cards for the catalogue, including minor revisions to printed catalogue cards, (if used) and the addition of call numbers and added entry headings to both printed and locally reproduced unit catalogue cards; (2) the reproduction of unit catalogue cards in sufficient quantity to meet the requirements of the library's catalogue system; (3) filing; (4) routine recataloguing of materials as necessary; (5) editorial work on the catalogue to correct filing errors, reconcile differences in headings, correct or augment the reference structure, replace worn or soiled cards, and introduce new guide cards and labels as needed; (6) catalogue expansion and shifting as required; and (7) subject heading control and revision."<sup>3</sup>

Large scale use of printed catalogue cards obtain in the American libraries, because of easy availability of Library of Congress and Wilson Cards. In Great Britain, printed catalogue cards are now issued by the British National Bibliography for current British publications. In India the printed catalogue cards are seldom used, and the language element in the acquisition programme of Indian libraries make it obligatory to



prepare their own catalogue cards. Beside, the distance and time involved in obtaining such catalogue cards as may be used tend to discourage the adoption of printed catalogue cards. It is, therefore, necessary that Indian libraries, as well as libraries too distant from card producing centres locally prepare their catalogue cards. Besides the typewriter, other duplicating machines can be employed in card reproduction.

Filing the catalogue cards is an important step in the maintenance of catalogues. As the catalogue grows in size and becomes older, the number of cards will reach the million range and the complexity of filing increases. It may be necessary to divide the catalogue in order to ensure ease of consultation, and when there is a revision of filing rules, the catalogue cards are removed, rearranged and filed again. Revision of subject headings is necessary to discard outmoded ones and rehabilitate the catalogue with current headings which are better understood. This process will need retelling the cards.

When books are lost or weeded out, the corresponding catalogue cards must be removed from the catalogue. If it is not done then and there, the users are likely to ask for such books whose record is still found in the catalogue but which are not in the holdings of the library. A similar error is likely to be committed by the staff of the library, when checking the titles before ordering them.

✓ Catalogue maintenance is a continuous item of work. "Except in libraries that weed their book collections extensively the problem of catalogue maintenance will grow steadily worse, simply because an additional hundred thousand cards in a year means another million cards in ten more years. So a rehabilitation programme is necessary in the first instance to get the catalogue in hand before it is hopelessly out of order. And thereafter provision should be made for a curator of the catalogue who has sufficient time and staff to make improvements

on a continuing basis....Two cooperative measures can help. First, studies in catalogue maintenance, as well as the development of new cataloguing rules and practices, can be made on the basis of common experience and judgement. Second, the publication of book catalogues, in full or in part can be thought of as a joint venture."<sup>4</sup>

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## COST ANALYSIS OF CATALOGUING PROCEDURES, AND SUGGESTED ECONOMIES.

MODERN trends in library administration are towards efficient and improved library service to the readers. Cataloguing is one of the essential and chief operations in all kinds and sizes of libraries, without which no library service can be considered. During the last one hundred years of library history standards have been formulated for cataloguing practice and costs measured at different times and at different places. The gifted American librarian Charles A. Cutter put forward a vigorous defense of the American cataloguing system, and of its value and intellectual eminence.<sup>8</sup> The very idea of measuring the expenditure on cataloguing in terms of money was loathsome to him. Dr. W. W. Bishop held the view that production standards could not be set but in any study of cataloguing costs the title, and not the volume, should remain the unit for calculation of cost. There is common agreement that cataloguing fiction costs less than non-fiction. The pre-war data provided by Fremont Rider for cataloguing operation only at the Wesleyan University Library indicated the unit cost per volume at \$ 0.70 labour and \$ 0.92 total cost. The cost of recataloguing also remained at the same figure. It must be noted that at the present day prices, the cost is likely to be not less than 3 to 4 times that amount. One important factor in such cost accounting is that it is of local value and will have no bearing on library systems outside the area, unless identical conditions exist.

'Work measurement in public libraries' in New York by W. O'D Peirce provides data in terms of cataloguing time per

title—fiction 16 minutes ; non-fiction 34 minutes ; periodicals 24 minutes. His report confirms the view that the financial impact of cataloguing on the total library budget is a small one. "Unit cost is a mathematical generalization and therefore does not do full justice to individual cases. Moreover, it is a quantitative measurement, and the quantitative imponderabilia which do not lend themselves to arithmetical calculation are unsatisfactorily considered. This is one of the reasons that most American libraries have been lukewarm about setting standards of production."<sup>1</sup> It is not only hazardous but also extremely arbitrary to lay down production standards in cataloguing, as long as men and women as cataloguers are not replaced by automations. The average cost of cataloguing during the years following the II World War is assessed at \$ 4.00 per title or \$ 2.50 per volume in the American libraries, while the British Municipal Libraries spend 6 shillings per title or 4s. 6d. per volume.<sup>2</sup> There is still a ~~persisting criticism~~ <sup>view</sup> that the library catalogues are inadequate and that cataloguing practice should be simplified and rationalised to bring down the cost of cataloguing and improve its efficiency to the user. Some librarians maintain the view that the present day catalogues are proving ineffective and inadequate, because no funds are voted to employ service staff to interpret the catalogue and that it is logical and necessary to increase the cataloguing budget instead of planning a drastic cut in cataloguing expenditure.

"It is, in my opinion, more important for the library to assist self-education than for it to become directly educational. It is in the use of its resources that the library makes its greatest contribution, and it is essential that every student should know how to find the books he requires...Ranganathan advocates that the tools of learning should be primarily for staff use in aid of readers. What a handicap he places on both the student and the librarian. Surely it is far better for the library to place

all the evidence at the disposal of the students and allow them to exercise the liberty of choice."<sup>3</sup>

The entire criticism of increasing costs of cataloguing seems to have originated and developed from a hypothetical basis that readers do not use every item of information given on the card and since most of it remains unused by most readers, it is certainly uncalled for and adds to mounting costs and arrearages. But it must be borne in mind, that any proposal to cut down the details on the cards will certainly result in disappointment to a group of readers who expect to find the fullest details of books on the cards and will increase their dependence on the trained library personnel.

There is yet another proposal to reduce the cost by changing the policy in the provision of subject entries. Any proposed plan to reduce the subject approach to reading material will be a premium on the reference function of libraries. J. C. M. Hansen is convinced that substantial shortcuts in cataloguing would be economically unsound because "an honest and experienced librarian is not satisfied to meet a demand for reduction in cataloguing costs by saying that he has succeeded in cutting the costs twenty five cents per title, without at the same time informing his trustees that the reduction had been achieved by omissions and curtailment which must necessarily reduce the efficiency of the catalogue and place additional burdens on other divisions of the library, notably the reference department not to mention the public."<sup>4</sup>

After considering the basic issues involved in a plan to reduce the cost of cataloguing, it will be interesting to observe the measures tried in actual construction of the catalogues.

The technique of modern library cataloguing has been gradual in its development. Prior to the 20th century, the printed and other related forms of catalogues show that the entry for each book was exactly a line in length of the printed

page. Occasionally it extended over two or three lines. The aim was to compress in a page as many entries as was possible. The public who used these catalogues did not get the fullest information about the book or its subject. When the unit cards replaced these earlier forms, the cards admitted of fuller details to be incorporated. Further, the library schools in U.S.A. imparted such instruction in the cataloguing technique during the 20th century that the art of descriptive cataloguing almost became standardised and attained the level of a short standard bibliographic description. The fuller and more minute the particulars, the greater is the cost of preparing a catalogue entry.

Many library boards became greatly concerned over the cost of cataloguing. The cost analysis of cataloguing revealed that the descriptive part of cataloguing was responsible for nearly 50% of the expenditure in cataloguing. A close scrutiny and observation of the advantages of providing full entries in the catalogue lead to the conclusion that the bulk of readers, hardly interested themselves in the minute details given in the entries. The time taken was necessarily more in conforming to the standard of fullest entries. Every library complained of arrears in cataloguing and wanted either more money or more staff to get through the mounting accumulation of work in the cataloguing department.

If new books are held up in the cataloguing department indefinitely, the readers get impatient over their use. Therefore, a method of reducing the cost and of rushing the books to the shelves has been developed in the last two decades.

The first step is to provide entries in the catalogue only for such books as are likely to be used by the readers and thereby reduce the bulk of the catalogue. Fewer entries mean less time to make and file the cards. This is known as selective cataloguing. When selective cataloguing is decided to be

adopted as a measure of economy, the library usually groups the books to be treated into—

- (1) Books, which should be fully catalogued, e.g. Reference works, standards books of information and original works,
- (2) Books which may be partially catalogued, e.g. Text-books, editions, translations and foreign language books etc., and
- (3) Books, pamphlets, serials etc. which are of passing interest to be kept aside without any entry in the catalogue.

Books falling under group (1) will be fully catalogued with main and added entries and cross references while books coming in group (2) will have only one Main entry with no tracing of added entries, which are not required to be made. Materials in group (3) which are not to be catalogued are kept sorted out roughly by the subjects and kept on the shelves at the end of catalogued books on the subject. There could be no order among these uncatalogued material excepting the order of receipt. It is difficult to maintain this order on the shelves, nor is it in any way logical.

The selection of items for group (3) should be done with great care by the chief cataloguer, lest a really valuable book or pamphlet or monograph of vital interest and value to the public be put into this disorderly lot.

Selective cataloguing did not fully solve the problem of reducing the cataloguing costs. Therefore another technique known as simplified cataloguing was put into practice. In simplified cataloguing the amount of detail given varies. Generally the author heading is given in secondary fulness, i.e. forename is given in full if only one; if more than one, only initials are given; no dates of birth and death, profession or designation added to the heading.

The title under the author heading is to include the main title proper with no information about introduction or foreword or preface and the imprint is to contain the date of publication and the collation is to be totally omitted except for books in more than one volume, when the number of volumes alone is indicated.

In the tracing of added entries only one subject heading is indicated; the other headings for editors, translators, etc., omitted, except for outstanding persons; the title heading is omitted when it is insignificant and too general. The title entry is to contain the title proper followed by the date in the heading and the name of the author in secondary fullness. The subject entry is not provided with subdivision and other form divisions. By this limited approach the time and cost of preparing the entries is saved to a certain extent. It is very doubtful if the reduction in quality of the entries, with a view to economise the expenditure, will bring in adequate results. However, the simplified, appears more satisfactory than the selective cataloguing.

If book selection is done properly, it is unlikely to result in great need of selective or simplified cataloguing at least to the extent of books and periodicals purchased by the library. Selective and simplified methods may be tried in respect of material that comes into the library unasked and unwanted. Large libraries may find it necessary to practise selective cataloguing and simplified cataloguing for certain materials or departments.

Any evaluation of the cost of cataloguing, if it is to be realistic, must take into account (1) the emerging catalogue, (2) the size of the collection, (3) the degree of minuteness and fullness of the entry, (4) the salaries and proficiency of cataloguing staff, (5) the element of language in reading material,



(6) the closeness of classification adopted and (7) the library service as a whole.

Cataloguing is and must be recognised as an intellectual activity and cataloguers have seldom been complacent about their performance and methods. It is our conviction that economies without impairing the efficiency of the catalogue should remain the guiding factor in the reduction of cataloguing expenditure.

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## CO-OPERATION AND CENTRALIZATION IN CATALOGUING

CO-OPERATION in man's pursuits has produced admirable results. Co-operation in literary undertakings of which cataloguing a library's collection is undoubtedly one, is capable of reducing labour, time and cost. Especially when libraries are hardpressed for finance in reinforcing the reference and bibliographical services, co-operative measures in the field of cataloguing tend to relieve the stringency. The main object of co-operation is (1) to reduce the cost of cataloguing by sharing the expenses <sup>www.dbraulibrary.org.in</sup> by the participating libraries and (2) to eliminate wasteful duplication of the processes of cataloguing which have been once performed in an authoritative and accurate manner elsewhere.

A general review of the book stock of public and university libraries shows that there are several books, which are commonly found in their collections. Catalogue cards are made by each institution for itself. Consider a method by which ready made printed catalogue cards can be obtained at cost price from a common agency, which employs highly qualified professional cataloguers to prepare the catalogue cards. It is possible that a little over 60% of the books in university libraries and 90% of the books in public libraries can be provided with ready made catalogue cards. The rest of their stock which is a small percentage has to be catalogued in individual libraries.

But a scheme envisaging the distribution and use of such catalogue cards from a central cataloguing agency requires certain conditions for its successful operation.

1. The participating libraries should adopt identical rules of cataloguing, e.g. A.L.A. cataloguing rules.
2. Standard sized cards 12.5cm. x 7.5cm. should be used, as odd sizes do not fit in into a single catalogue.
3. Similarity of colour and weight, will obtain uniformity.
4. Timely intimation of the needs of individual libraries is to be conveyed to the cataloguing bureau.

Successful examples of such co-operation are found in the U.S.A. The Library of Congress, Division of Catalogue Cards Distribution, H. W. Wilson, N.Y., John Crerar Library, Harvard University Library and Chicago University Library have been printing and distributing catalogue cards at a little over cost price. The 1958 price of L.C. Printed cards ordered by L.C. number is 7 cents for the first copy of the card and 5 cents for each additional copy. The average cost of 5 cards for a book will be 0.27 cents. If each individual library were to catalogue the same book over and over again at different places and times it would be wasteful and repetetive expenditure.

If a carefully worked out programme of ordering books and cards is practiced, they arrive without appreciable interval. The moment the books and cards are received in a library, (1) compare the cards and books, (2) place classification number uniformly at the upper left hand corner, (3) write or type the headings of subject and added entries as indicated, and (4) add accession number and special location or department mark. The cards are then ready for filing in the catalogue.

The advantages of such a co-operative effort are :

1. Efficient and adequate catalogue entries are available.

2. Printed cards wear well and present a uniform and neat appearance.
3. They are more legible and easier to consult.
4. Delay in cataloguing is reduced.
5. Libraries do not show diversity of entries for similar books.
6. It saves the time of the cataloguing staff to devote to the Readers' Advisory service, Extension and Display.
7. Being cheaper than indigenous cataloguing, it results in definite saving.

There are certain disadvantages present in the adoption of the scheme of which mention should be made :—

1. Certain titles of books cannot be supplied.
2. It may tend to decrease the number of skilled cataloguers, being employed in individual libraries.
3. Familiarity with the subject of books on the part of cataloguers tends to grow less and less, as the work connected with ready made cards is largely mechanical.
4. Books will have to be sent to the cataloguing agency by the participating libraries, if the cataloguing agency is not a copyright library, like the British Museum or the National Library, Calcutta, which is empowered by law to receive copies of every book printed and published in the country.

The British National Bibliography, which is based on the copyright deposit of British books at the copyright office of the British Museum is a recent example of centralised cataloguing, not limited to a library system, with good potentiality behind its efforts. The British National Bibliography does all the work of cataloguing itself. The libraries which

buy and use its cards are not considered to have cooperated in making them.

According to Miss Morsch, Deputy Chief Assistant Librarian of Congress, H. W. Wilson Company, New York which prints catalogue cards for sale to subscribers, and the Library of Congress which prints catalogue cards for its own use but makes them available for sale to others, are centralised cataloguing agencies. She considers that co-operative cataloguing is a part of centralised cataloguing as long as it is coordinated by a central agency and its product is distributed by a single point. Whatever may be the closeness in similarity in the performance and objectives of co-operative and centralized cataloguing, there are some essential features that distinguish one from the other.

Centralised and cooperative cataloguing should not be confused because both methods involve a central cataloguing agency for production and distribution of catalogue cards. "The cataloguing of a large library system is often centralized, but it is not cooperative, except in a very insular sense. One simple form of cooperative cataloguing may be said to exist when a number of libraries take a share in the cost or work of providing and maintaining a centralized cataloguing bureau, and keep the benefits accruing from it, by being freed from the necessity of having to provide entries for such books as are catalogued by the central bureau."<sup>1</sup>

It is obvious that centralized cataloguing is a cataloguing activity limited to a library system, which has a number of branches or departments. There is no commercial basis involved in the production and distribution. The entire cataloguing processes are carried out at the central or headquarters library, just as the books for all the branches are purchased and distributed. Successful examples of centralised cataloguing can be seen in the Derbyshire County libraries

Headquarters, Derby, Middlesex County Libraries Headquarters, Hounslow, Manchester, Liverpool, Sheffield and other big city library systems in the United Kingdom.

Besides co-operative cataloguing and centralised cataloguing, there is still another measure of economy and advantage in cataloguing which envisages a union catalogue. It is a combined catalogue of the books of the different libraries in a given area, compiled with the object of finding out the location of a book in one or more libraries of the region or country. The entries for the books are necessarily brief. But they contain enough information to identify a book. Examples of union catalogues can be found at the National Central Library, London.

Sometimes the union catalogues may be limited to periodical publications and serials. At the present day, union catalogues of periodicals are in greater demand. International organizations like UNESCO have taken up the compilation and publication of union catalogues of periodicals and serials as major bibliographical schemes. Other good examples are the British Union Catalogue of Periodicals and Union list of serials.

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## UNION CATALOGUES AND SUBJECT SPECIALISATION

A union catalogue is a simple 'finding list' or catalogue of the books, pamphlets, and other reading material held in the cooperating libraries within a region or country, in which the entries are arranged alphabetically by authors in a single sequence and indicate the location of every copy of the book available in the libraries of the area. Union catalogues are generally maintained in card form, occasionally in sheaf form. Union catalogues are not printed in book form except when they are limited to a subject or a form of a literature, e. g. World list of Scientific Periodicals, the British Union Catalogue of Periodicals. There is an advantage in printing such union lists covering specific fields of knowledge as law or medicine or a foreign language. They are valuable as subject bibliographies to specialists and they may be distributed to any desired centre for reference.

There are still several other uses of the union catalogues. "(1) They help conservation, maintenance, and organisation of the country's book resources. A realistic approach to secure complete or at least adequate record of books owned by libraries in the country is possible through a union catalogue, when the union catalogue attains a shape, form and fullness, the entries can be checked with all sources of bibliographical information to spot out the titles of books not at all available in the nation's libraries. Immediate steps can be taken to obtain copies of such titles, if in print; if not, microfilmed or photostat copies of these important titles can be obtained and preserved in some of the depository libraries"

(2) "They have helped to distribute the burden of inter library loans, to reduce the need of several libraries purchasing rarely used materials, to diminish or prevent duplication of certain types of library materials, to indicate gaps in the holdings of libraries within an area and suggest fields of purchases, to make cooperative purchasing practicable and feasible and to serve as useful bibliographical tools to various departments of libraries."<sup>2</sup> (3) Union catalogues speed up research, and ultimately advance knowledge. If all the nations of the world maintain dependable union catalogues and if a copy of every entry in the national union catalogues is combined and arranged in one alphabetical sequence by authors and located conveniently, it will certainly be a master union catalogue of the world's libraries' resources and approximate to a universal bibliography as was conceived by Konrad Gesner.

Union catalogues may be classified in scope (1) by locality, (2) by subjects, and (3) by form of reading material.

1. If a town or city with a number of independent libraries in the area compiles a catalogue of the entire resources, and uses it to common advantage, it may be called the city union catalogue. But the master catalogue at the headquarters of the city library system, containing entries of books distributed to its branches, should not be considered a union catalogue. City union catalogues are seldom found.

More common are the union catalogues for a contiguous geographical area and for the whole country. When it comprises a defined geographical area, it is called a regional union catalogue and when it comprises the whole country, it is termed a national union catalogue. In England and America there are regional union catalogues and national union catalogues. In Switzerland, perhaps due to the small



area of the country, there is the national union catalogue only. In India, there is at present no union catalogue, either regional or national, but when the proposed National Central library at Delhi takes shape, there is bound to be a union catalogue, for without this tool no satisfactory bibliographical service or clearance of information and interlending can be guaranteed.

After nearly three decades, 1930-1958, of preparation, construction and organization, we find that in the United States, there are four regional catalogues—one in the Pacific Northwest, one covering the Rocky Mountain Region at Denver, one at Cleveland and one at Philadelphia. The process of reproduction of catalogue cards of the co-operating libraries by making use of typewriters, specially built Recordsak cameras and microfilming machines is interesting. The figures available up to 1955 indicate that the United States National Union catalogue and its supplements contain 16,500,000 cards.

"In England there are eight regions, including one for the Metropolitan Boroughs, Wales has two mutually co-operating regions; in Scotland cooperation now centres in the Scottish Central Library; in Northern Ireland the Belfast Public Library acts as a centre, and in Eire the Irish Central Library. Apart from the London Union Catalogue and South Eastern Region, which are conveniently located in the National Central Library, the Abersystwyth Bureau which is at the National Library of Wales, and the Northern Region which is based on the Newcastle Literary and Philosophical Society Library, the regional headquarters or Bureau are housed in the city libraries at Birmingham, Bristol, Cardiff, Leicester, Manchester and Sheffield."<sup>3</sup> The National Central Library, London maintains the National Union Catalogue and its supplements which includes the catalogue entries of 220 special libraries called 'outlier' libraries. The organiza-

tion and maintenance of regional and national union catalogues is based on voluntary association of cooperating libraries, which contribute towards its cost on an agreed rate. Over centralisation has been kept under check in order to avoid delays in bibliographical retrieval of information.

2. Union catalogues in select subject fields are sometimes found very useful by students, scholars, specialists and subject bibliographers. A recent example is that of the union catalogue of the British Institutes of Education which is in two parts—one for Books and another for Periodicals covering the fields of education. The subject union catalogue may be arranged by author or subject. Usually it is limited to a region or locality and helps locating material on a subject. When subject requests are received at the bibliographical centres, the subject union catalogue offers the best guidance. "Unless the subject field is a limited one, the sheer bulk of the material to be dealt with is bound to give rise to the question: is it worth it?... Whether it is worthwhile compiling a subject union catalogue, on a national or regional scale, in a printed or index card form, must depend on the circumstances of each project and the purpose it is intended to serve."<sup>4</sup>

3. Union catalogues of material in a given form e.g. periodicals, or in a given language may also be considered. The British Union Catalogue of Periodicals, compiled by J. D. Stewart has been published by Butterworth during 1956-58. This is a fine example of a printed union catalogue covering the periodicals in the British libraries up to 1955. The union card catalogue of Russian books at the National Central Library, London, has been compiled and arranged by authors. The cards are hand written and the future method of maintenance of this catalogue is uncertain.

Preparation of union catalogues involves time and money, careful planning, and organization. Unless the cooperating libraries realise the necessity of providing regularly the information on standard cards or slips for new books added from time to time, the union catalogue cannot be kept up to date and reliable. Perhaps, cooperative cataloguing of books by a central agency for a number of participating libraries in the region might reduce the cost of maintenance of the union catalogues.

The methods of compilation of union catalogues are varied. The simple method as it obtains in the South Eastern Regional Bureau, England, is described, for it is suited to conditions in India and other similar countries.

The South Eastern Region is divided into seven circuits of libraries, which are 85 in number. The union catalogue is an author catalogue in sheaf form. Entries contain details of author, title, edition, date of publication, series, language of text if other than English and score for music. The joint code (Anglo-American) rules are generally followed.

Each slip (vide illustration opposite) 8"×4" is printed with numbered squares which are used for recording the location and edition of each copy in the region. The upper half is blank enabling the typing of the particulars of the book and the four punched holes at the left margin help insertion into the sheaf holder. These slips are passed from one library to the next within the circuit enabling each library to mark its number indicating the availability and location of the copy described. When a complete round is made in the circuit, the slips are passed on to the next circuit for similar procedure and finally to the Regional Union Catalogue Bureau for incorporation in the union catalogue. It is necessary that accurate details of every copy are given on the slips; otherwise it will become unreliable.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

UNION CATALOGUE SLIP RECORDING LOCATION AND EDITION OF EACH COPY IN THE REGION

*Author (names in full, surname first and in capitals)*

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*Title*

*Date*

*Edition*

*Volumes*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90

ADDITIONS TO THE UNION CATALOGUE NOTIFICATION SLIP

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Additions to the union catalogue are notified once a quarter on 5"×3" record slips (vide illustration opposite) supplied by the Bureau on which are printed a set of location numbers. A little over 100,000 additions are received in a year. By the beginning of January, April, July and October the libraries listed first in the seven circuits prepare record slips for the books added to stock during the previous three months. These are marked with their location number or library stamp, sorted into alphabetical order and forwarded by messenger or registered post to the library next on the rota. The library receiving the slips checks them with its own record of additions during the same period, makes a circle round its location number on the slips for books already recorded, makes out slips for books not recorded and inserts them into the alphabetical sequence. Different editions of a work are recorded separately. A time table accompanying the slips indicates the date on which each library should receive them, and it is important that the slips should be despatched so as to be received by the next library on the date shown. If it is impossible for a library's additions to be recorded in the time allotted, the sequence of slips should be passed on, and the two quarters incorporated when the slips are next received. Otherwise only additions to stock during the previous quarter should be recorded in any circuit.

The notification of withdrawals to the Regional Bureau is made on 5"×3" slips or cards. Only when the last copy of a work in a library system has been withdrawn should the Bureau be notified. Many withdrawals are, in fact, recorded from the reports entered on application forms. When pressure of work permits it will be desirable to check with the union catalogue proposed withdrawals of, at least, the older books, to ensure that unique copies of books are not destroyed.<sup>5</sup>

The Swiss Union Catalogue has been in existence for the last 25 years, covering the select titles in the 350 libraries of the Swiss Union. It is interesting to note that the absence of a common code of catalogue rules has not proved an impediment in its compilation and maintenance. The Swiss Union Catalogue is in three parts; authors, anonyma and periodica. Author cards are filed according to the Berghoeffer system, which takes first surnames and then titles into account, disregarding Christian names and initials. Reports indicate that it is satisfactory in performance, helping location of over 66 per cent requests.

The high cost of compiling and maintaining the union catalogues and in a few cases, the doubtful economic return for the cost involved, has lead a group of American librarians to conclude that regional union catalogues are not necessary to be compiled and maintained, as long as there is an efficient and adequate <sup>www.dbraulibrary.org.in</sup> national union catalogue. The American regional union catalogues are neither so closely allied to nor a necessary adjunct to the inter-lending system, as it obtains in the United Kingdom. In America, the Bibliographical centres supply the information on location and bibliographical details by a reference to the union catalogues while the actual inter-lending of books is done directly between libraries according to local codes. But in the United Kingdom, the policy has been to limit the field of the national union catalogue by devolving the responsibilities to a good extent on to the Regional Bureaux and Regional union catalogues which are a necessary part of the inter-lending process. The idea is to render the smaller areas, the regions, self-sufficient at least in British publications and make the National Central Library responsible for rare books and foreign publications.

There is no doubt a great prospect awaits the national union catalogues in the future, but the extent of their success.

and usefulness will depend to a large extent on international library cooperation, a universal catalogue code and perhaps a universal classification system.

It will not be out of place to discuss here how far the union catalogues influenced new concepts in library cooperation subject specialisation, and bibliographic centres.

It is the union catalogue that can indicate the extent of duplication of material as well as the gaps in subject coverage by libraries. Libraries specially strong in one or more subjects can be also disclosed. With this data, a scheme for subject specialisation, distributing the coverage in an economic and practical manner, can be drafted and implemented.

Although the primary purpose of the union catalogues is to serve as finding lists, experience has shown that they as well serve as efficient bibliographical tools.

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4. D. T. Richnell. 'Subject Union Catalogues' in *Cataloguing Principles and Practice: an Inquiry*; ed. by Mary Piggott. Library Association, 1954, p. 78-79.
5. *South Eastern Regional Library Handbook*. South Eastern Regional Library System, London, 1948, p. 15-16.



## CATALOGUING OF SPECIAL MATERIAL

THE general conception of reading materials in libraries limits itself to ordinary printed books and periodical publications. But almost all modern libraries, not to speak of special libraries, acquire a variety of reading material besides the printed books, in order to meet the demands of readers. Fortunately, the number of items of these special types of reading material is very small in comparison with books.

The special material will comprise (1) Incunabula, (2) Maps, (3) Prints and Pictures, (4) Manuscripts, (5) Music, (6) Gramophone Records, (7) Films, (8) Microfilms, and (9) Coins etc.

We are here concerned with the problem of cataloguing such material. The usual type of entry and description adopted for ordinary books is found inadequate and sometimes inappropriate for these special types of reading material. The reader does not get unrestricted access to these items on account of their rarity, cost and fragility, and therefore he has to depend more or less fully on the catalogue for identification, and retrieval of information, before deciding his choice. Another factor which will influence the cataloguing practice of these materials is that only a few special classes of readers, engaged in intensive and advanced study of the subject are likely to use them.

"Although there are generally accepted standards and rules for the handling of such material, and although these rules and standards are applicable in general as well as in special libraries, nevertheless the actual form and content of catalogue and index entries and the methods of filing are subject to the work which they must perform."<sup>1</sup>

✓ INCUNABULA. This is a term signifying books printed before 1500. "Many copies of these interesting productions of the fifteenth century presses possess an individuality which they share with no other copy of the same work; and for that reason we are of opinion that every library should describe in the fullest possible detail its own examples of such books, regardless of the fact that one or more copies have been described already either in some standard bibliography or elsewhere."<sup>2</sup>

Experience of great bibliographers like, Haine, Pollard, McKerrow, Proctor and others corroborates the conclusion that these early printed books are dominantly characteristic of individuality in the production of each copy. Reference to the British Museum Catalogue of 15th century Printed Books and the Berlin Gesamtkatalog der Wiegendrucke and Haine's Repertorium Bibliographicum will be helpful and provide guidance in cataloguing the incunabula.

A large number of our libraries today and the cataloguers in them have little opportunity in doing this exciting task of handling and cataloguing incunabula. But scholarly libraries of universities and learned academies and large public libraries owning special collections will require knowledge of the methods of cataloguing this material.

Guppy in his cataloguing of Incunabula has furnished specimen entries, full, shortened and a model for the card catalogue. The main items of an entry in order are: (1) Heading (author, title, imprint), (2) Collation (size, format, as folio, quarto, etc., signatures, number of leaves, number of columns on a page, if more than one, number of lines to a page, kinds of type, headlines, catchwords, illustrations, printer's ornaments and devices), (3) Description (quotations from its title, incipit or some significant lines of text), (4) References to well known and recognized catalogues and bibliographies in which the item is described, (5) General note (brief description of literary

contents), (6) special note (on the particular copy, its binding, imperfections, illumination, ms. notes in margin, ownership, press-mark).

The study and treatment of incunabula is mainly the function of a historical bibliographer. But as libraries generally expect the cataloguers of printed books to deal occasionally with a few items of incunabula, it is worthwhile for the cataloguers to be well acquainted with the fundamental features of these early specimens of printing. The students of cataloguing will do well to read McKerrow's *Introduction to Bibliography* for literary students and Esdaile's *Students' Manual of bibliography*; 2nd ed. rev. 1955 in order to appreciate the art of early printers and describe their products as faithfully as possible.

✓ Maps. Cataloguers are conscious of the importance of maps and atlases as reading material in libraries. Maps are different from printed books in their format, their authorship and title. The common and primary approach of a reader to maps and atlases is by the geographical area covered and the type of information contained in it, e.g. Political map of India will first be referred to under the country India and then under its political divisions. Seldom is a reader found to apply for it under the name of the cartographer, (map maker) or publisher.

The Anglo American Code and its revision A.L.A. catalogue rules, (No. 10) directs the entry of maps under the name of the cartographer; if not found, under one of the following in the order set out, editor, publisher, government bureau, society or institution.

The British Museum rules provide for the entry of atlas, map, chart, plan or view under the generally accepted name of the geographical or topographical area covered by it, which should be full enough for identification. Subsidiary entries

are to be made, where possible, under the name of every author, whether draughtsman, surveyer or compiler.

Boggs and Lewis in their 'Cataloguing and Classification of Maps and Atlases', N.Y., Special Libraries Association, 1945, after a survey of American and British practice in cataloguing maps and atlases, recommend the main entry for maps and atlases under the name of the geographical area, which is an obvious and significant characteristic of maps. Although this procedure is not accepted by the A.L.A.,<sup>3</sup> one must admit the logic behind the entry under the geographical area recommended by Boggs and Lewis. The only theoretical objection to such an entry to be filed in the midst of regular author entries is that it brings in the subject element in an author catalogue.

Mr. R. L. Collison holds the view that the actual engraver of an old map is of considerable importance while in the case of modern maps, which are the products of governments or firms specialising in their production, the map maker has ceased to occupy any significance in the identification of the map.<sup>4</sup> It is hoped that the 'Code revision' will reach a greater measure of agreement and rationalisation in this respect. A complete catalogue entry for a map or atlas must contain the appropriate author heading, followed by the title (if none, one to be composed and written) edition, imprint, scale, collation, and description (insets, language, size, projection, the meridian, and the form-sheet, wall, roller, globe, etc.) on the body of the card.

It is important to arrive at a decision on the method of filing the entries in the general library catalogue or in a separate map catalogue. As the maps and atlases are used as illustrative and supplementary reading material to books, it is an advantage to file the entries for maps together with the entries for books in a classified order. It is, advisable to get the entries for maps readily distinguished by using edge coloured cards or cards of different colour other than one used for books. The maps

themselves will, of course, be shelved in a separate sequence in specially designed cases, which admit of horizontal or vertical location, the latter being more convenient to handle.

✓ **Prints and Pictures.** Every library has to deal with prints and pictures, frequently as illustrative and supplementary reading and occasionally as original reading material as in the case of original drawings and engravings. Their physical form and their large number render it difficult to maintain them as individual units. The general practice is to group them by place or person or scene and keep them in boxes and mount a list of the prints or pictures contained. These collections can easily be located through an index, but some libraries provide a separate catalogue. The entry for a picture should ordinarily contain the heading, the title, process (line engraving, woodcut, photograph, etc.) size and date. The entry for pictures by eminent artists, painters, engravers, which are valuable as works of art, should contain the names of the artists. School libraries and junior libraries in public library system will find it necessary to maintain a full scale record of picture collections, in order to answer the minute enquiries of young readers. As most of this material is of passing interest, it will be unjustifiable to incur large expenditure in compiling their catalogues.

The Anglo-American code provides directions for entering the illustrators and engravers. These rules do not cover the entry of miscellaneous prints whose authorship is difficult to determine.

✓ **Manuscripts.** The term manuscript has been used in the past to cover different reading materials. Even to day the terms 'archives' and 'Manuscripts' mean different things to different people. Some apply the term 'archives' only to records of government departments, although they are produced just like manuscripts, thus limiting the coverage of manuscripts to isolated hand-written works of a private nature.

In the 16th and 17th centuries the term 'manuscript' was used to indicate a bound volume of hand-written material, comprising a book or collection of books and treatises, or occasionally a collection of separate but related documents. Today the term 'historical manuscripts' refers to a loose collection of documents, charters, deeds, letters, and other non-literary records collected by or related to some great personality, organization or institution. The application of the word 'manuscript' in a restricted sense to bound volumes can be traced to the beginnings of English Book Collecting during the reign of Henry VIII. When monasteries were confiscated, the literary treasures in them faced the grave danger of disintegration and destruction. But John Leland, the king's chaplain and librarian organized a movement to rescue them. He collected nearly 2,000 volumes of manuscripts, which later (1759) became the King's Library of the British Museum. As these volumes were bound and looked like books, they were known as Ms volumes. If the manuscripts were loose and scattered, they were commonly called 'papers' or 'sometimes records'.

A more satisfactory definition of 'Manuscript' according to Seymour de Ricci in his *Census of Medieval and Renaissance Manuscripts*, includes "written documents of every kind, with the sole exception of inscriptions on stone, metal, or other hard substances. Letters, charters, and deeds are included, but as often as not are treated in groups. To have described them singly would have more than trebled the bulk of this work, without adding to its usefulness in anything like a corresponding manner." The manuscripts of literary works in bound volumes are usually written in the book-hand of the professional scribes, serving as models for the early printed books. A document or a letter, on the other hand, will be written in the cursive script and will be less legible and more difficult to read.

## NOTICES OF SANSKRIT MSS.

By

RAJENDRA LAL MITRA

Vol. I to IV

No. 1273. शिशुपालवधः ।

Substance, palm-leaf,  $14\frac{1}{2} \times 1\frac{1}{2}$  inches. Folio, 153. Lines, 4 on a page. Extent, 2,294 slokas. Character Bengali. Date, Sk. 1436. Place of deposit, Calcutta, Government of India. Appearance, very old. Prose. Correct.

Sisupala-badha. An epic poem by Magha, on an episode of the Mahabharata, the subject being the destruction of Sisupala, a sovereign inimical to the Pandu brothers. The work has been printed several times and is well known, but the MS. under notice is a very old one, being dated Saka 1436 = A.C. 1512, and contains many readings not to be met with in the printed editions. Its style of writing is shown on plate V.

Beginning. श्रिवः पतिः श्रीमतिशसितु जगज्जगन्निवासो वसुदेवसद्मनि ।

वसन् ददशवितरन्तमम्बराद्विरण्यगर्भाङ्गमुवं मुनिं हरिः ॥

End. सर्वेण सर्वाश्रय इत्यनिन्द्यमानन्दभावा जनितं जनेन ।

यश्च द्वितीयं + + + + तोयो मुख्यः सतां गौणमवाप नाम ॥

श्रीशब्दनस्य कृतशब्दसमाप्तिर्लक्ष्म  
www.dbrauhlibrary.org.in

लक्ष्मीपतेश्चरितकीर्तनमात्र + + ।

तस्यात्मजः स्वकविकीर्तिपुराशयोऽदः

काव्यं व्यधत्त शिशुपालवधाभिधानं ॥

Colophon. इति श्रीदत्तसूतोः श्रीमाधकवेः कृतौ श्रीलक्ष्मणि शिशुपालवधे महाकाव्ये  
+ + + + + : सर्गः समाप्तः ॥

विषयः । शिशुपालवधविवरणं ।

A Descriptive catalogue of the Samskrita and Prakrta Manuscripts  
(Bhagvatsinghji collection & H. M. Bhadkamkar collection)  
in

The Library of the University of Bombay; compiled by C. V. Devasthali.  
Book II

(Volume II parts IV-VII & Volumes III and IV), Bombay, University of  
Bombay, 1944.

2249

शिशुपालवध of माध

with सर्वङ्कषा by मल्लिनाथ

Foll. 28; size  $12\frac{1}{2}$  in. by  $5\frac{1}{2}$  in; material thick yellowish paper; fair, Devanagari character; 8-12 lines in a page and 50 letters in a line.

The MS. begins on fol. 1a and ends on fol. 27b. Foll. 1a and 28b have the title and fol. 28a is blank. The text in red ink occupies the middle of each folio and has the commentary both above and below it. The colophon is written in red ink. All folios are discoloured with damp and foll. 27 and 28 are slightly worm-eaten. The MS. is almost accurately copied in Saka 1764.

The Work : Canto I of Magha's *Sisupalavadha*, with *Sarvankasa*, a commentary thereon by *Mallinatha*.

Dated :

शके १७६४ शुभकृत्तमसंवत्सरे आषाढशुद्धप्रतिपदा मन्दवासरे इदं पुस्तकं  
लिखितं समाप्तम् । श्रीकृष्णार्पणमस्तु ॥यादृशं पुस्तकं ॥  
B.M.C. 102. 19).

Catalogue of Sanskrit Manuscripts in the Bodleian Library, vol. II begun by Moriz Winternitz, continued and completed by A. B. Keith. Oxford, Clarendon Press, 1905.

1235—MS. Sansk. d. 84.

Magha's *Sisupalavadha*, A.D. 1474.

Contents : the *Sisupalavadha*, by Magha, complete in 20 sargas. It begins : *svasti sriganesaya namah sriyah patih smitati &c.* It ends : *iti srisidupalavadhe mahakavye kavirimagha-kavya-samudbhutam nama vimsah sargah.* The number of verses agrees with that in the edition printed at Calcutta, 1869 (samvat 1925), except in the following sargas : sarga II (ending on f. 14v) has 117 verses ; VI (on f. 42) has 80 ; XIII (on f. 92) has 70 ; XV (on f. 107v) has 102 ; XVI (on f. 114v) has 86 ; XVII (on f. 121v) has 70 ; XIX (on f. 136v) has 125 verses. From ff. 1-15v (=I, i-III, 13) the whole of the margin is covered with explanatory notes written in small characters by a Jaina. F. 44 is blank (VII, 17-30 missing). F. 120 (XVII, 53-63) is supplied by a modern hand.

Bought in 1887 from Dr. Eugen Hultzschi (MS. 84).

Size : 10×5½ in. Material : Paper.

No. of leaves : iii 146.

Date : samvat 1530 (=A.D. 1474) varse maghavadi i somavasare.

Written by order of His Majesty the Prince Suryasena (maharajakumara-arisuryasenadevalikhapitam).

The entry was afterwards deleted.

Character : Jaina Devanagari.

Injuries : the marginal notes on ff. 2-15 are slightly damaged in places. the last line of f. 118 is obliterated. A few words on f. 144v are illegible, and the colophon is partly erased.



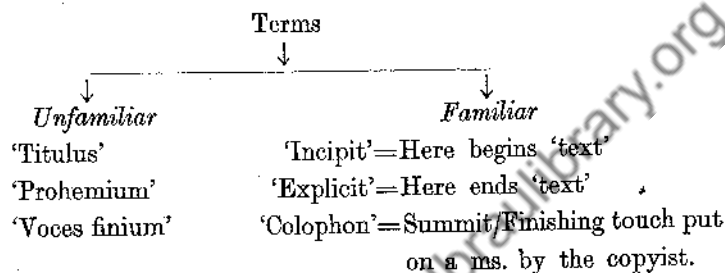
The chief differences between manuscript books and printed books make it necessary that different methods of cataloguing them are followed. "The cataloguer of printed books is dealing with a multiple and standardized product, and one of his objects—though not the only one or perhaps the most important one—is to describe the copy in front of him so clearly that any one else having another copy of the same edition may determine definitely that it is the same."<sup>5</sup> The information about the author, the title or subject is ordinarily available to the cataloguer of printed books usually on the title pages, and more often than not, is dependable.

But the cataloguer of a manuscript faces a different situation. Each manuscript assumes an individuality of its own depending on the scribe's performances. An entry in a catalogue of one manuscript of the work of an author will be dissimilar to the entry of another manuscript of the same work of the same author, e.g., *Magha. Sisupalavadha*—three different styles furnished (vide pages 136-137).

The method, treatment, and objective of manuscript cataloguing by the professionally trained historians and scholars engaged in study and research in classical literature and ancient history and who hold the office of curators of manuscript collections, is not the same as those adopted by the professional librarians, who have to catalogue ordinarily extensive collections of printed books and occasionally some manuscripts, when their libraries may acquire them for special reasons. The former aim at an exhaustive and minute description leading to the literary evaluation and usefulness of a manuscript, while the latter is content to provide such information on its entry as to help a reader to identify and locate it. Although manuscript cataloguing is an intellectual discipline of modern scholarship, the professional librarians, whom we have in view, are not so

much concerned with it as they are with the cataloguing of printed books.

But, in order that manuscript cataloguing is done in an efficient and faultless manner, it is necessary that the cataloguer in a modern library gets familiar with the sense and application of the terms commonly used in the process.



The scribe's introductory statement as to what he is about to copy often begins with the Latin word 'incipit'. Sometimes it is mistaken for 'titulus' but it is appropriately called the 'titulus', while the opening words of the actual text is the 'incipit'.

The scribe's concluding statement as to what he has finished copying often begins with the word 'explicit', but it is proper to call it 'colophon', while the closing words of the actual text constitute the 'explicit'.

The word 'titulus' is the forerunner of the term 'title'. Just as the title of a work or book, which includes the name of its author, enables one to identify and distinguish it from another, the 'titulus', which is an identifying tag or label attached to a manuscript in early days did the same function.

The present day cataloguer of early manuscripts will find it necessary to investigate the 'titulus', the 'incipit', the 'explicit' and the 'colophon' before he sets out to describe it in the entry in the catalogue. If manuscripts, as they sometimes do, contain the colophon of the translator, the commentator, and

the scribe, separately, the cataloguer should be careful in distinguishing one from the other. In Indic manuscripts, which largely contain commentaries in the fields of philosophy, religion and law, the cataloguer's task becomes increasingly difficult.

The Anglo-American Code rule No. 22 for the entry of manuscripts does not specify any distinction between manuscripts and archives. If the author of a manuscript is known, it should be entered under his name; if anonymous, under the title by which the manuscript is known, provided it is distinctive; if not, then the entry is to be made under the designation or number in the collection to which it belongs.

Adoption of this rule will tend to produce a catalogue of manuscripts of a general nature, which will serve the readers in a library as good as a catalogue of printed books. Experience in general libraries indicate that the catalogue of manuscripts, even when maintained separately, is used by lesser number of readers than the catalogue of printed books and the group of readers using it is interested in historical sources of information, textual criticism and emendation of classical works.

The technique of cataloguing hand-written material, whether public or private, remains the same for both. "Whether collections of private records are categorized as archives or manuscripts, the technique of cataloguing them is similar to that for public records. In both cases, it treats the files of an agency as a group and employs such finding media as check lists, inventories, indexes, calenders and to a lesser extent card catalogs, and maintains the integrity of the original arrangement whenever possible. The chief difference is that certain additions are necessary for public records because they are interrelated and complex, whereas private ones are made up of unrelated series. The cataloguing of single documents such as letters, or the analyzing of isolated documents, likewise is similar."<sup>6</sup>

The arrangement of the manuscripts may be alphabetical, if the collection is chiefly personal ; if historical, a chronological arrangement is more appropriate ; if miscellaneous, arrangement by numerical sequence is followed. It is a distinct advantage, if the entries, are filed separately from the usual library catalogue. In case, a separate cabinet is not used in view of the small number of the manuscripts in a library, a separate tray, either the first or last in the public catalogue, may be designated 'Ms. catalogue'.

**MUSIC.** The average public library usually contains a few volumes of musical scores, and a few on the theory and history of music. The interest of the public in music has increased after the discovery of gramophone records and other mechanical reproductions of music. Special attention in cataloguing this material is necessary in order to provide accurate and dependable information for musically minded readers. Cataloguing musical scores is different from cataloguing ordinary printed books, whose title pages usually provide most of the information necessary for their entries.

There are three rules in the Anglo-American Code : (1) A musical work is to be entered under its composer, with added entries for editors, or arrangers, and with regard to operas, oratorios, cantatas, etc., added entry is to be made under the writers of the words ; (2) A libretto is to be entered under the librettist if known ; if not under the title. Added entry is to be made under the composer of the music. On this issue opinions are divided ; some prefer to make the entry under the composer of the music to which the libretto belongs ; (3) A thematic catalogue, in which the arrangement follows the opening themes of musical compositions, is to be entered under the name of the composer, if it is confined to a single one. These rules provide directions in a single way and the cataloguing of musical material follows the same pattern as for other books. What is required

in the music catalogue is adequate description of the form, style, language, etc. and an arrangement which will allow grouping by form, instead of a straight alphabetic order by composers. The cataloguers will do well to refer to Sharp's Cataloguing, p. 232-237, where guidance and discussion on the treatment of Western music is provided.

The oriental music, particularly Indian music which has its Vedic origins, devotional and sacred background in the Sāma Veda or Sāma Gāna, has not been dealt with in any book on cataloguing practice. The Indian students of cataloguing and cataloguers of libraries attached to colleges and academies of music need some guidance. Although the chief rule of making the main entry for a musical work under the composer can be adopted, directions on the making of added entries, descriptive cataloguing and notes seem to be necessary.

In the catalogue entry for an Indian musical composition the cataloguer should furnish in the body of the card the following essential information :

1. Name of Raga (with Aroh and Avaroh).
2. Tala.
3. Type (i.e.) Varnam, Kriti, Padam, Javali, Raga-malika, etc.
4. Time and occasion to be sung.
5. Language.

If the composition is anonymous, the first lines of the composition 'Pallavi' may take the place of author heading. Added entries for artists rendering the song may be made, if the artist is well known and belongs to any particular school of music.

✓ **GRAMOPHONE RECORDS.** Among the special reading materials, gramophone records must be considered a very useful and popular type. Most American libraries lend gramophone records to their readers just as they lend ordinary books and

provide sound proof rooms in the library building to play the records, if the reader does not want to borrow them. In some of the advanced public libraries in England also, e.g. City of Westminster libraries, good collections of gramophone records are maintained. It is advantageous to have separate catalogues, as it is necessary to provide special shelving for them.

They differ from books in the following respects: (1) the text of a gramophone record cannot be read, (2) the physical shape, colour, weight, etc. of several records look exactly similar and it needs close scrutiny of the label at the centre to distinguish one from another, (3) both sides of a record may be totally unrelated, being two different pieces of music of different composers, and therefore lacking the homogeneous quality of a single book, and (4) the fragility of the records prevents direct access to the shelves. These features of gramophone records make it essential that the readers and library staff depend entirely on the catalogue entries for the required information about them. "The catalogue, therefore, must be well constructed and contain as many cross references and added entries as possible, if the collection is to be exploited to the full... Although one usually thinks of records in connection with music there are many other subjects for which they are used, such as for speeches, language teaching, poetry readings, animal and bird sounds, and so on. The cataloguing of records of music, is, however, the most important from the general point of view."<sup>7</sup>

The catalogue entry for a record will contain (1) the composer, (2) the title, (3) the artists and performance, (4) the instruments as accompaniment in case of vocal music, and (5) the musical form as essential items. Subsidiary information on the number of sides, size, make, and the time of playing in minutes, may be given, if the library can devote enough staff and time for cataloguing the records fully. Standard works

of reference like Groves Dictionary of Music and Musicians, Thompson : the International Cyclopedia of music and musicians ; 6th ed. 1952 ; Scholes : The Oxford companion to music ; 9th ed. 1955 may be consulted for the form and fulness of the names of composers, etc. Besides the composers under whom the main entry is made, it is sometimes found useful to provide added entries for national anthems, folk songs and prayers. The arrangement of all these entries may be in one alphabetical sequence if a dictionary catalogue is maintained ; but a classified arrangement by a given instrument or musical form is more advantageous.

In cataloguing non-music records, the need for making subject entries is recognised, e.g. a record of bird or animal sounds will be referred to by the names of birds or sounds rather than the recorder's name. So is the case with language teaching and learning records. When a classified catalogue is compiled for these records, the main entries will be arranged by the notation and the index entries may contain a reference to the class notation and the accession number of the record as well, so that direct access to the records, which are usually arranged by the accession order, is ensured.

The Music Library Association and the American Library Association Division of cataloguing and classification have issued a 'Code for Cataloguing Music and Phonorecords' in 1958, which offers satisfactory guidance in cataloguing both musical works and gramophone records.

**FILMS.** The increased emphasis on the use of audio-visual aids for educational purposes has placed additional importance on the cinematograph film as reading material in modern libraries. In some libraries, where films are acquired in good number, a special film library and a separate film catalogue are maintained.

Films are usually well known by their titles and the main entry for a film should, therefore, be made under its title, with added entries for the subject treated and for the producer, director, cameraman, musical director and other collaborators provided such entries will be of real help to the users of the catalogue.

The body of the entry should contain information on:

- (1) Country of production,
- (2) Year of release,
- (3) Format (16 mm. 35 mm. etc.),
- (4) Length and projection time,
- (5) Type (Sound or Silent),
- (6) Colour (if other than black and white),
- (7) Script,
- (8) Accession number and class number,
- (9) Material—inflammable/non-flammable.

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If the film is acquired as supplementary reading to the text of a book, this fact must be mentioned. If there will be a handful of films in a library, their catalogue cards may as well be amalgamated with the general catalogue of the library, but marked 'film' at the end of the title, or cards of different colour may be used for entries for films, so that they may be readily distinguished from cards for books.

International standards for film cataloguing, evaluation, and data as to availability were discussed by the United Kingdom National Commission for UNESCO in England in 1953 and at a conference on International standards for Film Cataloguing convened by the United States National Commission for UNESCO in Washington in the same year. The decision to adopt the rules of the Library of Congress and the British Film Institute as a basis for universal standards for descriptive catalogue entries is under the consideration of UNESCO.



✓ **MICRO FILMS.** Microfilmed copies of books and periodicals have been gradually coming into use because of (1) lack of space in libraries, (2) rarity and deteriorated condition of books, and (3) necessity to supply copies of extracts and articles from originals to distant libraries. Some American librarians like Fremont Rider anticipate that a day will come when printed books will be rare and microfilmed copies of them common and plentiful in libraries. But the day is far distant.

"Cataloguing of microfilm is not very different from that of the originals they reproduce, consisting mainly of additions describing the physical form of the films and the technical problems which that form involves."<sup>8</sup>

The catalogue entry for a microfilm will conform to the same pattern as for the original book, with the following additional information on the body of the card :

- (1) if the copy is positive or negative ;
- (2) full collation of the original ;
- (3) number of reels, if more than one ;
- (4) length of the film, in feet ;
- (5) width of the film, 16 mm./35 mm., in order to adjust the type of reader ;
- (6) manufacturer's number in his catalogue or list ;
- (7) and the word 'MICROFILM' stamped boldly on the top or across the card in a distinctively coloured ink.

The microfilms are best preserved in metal (aluminium) containers and filed in the numerical order of their accession numbers, which will reduce their shifting to the minimum. These accession numbers must be written on the entry, as a means of quick location.

\* **COINS.** Some libraries specially devoted to numismatic, historical and antiquarian studies, acquire coins as original

sources of information. Cataloguing the coins is a specialist's job, because of the difficulties involved in deciphering the script and emblem on the coins. No specific directions are available in the joint code on cataloguing coins.

The cataloguer will do well to enter the individual coin under the name of the country, followed by the name of the ruler, with the dates of his reign. This procedure has the advantage of bringing the entries for coins of a country or nation together. They can then be arranged alphabetically by the name of rulers, or chronologically.

The title must be provided, as, Gold/Silver/Copper/Alloy coin, followed by date of mint and value if known. The collation should furnish information on the circumference, facts on obverse and reverse and weight in grams or fine ounces.

Added entries for names of rulers may be made, if important.

Catalogues and descriptions of collections of coins of various rulers of a country or of different countries may follow the code rule for collections and be entered under the collector or library, as the case may be.

Further guidance on the descriptive cataloguing can be had from the standard catalogues of coins in the British Museum and other large libraries.

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1. Robert L. Collison. The Cataloguing, Arrangement and Filing of Special Material in Special Libraries. ASLIB, 1950, p. 1.
2. Henry Guppy. Rules for the Cataloguing of Incunabula; 2nd ed. rev. reprint 1947.
3. The A.L.A. Code is for author and title entries only. The area covered by a map is certainly not the author, nor is it always the filing word of that. If entry is to be made under the place name, which is surely a subject entry, it would be appropriate to have a separate catalogue of maps, specially, if the collection is of any size.

4. Robert L. Collison. The Cataloguing, Arrangement and Filing of Special Material in Special Libraries. ASLIB, 1950, p. 53.
5. William Jerome Wilson. Manuscript Cataloguing. Traditio, N.Y., Fordham University Press, 1956, v. 12, p. 468.
6. Evelyn Hensel. Treatment of Nonbook Materials. Library Trends Oct., 1953, p. 188.
7. Robert L. Collison. The Cataloguing, Arrangement and Filing of Special Material in Special Libraries. ASLIB, 1950, p. 34.
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## ARRANGEMENT, FILING, GUIDING OF CATALOGUE AND INSTRUCTIONS FOR ITS USE

THE catalogue entries are made according to the form of catalogue decided. But the mere making of main and added entries for a dictionary catalogue and main and index entries for a classified catalogue will not produce the results desired, unless the cards are arranged, so that quick and convenient reference is possible.

In the case of a dictionary catalogue the entries are arranged either in a strict alphabetical order or with some modifications under certain groups, introducing the element of classification in order to render the arrangement more logical. There is ample guidance furnished by C. A. Cutter in his *Rules for a Dictionary Catalogue*. Recently the A.L.A. has published the *Rules for Filing catalogue cards, 1942*, which is mostly based on Cutter's rules. If there is a heading used as author, title and subject, it is desirable to follow the order, author, subject and title, e.g.,

Jawaharlal Nehru.

Discovery of India.

JAWAHARLAL NEHRU.

Jawaharlal and Gandhi →

There are two methods for alphabetisation: (1) Letter by letter and (2) Word by word. The first is called 'all through' and the second is known as 'nothing before something'. It is

preferable to adopt the 'word by word' method in which the unit is the word and not the letters, e.g.

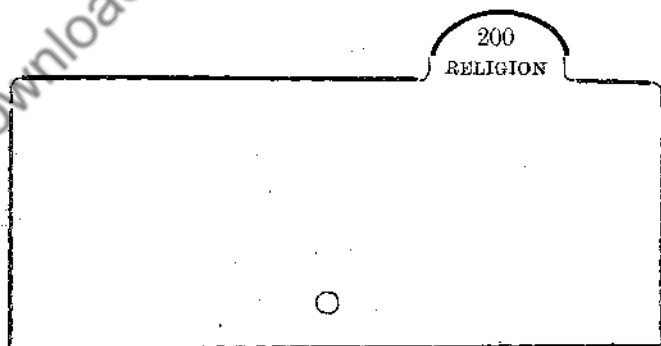
Letter by letter arrangement	Word by word arrangement
New	New
Newark	New Delhi
New Delhi	New England
Newel	New London
New England	New York
New London	New Zealand
Newly	Newark
Newness	Newel
News	Newly
New York	Newness
New Zealand	News

In the case of a classified catalogue the arrangement of the main entries is after the class number or symbol assigned to each entry. The order of arrangement can be called numerical or symbolic. It is far easier to evolve the arrangement of these entries, each class number determining its place quite specifically in the hierarchy of the classification system. Arrangement of entries within a class cannot be determined by the notation of that class, as the cards for several books on the same subject will have the same class notation. It will leave open the choice of arrangement, which can be decided on the need existing for it. The arrangement usually adopted is alphabetical by authors and if the author has more than one work classed under the same notation the sub-arrangement is by the title; but other modes of arrangement within a class are also possible: (1) chronological order by date of publication; (2) inverse chronological order in case of scientific and technical books; (3) geographical order by country or locality; (4) by language; (5) by form in literature. In order to maintain consistency, no two different modes of arrangement should be adopted in arranging the cards of a single class.

If any doubts were to arise a reference to the schedules of the classification scheme would easily determine the location and order. The index entries are arranged in alphabetical order, while authors, titles and subjects may be mixed together and arranged in one sequence or in separate sequences.

The quickness with which the desired catalogue entries are located, depends on the extent of guide cards placed in the catalogue. A guide card is a card with a projecting edge or tab on which a letter or phrase is written or printed. These guide cards are available in sets of alphabet and classes. The tabs are protected by celluloid or xylonite in order to keep the letters or numbers from fading due to wear and tear. One of these guides is lettered "How to use the Catalogue" and below the tab, specific instructions are printed. One such guide card is placed in front of each tray, so as to attract the attention of the user.

In the case of classified catalogues, a guide card should be provided for each major class number as well as for each one of its subdivisions used in the catalogue. A guide card should display the class number and the subject heading and scope. If there are a large number of cards under a single class number, alphabetical or chronological guide cards must be used liberally.



GUIDE CARD

Spacing of guide cards is a matter of individual decision for libraries. The larger the catalogue, the greater is the need for frequent guides in the catalogue. These guide cards not only save the time of a reader in locating a desired entry directly and quickly, but reduce unnecessary wear and tear of the catalogue cards, whose longevity is thereby increased.

In alphabetising, filing and guiding, accuracy is required to an extraordinary extent. The value of a catalogue card is only proved when an entry is readily found in the midst of thousands of cards. Therefore, accurate and consistent filing of these cards will alone bring forth the desired results.

The work of alphabetising and filing of catalogue cards should not be entrusted to persons who have not been disciplined in accurate methods. Before a card is filed, it should be reviewed as it stands on the self-locking rod to detect any error in alphabetisation.

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The maintenance of the catalogue up-to-date is possible by filing the catalogue cards at the time a book is made ready for circulation as well as by taking out the cards for books withdrawn from circulation. Errors of inconsistent headings, different class numbers for similar books and varying forms of sub-division of subjects are brought to light when they are filed if they had escaped at the time of their preparation.

This final job connected with the making of a catalogue has, therefore, to be done with all care and responsibility to ensure satisfactory working of the catalogue.

When all the catalogue cards have been properly alphabetised and inserted in the catalogue trays of the cabinet with appropriate guide cards, the method of handling the various cards for the same book filed in different places or trays requires to be made clear to the public, for whose use they have been made and filed.

The lay out of the catalogue, its internal divisions and location of entries, should be explained in simple terms. As there is a rule for every item of work connected with the production of a catalogue, the instructions for the public in the use of the catalogue should reflect the applications of the rules by furnishing concrete examples of how to find a book, under the author's surname, under its subject or subjects, under its title, under its related subjects. The public should feel that the consultation of a card catalogue is no more difficult than referring to a word or term in a dictionary or encyclopedia.

Whatever may be the standard of perfection aimed at and achieved in compiling the catalogue, the public, who are expected to use it, still find the card catalogue to be more complex than a printed catalogue. Perhaps, the printed book catalogue appears self contained. When the reader opens the book catalogue, he finds instructions on the system of classification adopted for arrangement of books on shelves and the order in which he will find the entries in the catalogue. The indexes at the end of the catalogue entries provide further facility to the reader in his task of location and identification.

But a dictionary card catalogue, by virtue of its physical size and shape, its unit cards, its cross references, and its complicated arrangement following the 'word by word' principle needs to be fully explained.

1. The card catalogue is a record of books in the library's collection.

2. Each book is represented by one card under the name of the author, one under its title, one under the name of its subject; if a book deals with more than one subject, there are as many subject cards as the number of subjects contained in it; if the book contains more than one work of the same author or works of different authors, there are additional cards.



3. Besides these author, title and subject cards, there are cards under the names of collaborators, i.e. editor, translator, joint author, commentator, etc.

4. There are cards which direct the reader from one heading to another. They are used to direct the reader from a heading which the cataloguer might have used for a particular book but which he has in fact not used because he has preferred a synonym, a combined heading or a term denoting a related subject. These are reference cards, which bear no notation. These reference cards are made for names of persons, subjects, and occasionally for titles.

5. There are alphabetical guide cards at convenient places and each tray in the cabinet is provided with a label indicating the inclusive range of cards contained in it, e.g. 'A-AE'.

6. If the author is known, look under his name, i.e. surname, followed by forenames or initials, e.g. Shakespeare, William, Wells, H. G.

7. If the author is an oriental writer, usually look under his personal name, followed by other parts of his name, e.g. Narayan, R. K., Rajagopalachari, Chakravarty, Lin Yu Tang. But there are a few oriental writers, who are better known by their family names or surnames. These are entered under their family names, followed by the other parts of the name e.g. Gokhale, Gopal Krishna ; Gandhi, M. K.

8. If the name of the author or the title of the book is unknown, look under the name of the subject in which you want material, e.g. if books on Television are wanted, look under Television ; if there are books in the library's collection on the subject they will be found. The heading 'Television' will be written or typed distinctly, in block letters, or coloured ink and the author and title of the book given below on the card.

9. In case of fiction, look under author or title of the novel or story desired, e.g. Tolstoy : Anna Karenina ; Tale of two cities, Dickens.

10. If a work is known to belong to a series and if its exact author and title are unknown look under the name of the series as heading. If the volume is in the collection, it will be found entered on the series card, e.g. Story of the Nations. Lanepool. India.

11. Look up the names of persons, for their biographies, auto-biographies, diaries, and memoirs entered as headings on cards.

However helpful may be the written instructions to the public in the use of the catalogue, the reader will still need the personal guidance of the library staff. The individual attention and personal guidance given to the reader is a sure step to better appreciation and use of the library by the public. The foundations of purposeful and effective reading are well laid in a junior library, where young readers should be given proper orientation in the use of catalogues and books, with the hope that when they become adults, they will become self reliant in a larger measure.

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## EDUCATION AND TRAINING OF CATALOGUERS

**S**URVEYS of teaching methods of cataloguing and classification have been conducted in the United States and to some extent in England. The idea was to arrive at a satisfactory method of teaching and to provide a comprehensive curriculum of cataloguing studies in order that good cataloguing personnel may be made available to libraries, whose cataloguing problems could be handled with realism. The Humeston survey (1951)<sup>1</sup> and the Pettus survey (1952)<sup>2</sup> afford interesting and useful data on the content and method of teaching cataloguing. There has existed diversity in teaching methods as well as in the content of curriculum. But one common problem that has been before the teachers of cataloguing and that is yet to be solved is how much emphasis must be laid on (1) the principles and (2) how much on the practice of cataloguing. One section of teachers believe that the old pedagogic method of teaching by the rules of catalogue codes should be given up, as it renders cataloguing dry and unintellectual to the students. The students ultimately become more mechanical than sensible cataloguers and that is why cataloguing has not attained the same level of recognition as other similar intellectual activities before the scholarly world. The other group of teachers believe with equal conviction that the proper understanding of the rules in the catalogue codes is the core of the study. If the rules are explained, about their purpose, and the context of their application to the students, they can compile satisfactory catalogues. After all the reader does not care to go into the intellectual calibre of a cataloguer, but tests it by

the standard of efficiency attained and displayed in the catalogues which he uses.

This controversy is based on cataloguing tradition. P. S. Dunkin of the Folger Shakespeare Library, Washington declares that "Crisis demands not a restatement of tradition but a broad new outlook". Instead of a veneration for tradition, cataloguers should develop a "creative scepticism". He opposes the old form of drill and attention to technical details, which detour students from concern with the real problems of cataloguing. His proposed programme of instruction would involve, in addition to other things, introduction to principles in a few lectures, using audio-visual aids, and actual cataloguing in libraries which will work in cooperation with the library schools.<sup>3</sup>

New concepts on teaching cataloguing are coming up in recent years in an endless stream. It is almost impossible even for an up-to-date school of librarianship to discard the basic concepts of cataloguing in its curriculum, simply because they happen to be old. It seems to us, therefore, that in teaching cataloguing, balance between the theory and practice must be maintained.

A satisfactory course of instruction on the subject of cataloguing to post graduate students undergoing a year's course at the University Schools of Librarianship should include lectures on:—

1. Nature, scope, and functions of library catalogues.
2. History of catalogues and cataloguing codes.
3. Varieties of catalogues and their distinguishing characteristics.
4. Arrangements of catalogues and rules of fillings.
5. Personal author and corporate author.
6. Titles as main entries.
7. Need for added entries.

8. Descriptive cataloguing—standards and purposes.
9. Subject cataloguing.
10. Relation of classification to subject cataloguing.
11. Relation of cataloguing to other branches of library administration.
12. Problems of cataloguing foreign language books.
13. Cooperative cataloguing, union catalogues.
14. Reclassification and re-cataloguing.
15. Costing cataloguing processes.
16. Maintenance and editing of catalogues.
17. Mechanical appliances used in processing and duplication of cards.
18. Studies of catalogues in relation to reader approach and use idealism versus pragmatism.
19. Relation of catalogues to bibliographies.
20. Cataloguing of special materials.
21. International cataloguing in practice.
22. Scholarly background to cataloguing work.

The foregoing are some of the more important topics on which the students of cataloguing should receive adequate instruction. The limited duration of the course of a year will indicate the desirability of concentrating on basic issues in cataloguing.

Besides the theoretical study, the students should be given ample opportunity to do actual cataloguing of different types of books, at least for an hour a day and should be able to participate in various other processes like duplication, search, verification, alphabetisation, arrangement, filing and discarding, etc.

The prevailing practices in a library or libraries which the students observe during their course influence to a large extent the standard and performance of these technical services to be done by them elsewhere. As no two libraries have

exactly identical procedures or staff manuals, methods and procedures in practical cataloguing are bound to differ.

Finally, it must be admitted that any amount of theoretical study and intensive practice, will not shape a student into a good cataloguer, unless he has the aptitude and love for the work. The teacher should be able to observe the interests of the students and direct them to appropriate fields of specialisation in library work. An inquiring mind, a retentive faculty, a disciplined adherence to rules, an inherent capacity to be at home in the midst of books, old and new, and a spirit of service to the reader are natural traits in a cataloguer. "But a cataloguer must be something more than a scholar and a man of the world; he must be an organiser, an ardent and patient worker, and the possessor of more than the usual modicum of tact, commonsense and good humour."<sup>4</sup>

The education and training of cataloguers should, therefore, be closely linked <sup>www.dbraulibrary.org.in</sup> or shaped in conformity to these ideals and traditions of cataloguing practice. It is high time that the library administrators realise the value of cataloguing and make the cataloguing positions sufficiently attractive so that youngmen and women of intellectual calibre are attracted to the study of cataloguing.

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  3. P. S. Dunkin. Petty codes and Pedagogues. *Jl. of Cataloguing and Classification*, v. 7, p. 53-57, Summer, 1951.
  4. H. A. Sharp. *Cataloguing*; 4th ed. London, Grafton, 1950, p. 355.
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## DOCUMENTATION : AN EXTENSION OF CATALOGUING AND CLASSIFICATION APPLIED TO ISOLATES

**D**OCUMENTATION is a term which has recently been applied to the handling of micro units of thought, specially in the fields of science and technology. It is the intensity with which every idea on every page of an article on a related subject is recorded and coded that distinguishes the work of documentation from traditional cataloguing. A. D. Osborn remarks that a documentalist is a "Perfectionist Cataloguer."

✓ Mortimer Taube says "Documentation as the designation of the total complex of activities involved in the communication of specialized information includes the activities which constitute special librarianship plus the prior activities of preparing and reproducing materials and the subsequent activity of distribution."<sup>1</sup> He holds the view that publishing activity is part of documentation, for all printed material is published with the object of distribution to specialists. The American Documentation Institute has as its object the advancement of the principles and techniques of recorded information.

There is a clear statement about documentation, what it is and what it does and what it aims at in the outline of the course on documentation adopted by the Graduate School of Library Service, Rutgers University.

"Documentation is the identification, recording, organization, storage, recall, conversion into more useful forms, synthesis and dissemination of the intellectual content of print and other recorded materials, in relationship to the specialized needs of particular users and uses. The librarian initiates

subject analysis in the cataloguing process, but when he moves into the intensive handling of the ideas contained in every page of every source he starts to function as a documentalist. And since the conversion or inversion into new forms is prerequisite, and the masses of objects to be handled is much greater when every idea and every page of every article must be subject to recall and manipulation, and since the transmission of information is requisite, the documentalist must be much more interested in the materials handling, converting, and transmitting systems than must the librarian or bibliographer who supply the raw material to the documentalist."

There is yet another brief definition of Documentation as "the group of techniques necessary for the ordered presentation, organization and communication of recorded specialised knowledge, in order to give maximum accessibility and utility to the information contained." [www.library.org.in](http://www.library.org.in)

Two basic types of bibliographical organization are (1) organization for 'retrieval' of information already known to the enquirer more or less exactly, and (2) organization for 'dissemination' by which the enquirer can be kept informed of advances made not only in his special field of knowledge but in the related fields as well. Large collections in libraries containing the recorded information of use both to the general reader and the specialist have been classified, catalogued, indexed and abstracted by adopting the conventional library methods. These methods appear to be large scale operations, which have only partially served the needs of the highly specialised investigators in science and technology who require "pin-pointed" information of absolute specificity. Several industrial and technological establishments realised the necessity of developing their own specialised bibliographical services. The organization for specialised use of the



innumerable scientific and technical reports and bulletins published during the last decade resulted in the formation and functioning of documentation centres, largely manned by scientific personnel. Their experience in the retrieval and dissemination of specialised information indicated that the ordinary book classification and cataloguing techniques if adopted for sorting and presentation of research reports, patents and other scientific data were uneconomic and "the grouping, as established by the classification system is at cross purposes with the search requirement. This means in practice that the classification scheme fails to provide some one grouping which may be consulted to meet the search requirements."<sup>3</sup>

The realisation of the limitations of the Dewey Decimal Classification even in its application to books stimulated librarians and documentalists to develop the Universal Decimal Classification. The U. D. C. also failed to get over the limitation of rigid combinations of concepts and ideas. Several U. D. C. numbers were necessary to be provided for a single patent in order to establish the relationship between generic and specific concepts. These sets of notations were not only time consuming but sometimes confusing to the user.

At this stage Dr. Ranganathan seized the opportunity and provided a classification with faceted notation. This is called Colon Classification and further researches into "Depth Classification" are being continued to help the organization, presentation and correlation of micro-units of thought. "Ranganathan, through his system of facets, main classes, divisions, etc. has contributed greatly in turning the spotlight on elements of rigidity in the U. D. C. and pigeon-hole classification systems and by so doing has pointed the way to coding systems whose flexibility corresponds to the complexity of the subject contents of present day scientific and technical papers."<sup>4</sup>

It is then, quite likely that a synthetic classification with complete autonomy for the classifier can really be helpful in presenting the information in the form suited to the specialists. The classified catalogue, based on such a classification can very well indicate further development to the documentalist. Can we call 'documentation subject bibliography of the hour or the moment'?

"Bibliography can hardly exclude cataloguing and indexing; this does not make a bibliographer a librarian, but high though the title, such as Director, and whatever else she or he does, she or he is not a librarian who is not, or is not able or at least willing to be a cataloguer and indexer."<sup>5</sup> Librarianship by tradition and practice was associated with only the collection, preservation, and indication of literature to which new material "scientific and technical reports" and non-book material like films and gramophone records have been added by necessity. The new technique "documentation", which has as its sole aim the speedy provision and presentation of current information, chiefly in the fields of science, technology and industry, in a "pin-pointed" manner, has been boosted out of all proportion, overlooking the basic fact that it has its origins and it has developed from cataloguing and classifying which has been accepted by great and small librarians in the past and present, as the core of the profession. Because of the growing tendency of some librarians to belittle and decry cataloguing and classification, in preference to mechanical administration, and because of the failure of traditional methods of classification and cataloguing to satisfy the scientists, documentation, the offshoot of librarianship has gained such importance as to render librarianship less intellectual in the eyes of the scientists. J. H. Spera states "documentation lies at the very heart of librarianship, and the primary responsibility of the librarian is to make of himself an expert in bibliographic organization.

Let librarians then, apply themselves to the problems of bibliographic organization, become once more the acknowledged leaders in the largely uncharted world of subject bibliography, and in the stern discipline of documentation, not only achieve a new professional self respect but rediscover their true purpose in society."<sup>6</sup> The above view of documentation and librarianship, would imply that librarianship which certainly includes classifiers and cataloguers, has lost its significance and accredited place in society. Society, specially the world of learning and scholarship, is not solely or wholly constituted of scientists and industrialists, who form a small part of it. Documentation, as conceived, can under no circumstances be a substitute for library cataloguing and classification. The chances of documentation centres displacing libraries are far remote.

It seems appropriate and interesting to reproduce a few of the assumptions of Metcalfe, which need thought and discussion: (1) "one is that there is no relevant difference between librarianship, documentation, and bibliography, and (2) another that bibliography or cataloguing or indexing, with reference work as another form of literature and information indication, are the distinguishing characteristics of librarianship, bibliography and documentation as a profession, and (3) that for subject indexing, cataloguing, bibliography, and documentation there can be and must be found a commonly accepted body of theory...and that this must be a theory of their practice."<sup>7</sup>

Cataloguing practice, specially subject cataloguing of books and periodicals and the arrangement of various entries in the catalogue of a library, is certainly a sound background to the understanding and practice of documentation. Cataloguing, as has already been observed, aims at the communication of ideas in the form of books to readers in libraries, while

documentation goes a step further in that these ideas in periodical publications, which are more current than those in books, are manipulated and synthesised into more useful forms, with the help of some mechanical aids, like machine sorted punched cards, electronic machines, etc. "All the steps in classification from facet analysis to translation of isolate ideas into isolate numbers should be done by a classifier before the coding of numbers for the machinery. The only step in classification not needed by machinery is that of arranging the facets in a preferred sequence and synthesizing the isolate numbers and the basic class number into the class number."<sup>8</sup>

In conclusion, we may state, that there is so close an identity of aims and operations between cataloguing, classification and documentation that it is difficult to draw a line of demarcation which will indicate where cataloguing stops and documentation begins.

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8. S. R. Ranganathan. Classification as a Discipline in 'Proceedings of the International Study Conference on Classification for Information Retrieval, 13th-17th May, 1957. Lond., ASLIB, 1957, p. 10.

## HOW TO MAKE THE CATALOGUE CARDS

**T**HE cataloguer makes the catalogue cards by describing the books on the cards, according to the rules governing the various catalogue entries. The art of preparing a catalogue card can be called "Descriptive Cataloguing". When once the fundamental principles of cataloguing are properly understood the actual making of a catalogue card is but a simple process.

The style of a catalogue card which embodies the essential information about a book should be such as to make it easily intelligible to the reader, when using the catalogue. Cataloguing tradition has become established with regard to the information that should be incorporated on a catalogue card. Although individual libraries adopt slightly varied standards of details on a catalogue card, it can be seen from the various specimens given below, that with regard to essential details, like, author, title, subject, form and call number, there is uniformity.

### 1. L. C. CATALOGUE CARD. (Printed).

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Rose, Frank Xavier, 1914—

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Young people's book of jet propulsion. Rev.  
and enl. ed. New York, Lothrop, Lee &  
Shepard, 1950.

163p. illus., port. 21cm.

1. Jet propulsion. 2. Rockets (Aeronautics).  
I. title.

TL709.R6 1950 629.13338 50-5805

Library of Congress 10

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2. BANARAS HINDU UNIVERSITY LIBRARY CATALOGUE CARD.  
(Typed).

025.3	Mann, Margaret.
M28	Introduction to cataloguing and the classification of books. Chicago, American Library Association, 1930.
101746	1. Cataloguing. 2. Classification (Books). I. title. ○

3. WILSON CARD. (Printed).

	Rose, Frank Xavier, 1914—
	Young people's book of jet propulsion. Rev. and enl. ed. Lothrop, 1950. 163p. illus.
	First published 1948. The 1950 edition has added new material on seven Air force planes, four Navy planes and one flying test tube. "The story of American jet-and rocket-powered air-craft, from its invention before the last War through its improvement during the War and after, to its present status. Illustrated with more than 50 halftones displaying the technical features of each model". Retail bookseller.
	1. Jet propulsion. 2. Rockets (Aeronautics) I. Title. ○ 629.13338 2-17-50 (W) The H. W. Wilson Company.

## 4. COLUMBIA UNIVERSITY LIBRARY CARD. (Typed).

025.3	Mann	Margaret
M282		<p>Introduction to cataloguing and the classification of books ; 2nd ed. Chicago, American Library Association, 1943.</p> <p>ix, 276p. illus., 24cm.</p> <p>"References" at end of most chapters.</p> <p style="text-align: center;">○</p> <p style="text-align: center;">CATALOUER'S NAME OR INITIALS</p>

## TRACING ON MAIN ENTRY (REVERSE OF CARD)

CATALOGUING  
 CLASSIFICATION-BOOKS  
 American Library association

The items, which are necessary to be provided on a catalogue card, are :—

1. *The Call Number*, consisting of the class number and the author number, showing the exact location of the book on the shelves. Specific and accurate call number ensures quick and correct location of the desired book.

904	Class Number	} = Call No.
D44	Author Number	

2. *The Author*, personal or corporate, responsible for writing the book. The author's name, if personal, follows the order

surname, followed by forename or forenames in complete or secondary fullness. The author, if corporate (i.e.) a body or organization follows a different pattern, as it has no forename and surname but only a corporate name which is to be given fully, e.g.

	1	2
<i>Personal Author.</i>	Dickinson, Lowes Golding	1. Surname 2. Forenames in complete fullness.

	1	2
	Dickinson, L. G.	1. Surname 2. Forenames in Secondary fullness.

#### *Corporate Authors*

India—Ministry of Education.  
www.dbraulibrary.org.in  
Madras—Museum.

Banaras Hindu University, Banaras.

Ramkrishna Mission, Banaras.

Red Cross, New Delhi.

The corporate author is given usually under the name of the locality and sometimes under the name of the body followed by location. This order is determined by the Catalogue rules,<sup>1</sup> governing the different types of corporate authors. Therefore, a corporate author's name consists of two parts (1) name of locality, (2) name of body.

3. *The Title*, (Rules 136-149) being an exact version of it as found on the title page of the book, but including a statement of the edition or editor, translation or translator and other collaborators like, jt. author, illustrator, etc.

It should be noted that although the A.L.A. Catalogue rules define the title to include the name of the author, in actual



practice the repetition of the author's name at the end of the title is considered not essential. In preparing the cards by writing or typing, the author's name need not be given as a part of it, even though printed cards adopt the practice of repeating the author's name as a part of the title.

*Title, including a reference to reviser or editor, but omitting author's name, e.g.*

Soule, Richard.

Dictionary of English synonyms and synonymous expressions, designed as a guide to apt and varied diction ; rev. and enl. ed. by A. D. Sheffield.

*Title, including a statement of the edition number only.*

Day, Clive.

History of commerce ; 4th ed.

*Title, including a statement of the editor only.*

Dewey, John.

[www.dbraulibrary.org.in](http://www.dbraulibrary.org.in)

Intelligence in the modern world ; ed. with an intro. by Joseph Ratner.

*Title, including a reference to tr. and ed. in one.*

Freud, Sigmund.

Basic writings ; tr. and ed. with an intro. by A. A. Brill.

*Title, including a reference to translation and translator.*

Thyagaraja.

Songs ; English tr. by C. Narayana Rao.

*Title, including a ref. to jt. authors by repeating the name of the first author and a selection of important authors.*

Allen, John Stuart, and others.

Atoms, rocks and galaxies ; a survey in physical science by J. S. Allen, S. J. French and C. L. Hearnshaw and others.

*Title, including a ref. to illustrator.*

Stiles, H. E.

Pottery of the ancients; illus. by Marion Downer.

4. *Imprint*, (Rules 150-157) which consists of 1. Place of publication, 2. name of publisher (usually surname) and 3. date of publication.

Imprint.

Dewey, John.

Experience and education      N.Y., Macmillan, 1938.

1      2      3

5. *Collation*, (Rules 158-164) which describes the physical features of the book in the order set out by A.L.A. rule of which pagination or volumes, illustration and height in centimeters are commonly given.

Collation  
www.digitallibrary.org.in

Bevan, Bernard.

History of Spanish architecture.      N.Y., Scribner,  
1939.

199p., illus., maps, 21cm.

6. *Series note* (Rule 166), contains the name of the series to which the book belongs with volume number if the publisher has assigned one to it.

Series note, vol. no.

Sharp, Dorothea.

Students' book of oil painting.      N.Y., Pitman,  
1938.

47p., illus., 22cm. (Students' art book, 5).

The beginner should not confuse the number of volumes in which a book is published and the number of the book amongst other works in the series. The latter is given at the end of

the series note, while the former is the first item of collation, when the book is in more than one volume.

7. *Notes* (Rule 168), about the origin and any bibliographical features not brought out by the previous 6 items in a catalogue card are given for certain books.

8. *Contents* (Rule 167) are necessary to be given for certain books when the title is not fully comprehensive, specially when the book is in more than one volume. Follow the order of the table of contents.

9. *Tracing or Indication* of added entry cards and reference cards (Rules 169-171) to be provided is usually given at the bottom of the catalogue card (L. C. Model) or on its reverse. L. C. model saves time in turning over the card, especially when cards are typed or hand written.


10. *Capitals, Punctuation, Figures* (Rules 172-174) are to be used when necessary and in accord with grammatical practice. Prefer arabic numerals to roman ones, which are used to designate rulers, kings, princes, popes and similar dignitaries.

The standard catalogue card is of the dimension 12.5 cm. in length and 7.5 cm. in height. It is filed erect in a drawer of the card cabinet by means of a uniformly punched hole at its bottom through which the self-locking rod passes and secures the cards in position. The cards are supplied to the specification by library supply houses. There are blank and ruled cards. There are light, medium and heavy weight cards. It is advisable to choose medium weight quality and ruled cards if the cards are written and blank cards, if they are typed.

The skeleton of a complete catalogue card<sup>2</sup> 12.5 cm.×7.5 cm. given shows the order and position of the items, normally included in a catalogue entry. It is suggested that the accession number of the book, though it has no bearing on the cataloguer's


technique, may be given on the main entry at the bottom right hand corner or on the back if many, to facilitate identification of copies or editions by the staff.

## SKELETON OF MAIN ENTRY CARD

Call No.	Author's surname, forenames.
	Title..... .....; edition.      Place, Publisher, Date.  Collation.....(Series note)  Notes. <i>Contents :—</i>
Acc. No.	1. Subject  <i>Editor</i> II title. <small>www.dbraulibrary.org</small>

The printed unit cards in general use, in the U.S.A. contain fuller details, while the cards made by individual libraries, maintain a distinction between main entry and added entry cards by giving a shortened title and omitting all or part of imprint and collation. This practice is followed in many British and Indian libraries and has much to commend.

## SKELETON OF ADDED ENTRY CARD FOR EDITOR

Call No.	Editor's surname, Forenames.    Abbr. ed.
	Author's surname, forenames. Title.....Date.  

## SKELETON OF ADDED ENTRY CARD FOR TITLE

Call No.	Title.....Date.
	Author's surname, forenames.

## SKELETON OF ADDED ENTRY CARD FOR SUBJECT

Call No.	Subject heading.
	Author's surname, forenames.
	Title.....
	Place, Publisher, Date.
	Collation.

The cataloguer should bear in mind that the object of the catalogue is to save the time and trouble of the readers in a library in the use of books. The catalogue cards made by him should perform this function. The best way for a cataloguer to make the catalogue cards which will satisfy the user is that he visualises the kind or group of readers for whom the book is being catalogued. The application of the rules in cataloguing the books comes only after and the rules tend to simplify the catalogue and to maintain uniformity, accuracy and consistency.

The regular procedure in practical cataloguing of a book is (1) read the title page carefully, (2) glance through the table of contents, (3) skim through the text, in order to obtain an accurate knowledge of the subject of the book, (4) decide upon the various entries or cards required to be made for the book (i.e.) the main entry under the author and the added entries for collaborators, title and subject.

Generally a book of non-fiction requires three to five cards and a book of fiction and literature, two cards.

#### REFERENCES.

1. A.L.A. Catalog rules.
2. Length limited to 10 cm. only to suit printer's lay out.

## PERSONAL AUTHORS

(Rules 1-57)

[N order to make the main entry of a work under its author, it is necessary to determine, who is the author of a given work. An author is an individual who is directly responsible for the production of a literary work. Rule No. 1 requires that a work be entered under the name of its author individual or corporate.

A work is sometimes of a single writer's production ; sometimes of two or more persons working jointly ; sometimes the works of other writers being collected and edited by one or more persons under a collective title. The person or persons responsible for the production of the work should be determined as its author or authors. <sup>www.dbraulibrary.org.in</sup> Luckily almost all books have title pages in which the name or names of persons responsible for their writing is stated after the title. In all such cases, the cataloguer's task is fairly easy, e.g.

Single personal author card Rule No. 1.

	Lewis, C. D.
	Enjoying poetry : a reader's guide. Lond., National Book League, 1952.

When the authorship cannot be determined with certainty, the main entry is to be made under a heading which will take the place of author. It may be the title or a pseudonym or even some symbol, etc.

## Corporate author card Rule No. 1, 83.

	British Museum, London.
	The Catalogues of the British museum: a description. 1951-52. 3v.

## Two joint author card Rule No. 2.

	Lasswell H. D. and Kaplan, Abraham.
	Power and society: a framework of political enquiry. Lond., Routledge and Paul, 1952. 3v.

## Three joint authors card Rule No. 2.

	Field, Mary and others.
	How they grow: botany through the cinema by Mary Field, J. V. Durden and F. Percy Smith. Harmondsworth, Penguin books, 1952.



More than three joint authors cards Rule No. 2.

	Graybiel, Ashton and others.
	Electrocardiography in practice; 3rd ed. Philad., Saunders, 1952. vii, 378p., front., illus., diagrs., 28cm.  Collaborators: Paul D. White, Louis Wheeler, Conger Williams.

The three preceding entries are in accord with directions contained in Rule No. 2 for joint authors. The student should observe and make sure that the contribution of each author is not separately and distinctly indicated in the whole work, if it is to be treated as a genuine joint author work.

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Editor as main entry for works of other authors card  
Rule No. 1, 2, 126.

	Daley, Raymond and Miller, H. G. ed.
	Progress in clinical medicine, by various authors; 2nd ed. Lond., Churchill, 1952.

The examples worked out clearly indicate the style of author headings in conformity with the appropriate rules noted against each.

Academic Dissertations (Rule 3). It has been customary for all learned bodies and academies, universities, faculties,

and colleges to award a degree to a candidate after he has submitted an original written discourse or exposition on a topic of his study. The essay or treatise is now called a thesis. The chairman who presides at a meeting to judge the merit of the thesis is referred to as a praeses and the candidate who defends his thesis is called a respondent. A full and detailed treatment on the subject can be had in Wheatley's 'How to catalogue a library' pages 105-121 and in Watt's 'On the improvement of the mind.'

The rule directs the entry of dissertations published before 1800 under the name of the praeses, with an added entry under the name of the respondent when he is known to be the author of the discourse, adding the terms praeses or respondent in the headings.

The thesis published after 1800 is to be entered under the name of its author, except those of the universities in which the old custom is adopted even after 1800, as in some European universities in Sweden, Finland and Germany.

Occasionally two respondents are named without a praeses, and without mentioning the writer of the thesis. In such cases, the entry is to be made under the first respondent, with added entry for the second.

The student will do well to read through the Library of Congress Supplementary Rule 13 reproduced in the code after its rule for dissertations.

The distinction maintained for the entry of thesis upto 1800 does not appear to be consistent with the basic rule (1) which calls for entry of works under the name of its author whether individual or corporate. A better course would be to enter every thesis under the name of its writer and make added entry under the praeses, if he is a person of distinction

or under the name of the University or Academy which awards the degree, e.g.

	Reil, Johann Christian, Praeses.
	Dissertatio inauguralis botanica de fungorum origine. Halae, 1797. 46p.
	Halle, Medical Faculty Dissertation 12 Apr. 1797-Respondent Karl Ludwig Blottner.
	I. Blottner, Karl Ludwig, respondent.
	Murti, T. R. V.
	The Madhyamika dialectic: a historical and critical study of the Madhyamika system.
	Thesis for D.Litt. degree, Benares Hindu University, 1950.
	I. Banaras Hindu University—Faculty of Arts. II. title.

Besides original works of individual authors and joint authors which constitute the large majority of books in a library, there are books consisting solely of illustrations or illustrated works of which the illustrations are the chief feature and the text (only a few lines describing the illustrations) a secondary feature. The main entry for such works should be made under the name of the illustrator with added entry for the author of the text if there is one. This class of books abounds in graphic and expository arts.

Books on other subjects contain illustrations which are secondary in importance to the text. In such cases the main entry is to be made under the name of the author of the text with added entry under the illustrator. If the illustrations are only a few and insignificant, the cataloguer has the discretion to omit making the illustrator card, even if his name is found on the title page of the book.

If the cataloguer is doubtful in making a choice of the main entry for certain books which display the text and illustration with the same significance, the main entry is to be made under the name of the author of the text with added entry for the illustrator.

Main entry under illustrator with added entry for the author of the text indicated. Rule No. 4.

	Cameron, W. R.
	David copperfield in copperplate; fortysix illustrations for the famous Dickens novel augmented by interpretative short passages taken from the original text. Berkeley, Porter, 1947.
	I. Dickens, Charles. II. title.

Main entry under the author of the text, with added entry for the illustrator indicated

Rule No. 4.

	Stiles, H. E.
	Pottery of the ancients; intro. by C. M. Harder; photographic illus. and line drawings by Marion Downer. N.Y., Dutton, 1938.
	1. Pottery. I. Downer, Marion. illus. II. title.

Engravers (Rule 5). Similar to illustrations, engravings are to be entered under the engraver. When they are reproductions of some other artist, they should be entered under the artist with added entry for the engraver. A collection of engravings, from the works of several artists, by one engraver is to be entered under the engraver, e.g.

	Blake, William.	
	Engravings; ed. by Geoffrey Keynes. London, Faber, 1950.	
	Hogarth, William.	
	Reproductions of engravings, with commentary, by John Trusler. London, Rodale Pr., 1956. 58p. illus. 22cm.	
	Hass, Irvin.	
	Owen, A Treasury of great prints. London, 1957. 136p. illus. 18½cm.	

The text of a work given with a commentary whose main entry is to be made under the author of the text with added entry under the name of the commentator indicated.

## Rule No. 13.

	Patanjali.
	Yoga-sutras of Patanjali; Sanskrit text and English translation together with an introduction and an appendix, and notes on each Sutra based upon several authentic commentaries, all in English by M. N. Dwivedi; rev. and edited by S. Subrahmanya Sastri. Adyar, Theosophical Publishing house, 1947.
	I. Yoga. I. Dwivedi, M. N. comm. II. Subrahmanya Sastri, S. ed.

In a few cases, where the commentary is more prominently displayed than the text, or when the text is printed in a fragmentary form or given as footnotes in smaller type to elucidate the commentary, it is desirable to make the main entry under the commentator with added entry for the author of the text.

Main entry under the commentator with added entry  
for the authors of the text

## Rule No. 13.

	Kashi Prasad Jayaswal, comm.
	(The Institutes of) Manu and Yajñawalkya—a comparison and a contrast; a treatise on the basic Hindu law. Calcutta, Butterworth, 1930.
	Sanskrit text dispersed all through the commentary in English.
	I. Law, Hindu. I. Manu. II. Yajñawalkya.
III.	title.

Continuations (Rule 14). These may be supplements to a work which has been completed before or they may be in the nature of whole volumes of a composite work, e.g.

	Angel, J. L.	
	Univ	Troy: the human remains. Oxford ersity Pr., 1952. vii, 42p. plates.  Supplementary monograph to Cincinnati Uni- versity: Troy: excavations conducted by the University, 1932-1938; ed. by C. W. Blegen and others. 5v.  I. Cincinnati University
		Cincinnati University. See also www.dbrautlibrary.org
	Angel, J. L.	

The rule calls for the entry of a supplement, which is in the form of an independent work with its own author and title, under the author of the continuation, with a reference from the author of the original work. Instead of a reference, an added entry for the author of the original work is preferable as indicated in the example furnished.

3. An Index to a work when it is a separate volume or included as a part of the book with or without a title page.

Make the main entry under the name of the author of the work to which the index belongs with an entry under the compiler of the index.

Main entry under the author of the text, with added entry under the compiler of index indicated

## Rule No. 15.

	Lloyd George, David.
	War memoirs. Lond., Nicholson and Watson, 1933-36. 6v., 22cm. Pagination continuous, 3531p. ..... same ; index ; compiled by George Greer ; pp. 3443-3531. 1. European war, 1914-1918—Personal narratives. I. Green, George, comp. II. title.

Make the main entry for a collective index to the publications of a society or institution, under the name of the body with an added entry under the compiler.

Main entry under the name of body or organization with added entry for the compiler indicated

## Rule No. 15.

	Institution of mining engineers, London.
	Index to the transactions. <i>Library has :—</i> Index to v. 76-108, 1928-49 ; comp. by F. Yeats. I. Yeats, F. comp.

*Note : The transactions of the Institution are considered as various publications.*



But a general index as a rule is to be entered under its compiler, as main entry, while indexes to periodical literature and miscellaneous publications, which are published at regular intervals and which are better known by their titles are to be entered under their titles as main entry with added entry under the compiler.

Main entry under compiler with added entry under title

Rule No. 15.

	Willing, E. P. comp.
N.Y.	Index to American Catholic pamphlets. Catholic Lib. Service, 1937. 128p., 21cm.  www.dbraulibrary.org.in I. title.

Main entry under title with added entry under compiler

Rule No. 15.

	International index to periodicals.	N.Y.,
	Wilson.	
	Muench, A. F. comp. 1940-41.	
	I. Muench, A. F. comp.	

Concordances. Make the main entry under the compiler of the concordance with added entry for the author concordanced.

Main entry under the compiler with added entry  
for the author indicated

Rule No. 16.

	Bloomfield, Maurice, comp.	
	A Vedic concordance. Mass., Harvard University, 1906.	Cambridge,
	1. Vedas. Concordances. I. Vedas.	

The British practice, however, is to enter a concordance under the author concordanced with added entry under the compiler. In the above example, the author entry will be under Vedas, with added entry under Bloomfield, Maurice, as compiler.

Epitomes (Rule 17). A summarised version or abridgement of an original work is to be entered under the author of the original work, with added entry under the epitomizer. Such works are usually found in school libraries and junior libraries of public libraries. The practice is not only logical but commendable as the junior readers come to know the original author quite easily and will develop a desire to read the original work, e.g.

	Wyss, Johann David.
	<p>The Swiss family Robinson ; retranslated and abridged by Audrey Clark, after the version by H. Frith from the original editions ; illustrated with line drawings and 8 coloured plates by Charles Folkard. Lond., Dent, 1957.</p> <p>341p., col., front., illus., 7 col. pl., 20<math>\frac{1}{2}</math>cm.</p> <p>I. Clark, Audrey. II. title.</p>

Excerpts (Selections). Make the main entry for compilation of selections from a single author's works under the name of the author with added entry for the compiler.

Main entry under the author for his selections with added entry for the compiler

#### Rule No. 18.

	Wilde, Oscar.
	<p>The Epigrams of Oscar Wilde: an anthology by Alvin Redman ; intro. by Vyvyan Holland. Lond., Redman, 1952.</p> <p>260p., 22cm.</p> <p>I. Redman, Alvin, comp. I. title.</p>

Revisions. Make the main entry for a revised work under the name of the original author with added entry for the reviser.

Main entry under original author with added entry for the reviser indicated

## Rule No. 19.

	Dana	J. D.
	Hurlbut	Manual of mineralogy ; 16th ed. rev. by C. S. but. N.Y., Wiley, 1952. viii, 530p., col. front, illus., tables, diagrs., 23cm. 1. Mineralogy—Manuals. I. Hurlbut, C. S. ed.

When a revision has made drastic change in the original text, make the main entry under the name of the reviser with added entry for the original author.

Main entry under the reviser, with added entry under the original author indicated

## Rule No. 19.

	Evans	C. A. L. ed.
		Principles of human psychology, (originally written by E. H. Starling) ; 11th ed. by C. A. L. Evans, with chapters on the special senses by H. Hartridge. Lond., Churchill, 1952. xii, 1210p., illus., tables, diagrs., 26cm. 1. Physiology. I. Starling, E. H. II. title.

Translations. Make the main entry for the translation of a work, under the name of the author of the original work, even when the text of the original work is not found with the translation.

When the translation of an original work is issued under a translated title instead of the usual transliterated title, doubts arise as to which of the titles should be given in the entry under the original author. This doubt gets intensified when there is absolutely no reference to the original title of the work on the title page. There is the disadvantage in adopting the translated title of the work for entry in such instances, because the original author heading and the translated title will not so readily be identified as the original title, and the title entries under translated titles will fall under different alphabets according to the vocabulary of the language into which the original work is translated, e.g., Maxim Gorky: Wassa Shelesnowa (Matb) translated into

English under the title: Mother

Tamil : Amma

Telugu : Thalli

Hindi [www.dbraulibrary.org.in](http://www.dbraulibrary.org.in)

This will result in scattering away of the original title entry and the translated title entries of the same work in the catalogue far apart from one another.

A desirable and logical procedure will, therefore, be to give the original title in the author entry, irrespective of the fact, whether it is found on the title page or not and then to provide the translated title followed by the name of the translator, e.g.,

	Gorky, Maxim.
	Wassa Shelesnowa (Matb); tr. into Tamil under the title 'Amma' by S. Vijayaraghavan. Madras, Modern Pr., 1956.
	I. Vijayaraghavan, S. tr. II. title. III. title : Amma.

An added entry for the translated title is needed to help readers, who may expect to find the book under it.

Main entry under the original author of the text, with added entry for the translator indicated

Rule No. 21.

	Plato.	
	Hackforth, R.	Phaedrus; tr. with intro. and comm. by R. Cambridge, Cambridge Univ.
	Pr., 1952.	x, 172p., 22½cm.
		I. Hackforth, R. tr. II. title.

Manuscripts and facsimiles of MSS. Make the main entry under the name of the author of the manuscript; if the manuscript is anonymous, under the title by which it is known due to its distinctive quality; if the title is indistinctive, under the designation or number in the collection to which it belongs; while collections of MSS. are to be entered under the name of the collector or compiler, as other collections, treated in Rule No. 126.

Main entry under author of the MSS. Rule No. 22/1.

	Varadaraja.	
		Kavyakalpadruma (Ms.)

called the surname. The forenames are also known as personal names, given names, e.g..

1. Herbert George *Wells*
2. Oliver *Goldsmith*.
3. William *Shakespeare*.
4. George Bernard *Shaw*.

In the above examples the last part, italics, is the surname and the preceding part consists of forename or forenames. When entered as an author heading, they will assume the form,

1. Wells, Herbert George.
2. Goldsmith, Oliver.
3. Shakespeare, William.
4. Shaw, George Bernard.

The style of author heading has the features, surname, comma, and the forename or forenames, either in complete fulness or secondary fulness. Forenames, in secondary fulness is the accepted standard for written and typewritten cards with which most libraries in this country are concerned. When the forename is only one, it is given in full even in written or typewritten cards ; when they are more than one, the initials of each forename are given in capitals in the author headings. The author heading for (1) and (4) will assume the form :—

Wells, H. G.

Shaw, G. B.

The style of author headings described holds good in the case of all Western writers, having Christian names, while the entry of modern writers in Oriental countries is governed by different rules 52-56. The main reason for a different treatment of Oriental writers is that they are best known under their personal names and some of them have no family names, as part of their names. The best known form of an author's name should be the form in an author heading and the various rules help to achieve this object in a consistent manner.

Rule No. 25 deals with authors, having a surname, compounded of two parts, usually connected by a hyphen and in some cases of European writers by letters or syllables, d, de, l, la, le, y and de la, which may be prepositions or articles.

According to this rule, compound surnames are generally to be entered under the first part of the name, with references from the other parts. Occasionally it is permissible to enter compound surnames under any part other than the first, if it is the custom of the individual or the country to which the writer belongs.

Compound surnames having other symbols than a hyphen, create a problem to the cataloguer, especially in this country because of the unfamiliar nature of such names.

The usual Spanish surname consists of two parts, the father's name plus the mother's name with or without the conjunction. It is the practice to enter under the father's name. Other European surnames are less difficult as they contain the revealing symbols, e.g.

English hyphenated compound surname: Lionel Graham  
Horton Horton-Smith.

Enter, Horton-Smith, L. G. H.

Refer from, Smith, L. G. H. Horton-,

Spanish non-hyphenated surname: Benito Perez Galdos.

Enter, Perez Galdos, Benito.

Refer from, Galdos, Benito Perez,

French surname with 'de' used in place of hyphen:

Jean Charles Leonard Simonde de Sismondi.

Enter, Simonde de Sismondi, J. C. L.

Refer from (1) De Sismondi, J. C. L. Simonde,

„ (2) Sismondi, J. C. L. Simonde de,



Rule No. 26 governs the entry of surnames with prefixes. The prefix generally used is *de*, *de la*, *van*, *von*. It may be before a simple surname or before a compound surname.

According to this rule, prefixed surnames are in general to be entered under the part following the prefix, but with the four exceptions. They are (1) English, (2) French, when the prefix consists of or contains an article, (3) in Italian and Spanish when it consists simply of an article, and (4) when the prefix and the name are written as one word. Though the rule does not call for the making of references from the unadopted to the adopted form, in practice, it is advisable to provide these references, e.g.

*General.* Maurice de Wulf.

Enter, Wulf, Maurice de.

Refer from De Wulf, Maurice,

*English.* Walter de la Mare.

Enter, De la Mare, Walter.

Refer from (1) Mare, Walter de la, .

(2) La Mare, Walter de,

Hugh de Selincourt.

Enter, De Selincourt, Hugh.

Refer from Selincourt, Hugh de,

*French* when prefix consists of or contains an article :—

Jean de la Fontaine,

Enter, La Fontaine, Jean de.

Refer from (1) Fontaine, Jean de la,

(2) De la Fontaine, Jean,

Italian and Spanish, when prefix consists only of an article :—

A. La Piana.

Enter, La Piana, A.

Refer from Piana, A. la

Prefix compounded with the surname in all languages.

F. V. E. Delacroix.

Enter, Dlacroix, F. V. E.

Refer from (1) La Croix, F. V. E. de.

(2) Croix, F. V. E. de la.

D. M. LeBourdais.

Enter, LeBourdais, D. M.

Refer from Bourdais, D. M. le.

Rules No. 27-30 govern the form or part of forenames and the style for entry in the author heading. The average library will not find the need for frequent application of these rules. However rule 28, may be discussed as there may be the works of authors, who do not use their full forenames on the title pages of their works and who are well known by the form used, e.g.

Charles, Dickens, whose full forenames Charles John Huffam, are seldom used and everyone knows the writer, simply as Charles dickens. Therefore the entry will be Dickens, Charles. The need for making references from the unused forenames is not felt.

Rules No. 31-34, contain the directions, for the entry of (1) popes, sovereigns and saints, (2) princes of the blood and immediate members of the royal family, (3) noblemen, and (4) ecclesiastical dignitaries, as authors of their works, not under the usual form, surname followed by forename, but under forenames or under titles. The reason for the variation, is that

these classes of writers, are generally known by their forenames and are referred to as such. The cataloguer should not apply these rules to presidents of countries, in their capacity as the head of the state or its rulers and enter under their forenames, for no symbol of royalty is attached to these persons.

e.g. Franklin D. Roosevelt, is to be entered as,  
Roosevelt, F. D. *president of the U.S.*, 1882-1945.

e.g. Names entered under forenames only.

Alfred, the Great, King of England.

Charles I, King of Spain.

Edward VIII, King of Gt. Britain.

Gregory II, Pope.

Augustine, Saint.

However the Indian and other Eastern Kings and rulers automatically are entered only under their forenames, not only under the rule for Indic writers but in view of these rules for kings, etc. e.g.

Asoka, the Great, Emperor of India.

Akbar, the Great, Emperor of India.

Narada, Saint.

Sankaracharya.

Rule No. 33. *Noblemen* as a class of writers are peculiarly large in Gt. Britain and certain parts of Europe. The British practice is to enter them under their family names (surnames) and to refer from their titles. But the American practice is to enter them under their latest titles, unless better known by the family name or earlier title, e.g.

Journal and memoirs by Viscount Mersey.

(British) Enter, Bigham, C. C. 2nd Viscount Mersey.

Journal and memoirs by Viscount Mersey.

Refer from Mersey, C. C. Bigham, Viscount.

(American) Enter, Mersey, C. C. Bigham, 2nd Viscount.

Refer from Bigham, C. C. 2nd Viscount Mersey.

It is necessary to adopt one method and practice it consistently in a library. The advantage in following the British practice is that, when a nobleman's title gets added or changed, the entry under the family name will be the same for all his works. Thus simple consistency is secured, but the need for making a reference from his titles is essential. If the American practice is followed, entry is made under his latest title. If there are works already entered in the catalogue of a library, under an earlier title of a nobleman, there will be two different author headings, for the works of a same person. The means of securing the link, between the two forms of an author heading of a nobleman, is to provide 'see also' reference from the earlier to the later and vice versa; or to change the author headings to one consistent form. The later procedure will involve a good deal of time and labour, while the method of providing name cross reference is tedious to the user. The British practice appears to be simpler and tends to greater consistency of author headings.

Rule No. 34. Ecclesiastical dignitaries, who are church officials, excepting popes and saints mentioned in Rule 31, are to be entered under their surnames. Therefore, this rule appears, inappropriate under other rules for entry under forenames.

Rules No. 35-37, lay down the procedure in regard to the addition of titles, designations and epithets to author headings. The additional information given in an author heading, no doubt adds to the specificity but tends to make the headings lengthy and complex for alphabetising and filing. Therefore the additions to author headings should be used, when essential to distinguish similar names, one from another, e.g.<sup>2</sup>

John, Saint

John, Pope

John, Emperor of Austria.

John, King of England.

John, Prince of Wales.

John, Duke of Gloucester.

John, of Malmesbury.

John, Augustus.

Roosevelt, Theodore. President U. S.

Roosevelt, F. D. President U. S.

Rules No. 38-40. contain directions for the entry of pseudonymous authors and those who use some form of sobriquets, nicknames and changed names, instead of the real names.

The principle involved in determining the form of name is that it should be the best known form of an author's name, as well as the form selected should be consistent and help in quick location of an author's works, even though, he were to use different names on the title pages of his works.

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A book should always be entered in the catalogue under the name of the person responsible for it, even if he concealed his identity, for various reasons of his own. Rule No. 38 stipulates entry of pseudonyms, under the real name, when known and under pseudonym, when not known with the abbreviation 'pseud' after the pseudonym. The application of this rule in the case of a writer better known under his pseudonym and less known under his real name, tends to confound the cataloguer. He is in doubt, whether to enter under the real name or under the best known form of name (i.e.) the pseudonym.

The Library of Congress enters such writers under the pseudonym even though the real name is known, because the pseudonym is better known than the real name.

In the 2nd edition of the A. A. Code (1949) this procedure followed by the L. C. is adopted in its Rule No. 30A(2).

Therefore it is advisable to go beyond the provisions in rule 38 and enter under pseudonyms, such authors who write consistently under their pseudonyms which are widely known and whose real names remain unfamiliar to the public.

Pseudonyms are found under various forms (1) ordinary names e.g. 'George Eliot'; 'Prem Chand'; (2) fanciful or fictitious names e.g. P. Eluard; Jonathan Oldstyle; (3) vocations e.g. 'by Amature Gardener'; 'by Doctor'. If entry is made under the forms, as they appear on the title pages of the works, it will result in inconsistent headings for the same writer. Therefore, it is essential to choose one form, usually the best known and enter under that form selected, with references from other forms.

e.g. Entry of a work under the real name, when it is better known than the pseudonym.

		www.dbraulibrary.org.in
	Clemens, S. L.	
		A Tramp abroad, by Mark Twain, 'pseud'. N.Y., Harper, 1899.

The title in this card, includes the pseudonym, for it is only by such indication the reader is enabled to identify the book by Mark Twain, which is found entered under his real name S. L. Clemens, in the catalogue.

Refer from the pseudonym to the real name, in both forms inverted and uninverted.

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

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

If no reference cards are made the reader who expects to find the book under Mark Twain, has no means to locate it in the catalogue, under the real name, Clemens, S. L. under which the cataloguer has entered the author of the work published under the pseudonym of the writer.

e.g. Entry of a work under the pseudonym, which is better known than the real name.

	Eliot, George, pseud.
1952.	Adam Bede, <i>Chatterbox</i> and Windus.

The real name of the writer, even when known is not included as a part of the title, for it is not given on the title page and it is not necessary for the reader's identification.

But it is safe to make a reference card from the real name to the pseudonym under which the entry is made to serve those who may look for the work under the real name.

Cross, Mrs. Mary, Ann Evans, *See*,  
Eliot, George, pseud.

e.g. Entry of a work under the vocation.

'Amateur Gardener' pseud.

Pleasures of gardening. Bombay, New Book Co.,  
1943.

In all the cases of entry of pseudonymous works, added entry under title would be necessary.

✓ Rule No. 41. Married women as authors and their entry.

Married women as writers, use two forms of names, either the maiden name or the married name, on the title pages of their works. There is a change of name to be considered in deciding the form of name to be adopted.

The British practice is to enter under the earliest form with reference from the later forms; while the American procedure is to enter under the latest form unless the writer is better known by an earlier form of name. References are to be made from the unadopted to the adopted forms. The American practice seems more liberal and leaves room for discretion, but results in complexity and variation when a writer has adopted both maiden and married names.

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1. The usual form of entry for a married woman writer, is (i) her husband's surname, used by the writer on the title pages of her works (ii) the term Mrs., (iii) her own given names, and (iv) her maiden name in curves.

e.g. (1) Ward, Mrs. Elizabeth Stuart (Phelps).

(2) Gaskell, Mrs. Elizabeth Cleghorne (Stevenson).

2. When a married woman writer uses her husband's forenames or initials in place of her own, in addition to using his surname, on the title pages of her works, the entry will be under (i) her husband's surname, (ii) her forenames, (iii) her maiden name in curves, and (iv) within quotation marks her husbands' full name prefixed by the term Mrs.

e.g. Ward, Mary Angelo (Arnold) "Mrs. Humphrey Ward."

Refer from (see) Ward, Mrs. Humphrey.

3. When a married woman consistently writes under her maiden name or under the name of a former husband, entry is to be made according to her usage.



e.g. entry under a maiden name.

Bronte, Charlotte.

Refer from Nicholls, Mrs. Charlotte (Bronte).

Entry under a former husbands' name.

Wiggin, Kate Douglas (Smith) "Mrs. G. C. Riggs."

Refer from Riggs, Mrs. George Christopher.

Rules No. 45-48. direct the adoption of Latin or vernacular form for popes, sovereigns, Bible characters and saints. These rules should be used along with rule No. 31.

Rules No. 49-51 deal with Ancient, Medieval and Byzantine writers.

Ancient Greek writers are to be entered under the Latin form and Byzantine writers under the Latin personal or baptismal name. The classical dictionaries (Smith, William. A Dictionary of Greek and Roman biography and mythology) afford guidance for the form to be adopted for Latin writers like Vergil, Pliny etc.

The cataloguers of small libraries need not be seriously concerned about these writers and their forms, for the number of entries under these headings is very limited or nil in some libraries in this country.

There may be a few important works of eminent writers like Homer, Vergil, Thucydides, even in ordinary collections. It may be advisable for such libraries to go beyond the rules and enter their works under the widely known English form rather than under the Latin or Greek form.

Rules No. 52-56 govern the form of entry for oriental writers, among whom are included, Arabic, Turkish, Persian, Mohammedan, Hebrew, Indic and other Asiatic writers, like, Chinese, Japanese and others who have no Christian names.

Several standard books on cataloguing practice written by American and English cataloguers, contain a passing reference to the form of entry of these oriental writers which may be due to unfamiliarity or infrequent occurrence of the works of these writers in the libraries of those countries.

But the cataloguer of libraries in the Asiatic regions, specially in India and Pakistan, needs to thoroughly understand the principle involved in fixing the form of name of these writers.

It is a common characteristic of various ethnic groups of oriental writers that every one has a personal name which is usually better known than a family name, or surname or a title, which generally connotes the caste or tribe or place to which the writer belongs.

Therefore the general practice should be to enter the oriental writers under the personal name which may consist of one or more parts unless the writer is better known under the Western or Anglican form of using the surname or some other form of his name. It is too much to expect to find full guidance from these rules or text-books and manuals of cataloguing published in the United Kingdom and U.S.A. when the cataloguers in this country, at no distant future will have to handle large collections of Indic literature by Indic and Asiatic writers.

It is some consolation that the inadequacy has slightly been overcome by the 2nd edition of the A.L.A. Cataloguing rules for author and title entries, 1949 in rules No. 64-70, pages 113-123.

Rule No. 54. The Indian cataloguer who is largely concerned with this rule requires a sound knowledge of the structure, order and usage of Indic names, of North, East, South and West of both early and modern writers. The practice and style of writing the names differs in different parts of the country.

e.g. North Indian writers.

1                      2

Enter. Ramchandra Shukla.

Hindi Sahitya ka itihās.

The author heading consists of (1) Personal name and (2) caste name.

Tulsi Das.

Ram Charit manas.

The author heading consists of two parts but it is one personal name. The second part does not signify either caste or surname or patronymic title.

Gulabroy.

Jeevanpath.

Here the author heading consists of only a single part and has nothing to denote the caste or family name or patronymic title.

Jaya Shankar Prasad.

Kamayani.

Here the author heading consists of 3 parts. All the parts signify only the personal name. It will be unnatural to enter under the last part, inverting the first two parts, as if they were the forenames.

e.g. East Indian writers.

Writers in Bengal and Orissa abound in this group.

1                      2                      3

Enter. Subhas Chandra Bose.

India's struggle for Swaraj.

Refer from (*see*) Bose, Subhas Chandra.

Here the author heading consists of 3 parts, in which the first and second parts are the personal names and the third part the sect or caste.

1	2	3	4
Enter. Hem Chandra Ray Chaudhury.			
Political dynasties of India.			

Refer from Ray Chaudhury, Hem Chandra.

Here the author heading consists of 4 parts of which the 1st and 2nd part constitute the personal name while the 3rd and 4th parts represent the ancestral title.

1	2	3	4
Enter. Surendra Nath Das Gupta.			
History of Indian philosophy.			

Refer from Das Gupta, Surendra Nath.

Here the author heading consists of 4 parts, while in fact parts 1 and 2 represent the personal names and parts 3 and 4 the caste.

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The Oriya names are similar in form and structure to the Bengali names as they contain usually a personal name or names followed by the name of the sect or caste of which the writer is a member.

e.g. Godavaris Misra.

The Oriya lexicon.

e.g. West Indian writers.

1	2	3
Enter. Anant Sadasiv Altekar.		

Position of women in ancient India.

Refer from Altekar, Anant Sadasiv.

Here the author heading consists of 3 parts of which part 1 is the personal name, part 2 father's personal name and part 3 the ancestral name used from father to son and so on. The 3rd part may also denote the caste.

Enter. Gandhi, Mohandas Karamchand.

Experiments with truth.

Refer from Mohandas Karamachand Gandhi.

Here the author heading consists of patronymic name, followed by personal name and the father's personal name. The inversion conforms to the Western practice in entering the Christian writers. In the example chosen the best known form to be adopted has resulted in an inverted form of the name.

e.g. South Indian writers.

Enter. Radhakrishnan, Sarvepalli.

Indian philosophy.

Refer from Sarvepalli Radhakrishnan.

Here the author heading consists of the personal name followed by the surname.

Enter. Suryanarayana Sastri, Malladi.

Refer from (see) (1) Sastri, Malladi Suryanarayana.

(2) Malladi Suryanarayana Sastri.

Here the author heading consists of personal name, the caste name and the surname.

These two examples are from Andhra writers, who generally have a surname and a personal name in one or more parts and in some cases the name of the caste or group to which the writer belongs.

Enter. Krishnaswami Ayyangar, S.

Refer from Ayyangar, S. Krishnaswamy.

Here the author heading consists of personal name, the caste or sect name and the initial of the father's personal name.

Enter. Raman, C. V.

New physics.

Refer from Chandra Sekhara Venkataraman.

Here the author heading consists of a portion of the personal name, followed by the initials of the father's personal name and the first part of the author's personal name. The author is well known under the form, Raman, C. V. which is similar to the treatment of Western writers.

It will be noted that these two examples are from Tamil country, where the practice is to use the initials of the father's personal name before the writer's personal name. In some cases the caste name also is added e.g. Sambandam Mudaliar. There is no surname to be used but in a few cases the name of the place, from which the writer hails is given before the personal names e.g. Manjeri Iswaran ; Papanasam Sivan.

As it is beyond the scope of this guide book to provide a more extensive treatment of various names, like Malayalam Canarese, etc., the cataloguer is advised to follow the principle of largely entering under personal names and invert the rest of the names, except in the case of writers who are widely known under surnames and use the western style of giving only the initials of their personal names before the caste name or patronymic title. Reference to the Census volumes will afford all kinds of castes, titles and place names used. It may be necessary in large libraries, especially the university and research libraries.

The foregoing discussion is by no means a complete survey of all the A.L.A. Cataloging rules which the cataloger may require to use, in order to fix the correct form of the author's names. But the rules considered and the examples given under them, are expected to cover the author entries which are frequently used in medium libraries of about 50,000 to 1,00,000 volumes.

#### REFERENCES

1. Taylor, M.S. Fundamentals Cataloguing.
2. D- M. Norris, A Primer of Cataloguing. London, A. A. L. 1952. p. 125.

## CORPORATE AUTHOR ENTRY

BESIDES the individual or personal author publications, there are a large variety of literary productions by bodies or groups of people, having official names, which appear on the title pages of their works, in place of the personal author. During the 20th century the number and variety of such corporate productions have become innumerable and possess authoritative value, as sources of information, data, and statistics. Therefore no library can be an exception to hold a few or many of them in their collections. Virtually, the stock of printed material in government departmental libraries and national libraries, consist of such corporate author productions. If the National Library, Calcutta were to possess all the government documents of the Central, State, and Local governments, the humble village panchayat library will contain the annual reports on the working of the Panchayat Board.

These corporate publications, have one common characteristic of subordinating the individuals who actually write them in preference to their corporate name. Even if the names of persons were to be found on the title pages of these corporate author works, they are not usually considered as authors of those works.

The student of library science and the new cataloger should be able to readily mark the difference between personal and corporate authors and make the entries appropriately. The specifications given for these impersonal or corporate authors, in the A.L.A. rules will help in their recognition.

A discussion on the merits of this procedure for entry of corporate authors, will impress on the new cataloguer the inadvisability of entering these publications under the names of individuals found in the book.

The Library Journal (Bowker & Bowker) volume 21, pages 493-4 contains an article, opposing the principle of corporate authorship, as a library superstition and it recommends the practice of the German libraries and others in the neighbourhood, like Austria, Switzerland and Holland, which consider all works issued by corporate bodies as anonymous for purposes of entry, when they have no individual author. Its main entry is made under the title. Where an individual name appears on the title page, the writer is regarded as its author, irrespective of his performance, either in his official or private capacity and the entry is made under his name, as for simple personal author productions. This principle is adopted in the rules of Dziatzko, 1886 and is continued in the Instruktionen für die alphabetischen kataloge der preussischen bibliotheken, 1908, popularly known as the Prussian code, e.g.

- (1) The Annual report on the general administration of the government of the Uttar Pradesh for 1950 by the Chief Minister Pt. Govind Ballabh Pant, submitted to the Legislative Assembly.
- (2) The Report on the working of the Jails Department, U.P. for 1949.

If the Prussian code rules for the entry of these two corporate author productions are applied, the main entry for the first book will assume the form :—

	Govind Ballabh Pant.	
	The Annual report on the general administration of the government of Uttar Pradesh for 1950.	

The second one will be entered under the title as heading as there is no name of the compiler. It is considered anonymous.



The Report on the working of the Jails department, U.P. for 1949.

In an alphabetical or dictionary catalogue, the first report will be found under the alphabet 'G' and the second under 'R', thereby getting separated far apart from each other, although both reports are issued by the government of U.P. in its different branches of administration. Secondly, with every change in the incumbent, the author heading will vary. The purpose of the catalogue in bringing together the works of the same author will remain unattained. No doubt, the procedure of the Prussian code saves much time and trouble in determining the form of corporate author, by the cataloguer. But it is not the fundamental object of the catalogue. It is to save the time and trouble of the user.

"To sum up briefly, the complications attending the entry of corporate bodies are due to the fact that their publications are usually prepared by various agents, that they often have no proper self-sufficient names by which they can readily be identified, that they are subject to various transmutations, that they are productive of other bodies which assume individual characteristics and functions and that they are sometimes vague in their existence...The principles desired may not always admit of easy or sharp criteria, but it must be remembered that the criteria are an instrument to facilitate the application of the principles, not a substitute for them. To abandon salutary principles because of the difficulty of defining sharp criteria is to jettison one's compass in the wilderness because of the obstacles encountered on the indicated course."<sup>1</sup>

Therefore the British and American practice laid down in the A.A. Code, rule No. 58, 72 and 82 for Governments, Societies and Institutions respectively as corporate authors for their publications is more convenient and logical as the official publications of a state, society and institution or other body are

brought together. Cutter in his *Rules for a Dictionary Catalog* (prior to rule 45) convincingly argues the case for corporate authors.

Just as all well meaning cataloguers agree on all basic issues in cataloguing, we are one with Mr. Lubetzky in pointing out the unreasonableness of maintaining the distinction between the entry of 'societies' and 'institutions.' The proposed revision of the code will surely, it is expected, harmonise the treatment of societies and institutions by providing a uniform style of entry and a common set of rules for both.

e.g. Entry according to A.A. Code—rule 58.

	Uttar Pradesh—General Department.
	Annual report on the general administration of the Government, for 1950.
	<a href="http://www.dbraulibrary.org.in">www.dbraulibrary.org.in</a>
	Uttar Pradesh—Jails Department,
	Annual report, for 1949.

Corporate authors, can conveniently be divided into four groups :—(1) Governments, rule No. 58-71; (2) Societies, rule No. 72-81, (3) Institutions, rule No. 82-99 and (4) other miscellaneous bodies, rule No. 101-111.

(1) Governments, national and local, whose jurisdiction extends over a county, state, country, city, town and village are considered as authors of their publications or works issued under their authority.

According to the general rule No. 58, the publications of a government are to be entered under the name of the country,

state, city, town or other area, over which its authority extends, with the name of the Ministry, Department, Office, Bureau or Commission from which the publication is issued as sub-head.

e.g. India—Parliament.

Parliamentary debates.

India—Ministry of Finance.

Budget, 1953.

Uttar Pradesh—Labour Bureau.

Economic conditions of industrial labour in U.P. in 1950.

Banaras—Municipal Board.

Report on the working of primary schools in the municipality during 1949-1950.

Madras—Corporation.

Traffic regulations and penalties.

Sundarpur village Panchayat Board

Annual report, 1952.

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India—Agricultural marketing adviser.
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Marketing surveys.
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<i>Library has.</i>
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2. Potatoes.	1949.
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3. Ground nuts	1950.
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Rule No. 59 directs that the entry of Bureaux or Offices subordinate to a department or ministry, be made directly under the country and not as subheadings under the department or ministry, e.g.

India—Bureau of education.

Current educational statistics, 1949.

Refer from India—Ministry of education—Bureau of education.

Minor divisions or offices of the bureaus or departments may be given as sub-headings under the bureaux or departments.

e.g. India—Bureau of education—Adult education Division.

If a government document contains the name of an individual who is an officer of the department, its main entry is made under the provisions of rules 58, 59 and an added entry for the person may be made, if he is a well known and important person, who has already to his credit other works in his personal capacity. Such a procedure will bring together the works of a person, both private and public, together in the catalogue.

A *see also* reference from his name to the corporate heading, involves looking in two places in the catalogue and is technically irregular, as both the headings do not belong to the same class, one being personal and the other corporate. It also appears to be in the nature of a reference from specific to general. The example provided reveals the advantage of an added entry over a reference.

	India—Ministry of External affairs.
	Foreign policy of the India government; an outline by Jawaharlal Nehru, Prime Minister and Minister for External affairs.
Jawaharlal Nehru,	
	Discovery of India.

Jawaharlal Nehru, *see also*  
India—Ministry of External affairs.

Added entry

Jawaharlal Nehru

	India—Ministry of External affairs.
	Foreign policy of the India government ; an outline by Jawaharlal Nahru.

Rule No. 60 governs the entry of a report submitted to a ministry or department of the government by a person who is a non-official. Sometimes specialists in the field of science, economics, politics, education etc. are called upon to investigate the existing nature of the problem and recommend proposals for adoption. These specialists may not be the employees of governments, but the reports written by them are published by the government. The main entry for such documents is to be made under the name of the writer with an added entry under the name of the department, e.g.

Progressive policy of nationalisation of steel and other industries by M. Visweswarayya ; a report to the Ministry of Commerce of the Government of India.

Enter

	Visweswarayya, M.
	Progressive policy of nationalisation of steel and other industries ; a report to the Ministry of Commerce, government of India.

Added entry.

	India Ministry of Commerce.
	Visweswarayya, M. Progressive policy of nationalisation of steel and other industries; a report to the Ministry of Commerce, government of India.

This rule is also applicable to publications of private firms or companies which are written by others who are not their officials.

Rule No. 61 governs the entry of a collection or series of reports to a department, by different persons under the name of the department. If a report is important or of a specialised nature an added entry or an analytical entry for the writer of the report may be made, even if he is an official. If the report is of a routine type, no added entry is necessary for the writer.

	India—Railway board.
	The Determination of the permissible speeds on curves by E. Procter. Delhi, Manager of Publications, 1937. 39p., 242cm. (Technical paper No. 299). I. Railroads—Curves and turnouts. I. Procter, E. II. title.

Rule No. 62-71, deal with the entry of legal documents, civil, constitutional, political, and related works like digests and judgments.

In order to determine the main entry of these kinds of publications it is necessary for the cataloguer to distinguish between a work, which contains only the text of the laws or acts and another written as a commentary or digest or interpretation on the laws.

In the former case, the author is corporate, while in the later case, the author is personal.

Rule No. 62 calls for entry of laws, which are meant to include general collections of laws, codes, laws on specific subjects and single acts of a country or state or locality, under the name of the country or state or locality. An added entry may be made for the editor or compiler of a collection.

The form of author heading for these works should be name of locality followed by the term 'statutes'.

The Library of Congress adopts the term 'Laws, statutes, etc.' as sub-heading under the country. It is admissable to add to the sub-heading, in the case of single laws, the inclusive years of a reign, or administration or session. But libraries, desiring a chronological arrangement may add the exact year of enactment, e.g.

India	Statutes.
Republic of India	The Unrepealed acts of the President, 1947-1952.
Madras	Statutes.
	Acts passed by the Madras Legislature, on Agrarian reforms, 1947-1952.

A general reference may be made from the name of the legislative body, e.g. India—Parliament—Statutes, *see* India—Statutes.

Another general reference may be made from laws, e.g.,

	Laws.	
	name e.g.	For the laws of a particular country, <i>see</i> of Country, State, with subheading 'Statutes' Laws of India, <i>see</i> India—Statutes.

Cutter, in his Rules for a dictionary Catalogue No. 41, also provides entry for laws under the country, but with the name of the legislative body as sub-heading e.g. India—Parliament ; U.S.—Congress ; Gt. Britain—Parliament.

Cutter's method helps to readily distinguish the main entry from the subject entry for laws, which may be similar, if the main rule of A.L.A. 62 is followed. However the different styles of writing, capitals for subject headings, can help to maintain the distinction between these two cards.

e.g. India—Statutes. Main entry-heading.

INDIA—STATUTES. Subject heading.

The general rule No. 62 for 'Laws' does not provide for exceptions, which are necessary. There are laws of ancient countries like Egypt, Babylonia, India and Rome, which are easily best known under the name of law giver or law maker, e.g. Hammurabi of Babylonia ; Manu of ancient India, Justin of ancient Rome. It would be unnatural to enter these ancient laws under the Country with sub-division 'Statutes', for those laws will be called for by the names of individuals. Therefore exception in entering them under the individual names has to be made e.g. Manu ; Yajñawalkya, and a 'see also' reference



from the usual form may be made. e.g. India—Statutes, *see also* Manu.

The 2nd edition of the A.L.A. Code 1949 has provided for such entry in its rule 83.

Laws of modern countries are to be entered under the name of countries, as they are usually referred to as such.

Rule No. 63 governs the entry of Digests of Laws, compilations, etc. when the text of the laws are quoted in a fragmentary or insignificant manner and when the annotations and digests form the main feature of the work, under the name of the digester, with added entry under the name of the country. In doubtful cases, the main entry is to be made under the country with added entry under digester, e.g.,

	Stephen, J. F. comp.
	A Digest of the criminal law (crimes and punishments); 5th ed. by Herbert Stephen and L. H. Stephen. Lond., Macmillan, 1894. 488p., 222cm.
Gt.	Britain—Statutes.
...	Domesday's local government law and legislation 1950; ed. by John Moss. Lond., Hadden, Best 1951. xx, 1104p., 222cm.

Rule No. 64 directs the entry of law reports of a single court which are essentially official publications under the name of the court, with added entry under the name of reporter, editor, or collector. The form of author heading should be:—

1. Name of country, state, or province, city or town over which the jurisdiction of the court extends ; 2. name of court as officially designated, followed by the name of the place, where it is located when the name of locality entered is different from it, e.g. Uttar Pradesh—High court of judicature, Allahabad. Refer from Allahabad—High court of judicature.

	Uttar Pradesh—High court of judicature, Allahabad.
	Indian law reports: Allahabad series, 1949. Allahabad Supdt. Ptg. and Stationery, 1950.

Rule No 65 deals with the entry of digests of (law) reports, under the name of digester ; if anonymous under its title. Added entry under the name of the court in proper form, if limited to the reports of a single court is to be made ; if it is a collection of reports, that is digested, added entry is to be made under its title provided it is often referred to by its title, e.g.

	Aiyar, A. N.
	Income tax digest ; being a digest of the cases on Indian income tax law decided by the Privy Council and the High Courts of India and Burma and of select English cases ; 2nd ed. Madras, Law Company inst. of India, 1937. lxxxviii, 511p.
	Income tax—India—Cases. I. title.

Rule No. 66 directs the entry of a single opinion, decision, (judgement) or charge, under the name of the court with added entry under the name of the judge and parties to the suit, e.g.,

	Uttar Pradesh—High court of judicature, Allahabad.
	The Opinion of Harish Chandra, judge, in the case of A. P. Bagchi vs. Hrishikesh Sanyal and others decided on May 13, 1948. Allahabad, A.P. Bagchi, 1948.
	I. Harish Chandra, Judge. I. Bagchi, A. P. III. Hrishikesh Sanyal.

Rule No. 67 calls for entry of separately printed pleas or briefs under the name of the lawyer, who makes it. Added entries may be made for the plaintiff and defendant.

Since the plea is made before a court, it is suggested that added entry may be made if the plea relates to an important suit or case, e.g.,

	Kunzru, G. N.
	Argument of G. N. Kunzru in the case of A. P. Bagchi vs. Hrishikesh Sanyal and others in the High court of judicature at Allahabad. Allahabad, Sanyal, 1948.
	I. Bagchi, A. P. II. Hrishikesh Sanyal.

Rule No. 68-69, deal with constitutions of countries and the constitution making bodies, known as constitutional conventions. In both the cases the entry is to be made under the name of the country, or state with sub-heading, 'Constitution' and 'Constitutional Convention' respectively. The date of the convention is to be given after the sub-heading, e.g.,

India—Constitution.

India—Constituent Assembly, 1946.

Rule No. 70 directs the entry of charters, under the name of the country, state, city or corporate body, in whose favour they are granted with subheading 'Charters' with added entry under the name of the sovereign power granting them, e.g.,

## Main entry.

	Gt.	Britain—Charters.
		The Magna Carta or the great charter.

## Added entry.

		John, King of England, 1167-1216.
	Gt.	Britain—Charters. The Magna Carta or the great charter.

## Main entry.

	The	Library Association, London—Charters.
		The Royal charter of incorporation.

## Added entry.

		Victoria, the Great, Queen of Gt. Britain.
	The	Library Association, London—Charters. The Royal Charter of incorporation.

Rule No. 71 deals with the entry of treatises. It has three divisions (1) single treatises, (2) collections of treatises of several countries, and (3) collections of treatises of a particular country, with one or more countries.

(1) A single treaty is to be entered under the party named first on the title page, with subheading 'Treaties' with added entry under the name of other party or parties. Reference (see) is to be made from the name of the place, if the treaty is known by the place name, e.g.,

	Gt. Britain—Treaties, 1951.
	<p>Agreement between the Government of the United Kingdom of Gt. Britain and Northern Ireland and the Government of the French Republic regarding rights of fishery in areas of the Ecrehos and Minquiers, London, 30th January, 1951. Lond. H.M.S.O., 1952.</p> <p>7p., maps. 24½cm.</p>

In order to show the individual treaties of a country in a chronological order, the date of the treaty is added to the subheading 'Treaties.'

(2) Collections of the treaties of several countries are to be entered under the compiler. The treatment is similar to other collections, dealt with in rule No. 126. As each treaty included in the collection, is independent of another, the compiler or editor who has laboured to bring them together is considered the author and the main entry is therefore made under him. Added entries may be made under the important countries, with subheading treaties, e.g.,

	Beckett, W. E.
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	<p>The North Atlantic treaty, the Brussels treaty, and the Charter of the United Nations published under the auspices of the London Institute of World Affairs. Lond., Stevens, 1950. viii, 75p., 22½cm.</p>
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	(Library of World Affairs series).
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	<p>1. Gt. Britain—Treaties. 2. United States—Treaties.</p>
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(3) Collections of treaties of a single country with one or more other countries are to be entered under the name of the country, which is a party to all the treaties irrespective of the name of that country being found or not on the title page as the first party, e.g. *www.dbraulibrary.org.in*

	Germany—Treaties, 1952.
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	<p>Conventions between the Governments of the United States of America, the United Kingdom of Gt. Britain and Northern Ireland and the French Republic of the one part and the Federal Republic of Germany of the other part,</p>
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*See next card*

	2.
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	<p>with accompanying instruments, Bonn, 26th May, 1952; presented by the Secretary of State for Foreign Affairs to Parliament. Lond., H. M. S.O., 1952.</p>
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	175p., 24cm.
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	1. Gt. Britain—Foreign office.
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Added entries may be made under the compiler, individual or corporate. In this case make added entry under Gt. Britain—Foreign Office.

2. *Societies*, Rule No. 72-81. A society is an organized body of individuals, coming together for a specific purpose, which may be political, historical, scientific, religious, ethical, literary, charitable, etc. having an official name, as a corporate body. Associations of people are considered as societies. Societies may be local, national and international.

Rule No. 72 is the most general rule, which directs the entry of a society under the first word, except an article of its official name with reference from any other form of name by which it might be known and from the name of the place where the headquarters of the society are established. It is an accepted practice to add to the name of the society, the name of place of its location. It is necessary in order to distinguish societies bearing common names, e.g.,

Chemical society, London.

Chemical society, New York.

Refer from (1) London—Chemical society,

(2) New York—Chemical society.

When the corporate name of the society, includes the location of its headquarters as a part, the place need not be repeated after the corporate name, e.g.,

Madras Academy of Music.

Refer from (1) Academy of Music, Madras.

(2) Music Academy, Madras.

Rule No. 75 governs the entry of alumni associations as a subheading under the name of the school or college, which is an institution and should be entered according to rule No. 82, e.g., Calcutta—University—Science students' association.

Taylor High school, Banaras—Alumni association.

Rule No. 77 directs the entry of guilds under the name of the city with the name of the company as subheading, e.g.,

Bombay—Plastic industries company.

Madras—Goldsmiths Union.

Rule No. 78 governs the entry of learned academies whose names begin with K.K., R.I., an adjective expressing royal privilege under the first word, not an article. Abbreviations of these adjectives are permissible except in English language which are to be written in full (i.e.) Royal, Imperial, e.g.,

Royal Society, London.

Rule No. 79 calls for the entry of an affiliated society, under its own name, if it is distinctive; but a society that is a branch of or affiliated to a large or parent organization, whose name forms part of the name of the affiliated society is to be entered under the name of the parent body.

Reference (see also) is to be made from the larger organization to the entry made under the name of the affiliated society, having a distinctive name.

(1) Enter. Bengal Artists Association, Calcutta.

Refer from (see also) Indian Art society.

(2) Enter. Indian Medical Council—Madras branch.

Refer from Madras branch of the Indian Medical Council.

Rule No. 81 calls for the entry of official publications of political parties, under the name of the party. The official documents of political parties include, platform speeches, proceedings of meetings, party manifestoes and propaganda literature of the parties, e.g.,

	Indian national congress.
	First year of freedom.



	Hindu Mahasabha.
	The Kashmir question.
	Muslim League of India.
	Proceedings of the annual conference, Madras, 1949.

3. *Institutions*, rule No. 82-99. Under these rules entries are considered for colleges, universities, schools, libraries, museums and art galleries, laboratories, observatories, churches, monasteries, temples and convents, hospitals, asylums, prisons, theatres, chambers of commerce, botanical and zoological gardens, etc. Occasionally, the name of society contains the word 'Institution' or 'Institute' and it may lead to an improper entry. The cataloguer should carefully distinguish such a society from an institution. Usually an institution has a permanent location in a building of its own with its establishment, while a society has no such fixed location.

e.g. 'Hospital' an institution, can function in one place while a 'Medical Council', a society, can meet and carry on its functions in different places and requires no equipment.

Rule No. 82 is the most general rule governing the entry of institutions, under the name of the place, where they are located. Institutions, which have a common name and likely to be established in every town or city, (viz.) school, public library, are treated under this rule, e.g.,

Allahabad—Public Library.

Bombay—University.

As there will be other types of institutions, having a distinctive name and special to certain places, their entry is provided for under rules 83-99.

Rule No. 83 governs the entry of institutions, distinctive in character by having a proper noun or adjective, as the first word of their official names, under the name of the institution, with a reference from the name of the place where they are located, e.g.,

Enter. Tagore memorial Library, Banaras.

Refer from Banaras—Tagore Memorial library.

Enter. Andhra University, Waltair.

Refer from Waltair—Andhra University.

Rules No. 84-85 direct the entry of colleges, schools, museums, libraries, observatories, belonging to a university under the name of the university with the name of college, library etc., as subheading. <sup>www.dbraulibrary.org.in</sup> Reference may be made from the name of the institution to the university under which it is entered, e.g.,

(1) Enter, Banaras Hindu University—Sanskrit Mahavidyalaya.

Refer from Sanskrit Mahavidyalaya, Banaras Hindu University.

(2) Enter, Delhi—University—School of Economics.

Refer from Delhi—School of economics.

(3) Enter, Tata School of Social Service, Bombay.

Refer from Bombay—University—Tata School of Social Service.

In example three, the professional school is distinctive in its name and is situated at a distance from the University of which it is a part. It is therefore entered directly under its own name and not under the name of the University. This procedure is desirable and is permissible.

e.g. for Rule 85.

Enter, Calcutta—University—Scientific Laboratory.

Enter, Banaras Hindu University—Library.

Rules No. 86-88 govern the entry of public schools, private schools and Indian schools (U.S.). No special rules seem to be necessary for these institutions. The entry under the place, as in general rule No. 82 for institutions, for all schools, which are indistinctive and under the name of the school as in rule No. 83 for schools which are distinctive, seems satisfactory, e.g.,

Banaras—Central Hindu School.

but Besant Theosophical School, Banaras.

Added entry may be made under the names of the proprietor, if the school is known by his name.

Rule No. 89 directs the entry of catalogues, lists, etc. of private collections (libraries, art galleries, coin cabinets, stamp collections, etc.) under the name of the owner of the collection with added entry under the name of the compiler of the catalogue and under the name of the place if the collection is also known by it, e.g.,

Kanji Mulji.	
	Catalogue of books in my ancestral collection ; comp. by Govind Ram Naik. 1920.

When the private collections pass into the custody of public institutions, any catalogues prepared after the change of ownership of the collections, are to be entered under the name of the institution, with a reference from the name of the collector,

e.g., The Motilal Nehru Law library after it passed on to the Banaras Hindu University Library, gets entry under :—

	Banaras Hindu University—Library—Motilal Nehru
	Law Library.
	Catalogue of books and journals and reports collected by Pt. Motilal Nehru ; comp. by Balwant Singh.

Rule No. 90 governs the entry of national institutions. Some national institutions containing the name of the country as part of their official names, are better known by the name of the country and less under the name of the city or town, where they are located. Such an institution is the National library of India, Calcutta. The name of the place, where it is situated may be given in the heading at the end, preceded by a comma. In doubtful cases, entry under the city or town is advocated, e.g.,

Indian museum, Calcutta.

Refer from Calcutta—Indian museum.

Rule No. 94 provides entry of observatories (general) under the name of the place, where situated, e.g.,

Delhi, New—Jantar Mandir observatory.

Poona—Meteorological observatory.

But it is permissible to enter an observatory under its name, if it is well known by it.

The cataloguer should treat an observatory of an university or college or other institution, under rule No. 85 i.e., entry under the name of university or college with the name of observatory as subheading.

Rule No. 95 governs the entry of Botanical and Zoological gardens, under the name of the place, where they are located, e.g.,

Calcutta—Zoological garden.

*Exceptions :*

1. The entry of botanical and zoological gardens of an university or school is to be made according to Rule No. 85, under the name of university or college with the name of botanical or zoological garden as subheading, e.g.,

Banaras Hindu University—Botanical garden.

2. When they are owned or controlled by a society and constantly referred to by its name, enter under the name of society, e.g.,

Animal lovers' society, Calcutta—Zoological garden.

3. When they are the property of an individual, entry should be under his name, e.g.,

Jai Singh, Rajah—Palace Zoo garden.

Rule No. 96 directs the entry of churches under the name of the place, where located, e.g.,

London—St. Martin's church.

But when the church is better known by its name and likely to be looked for under it, it is advisable to make an exception and enter under its name, instead of under the place.

Indian and other eastern temples and mosques, may follow this rule, e.g.,

Golden temple, Amritsar.

Nataraja's temple, Chidambaram.

Rule No. 99 governs the entry of Carnegie and similar public libraries, under the name of the place with reference from the name of library, e.g.,

Cleveland—Carnegie library

Refer from Carnegie Library, Cleveland

As these are (public) tax supported institutions, though named after Carnegie, they are to be treated like general public libraries. The cataloguer should clearly distinguish between a purely endowed library and a public library and make the entry under the name of the library in the former case and under the place in the latter case.

4 *Miscellaneous organizations*, such as conferences, congresses, exhibitions, occasional meetings, committees of citizens, foundations, endowments, etc. not treated in the previous three sections, are dealt with in rules No. 100-111. These impersonal authors are responsible for a large number of publications in the present age and some of them are of great value as sources of information.

Rule No. 100 calls for the entry of a diplomatic congress under the name of the place of meeting with reference from any other name by which it may be known. The treatment is similar to the entry of an institution, Rule No. 82, but the diplomatic congress is not a regular establishment. It may meet in any place and at no stated time. In this respect it looks like a society. Sometimes, it is less known by the place and more known by the names of parties, persons or countries. Therefore the rule fixing its entry under the place, is not very satisfactory, e.g.,

	Teheran—Conference of 1943.
Iran	The Three-power declaration concerning Iran. Ministry of foreign affairs, 1943. 189p., illus., maps, 23½ cm.  Parties: U.S.A., U.S.S.R., U.K. and Iran.  1. Iran—Sovereignty. I. title.

Rule No. 101 directs the international meetings of private persons under the name of the organization, e.g.,

P.E.N. World conference, Jaipur, 1949.

Rule No. 102 calls for the entry of general exhibitions, fairs, etc. under the name of the place, where they are held, with reference from their official names by which they may be known, e.g.,

Enter,       Bombay—Swadeshi Exhibition, 1950.

„       Lucknow—International Toys Exhibition, 1949.

Refer from Swadeshi Exhibition, 1950, Bombay.

„   „   International Toys Exhibition, 1949, Lucknow.

Rule No. 103 directs the entry of exhibitions held by societies or institutions, especially if they are regularly held, under the name of the society or institution, e.g.,

	Indian Art society, Calcutta.
	Catalogue of annual art exhibits.

The procedure recommended in rule No. 102 does not permit of an open entry, so that successive catalogues of the exhibitions may be added to a single entry. But in the procedure laid out in rule No. 103, it is possible to incorporate the serial catalogues of the exhibitions under one common heading.

Rule No. 105 governs the entry of conventions, conferences, and assemblies of societies, political parties, religious denominations, etc., under the names of these bodies. The procedure is in conformity with rule No. 80 and 81, e.g.,

Theosophical society—51st Convention, Banaras, 1946.

When there are conventions and conferences of bodies, which do not exist after the meeting, the entry is to be made under the name of convention, e.g.,

Civil liberties convention, Calcutta, 1945.

Rule No. 106 directs the entry of reports of meetings or committees of citizens, who do not belong to an organised body or party, under the name of the place, with sub-heading 'Citizens'. Added entry may be made under the name of the person presiding, e.g.,

	Madras—Citizens.
	Social welfare programme for the city of Madras, 1952.

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Rule No. 110 requires the entry of general foundations, endowments, funds, etc. under their official names, e.g.

Nobel Foundation, Stockholm.

Tata Educational Endowment, Bombay.

But the special funds and endowments of institutions universities, colleges etc., are to be entered under the name of the institution, with the name of the fund as subheading. A reference may be made from the name of the Fund, e.g.,

Banaras Hindu University—Holkar Research Fund.

Rule No. 111 deals with exploring expeditions and their entry. Entry is to be made under the authors or compilers of accounts or publications of the results of the expedition, if the work is unmistakably attributed to a single person or of



two or more working in collaboration. like genuine joint authors, e.g.,

	Shipton, Eric (Earle).
1951.	The Mount Everest reconnaissance expedition, Lond., Hodder and Stoughton, 1952.  128p., 92 illus., 6 maps, 27cm.

But accounts and results of exploring expeditions, if written by several persons are to be entered in the following order of preference under :—

1. the official name of the expedition, with date at the end, e.g., Central Asiatic expeditions in Mongolia and China, 1921-1930.

2. the society, institution, government department or the person who assumes the charge of the expedition and the publication of its results, e.g.,

American museum of natural history, N.Y.

Washington—Department of State.

3. the commander of the expedition, especially if he edits the results, e.g.,

	Hunt, John (Col.) Commander.
1953.	The Conquest of Everest. Lond., Edwards,

4. the name of the vessel or of the vessels, if not more than two participate with the date of the expedition.

5. the editor of the results, e.g.,

	Reeds, C. A. ed.
	Natural history of Central Asia (results) of the Central Asiatic expedition, 1921-1930.

6. the first word of the title.

In all cases, references are to be made freely from all other forms of names by which it may be known.

Though the rule appears to be elaborate it can be clearly seen that publications of personal authorship are dealt with under the first part, while publications of different persons independent of one another, but sharing in the expedition, are dealt with in the 2nd part, as if it is a corporate publication.

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## TITLE AS MAIN ENTRY

THE rules studied (1-111) in the previous chapters cover the discussion and procedure of entry of either personal or corporate authors and their forms to be adopted in the author headings. Not all books that are catalogued in a library are written by a personal or corporate author. Some of them do not contain any reference to the writer. Some of them are only known or decidedly better known by their titles. The best known form of name of a work is, therefore, used as its main entry. Rules No 112-129 deal with the title as main entry, in place of the usual author of a work.

Anonymous works, sacred books, epics, periodicals, newspapers, directories, almanacs, yearbooks, collections, encyclopedias and inscriptions, which are usually better known by their titles are considered proper to be entered under their titles.

Corporate author productions which may not contain the names of individuals actually writing them either on the title page or any where in the book, are not to be confused with works which justify their main entry under their titles. The reasons have been clearly stated in chapter 4 on the entry of corporate authors.

Pseudonymous works, dealt with in rule No. 38 also should not be mistaken for anonymous author productions. It is probable that the real name of a pseudonymous writer may be known; but not even remote chances of discovering the real name of the writer of an anonymous work exist. A different treatment for the entry of anonymous works is, therefore, necessary.

The A.A. code defines that a book is considered anonymous, if the author's name does not appear in the book itself.

The scope of this definition is clearly explained in rule 32 of the A.L.A. rules 1949. "A strictly anonymous work is one in which the author's name does not appear anywhere in the book. The term is here extended to include (1) works in which the authors' name appears in the book only in a concealed manner, so that the authorship is not obvious, (2) works whose authorship is indicated by a descriptive or generic word or phrase preceded by an article, e.g. "by a lover of justice", "by a physician", (3) works in which instead of his name the author gives the title of another of his books, e.g. "by the author of 'Molly Bawn', (4) those in which the author uses, initials, asterisks or other symbols instead of his name."

"Works in which an author uses as a name, a specific word or phrase with or without a definite article are treated as pseudonymous."

Rule No. 112 directs the entry of an anonymous work under the real name of the author, when known in which case the work ceases to be anonymous and it is dealt with by applying the rules of simple personal author or corporate publication. But when the author's name remains undiscovered, the main entry is made under the first word of the title, not an article. The title assumes the place of the author and the entry will contain full bibliographical details. It is necessary to make an added entry for the title of an anonymous work, when entered under its author's name, while it is not needed, when the main entry is made under the title when the author's name remains unknown. The rule further directs that if the work refers to a particular person or place, an added entry be made under the name of the person or place, in the style of a subject card.

Main entry under title, using paragraph indention leaving top line blank.

	Tales that have tickled a man in the street. Lond., Walthamastow Pr., 1952. 56p., 11cm.	

Main entry of a work published anonymously, but entered under the real name of its author having been discovered.

	Sturgis, H. O.	
	Tim, a delicate portrayal of a sensitive boy's devoted affection for an elder boy. Lond., Macmillan, n.d. Published anonymously. I. title.	

Main entry under title, adopting hanging indention.

	Tales that have tickled a man in the street.	
	Lond., Walthamastow Pr., 1952. 56p., 11cm.	

Main entry under the title adopting the paragraph indention, leaves room for incorporation of the author heading, if the name of the author were to be found later without disturbing the order of the items in the body of the card except for adding the title heading in the tracing and changing the book number on all cards.

If the hanging indention is adopted a new main entry card is to be made, as well as title card, the present one being discarded. The change of book number is common to both methods when the author's name is discovered. The style of all the other cards are to be modified.

In case the cataloguer is certain that at no future date the name of the author of an anonymous work will be found, then the hanging indention model can safely be adopted. There is no doubt that the hanging indention style is more distinctive than the paragraph model.

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Rule No. 113 directs that if an anonymous work in several volumes, were to have different titles for different volumes, the title of the first volume is to be chosen for main entry, unless a majority of volumes is issued under a later title which is decidedly better known than the title of the first volume.

Rule No. 114 lays down that if an anonymous work of undiscovered authorship contains on its title page, a phrase "by the author of", followed by a title, in place of the author's name, the main entry should be made under the title of the book with an added entry under the title quoted, followed by the words "author of." If different titles are quoted in place of the author in different works of the anonymous writer, added entry may be made under, the title most frequently referred to or in case of doubt, under one of his best known or earlier works. Refer from the title of each work to the title thus chosen.

Main entry under the title of the book with indication of added entry under title quoted.

	Life's remorse : a novel, by the author of 'Molly Bawn.' Lond., King, n.d. 320p., 17 $\frac{1}{2}$ cm.
	I. 'Molly Bawn', author of.

Added entry under the title quoted.

	'Molly Bawn', author of.
Life's remorse : a novel, by the author of 'Molly Bawn.'	Lond., King, n.d. 320p., 17 $\frac{1}{2}$ cm.

Rule No. 115 directs that if the title page of a work contains initials, asterisks and other typographical devices in place of the author's name, the main entry is to be made under the title of the book, when the real name of the author remains undiscovered. Added entry or reference is to be made both ways, inverted and uninverted for the initials.

When the initials etc. are identified, the entry is made under the name of the real author. As it is supplied by the cataloguer, the portion supplied is enclosed in square brackets.

Main entry under title, initials remaining unidentified,  
indicating added entry under initials bothways.

	Robert and Emma : school days by
	J. E. B. Lond., Morrish, 1952. 111p., 19cm.
	I. J. E. B. II. B., J. E.

Added entry under initials uninverted.

	J. E. B.
	Robert and Emma : schooldays by J. E. B. Lond., Morrish, 1952. 111p., 19cm.

Added entry under initials inverted.

	B., J. E.
	Robert and Emma : schooldays by J. E. B. Lond., Morrish, 1952. 111p., 19cm.



Main entry under the real author's name of initials identified with reference both ways from initials to the real name.

	[Russell, George].
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	Visions and memories, by A. E.
--	--------------------------------

	A. E., <i>see</i>
--	-------------------

	Russell, George.
--	------------------

	E., A. <i>see</i>
--	-------------------

	Russell, George.
--	------------------

Rule No. 116 affords guidance with regard to the choice of one form of spelling of the first word of the title of an anonymous work, with reference from other forms of spellings.

The American practice is to adopt the spelling of the first word in the title of the book catalogued with reference from other forms, while the British practice is to enter under the earliest form with reference from later forms.

Rule No. 118 directs that the entry of a translation of an anonymous work be made under the first word of the translated title, with added entry under the original title. A note under this rule allows the same treatment to translations of national epics, folk tales, etc. dealt with in rule No. 120. This is the American practice.

Main entry under tr. title with added entry  
under the original title indicated.

	Book	of good counsels, from the Sanskrit of the
		"Hitopadesa" by Edwin Arnold; illus. by Gordon Browne. Edin., Grant, 1909. 162p., port., illus., pl., 18½cm.
		I. Hitopadesa. I. Arnold, Edwin, tr.

Added entry under the original title.

		Hitopadesa.
	Book	of good counsels, from the Sanskrit of the
		"Hitopadesa" by Edwin Arnold; illus. by Gordon Browne. Edin., Grant, 1909. 162p., port., illus., pl., 18½cm.

The British practice varies as the main entry is to be made for the translation of an anonymous work under the heading for the original work with added entry for the translated title under its first word.

The British practice is in conformity with rule No. 21 for translations, which directs the entry of a translation under the heading for the original work with added entry for the translator.

Observance of the British practice will result in both the original work and its translations to come under a common style of author heading in the catalogue which is more logical and consistent. Sometimes the translated titles of the original

anonymous work are so insignificant and prosaic that none is likely to refer to it under its translated title, even if it is made and filed. Therefore it seems more appropriate to follow the British method, in the cataloguing work in libraries.

Main entry of a translation under the author heading as for the original anonymous work.

	Hitopadesa.
	The Book of good counsels, from the Sanskrit, by Edwin Arnold; illus. by Gordon Browne. Edin., Grant, 1909. 162p., port., illus., pl., 18½cm. I. Arnold, Edwin, tr. I. title.

Main entry for original anonymous work.

	Hitopadesa.
	Hitopadesa, the Sanskrit text; ed. with a grammatical analysis...by Francis Johnson. Lond., Allen, 1847. xvi, 107-212-6p., 26½cm. I. Johnson, Francis, ed.

Rule No. 119 governs the entry of Bible and similar Sacred books. The directions are that Bible or any part of it, in any language is to be entered under the word "Bible" and that similar Sacred Books may be treated in the same manner, using the English form of name, when known. Added entries under the names of editors, translators may be made; and references

from titles of individual parts or books, are to be provided specially when they have been published separately.

A detailed scheme of subheadings for the arrangement of the entries for 'Bible' is given as a part of the rule, and mention of other sacred books like, Koran, Vedas is also made. The revised code of 1949 contains a more detailed treatment of the Sacred literature, other than Bible. They are :—

1. Jewish Sacred Books. 'Talmud' and 'Mishna.'
2. Buddhist Sacred Books. 'Tripitaka and its three divisions (1) Vinayapitaka, (2) Suttapitaka and (3) Abhidhamma, and individual treatises Dhammapada and Jatakas.
3. Hindu Sacred Books. 'Vedas' and their four divisions, (1) Rigveda, (2) Yajurveda, (3) Samaveda, and (4) Atharvaveda and collections of commentaries and treatises as Brahmanas, Aranyakas and Upanishads.
4. Mohammedan Sacred Books. 'Koran.'
5. Zoroastrian Sacred Books. 'Avesta.'

Since the original authors of these scriptural books are unknown, the best known forms of their names 'titles' are considered proper for their main entry. To this extent, they are analogous to anonymous works whose authorship remains undiscovered and the main entry for them is made under their titles. Brackets are not used in the author headings, even though the author heading adopted is not the one that is found on the title pages.

Adoption of the best known form of their names will bring together in the catalogue various forms of names under which they may be issued. Otherwise, the same sacred book will be dispersed in the catalogue according to the incidence of the alphabet.

Enter,	Bible—Polyglot.
	Bible—English. 1611.
	Bible—O.T.—German. 1876.
	Bible—O.T.—Pentateuch.
	Bible—O.T.—Psalms.
	Bible—N.T.—John.
Refer from	(1) Holy Bible.
	(2) English Bible.
	(3) Old Testament.
	(4) New Testament.
	(5) New Testament—John.
	(6) John.
	(7) O.T.—Pentateuch.
	(8) Pentateuch.
	(9) Old Testament—Psalms.
	(10) Psalms.
Enter,	Talmud.
Refer from	Babylonian Talmud.
Enter,	Tripitaka.
	Vinayapitaka.
	Suttapitaka.
	Abhidhamma.
	Dhammapada.
	Jatakas.
Enter,	Vedas.
	Vedas—Rigveda.
	Vedas—Yajurveda.
	Vedas—Samaveda.
	Vedas—Atharvaveda.
Refer from	Rigveda.
	Yajurveda.
	Samaveda.
	Atharvaveda.

to the appropriate author heading adopted

Enter,	Brahmanas.
	Brahmanas—Gopatha Brahmana.
	Aranyakas.
	Aranyakas—Taitriya Aranyaka.
	Upanishads.
	Upanishads—Kena Upanishad.
Refer from	Gopatha Brahmana.
	Taitriya Aranyaka.
	Kenopanishad.
	to the related author heading

Enter,	Koran.
Refer from	Quran.
	Kuran.
	Coran.
	AlKoran.

Enter,	Avesta.
Refer from	Zend Avesta.

Rule No. 120 governs the entry of anonymous classics, like epics, romances, national folk tales, chronicles, national songs, legends, etc. whose authorship remains unknown, under the best known form of their names, which is usually their conventional or traditional names, with reference from other forms of their names. Added entries under the editors and translators are to be made.

The definition of an anonymous classic, as "a work of unknown or doubtful authorship, commonly designated by title", which has appeared under various forms of titles, in many editions, versions and translations, given in the A.L.A. rules, affords wide scope in applying rule No. 120 to such publications, e.g. The Arabian nights' entertainments, have appeared under the titles, 'The Thousand and one nights', 'Stories from the Arabian nights' in English language and 'Kasi Majili Kadhalu'

in Telugu language. If each one of the titles were to be entered under its own title, the catalogue will show diverse headings for the same book and result in the scattering of various editions. In order to provide a consistent and uniform style of entry in the catalogue it is essential to use the best known form of the classic. Even, if the title of the anonymous classic and the best known form adopted for its entry, were to differ, no brackets are used for the author heading and no title added entry is necessary. A reference from the title of the book to the author heading chosen may be made, if there is likelihood of the reader looking for it under its title, e.g.,

	Nibelungenlied.
	The Fall of the Nibelungs; tr. into English verse by G. H. Needler. N.Y., Holt, 1904. 349p., 20cm.
	<a href="http://www.dbraulibrary.org.in">www.dbraulibrary.org.in</a>
	I. Needler, G. H. tr.

Refer from The Fall of the Nibelungs.

Enter, Chanson de Roland.

Refer from (1) La Chanson de Roland.

(2) The Song of Roland.

(3) Roland's song.

Enter, Mahābhārata.

Refer from (1) The Great Indian epic or the story of Pandavas and Kaurawas.

(2) Stories from Mahābhārata.

Enter, Rāmāyana.

Refer from (1) Valmiki, supposed or attributed author.

(2) Bala Rāmāyana.

Enter, Purānas.

Refer from The Great Indian Purānas.

If a part of an anonymous classic is published separately the title of the part is entered as subhead under the main title and reference is made from the part of the title to the author heading adopted, e.g.,

Enter,	Mahābhārata—Vana Parva.
Refer from	Vana Parva.
Enter,	Purāna—Agnipurāna.
Refer from	Agnipurāna.
Enter,	Rāmāyana—Sundarakānda.
Refer from	Sundarakānda.

Subject entries are not usually made for anonymous classics or Sacred books, but editor and translator entries are made. Commentaries of the Sacred books and other anonymous works follow rule No. 13.

✓ Rule No. 121 directs the entry of a Periodical under the first word of the title, not an article and the furnishing in a note (1) the frequency of publication (2) important variations of the title (3) names of successive editors, (4) important changes of place of publication and publisher, and (5) indexes or supplements that are not catalogued separately. Added entries are made for editors and compilers of indexes and analytical entries for monograph supplements.

Periodicals sometimes change their titles. The British rule is to enter under the earliest title, with brief entries under any later titles; the American rule favours the entry under the latest title, with brief entries under any earlier titles, referring in each case to the title, immediately preceding and following. The application of either of this rule is necessary only when a periodical after the change of title continues the sequence of the volume number from the last volume of the earlier title. If the changed title of a periodical commences with a separate sequence of the volume numbers, then the entry is to be made under its title, with a note on the earlier titles.



Societies and institutions and some times government departments or bureaux, issue periodicals under their names or with their authority. If such a periodical contains only the transactions and proceedings of a society or government department and appear at long intervals and bears no distinctive title, it is to be entered under the name of the corporate body. If, on the other hand, such a periodical has a distinctive title and is issued at regular intervals and satisfies the requirements of a regular periodical, then it is to be entered under its title with an added entry under the name of the corporate author.

In cataloguing the periodicals in a library, it is convenient to group them into the following categories:—

- (1) current periodicals of which the library has complete sets up to date,
- (2) finished periodicals of which the library has complete sets,
- (3) current periodicals of which the library has (a) decidedly incomplete sets, (b) slightly incomplete sets, and
- (4) finished periodicals of which library sets are incomplete.

Adopt an open entry for dealing with groups (1), (3) and (4); a closed entry for group (2).

Open entry for (1)

	Endeavour, a quarterly review designed to record
	the progress of the sciences in the service of mankind.      Lond., Imperial Chemical Industries.
	Library has :— v. 1 to (11)      1942— (1952) in pencil                      in pencil
	1. Science—Periodicals.

Open entry for (3)a.

	The	Indian geographical journal.
		Madras, Indian geographical society. Qly. <i>Library has :—</i> v. 22— (26) 1947— (1951) in pencil in pencil See next card.
		2
	www.EditorsLibrary.org.in	Kuriyan, George. v. 22— (26) in pencil <i>Title varies.</i> The Journal of the Madras geographical society. v. 1— See next card.
		3
		1. Geography—Periodicals.

## Open entry for (3)b.

	Journal of genetics. Lond., Cambridge University
--	--

	Pr., Qly.
--	--------------

	Library has :—
--	----------------

	v. 1— (50) 1910— (1952) in pencil in pencil
--	--

	Lacks v. 20, 23, 24, 47. in pencil
--	---------------------------------------

	See next card.
--	----------------

	2
--	---

	Editors :—
--	------------

	Bateson, W. & Punnett, R. C. v. 1-16.
--	---------------------------------------

	Punnett, R. C. v. 17-26.
--	--------------------------

	Punnett, R. C. & Haldane, J. B. S. v. 27-33.
--	--

	Punnett, R. C. v. 34-46.
--	--------------------------

	Haldane, J. B. S. v. 47-(50).
--	-------------------------------

	1. Reproduction (Botany)—Periodicals.
--	---------------------------------------

	I. Punnett, R. C. ed. II. Haldane, J. B. S. ed.
--	---

## Open entry for (4)

	Life and Letters today. London, Life and letters.
--	---

	Monthly.
--	----------

	Library has :—
--	----------------

	v. 14—63. 1936—1949.
--	----------------------

	No more published.
--	--------------------

	Lacks. v. 1-13, 20, 21, 34, 35, 37, 47-50. in pencil
--	---

	See next card.
--	----------------

2

*Editors :—*

Herring, Robert. v. 14-59.

*Titles varies.*

Life and letters. v. 46-63.

1. English literature—Periodicals.

Closed entry for (2)

Journal of geomorphology. v. 1-5. N.Y.,

Columbia Univ. Pr., 1938-1942.  
Qly.

www.dbraulibrary.org.in

1. Geology, Structural—Periodicals.
2. Physical geography—Periodicals.

A periodical that has changed its title but has continued the sequence of volume numbers.

The Journal of pomology and horticultural

science. London, Headly.  
Qly.*Library has :—*

v. 22— (27) 1946— (1952)  
in pencil in pencil

See next card.

2

*Editors :—*

Hatton, R. G. and Wallace, T. v. 22— (27)  
in pencil

*Title changes.*

The Journal of horticultural science.  
v. 24— 1948—

See next card.

3

1. ~~Fruitculture~~ Periodicals. 2. Gardening—  
Periodicals. I. title: The Journal of horticultural  
science.

A periodical that has changed its title and adopted as eparate  
sequence of volume number.

Quarterly journal of pharmacy and pharmacology

incorporating the yearbook of pharmacy.  
Lond., Pharmaceutical Pr.

(Includes proceedings of British pharmaceutical  
conference).

Note :—Pub. discontinued 1948 and followed  
by "Journal of pharmacy and pharmacology."  
v. 1 1949.

See next card.

2

*Library has :—*

v. 7-21 1934-1948.

*Lacks* v. 1-6, 16.  
*in pencil**Editors :—*

Hapshire, C. H. v. 7-21.

See next card.

3

*Title varies.*Year book of pharmacy including the quarterly  
journal of pharmacy and pharmacology.  
v. 1-7. 1929-1934. v. 13-20, 1940-1947.1. Pharmacy—Periodicals. 2. Pharmacy—  
Year books. I. Hampshire, C. H. ed.

Journal of pharmacy and pharmacology. Lond.,

Pharmaceutical society of Gt. Britain.

Preceded by "Quarterly journal of pharmacy  
and pharmacology."*Mly.**Library has :—*v. 1— (4) 1949— (1952)  
*in pencil in pencil*

See next card.

2

*Editors :—*Hampshire, C. H. v. 1— (4)  
in pencil1. Pharmacy—Periodicals. 2. Pharmacology—  
Periodicals.

Cutter in his Rules for a Dictionary Catalogue, recommends that a form heading 'Periodicals' be made for periodicals. In very big libraries, the use of this form heading, will bring together all titles of periodicals in an alphabetical order of their names and may not necessitate looking for each periodical under different alphabets. But periodicals of a subject cannot be brought together, as they will be arranged in alphabetical order of their titles. In order to bring the periodicals of a subject together, it is suggested that the subject entries for periodicals be made with form division 'Periodicals' as subhead. This procedure will bring the periodicals of a subject together.

Added entry under the subject, with 'Periodicals'  
as form division.

## CHEMISTRY—PERIODICALS.

Faraday society, London.  
Transactions.

## CHEMISTRY—PERIODICALS.

Journal of the chemical society. Lond., Chemical  
society.

Rule No. 122 directs the entry of a collection of extracts from a periodical under the name of the periodical if it appears in the title of the collection, with added entry under the title of the collection and the collector. If the name of the periodical is not found as a part of the title of the collection, the main entry is to be made under the name of the collector ; if anonymous under the title of the collection. The name of the periodical may be given in a note and an added entry or reference may be made under the title of the periodical.

Main entry under the title of the periodical with added entry under the title of the collection indicated.

	New writing.
	Pleasures of "New Writing" ; an anthology of poems, stories and other prose pieces from the pages of "New Writing" ; ed. by John Lehmann. Lond., Lehmann, 1952.
	I. title.

Main entry under the collector, with added entry for the periodical indicated.

	Sudhindra Bose, comp.
	American life and letters. Calcutta, Modern Pr., 1943. 246p., 21cm. Reprinted from the "Modern Review," Calcutta.
	I. Modern review.

Contributions of a single author, republished from a periodical does not require a reference or added entry under the name of the periodical.



Rule No. 123 governs the entry of annuals, yearbooks, almanacs, etc. under their titles. The treatment is the same as for a regular periodical dealt with in rule No. 121. As the annual publications are in the nature of serials, an open entry is to be made, so that successive issues received in the library may be entered, without altering the structure of the card. Year books of societies etc. will, however, be entered under the name of the corporate body.

Main entry under the title, in open entry model.

	The	Writers' and artists' year book, a directory
		<p>for writers, artists, playwrights, film writers photographers, and composers. London, Black.</p> <p><i>Library has :—</i></p> <p>1946—<del>www.library.org.in</del> in pencil</p> <p>1. Journalism—Yearbooks. 2. Publishers and publishing—Yearbooks.</p>

Main entry under the corporate author  
with yearbook as the title.

	The	United nations.
	I.	<p>Yearbook. London, Hutchison.</p> <p><i>Library has :—</i></p> <p>1946—</p> <p><i>Editors :—</i></p> <p>Madol, H. R. 1946.</p> <p>1. United nations organisation—Yearbooks. Madol, H. R. ed.</p>

Rule No. 124 calls for the entry of newspapers under the first word of the title, excepting an article. The entry is similar in form to that for a periodical, except that the exact dates of issue, from the first number of the volume to the last one, available in the library set must be given, because newspapers are published largely at daily intervals and less frequently as weeklies.

	Statesman, incorporating the Friend of India
	founded in 1818. Calcutta.
	<i>Library has :—</i>
	1948, Jan. 1st.—date.

Refer from [www.dbraulibrary.org](http://www.dbraulibrary.org) Calcutta Statesman.

If a newspaper is issued in several editions, like Sunday, morning, evening, etc. under various titles, separate entries should be made under each title, with added entry or reference under the main title and under the city, if it does not form part of the title.

	Sunday 'Leader', Allahabad. Leader Pr.
	<i>Library has :—</i>
	v. 73, No. 25 September 15, 1949—date.
	I. Leader, Allahabad.

Refer from Allahabad—Sunday Leader.

Rule No. 125 governs the entry of a directory, published at regular periods, under the first word of its title, but not an article, a serial number or initial of a compiler or publisher. Directories are usually issued as annual publications, similar to yearbooks. If a directory of a society or institution is to be treated, its main entry should be under the name of the body, with added entry under title. Adopt an open entry.

A non-periodical directory is to be entered under the name of the compiler if mentioned on the title page; if no compiler's name is found on the title page, entry is made under the first word of the title (not an article).

Added entries are to be made under (1) the name of the place, city, town, country or state, (2) under the name of the compiler of a periodical directory, and (3) under the publisher, when the main entry is not made under the surname of the publisher.

[www.dbraulibrary.org.in](http://www.dbraulibrary.org.in)

In the case of a dictionary catalogue, a subject entry under the name of the place, subheading 'Directories', is made. No other added entry or reference is required to be made.

Main entry of a non-periodical directory of a subject under the compiler with subject entry indicated.

	India—Ministry of education. comp.
	Libraries in India, 1951.      Delhi, Manager of Publications, 1952.  I. Libraries—India—Directories.

Make a general reference from 'Directories' to the place or subject with Directories as subheading, e.g.,

		Directories of a trade or industry or subject
	see the name of Trade or Industry or Subject, subhead Directories, e.g.,	
	Directory of Libraries in India, see	
	Libraries—India—Directories.	
	Directory of India, see	
	India—Directories.	

Rule No. 126 governs the entry of collections which consist of independent works of several authors, under the name of compiler or editor, who may be personal or corporate. Ordinarily, a work which is a collection has on its title page the name of compiler or collector and the names of authors and the titles of their works are given on the page of contents. Drama, poetry, essays, and short stories etc., by various writers are brought together under a collection with a common or collective title for all the distinct works included. Such a collection is not a real joint author production, as each work included is specified and independent of others.

Main entry under individual compiler.

Wavell, Archibald Percival, 1st Earl Wavell. comp.
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Other men's flowers : an anthology of poetry ; memo rial ed ; intro. by his son. Lond., Cape, 1952.
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I. title.
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Main entry under corporate compiler.

	P. E. N. Club—Dublin centre. Comp.
	Concord of harps : an Irish P. E. N. anthology of poetry. Dublin, Talbot Pr., 1952. vii, 52p., 22cm.
	1. Irish poetry—English—Collections.
I. title.	

If the responsibility of the compiler or editor seems slight and their names are not prominently given on the title page and they are liable to frequent changes, entry is to be made under the title.

Main entry under title of collection.  
[www.dbraulibrary.org.in](http://www.dbraulibrary.org.in)

	World prize stories ; selected from the New York Herald Tribune competition series, 1950-1. Lond., Odhams Pr., 1952. 384p., 22cm.
--	---

Collections of anecdotes, inscriptions, etc. are to be entered under their titles, unless they are generally referred to under the name of the editor, e.g.,

	Good for laugh : a new collection of humorous tidbits and anecdotes ; comp. by Bennett Cerf ; illus. by Doug Anderson. Lond., Hammond, 1953. 208p., illus., 22cm.
--	---

	Dines Chandra Sarcar. ed.
	Select inscriptions, bearing on Indian history and civilization. Calcutta, University.
	v. 1— 1942

Festschriften (Commemoration volumes) and similar collections, when published by a society or an Institution, in honour of a person, or to celebrate an anniversary, are to be entered under the name of the society or institution with added entry under the title. When not published by a society or institution, enter under title.

Main entry under institution.

www.dbraulibrary.org.in	Banaras Hindu University.
	Malaviya, (Pt. Madan Mohan), commemoration volume. 1932.
	xiii, 1104p., 23½cm.

Main entry under title.

	Robert Ferguson, 1750-1774; essays by various
	hands to commemorate the bicentenary of his birth; foreword by Sir Herbert Grierson; ed. by S. G. Smith. Lond., Nelson, 1952.
	xii, 210p., front, (port), 6pl., 19cm.
	I. Smith, S. G. ed.

The main entry of two or more works of various authors, when published together, without a collective title, is to be

made under the name of the author first mentioned in the title page, even though the name of the editor may also be given. The rest of the authors may be given a general secondary entry, e.g.,

	Bragg, William.
	Science lifts the veil; the microscope by Allan Fergusson; . . . atoms and molecules by Robert Robinson; . . . Curious phenomena of cosmic rays by P. M. S. Blackett. Lond., British Council, 1946. vi, 58p., illus., 22cm.
	A series of broadcast talks on the conquest of the subvisible universe.
	I. Science—Addresses, essays, lectures. I. Fergusson, Allan. II. Robinson, Robert. III. Blackett, P. M. S.

Rule No. 127 calls for the entry of encyclopedias and dictionaries, under the name of the editor, unless they are decidedly better known by their titles. In such cases, they are to be entered under their titles. When the cataloguer is in doubt about the better known form, entry is to be made under the editor. Added entries are to be made for the publishers, if they are likely to be referred to by their names.

Encyclopedias, like *Britannica* and *Americana* are so well known by their titles that the main entry for them is made under their titles, even though there is an editor. But subject encyclopedias, like *Encyclopedia of Social Sciences*; ed. by R. A. Seligman are to be usually entered under the name of the editor. In the case of general encyclopedias entered under the editors, the necessity for making an added entry for the titles, will depend upon the titles being significant. In the

case of subject encyclopedias, no title entry need be made, as a subject entry with the subheading 'Encyclopedias' is usually provided.

Main entry under title with added entry for editor indicated.

	Encyclopedia Americana ; ed. by A. H. McDonald.
	N.Y., Americana corporation, 1946. 30v., illus., pl., maps, 25cm.
	I. Encyclopedias. I. McDonald, A. H. ed.

Main entry of a subject encyclopedia under editor.

	Shipley, J. T. ed.
	Encyclopedia of literature. N.Y., Philosophical Lib., 1946. 2v. 25 $\frac{1}{2}$ cm. www.dbrailibrary.org.in
	Pagination (1187) continuous.
	1. Literature—Encyclopedias.

Main entry of a subject dictionary under editor.

	Shipley, J. T. ed.
	Dictionary of world literature, criticisms, forms, technique. N.Y., Philosophical library, 1943. 633p., 22cm.
	1. Literature—Dictionaries.



## ADDED ENTRIES EXCEPT SUBJECT ENTRIES

**A**DDED entries are secondary entries to the main entry of a book. Usually in handwritten and typewritten catalogue cards, selected items of information only are given on these various added entries, while the fullest record of the author and his work is given on the main entry. If printed cards like the L.C. cards, are used, both main and added entry cards, contain the same items of information, with the addition of the appropriate heading on the added entry cards.

No limit to the number of added entries for a book can be fixed. The character and scope of each book will influence the number of added entries, required for it. Usually they are made for (1) jt. authors, (2) editors, (3) illustrators, (4) commentators, (5) compilers, (6) translators, (7) series, (8) titles and (9) subjects.

In all these types of added entries, the author heading, the title proper, the date of publication and number of volumes are invariably included. Each added entry has a definite function to perform. Based on the function, the particulars in the entry are determined.

The headings for all added entries, except the series entry (which is dealt with in a subsequent chapter) commence from the second indention on the top line, with the appropriate abbreviation at the end. The heading of the main entry is written on the line below commencing from the first indention, in the same style and fullness as on the main entry. The title is written on the next line commencing from the second indention,

subsequent lines of title coming out to the first indention, till it is completed. The imprint follows the title on the same line, leaving four letter spaces, after the title. If sufficient space is not available on the same line, it is begun from the first indention on the next line, so as to make a paragraph. Collation, if given, is commenced on the next line from the second indention.

Added entry for jt. author.

		Hefferline, R. F. jt. auth.
	Perls, F. S. and others.	Gestalt therapy : excitement and growth in the human personality by F. S. Perls, R. F. Hefferline and Paul Goodman. N.Y., Julian Pr., 1952. xiii, 466p., 22cm.

www.dbraulibrary.org.in

Added entry for translator.

		Connell, Brian. tr.
	Papen, Franz von.	Memoirs ; tr. from the German. London., Deutsch, 1952. 630p., front (port) 4 pl., 22cm.

Added entry for editor.

		Dimmock, F. H. ed.
	Burnham, Roy.	B-P's life in pictures : the story of Lord Baden-Powell of Gilwell ; drawing by Kenneth Brookes. Lond., Boys Scouts Assoc., 1952. 60p., illus., 22½cm.

Added entry for illustrator.

	Brookes, Kenneth, illus.
--	--------------------------

Burnham, Roy.	B-P's life in pictures: the story of Lord Baden-Powell of Gilwell; ed. by F. H. Dimmock. Lond., Boys Scouts Assoc., 1952. 60p., illus., 26½cm.
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Added entry for compiler.

	Spark, Muriel. comp.
--	----------------------

Bronte, Emily (Jane).	A Selection of poems. Lond., Grey-Walls Pr., 1952. 62p., 19cm.
-----------------------	--

Added entry for commentator.

	Mallinātha. comm.
--	-------------------

Kalidāsa.	Raghuvamśa; with commentary 'The Sanjivini'. Bombay, Nirṇaya Sagar Pr., 1904. 276p., 21½cm.
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Added entry for title.

	B-P's life in pictures. 1952.
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Burnham, Roy.	
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Added entry for subject.

## PSYCHOTHERAPY.

Perls, F. S. and others.  
 Gestalt therapy: excitement and growth in the human personality, by F. S. Perls, R. F. Hefferline and Paul Goodman. N.Y., Julian Pr., 1952.  
 xiii, 466p., 22cm.

The directions to make an added entry are contained in the rules, but the cataloguer has to assess the value and use of such added entries before automatically making them.

The added entries are based on the information contained in the main entries. If the author heading of a main entry is incorrectly fixed, all added entries repeat the same incorrect form. Therefore the student of practical cataloguing is advised to bestow sufficient care over the making of main entries. The usual order of indicating the added entries on the main entry card is (1) Subjects and (2) other added entries in the order i. jt. auth. ii. editor, iii. translator, iv. compiler, v. commentator, vi. illustrator, vii. series and viii. title.

## SUBJECT ENTRIES BASED ON CUTTER'S RULES

THE need for making subject entries for the subjects dealt with in a book and to file them in a catalogue has been fully established in the first part. Here the practical aspect of their making is covered.

There has been a large volume of opinion that subject cataloguing is an art which can be practised successfully and effectively by those having the ability and aptitude towards it. It does not mean that it has no technique which cannot be stated and taught. The usual method of training subject cataloguers in various schools of library science are limited to the practice of referring to some standard list of subject headings and applying them to books. New thought in certain fields of knowledge like science and technology, has indicated the limitations of even the most comprehensive of the list of subject headings, which fail to provide the appropriate headings. This kind of training does not help the students to obtain a correct conception of the basic principles. Instead of rendering it a fascinating, intellectual performance, subject cataloguing is reduced to a mechanical business. The subject cataloguer can no longer depend solely on these aids, but he has to summon his intellectual resources into constructing suitable subject headings.

Subject cataloguing, on the other hand, is an adventure in discovery of the exact subject or subjects contained in a book which is being catalogued. One should have a clear conception of what he is looking for, where to locate it, and how to communicate what has been discovered in an unequivocal manner. The process of discovery, when reduced to a function, will be a verbal

statement and description of the subject comprising all its dimensions. This is commonly understood as the provision of a subject heading.

Derivation of the subject statement can ordinarily be obtained by an examination of the book, the jacket, the title page, the table of contents, the preface, the introduction, and the text. The titles of some books are so direct as to readily indicate the subject of the book, without involving further examination of the other means; while some other titles require a careful study of all available sources of information plus a reference to an expert or scholar in that field of knowledge.

The subject statement consists of some parts, which bring out the characteristics like, (1) the exact meaning of the term used as primary subject of the book which is governed by, (2) space, (3) time, (4) bibliographic form, e.g. outlines, dictionaries, collections, histories, etc., (5) literary form, e.g. poetry, drama, fiction, etc., and (6) relation to other branches of knowledge or subjects. As there has not been any agreed uniformity of the order in which these characteristics are to be used in the formation of the subject headings they reveal diversity in their presentation. As far as possible, a fixed order, if arrived at, will not only provide uniformity among subject catalogues, but will help complete coverage of all the characteristics involved in each subject heading. As books vary in the treatment of the subject with regard to their scope, aspect, relationship, and language, so must the combination or use of these characteristics in the subject statement differ.

As the chief function of a subject heading in the catalogue is to serve as a point of reference by the inquirer, it will, therefore, be advantageous to place first the terms having the highest potency as points of reference and then the other parts of the subject statement in a convenient order, which is normally indicated by the author in his work, e.g. A Dictionary of

British Surnames. In this, the desirable order for the subject heading will be *Surnames, British Dictionaries*.

The beginner in cataloguing needs to remember that a work may require one or more subject entries, while it will have only one main entry under its author. The more composite a book is in its contents, the larger will be the number of subject entries that it requires. Besides the character of the book, the necessity for liberal provision of subject entries, will be felt more keenly in special libraries than in general libraries. The subject analytical entries will be an outstanding feature in the catalogues of special libraries.

An erroneous tradition has persisted that the subject headings chosen for a book should be limited to the words forming its title or to the terminology of the class numbers provided for the book. Both methods are to be deprecated, as they set in limitations over the choice of appropriate subject headings. No scheme of book classification of a standard variety has found it possible to provide a class number for a book representing its subject to the fullest extent. Therefore the correct procedure in fixing the form and fullness of subject headings for a book is to "Enter books under the words which express their subject, whether it occurs in the title or not"<sup>1</sup> and whether the terminology of the classification used contains its indication or not.

The "fundamental concepts"<sup>2</sup> in the choice and making of subject headings are (1) the reader as the focus, (2) uniformity in style and terminology of the subject headings of all the books on the same subject, (3) usage of common and popular terms, (4) English terminology, except when no words in the English vocabulary could express the subject, fully and appropriately, and (5) specificity of all subject headings to the extent exactly demanded by the scope and treatment of the subject in the book.

The most general rule and also a fundamental one governing all kinds of subject headings in a dictionary catalogue is based on the principle of "Specific Entry": "Enter a work under its subject heading, not under the heading of a class, which includes that subject",<sup>3</sup> e.g. A book on "Ants" should be entered under "Ants" and not under 'Insects' nor under 'Zoology'.

The other rules for making subject headings are of two kinds :—(1) those covering the choice of the terms to be adopted and (2) those governing the structure and style of the headings.

### 1. *Choice of the terms.*

(i) *Between Person and Country.* In choosing subject headings for books on the history of a country, the cataloguer faces the problem of entering it under the name of the country or under the name of the ruler or king or under both. The directions of Cutter are that if the book is a biography of the ruler or a work dealing with the period of his reign only, it should be entered under his name, e.g. "Asoka," by J. M. Macphail should be entered under Asoka, the Great, Emperor of India. If there is a book which covers the whole or part of the history of a country not limited to a single ruler, it should be entered under the country as its subject, e.g. History of India by V. A. Smith, will be entered under the subject heading India—History.

As the former book "Asoka the Great" and the later "History of India," are related to each other, the subject headings for both, even though they will be found under different alphabetical places in the catalogue are connected by providing a "see also" reference from the general to the specific subjects, e.g. India—History, see also, Asoka, the Great, Emperor of India. Instead of making individual references to rulers, from each period subdivision of the history of a country, a general reference may be made e.g. India—History, see also, under the names of individual rulers, e.g. Asoka, Akbar, Chandra Gupta I,



Hastings, Warren, Rajendra Prasad, I president, Republic of India, 1947.— etc.

Perhaps a more logical method would be to enter all lives, personal memoirs and accounts of rulers of countries under the country with a reference from the names of rulers with the result that general histories of countries and personal history of the rulers of the country come together under one uniform subject heading of country subdivided by History, Period and Ruler. The only valid objection to it would be that the principle of specific entry is over-looked by the adoption of this method.

(ii) *Between event and country*: Cutter advocates the entry of events or periods in the history of a country which have a proper name, under that name, with a reference from the country, e.g. Plassey, Battle of, the Mauryan age to be entered under their names, with reference from India—History—Period subdivision.

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If the event or period is known by common or general names, the entry is to be made under the country, e.g. Medieval history of India; Independence of India, will be entered under India—History—Medieval period; India—History—Independence 1947.

(iii) *Between subject and country*: The only satisfactory procedure, according to Cutter is double entry under the subject and place. The method of double entry is superfluous in regard to certain subjects and costly in respect of all, e.g. Progress of Chemistry in India. In this title, the subject Chemistry—History is dealt with and there is no information on the country, India. It is very unlikely that any reader would look for this book under India. Therefore, it is sufficient, if one subject heading under the subject 'Chemistry' is provided. In order to obtain the required specificity, it may be subdivided by locality and form (i.e.) Chemistry—India—History.

The suggestion of Mann, in her Introduction to Catalogin and Classification, chapter on Subject headings, for dealing with subject versus place, is worth considering. She advocates the entry of works on science and art limited to a locality, under the subject subdivided by the name of the locality and of works on the history, geography, politics, economics, and other social subjects related to the place under the name of the place with the subject as subdivision, e.g. Indian Social conditions. The subject heading for this title would be India—Social conditions.

Modern practice followed by several leading libraries is to enter the scientific and technical subjects, artistic and literary subjects under the subject even though limited to a place and social, historical, religious and philosophical subjects under the name of the place subdivided by subject, e.g. entry under subject subdivided by place,

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Mines and mineral resources—India.

Coal mines—Bihar.

Agriculture—Punjab.

Painting, Indian.

e.g. Entry under place, subdivided by subject.

India—Politics and government.

India—Foreign relations—Russia.

Uttar Pradesh—Economic conditions.

Madras (City)—History.

Mysore—Geography.

India—Religions.

But sometimes doubts arise, in the choice of headings for books on education, philosophy, whether they should be entered under subject or place. e.g. "Indian philosophy" by S. Radhakrishnan, is not entered under India—Philosophy, but under

Philosophy, Indian. Similarly Education in India by Anathanath Basu, is not entered under India—Education, but under Education—India. Both subjects belong to the social or general group of subjects, but yet the practice of the Library of Congress (vide List of Subject Headings; 5th ed. 1948) is to enter them under the subject with place as subdivision.

Therefore the beginner in cataloguing will find it necessary and safe to check the heading chosen by him from the L.C. List of Subject Headings or Sear's List of Subject Headings, so that uniformity is maintained.

(iv) *Between overlapping subjects* : The direction of Cutter is that among subjects which overlap, the one that preponderates should be chosen for the entry with reference from others. e.g. physiography and art overlap with regard to landscape; medicine and psychiatry overlap with regard to therapeutics. In such cases, the view point of the author, his credentials and profession help the cataloguer to find out the more dominating aspect of the subject under which the entry is to be made, e.g. An assessment of human values. A title like this will have as its subject heading Value (Philosophy). On the other hand a title like Economic values of the 20th century, will be entered under Value (Economics).

## 2. *The Structure and style of the headings.*

(i) A subject heading should be in English language as far as possible; when no English word appropriate to the description of the subject can be found, a foreign name can be used, e.g. Vedanta; Karma; Yoga; Vaishnavism; Dharma.

(ii) Between two synonymous names, choice should be made of one, with reference from the other; e.g. Agricultural implements and Farm implements; Adwaita and Vedanta; re-incarnation and pre-existence; Death penalty and Capital punishment.

Adwaita, *see*

Vedanta ;

Agricultural implements, *see*

Farm implements ;

Implements, Agricultural, *see*

Farm implements ;

Implements, Farm, *see*

Farm implements.

In the choice between synonymous headings the one that is (1) most familiar to the class of people who use the catalogue and the library (2) most used in other catalogues, (3) most intensive in its meaning, is to be preferred.

Of two opposite names one should be adopted with reference from the other, e.g. Temperance and Intemperance. If this rule is followed, a reference, *Intemperance, see Temperance*, will have to be made, when Temperance is chosen. Between Free trade and Protection, if Free trade is chosen, a reference in the style, *Protection, see Free trade*, has to be made. When there is a book in which the case for Protection is dealt with, it would look unreasonable to enter it under the subject heading "Free trade", although the disadvantages of Free trade might be discussed in the book.

Therefore, instead of choosing one of two opposite terms, as the subject heading both may be adopted according to the necessity and a *see also* reference may be made to link them together. Or the subject heading may combine both opposite terms and a *see* reference may be made from one of the opposite terms, e.g. Between Good and Evil, if a combined heading like "Good and Evil" is chosen, it will be found appropriate to the kinds of books one on 'Good' and another on 'Evil'. A reference in the style *Evil, see Good and evil*, has to be made.

(iii) *Formation of the heading*: (1) The simplest form of subject heading is surely a single noun made of one word, e.g. Chemistry; Man; Soul;

(2) compound subject headings consist of a noun preceded by an adjective, e.g. Moral Philosophy; Religious psychology; Vocational education. In such subjects, the inverted form as Psychology, Religious, may be adopted. When the inverted form is used, a *see* reference from the uninverted form is made to the form chosen. When a different term is used as 'Ethics'. instead of Moral philosophy', a *see* reference from the compound subject heading is made, both from inverted and uninverted forms. e.g. Moral philosophy, *see* Ethics; Philosophy, Moral, *see* Ethics;

(3) a noun preceded by another noun, e.g. Death penalty; Book trade. As such usage is wide and popular, a *see* reference from the second noun, inverting the first or followed by the prepositions of and in, is <sup>www.digitallibrary.org.in</sup> uncalled for. Therefore do not make a *see* reference in the form Penalty, Death, *see* Death penalty; Trade in books, *see* Book Trade;

(4) a noun connected with another noun by a preposition, e.g. Figures of speech; Conduct of life. Here, a reference, Speech, Figures of *see* Figures of speech is called for;

(5) a noun joined by the conjunction 'and', e.g. Belief and doubt; State and Church; Science and religion; Colleges and Universities. A *see* reference from the inverted form is necessary. e.g. Religion and Science, *see* Science and religion; Universities and Colleges, *see* Colleges and Universities;

(6) a phrase or sentence, e.g. First aid in illness and injury; Geographical distribution of animals; A *see* reference from the last noun or nouns after the preposition is necessary to be made. e.g. Illness and injury, First aid in, *see* First aid in illness and injury; Animals, Geographical distribution of *see* Geographical distribution of animals.

Generally a compound subject name is to be entered under its first word, unless some other word is more significant, when an inverted form is obviously needed.

(iv) *Personal names* are used as subject headings for books of biography, autobiography, diaries memoirs, criticisms, etc. e.g. Gandhi, Mohandas Karamchand will be the subject heading for his autobiography "Experiments with Truth". The form of name of a person used as subject heading, may in general follow the A.L.A. Cataloging rules for Author and Title entries.

Personal names used as subject headings can further be subdivided by the terms 'Anecdotes; Cartoons, Satire, etc.; Criticism and interpretation. The subdivisions adopted in the L.C. List of Subject Headings; 5th ed. 1948, under voluminous authors like Shakespeare, William, may be used for similar authors or persons. The subdivision helps in obtaining necessary specificity and grouping the material in logical arrangement under a person.

(v) *Corporate names* also may be used as subject headings, when books contain their history and progress and their organization and function. Their names used as subject headings, should conform to the form used as author entry according to the A.L.A. Cataloging rules for Author and Title entries e.g. "The origin and growth of Red Cross" will have "Red Cross—History" as its subject heading; "the annual report of the Banaras Hindu University" will be entered under "Banaras Hindu University—Annual reports".

(vi) *Proper names* of things and places etc. can be used as subject headings, e.g. The Himalaya mountains; the Taj Mahal; the Ganges, etc. Even names of literary works, sacred books may be used as subject headings, with subdivision, commentaries, criticism and interpretation, etc. e.g. Hamlet—Criticism and interpretation; Vedas—Commentaries.

(vii) *Subdivision of subject headings* can be by (1) geography, (2) history (3) form and (4) aspects or view points, e.g. Geology—India; Philosophy—20th century; Education—Addresses, essays, lectures; English language—Indian authors.

(viii) *Form used as subject heading* is common in the field of literature; e.g. Sanskrit poetry; German drama; French essays. Common forms are Poetry, Drama, Essays, Satire, letters, Bibliography and Collections, etc. Sometimes these forms are used as subdivision. e.g. Folklore—Bibliography.

General or Common form subdivisions which may be used under any subject are:—

Addresses, essays, lectures.

Bibliography.

Collections.

Dictionaries.

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Encyclopedias.

Handbooks, manuals.

History.

Outlines.

Periodicals.

Societies.

Statistics.

Study and teaching.

Theory or Philosophy.

Travel and description.

Yearbooks.

The subject heading is written in block letters or in red ink, in order to make it distinctive. A line is left blank below the heading and before the repetition of the heading of the main entry on the body of the card. The subject entry usually contains the same details about the book, as the main entry has, except the tracings.

Subject entry.

## ENGLISH LANGUAGE—DICTIONARIES.

Wyld, H. C. ed.

The Universal dictionary of the English language. Lond., Routledge, 1952.

xx, 1447p., tables, diagr., bibliography, 29cm.

## REFERENCES

1. Cutter Rule No. 172, in his Rules for a Dictionary Catalog.
2. Library of Congress : Subject headings, a practical guide, 1951, ch. II
3. Cutter Rule No. 161 in his Rules for a Dictionary Catalog.

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## ANALYTICAL ENTRIES

**A**N analytical entry is defined as "the entry of some part of a work or of some article contained in a collection (volume of essays, serial etc")<sup>1</sup> including a reference to the publication which contains the article or work entered.

Dewey, in his *Simplified Library School rules* 'p. 6 defines it, as an "added entry for a distinct part of a work or collection, which may be either a part or the whole of a volume or volumes, with or without a separate title page.

An analytical entry describes the part of a work catalogued, while an added entry, under subject or editor etc., covers the whole of a work. Therefore an analytical entry is more specific than a regular added entry.  
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It should contain a reference to the work, from which the portion analysed is taken. The reference is written in curves, commencing with the word 'In', heading of main entry, title, date of publication and lastly inclusive pages covered by the analytic. It should be indicated on the main entry like other added entries.

Three kinds of analytical entries can be made (author, title and subject). It is not necessary that all the three analytical entries should be made for every work selected for analytical treatment. One or all may be made for the portion analysed, depending on its need and usefulness to the reader. By making analytical entries, all the subjects, authors and titles of the part analysed are brought to the notice of the readers, which otherwise would have remained undisclosed to the users of the catalogue by the usual main and added entries. The smaller, the resources of a library, the greater is the need and importance of these analytical entries. When individual books

or treatises are not in the collection, the analytical entries serve to fill in the gaps in the book collection.

Rule No. 170 lays down that analytical entries under author or title may be made for distinct parts of works or collections, whether with or without a separate title page. But the making of analytical entries for subjects of parts of a work is equally essential.

When to make an author analytic? An author analytic is to be made (1) when part of a book is written by some person other than the author of the main part of the book, and (2) when two or more works of an author are published together with no indication of the second and subsequent works on the first title page. In both the cases, the included part or work, would not be brought to the reader's notice, if no analytic entry is made for its author; e.g. if you find Goldsmith's *Vicar of Wakefield* and Johnson's *Rasselas* in one book, make an author analytic for Johnson, as none could expect to find Johnson under the entry for Goldsmith; e.g. *David Copperfield* and *A Tale of Two Cities*, in one book, requires analytical entry for the author of *A Tale of Two Cities*, as the reader cannot get at *A Tale of Two Cities*, when looking under *David Copperfield*.

Main entry for a work requiring author  
analytic for the part.

Winchell, A. N.

The Microscopic characters of artificial inorganic solid substances or artificial minerals; with a chapter on the Universal stage by R. C. Emmons; 2nd ed. N. Y., Wiley, 1931.  
403p., 23cm.

1. Mineralogy. 2. Crystallography. (anal.)  
I. Emmons, R. C. (anal.). II. title. III. title: The Universal stage. (anal.).

Author analytic for a book containing part by a person  
other than the author of the main work.

	Emmons, R. C.
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	The Universal stage. (In Winchell, A. N. The Microscopic characters of artificial inorganic solid substances or artificial minerals; 2nd ed. N.Y., Wiley, 1931., p. 126-150).
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Main entry for a book containing two or more works of the same  
author with title analytics for his subsequent works indicated.

	Marcel, Gabriel.
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	A Man of God; Ariadne; The Funeral pyre; three plays with a preface on the drama of the Soul in exile. Secker and Warburg, 1952. 282p., 19cm.
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	A Man of God; tr. by Marjorie Gabain. Ariadne and The Funeral pyre; tr. by Rosslind Haywood.
--	--

	I. title. II. title: Ariadne (anal.). III. title: The Funeral pyre (anal.).
--	---

Title analytic for a book containing two or  
more works of the same author.

	Ariadne. 1952.
--	----------------

Marcel, Gabriel. (In his 'A Man of God...' Warburg, 1952., p. 115-224).	Secker and
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Main entry for a book requiring author analytic for the part by the author of the first work.

	Mauriac, Francois.
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	Thé Desert of love (La Desert de l'Amour); tr. by Gerard Hopkins. Lond., Eyre and Spottiswoode, 1949.
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	279p., 19½cm.
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	Includes his "The Enemy"; (Le Mal); tr. by Gerard Hopkins. 1949. p. 165-279.
--	--

	I. Hopkins, Gerard, tr. II. Mauriac, Francois (anal). III. title: The Enemy. IV. title.
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Author analytic for the part by the author of the first work.

	Mauriac, Francois.
--	--------------------

	<a href="http://www.dbraulibrary.org.in">www.dbraulibrary.org.in</a> The Enemy. (In his "The Desert of love. Lond., Eyre and Spottiswoode, 1949., p. 165-279).
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Author analytics are not required for (1) an author's collected works with a general title; e.g. Complete works of William Shakespeare; Plays of George Bernard Shaw; (2) for collections of stories from periodicals, when published in a book form under a collective title; e.g. Short stories from the Modern Review, and (3) for the part of a book, whose title may fall under the same alphabet as the main title. In all such cases, contents should be given on the main entry cards. Genuine joint author works should not be considered for analytical treatment.

Title analytical entries are generally made for all works which are component parts of a large work. Fiction and drama usually need title analytics.

## Title analytical entry for part of a work

		The Funeral pyre. 1952.
	Marcel, Gabriel. (In his 'A Man of God.....' Secker and Warburg, 1952., p. 225-282).	

Subject analytics are made for parts of books, in which the subject dealt with is other than the subject of the book as a whole. When no separate book is available in the library on the subject of the part, the subject analytics are most essential.

## Subject analytic entry.

		CRYSTALLOGRAPHY.
	Emmons, R. C.	<a href="http://www.dbrautlibrary.org.in">www.dbrautlibrary.org.in</a>
	The Universal stage. (In Winchell, A. N. "The Microscopic characters of artificial inorganic solid substances or artificial minerals; 2nd ed. N.Y., Wiley, 1931., p. 126-150).	

## REFERENCE

1. A. L. A. Cataloging Rules ; 2nd ed. 1949 p. 229.

## REFERENCES

**A** REFERENCE is a direction from one heading to another. The beginner in cataloguing needs to clearly understand that the entry of a book which is a record of the book is different from the references made, which refer across, from one form of name to another or from one subject to another. A reference holds good for all books entered under similar headings. Once a reference is made, it is useless to repeat it when books of the same subject or by same author are catalogued subsequently. Therefore, the authority list which should indicate the references already made, should be maintained and kept upto-date

“The subject <sup>www.dbraulibrary.org.in</sup> authority list will obviously resemble a general list in its principal features. It will show under each heading :

- (1) the coordinate related headings found in the catalog to which “see also” reference have been made ;
- (2) the less comprehensive, subordinate headings to which “see also” references have been made ;
- (3) the broader, more comprehensive headings from which “see also” references have been made to the given headings ;
- (4) the coordinate related headings from which such “see also” references have been made ;
- (5) the synonymous terms, and, in general, terms equivalent to the given heading, from which “see” references have been made directing the reader to the chosen heading ;

- (6) scope notes defining the heading and distinguishing it from other headings, in those instances where one of two or more meanings of the term has been chosen for its use as a heading, or where a distinction must be drawn between the given heading and others closely related to it."<sup>1</sup>

References are of two kinds (1) general and (2) specific. A reference is general when it indicates a group or class and furnishes an individual heading as an example, e.g. History, *see also* under the names of individual countries with subhead 'History', as India—History; Europe—History; History of a subject, *see* under name of subject, with subhead History, as Chemistry—History. A reference is specific, if it mentions the particular heading, to which the reference is made, e.g. Medicine, *see also*, Therapeutics; Political economy, *see*, Economics. Both kinds of references may be either 'see' or 'see also'. The purpose of these references is to provide connecting links between synonymous terms and related terms, used as headings in a dictionary catalogue. They should direct the reader exactly to the heading under which he will find the entry or information required. Therefore references should be made, when they prove helpful in saving the time of the user of the catalogue. Without these references the related entries remain scattered under different alphabets and the lay reader fails to get a comprehensive knowledge of the material available in the library on a subject.

Rule No 171 directs that references should be freely made from alternative forms to the form of heading chosen. It implies only 'see' references. But 'see also' references are more necessary in a dictionary catalogue.

A "see" reference is a reference from a term or name under which a reader might look for information, but which the

cataloguer does not use as a heading, to the term or name chosen for entry. These 'see' references are generally made in the case of synonymous and opposite terms and various forms of names of a single author, e.g.,

Moral philosophy, *see*

Ethics.

Psychology, Religious, *see*

Religious psychology.

Doubt, *see*

Belief and doubt.

Twain, Mark, pseud., *see*

Clemens, S. L.

Mark Twain, psued., *see*

Clemens, S. L.

"Sinbad" psued, *see*

Dingle, A. E.

St. Albans, Viscount Francis Bacon, *see*  
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Bacon, Francis, Viscount st. Albans.

A 'see also' reference is a reference from a term or name to another already used in the catalogue. In effect 'see also' references are to be made, when material on both the heading referred from and the heading referred to are in the library and entered in the catalogue. 'See also' references are ordinarily made from general to specific headings, from one co-ordinate heading to another. Occasionally they may be made from a specific heading to a more general one, when the subjects dealt with are over-lapping.

General to specific.

Zoology, *see also*

Birds,

Domestic animals.

Insects.

Mammals.



Related headings.

Civil rights, *see also*

Liberty.

Civics, *see also*

Political ethics.

#### REFERENCE.

1. L. C. Subject headings : a practical guide by D. J. Haykin, 1951, p. 92.

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## SERIES NOTE AND SERIES ENTRY

A 'SERIES' is defined as (1) "a number of separate works usually related to one another, in subject or otherwise, issued in succession, normally by the same publisher and in uniform style, with a collective title which generally appears at the head of the title page, on the half title or on the cover ; (2) each of two or more volumes of essays, lectures or articles or other writings, similar in character and issued in sequence, e.g. Dickinson's Best Books of the decade, first, second ; (3) a separately numbered sequence of volumes, within a series or serial",<sup>1</sup> e.g. Preface to Shakespeare by Granville Barker, I series, II series etc.

"A series note is a note stating the name of a series, to which a book belongs. The series note ordinarily follows the collation".<sup>2</sup>

"A series entry is an entry usually brief, of the several works in the library, which belong to a series under the name of that series as heading".<sup>3</sup>

If a book is one of the volumes of an important series, the series note should be given in curves, one centimeter after the last item of collation.

	Hammett, L. P.
	Introduction to the study of physical chemistry. N.Y., McGraw-Hill, 1952. xii, 427p., tables, diagrs. bibliog., 24cm.  (International chemical series).

If the publisher has assigned a number to each volume of the series, the number of the volume is given after a comma, at the end of the series note.

	Manley, Gordon.	
Collins,	Climate and the British scene.	Lond., 1952. xviii, 314p., 56pl., (32col), maps, tables, diags., 22½cm. (New naturalist series, 22).

The procedure adopted in conformity with rule No. 166 which governs the making of a series note. Usually in hand-written and typewritten cards, reference to 'half title' 'on cover', etc. is omitted. The series note is given on the main entry and subject entry only and omitted on the rest of the added entries.

Giving a series note on the main entry, does not imply that a series entry is to be made.

Rule No. 128 directs that a series should be entered under its title, unless it is universally known under the name of the editor or publisher, with an added entry or reference under the editor; and that a list of all the works in the library is to be given under the series heading, with the author's name, brief title, and date of publication of each item. The contents are to be arranged numerically, if the publisher has assigned a number for each volume under the series or alphabetically by the names of authors or by subjects if such an arrangement is most useful, as in the case of biography.

## Numerical arrangement of the works.

	New	naturalist series.
599.0942 M43	21	Matthews, L. H. British mammals. 1952.
551.5 M27	22	Manley, Gordon. Climate and the British scene. 1952.
595.734 : 799.1 H31	23	Harris, J. R. An Angler's entomology. 1952.

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## Alphabetical arrangement of the volumes.

	International library of psychology, philosophy and scientific method series.
104 B86	Broad, C. D. Ethics and the history of philosophy. 1952.
192 F91	Fritz, C. A. Jr. Bertrand Russell's cons- truction of the external world. 1952.
121.1 H17	Hall, E. W. What is value. 1952.
137 R62	Roback, A. A. Psychology of character.

Arrangement of volumes by subjects in which all the works are by one author and the order of the volume number in the series is overlooked in the arrangement.

	Men of courage series by L. E. Walter.	
910.4 C77W	2	Cook. 1952.
910.4 D16W	5	Dampier. 1952.
919.8 F83W	6	Franklin. 1952.
916 L78W	1	Livingstone. 1952.

Arrangement of volumes by subjects in alphabetic order.

	Leading figures in Jewish history series.	
922.96 A15M		Abrabanel by Melinek. 1952.
922.96 M22S		Maimonides by J. W. Slotki. 1952.
922.96 M53S		Mendelssohn by M. Simon. 1952.
922.96 R220		Rashi by A. Owen. 1952.

The arrangement suggested in A. A. Code is very well adopted in a catalogue, using the unit printed cards for each volume of the series. But in a catalogue in which hand written or typewritten cards are used, the usual method is to give as many titles of a series, as a card can accomodate. When once

the card is filled up, no further additions, which may require entry in between the items already entered, is not possible. Leaving liberal space in between two titles may solve the problem to a certain extent. But the best procedure seems to be to provide a separate series entry card for each work of the series, though it may mean more number of cards and added cost.

In very rare cases, a series is better known by the name of the editor of the series, e.g. English men of letters; ed. by John Morley. It is suggested by a few cataloguers that the series entry may be made under the name of the editor of the series, with a reference from the series. The objection to this practice is that the editor is more liable to vary than the title, in which case a new entry or reference from the succeeding editors will be necessary. Perhaps the subsequent editors may not be so well known as the previous editor under whose name the entry is made for the series. A better method will be to refer from the name of the editor of a series, to the series heading which should contain the editor's name at the end. If all the works belonging to a series happen to be the writings of a single author and if he himself is the editor of the series also, the series entry may be made under his name with the name of the series as title.

		Walter, L. E. ed.
916 L78W	v. 1	Mén of courage series. David Livingstone. 1952.
910.4 C77W	v. 2	Captain Cook. 1952.
910.4 D16W	v. 5	William Dampier. 1952.

The series entry has no call number, while each volume entered under the series, must contain its call number, author's name, brief title, imprint date and number of volumes, if more than one. The function attached to a series entry is to enable a person consulting it, to know all the works in a library of that series and their location on the shelves.

#### REFERENCES

- 1 and 3. A. L. A. Cataloging rules for author and title entries, 1949. p. 233.
2. A. A. Code ; English ed. 1935, p. xx.

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# CONTENTS

## NOTES AND ANNOTATION

**R**ULE No. 167 provides directions for giving the contents of books when they contain (1) several works by the same author, (2) works by several authors, (3) works on several subjects, and (4) a single work on a number of distinct subjects. Contents are necessary to be given when the collective title does not clearly indicate the works included in the book.

The designation of the volumes or parts is to be in the language of the book, e.g. volume (v) band (bd) etc.

The order of contents on the card is to be the order on the table of contents, but they may be arranged alphabetically by names or subjects if such an order is more helpful to the reader.

Two styles of giving the contents are in practice, (1) paragraph and (2) column. The first one is usually adopted, as no loss of space is involved. If the second style is followed, it results in greater facility to the reader but occupies more space and sometimes extends over second and third cards. The name of the author follows the title of his work.

Contents for several works by the same author  
in volumes, in paragraph arrangement.

	Mayer, Adolf.	
	Baltimore	The Collected papers; ed. by E. E. Winters. John Hopkins Pr., 1950. 4v., front, illus., 23½cm.
		<i>Contents</i> : v.1 : Neurology.—v.2 : Psychiatry.— v.3 : Medical teaching.—v.4 : Mental hygiene.



Contents for several works by the same author  
in column arrangement.

	Mayer, Adolf.	
		<p>The Collected papers ; ed. by E. E. Winters. Baltimore, John Hopkins Pr., 1950. 4v., front., illus., 23½cm. <i>Contents</i> :— v.1 : Neurology. v.2 : Psychiatry. v.3 : Medical teaching. v.4 : Mental hygiene.</p>

Contents for works by several authors contained in a book.

	Society for cultural relations with the U.S.S.R.—	
	Medical section.	
	British doctors in Russia. Lond., Lewis, 1952. <a href="http://www.dbraulibrary.org.in">www.dbraulibrary.org.in</a>	
	25p., illus., pl., tables, 22cm.	
	<p><i>Contents</i> :—Preventive medicine and health education by Ian Gilliland.—General medical services, by Horace Joules.—Maternity and children's services by Mary Barber.—Note on the bacteriological services, by Mary Barber.</p>	

Contents for works on several subjects.

	Bewley, Marius.	
		<p>The Complex fate : Hawthorne, Henry James and some other American writers ; intro. and two interpolations by F. R. Leavis. Lond., Chatto and Windus, 1952. xvi, 248p., 20½cm. <i>Contents</i> :—Hawthorne and Henry James.— Some aspects of modern American poetry.—The Poetry of Wallace Stevens.—Kenneth Burke as literary critic.</p>

## Contents for a single work on distinct subjects.

	Place, Robin.
	<p>Britain before history. Lond., Rockliff, 1951. vii, 292p., illus., map, plan, facsimis, diagrs., 22½cm.</p> <p><i>Contents</i> :—1 : No man's land.—2 : An important family.—3 : Shapers of stone.—4 : The First farmers.—5 : Men of bronze.—6 : Masters of iron.—7 : Colony of Rome.—8 : The Last stand.—9 : Saxon and Stwidy.</p>

*Notes.* The purpose of notes in a catalogue entry, is (1) to provide additional information, largely bibliographical, not contained in the title, ~~improperly collation~~, and (2) to explain the title or to correct any misapprehension to which it might lead, e.g. "Sugar candy", Stories for children, as sweet as sugar candy. Rule No. 168 contains guidance in giving notes in English, except quotations from foreign sources and that it should cover bibliographies, authorities etc., pseudonyms and anonyms, sequels, variations in title, editors and translators, editions, various places, publishers or dates, reprints, language of the text, source of the book, if first published serially, no more published, imperfections in copy, bound with something else. These notes should not be confused with series note. These notes are made by the cataloguer, who uses his discretion, to use simple and concise terms in rendering the book, more intelligible to the reader. The normal limit set is thirty words but may be less or slightly more in a few cases. Notes are given on the line below the collation in a paragraph form, e.g. Title page wanting; Binder's title adopted, Two title pages, one in German and the other in Sanskrit, etc.

Bibliographical.

	Electricity undertakings of the world, 1952-53
	the "Electrical Journal" red book; 62nd ed. Lond., Benn, 1952. 601p., 22½cm.
book.	Previously published as "The Electrician" red book.

Explanatory.

	Walmsley, Leo.
	Invisible cargo. Lond., Joseph, 1952. 302., front, pl., 21cm.
from	Includes an account of a voyage in a tanker from Britain to Venezuela and back. Maps on end papers.

*Annotation* in catalogue entries was a regular feature of the printed catalogues. As the card catalogues have gradually displaced the printed page catalogues, and open access to shelves became more popular, the practice of giving annotations became limited.

Dr. E. A. Savage, defines annotation as "the term applied to all processes of describing the leading features and ideas of books in a succinct manner, whether by analysis or criticism or both together".<sup>1</sup> W. C. Berwick Sayers in his "First steps in annotation in cataloguing"; 2nd ed. 1932 defines it as "a descriptive extension of the title page of a book in which the qualification of the author and the scope, purpose and place of the book are indicated".

Of the two definitions, the definition of Sayers is accepted for adoption. The bibliographical part of the annotation is included in the notes, on the main entry, while the literary part, giving evidence of the author's authority on the subject, or an explanation of the title or subject or the viewpoint of the author is given in the annotation. Sometimes, annotations look like literary appreciations and evaluations. The function of the catalogue, is not to influence the reader's choice, of a particular book, but to lay before the user facts and figures and allow him full liberty of choice. Therefore, annotations of an evaluative type are not in keeping with the principles and traditions of the library catalogue.

Old and rare books, maps and incunabula, and other special material require annotation in their entries, as their titles and contents are not easily intelligible.

The cataloguer, should guard against the faults of giving in the annotation valueless information like large edition, re-written etc. and he should keep off the functions of a literary critic or reviewer.

#### REFERENCES

1. Manual of descriptive annotation for library catalogues, 1906.
-

## DISPLAY OF ENTRIES

 DISPLAY OF ENTRIES ARRANGED FOR  
 (1) A DICTIONARY CARD CATALOGUE

- 332.43 COINAGE, INTERNATIONAL.  
 L97 Lutz, F. A.  
 International monetary mechanisms, the Keynes and  
 White proposals. Princeton, Univ., 1943.
- 615.37 CONTAGION AND CONTAGIOUS DISEASES.  
 Z78 Zinsser, Hans and others.  
 Immunity principles and application in medicine and  
 public health. N.Y., Macmillan, 1944.
- 332.43 CURRENCY QUESTION.  
 L97 Lutz, F. A.  
 International monetary mechanisms, the Keynes and  
 White proposals. Princeton, Univ., 1943.
- 159.96336 DREAMS.  
 S79 Stekel, Wilhelm.  
 .1 The Interpretation of dreams. N.Y., Liveright  
 .2 Pub. Corp., 1943.  
 2v.
- 615.37 Enders, J. F. jt. auth.  
 Z78 Zinsser, Hans and others.  
 Immunity principles and application in medicine and  
 public health. N.Y., Macmillan, 1944.
- 615.37 Fothergill, L. D. jt. auth.  
 Z78 Zinsser, Hans and others.  
 Immunity principles and application in medicine and  
 public health. N.Y., Macmillan, 1944.
- 299.23 FREEMASONS—RITUALS.  
 S76 Springett, B. H.  
 Secret sects of Syria and the Lebanon. Allen and  
 Unwin, 1922.
- 332.43 GOLD.  
 L97 Lutz, F. A.  
 International monetary mechanisms, the Keynes and  
 White proposals. Princeton, Univ., 1943.

## 615.37 IMMUNITY.

Z78 Zinsser, Hans and others.

Immunity principles and application in medicine and public health. N.Y., Macmillan, 1944.

615.37 Immunity principles and application in medicine and  
Z78 public health. 1944.

Zinsser, Hans and others.

332.43 International monetary mechanisms, the Keynes and  
L97 White proposals. 1943.

Lutz, F. A.

159.96338 The Interpretation of dreams. 1943. 2v.

S79 Stekel, Wilhelm.

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332.43

L97 Lutz, F. A.

International monetary mechanisms, the Keynes and White proposals. Princeton, Univ., 1943.

I. Money. 2. Coinage, International. 3. Currency question. 4. Gold. Princeton University—International finance section. II. title.

332.43 MONEY.

L97 Lutz, F. A.

International monetary mechanisms, the Keynes and White proposals. Princeton, Univ., 1943.

159.96338 Paul, Cedar, tr.

S79 Stekel, Wilhelm.

The Interpretation of dreams. N.Y., Liveright.

.1 Pub. Corp., 1943.

.2 2v.

159.96338 Paul, Eden, tr.

S79 Stekel, Wilhelm.

The Interpretation of dreams. N.Y., Liveright

.1 Pub. Corp., 1943.

.2 2v.

332.43 Princeton University—International finance Section.

L97 Lutz, F. A.

International monetary mechanisms, the Keynes and White proposals. Princeton, Univ., 1943.

159.96338 PSYCHOANALYSIS.

S79 Stekel, Wilhelm.

- .1 The Interpretation of dreams. N.Y., Liveright
  - .2 Pub. Corp., 1943.
- 2v.

199.23 Secret sects of Syria and the Lebanon. 1922.  
S76 Springett, B. H.

299.23 SECRET SOCIETIES—RITUALS

S76 Springett, B. H.

Secret sects of Syria and the Lebanon. Allen  
and Unwin, 1922.

615.37 SERUM THERAPY.

Z78 Zinsser, Hans and others.

Immunity principles and application in medicine and  
public health. N.Y., Macmillan, 1944.

299.23 Springett, B. H.

Secret sects of Syria and the Lebanon, a consideration  
of their origin, creeds and religious ceremonies, and their con-  
nection with and influence upon modern freemasonry. Allen  
and Unwin, 1922.

1. Syria—Religion. 2. Syria—Rites and ceremonies.
3. Freemasons—Rituals. 4. Secret societies—Rituals. I. title.

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II. Paul, Cedar, tr. III. title.

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299.23 SYRIA—RITES AND CEREMONIES.

S76 Springett, B. H.

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 Z78 Immunity principles and application in medicine and public health by Hans Zinsser, J. F. Enders and L. D. Fothergill. N.Y., Macmillan, 1944.  
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## (2) A CLASSIFIED CATALOGUE

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- 159.96338 Stekel, Wilhelm.  
 S79 The Interpretation of dreams, new developments and technique; tr. by Eden Paul and Cedar Paul. N.Y., Liveright Pub. Corp., 1943.  
 .2 2v.  
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     and Unwin, 1922.  
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                 S76

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     Secret sects of Syria and the Lebanon. Allen  
     and Unwin, 1922.  
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                 S76

614.4 Zinsser, Hans and others.  
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     N.Y., Macmillan, 1944.  
         Book at 615.37  
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615.37 Zinsser, Hans and others.  
     Immunity principles and application in medicine and  
     Z78 public health by Hans Zinsser, J. F. Enders and L. D. Fothergill.  
     N.Y., Macmillan, 1944.

(b) [www.dbraulibrary.org.in](http://www.dbraulibrary.org.in)  
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Stekel, Wilhelm. Interpretation of dreams	159.96338
	S79
Syria—Religion	299.23
Zinsser, Hans and others. Immunity principles	615.37
and application in medicine and public health	Z78

## APPENDIX I

### SELECT AIDS AND GUIDES FOR THE CATALOGUER

**T**HE tools of a cataloguer connected with his daily work should be fully familiar to him. He should have a complete mastery over their use. The catalogue codes, the classification schedules and the lists of subject headings are primary tools of his profession.

#### PRIMARY :

1. Cataloguing Codes.
2. Cataloguing manuals and text books.
3. Classification schedules.
4. Classification manuals and codes.
5. List of Subject Headings.
6. Filing rules. [www.dbraulibrary.org.in](http://www.dbraulibrary.org.in)

But the cataloguer needs many more secondary aids and guides in his performance. We may call them as the "Cataloguer's working library".

This handy collection will contain the following types of books for his ready reference without which adequate standards in cataloguing quality cannot be maintained.

#### SECONDARY :

1. Cumulative Book Indexes.
2. Standard catalogues of libraries.
3. National bibliographies.
4. Bibliographies—Best books.
5. Subject bibliographies and source books, and Dictionaries of subjects.
6. Language dictionaries.
7. Standard encyclopedias.
8. Biographical dictionaries.

## PRIMARY GROUP

*I. Cataloguing Codes.*

1. A.L.A. Catalogue rules, Author and title entries; American ed. A.L.A. Pub. Board, 1908.
2. A.L.A. Cataloguing rules for Author and title entries; 2nd ed. Chicago, A.L.A., 1949.
3. Cutter, C. A. Rules for a dictionary catalogue; 4th ed. Washington, Govt. Pr. Office, 1904. (Reprinted by the Library Association, London).
4. Library of Congress. Rules for descriptive cataloguing (adopted by the A.L.A.) Wash., Govt. Pr. Office, 1949.
5. Columbia University. School of Library Service. Sample catalogue cards; 2nd ed. N.Y., 1950.
6. Ormerod, James. Style in card cataloguing. Birmingham, 1939.

*II. Cataloguing manuals and textbooks.*

1. Akers, S. G. Simple library cataloguing; 3rd ed. Chicago, A.L.A., 1944.
2. Douglas, R. H. Handbook of card forms for use in Cataloguing. Chicago, Willcox and Follett, 1948.
3. Mann, Margaret. Intro. to Cataloguing and the classification of books; 2nd ed. Chicago, A.L.A., 1943.
4. Sharp, H. A. Cataloguing, a text-book for use in libraries; 4th ed. Lond., Grafton, 1948.
5. Taylor, M. S. Fundamentals in practical cataloguing. Lond., Allen & Unwin, 1948.
6. Norris, D. M. A Primer of Cataloguing. Lond., Assoc. of Assistant Librarians, 1952.

*III. Classification schedules.*

1. Dewey, Melvil. Decimal classification and relative index; 14th ed. Lake Placid Club, Forest Press inc. 1942.

2. *Ibid.* 15th ed. 1952. (Mainly intended for small public libraries and new collections).
3. *Ibid.* 16th ed. 1958. 2v.
4. British standards Institutions. U.D.C. abridged English ed. Lond., B.S.I., 1948.

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1. Johnson, M. F. Manual of cataloguing and classification for small schools.
2. Mann, Margaret. Intro. to cataloguing and classification of books; 2nd ed. Chicago, A.L.A., 1943.
3. Phillips, Howard. A Primer of Book classification; 4th ed. Lond., Association of Assistant Librarians, 1955.
4. Sayers, W. C. B. An Intro. to Library classification, theoretical, historical and practical with readings, exercises, and examination papers; 9th ed. Lond., Grafton, 1954.
5. *Ibid.* Manual of classification for librarians and bibliographers; 2nd ed. Lond., Grafton, 1944.
6. Merrill, W. S. Code for classifiers; 2nd ed. Chicago, A.L.A., 1939.
7. S. R. Ranganathan. Prolegomena to Library Classification; 2nd ed. L.A. 1958.

#### V. *List of Subject Headings.*

1. Cutter, C. A. Choice of subject headings (in his Rules for a Dictionary catalogue, p. 66-82, 111-128).
2. Sears, M. E. List of subject headings for small libraries; 5th ed. N.Y., Wilson, 1944.
3. Pettee, Julia. Subject headings: the history and theory of the Alphabetic subject approach to books. N.Y., Wilson, 1946.
4. A.L.A. List of subject headings.

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## VI. *Filing rules :*

1. A. L. A. Rules for filing catalogue cards. Chicago, A.L.A., 1942.
2. Cleveland, Public library. Filing rules for the arrangement of the Dictionary catalogs. 1922.
3. Tomlinson, L. E. Library of Congress rules for filing cards in a card catalog. 1941.

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### I. *Cumulative Book Indexes.*

1. Cumulative Book Index ; world list of books in the English language. N.Y., Wilson, 1928—date.
2. Reference catalogue of current literature. Lond., Whitaker, 1957. 2v.

### II. *Standard Catalogues of Libraries.*

1. Standard catalogue for public libraries : an annotated list of 12,300 titles with a full analytical index ; comp. by D. E. Cook and D. H. West. N.Y., Wilson, 1950.
2. British Museum. Author catalogue with subject index.
3. Library of Congress. Catalogue of printed cards.
4. India office library. Catalogues.

### III. *National Bibliographies.*

1. British National Bibliography ; a subject list of the new British books. Lond., Council of British National Bibliography, 1950—date.
2. Indian National Bibliography, 1958— Calcutta, National Library.

IV. *Bibliographies, Best Books.*

1. A. L. A. Catalogue, 1926. Chicago, A.L.A.
2. Ibid.—Supplements.
3. Sonnenschein, William. The Best books; 3rd ed. Lond., Routledge, 1910-1935. 6v.
4. World List of Scientific Periodicals; 3rd edition. Oxford University Press.

V. *Subject Bibliographies and Sourcebooks.*

1. Baldwin, J. M. Dictionary of Philosophy and psychology. N.Y., Macmillan, 1902-1911. 3v.
2. Hastings, James. Encyclopedia of Religion and ethics. Edinburgh, Clark, 1908-1926. 13v.
3. Seligman, E. R. A. Encyclopedia of the Social sciences. N.Y., Macmillan, 1935. 15v.
4. Bodmer, Frederick. The Loom of language, a guide to foreign languages for the home student; ed. by Lancelot Hogben. Lond., Allen and Unwin, 1946.
5. Thomson, J. A. Outline of Science. Lond., Newnes, n.d. 2v.
6. Scientific encyclopedia. N.Y., Van Nostrand, 1944.
7. Harper's encyclopedia of art. N.Y., Harper, 1937. 2v.
8. Esdaile, Arundell. Sources of literature. Cambridge, University Press, 1929.
- Cambridge Bibliography of English literature. Cambridge, University Press, 1940.
9. Cambridge ancient history. Cambridge, University Press, 1923-39. 12v.
- Cambridge mediaeval history. Cambridge, University Press, 1911-36. 8v.
- Cambridge modern history. Cambridge, University Press, 1902-26. 13v. and Atlas.
- Cambridge history of India.

10. Wright, J. K. and Platt, E. T. Aids to geographical research ; 2nd ed. N.Y., Columbia University Press, 1947.

**VI. *Language Dictionaries, includingonyms and pseudonyms.***

1. The Shorter Oxford English dictionary. Oxford, University Press, 1933. 2v.
2. Cassell's French-English, English-French dictionary. London, Cassell, 1928.
3. Cassell's German-English, English-German dictionary. Lond., Cassell, 1939.
4. Apte, V. S. The Students' Sanskrit-English dictionary. Bombay, Gopal Narayan, 1922.
5. Monier-Williams, Monier. A Sanskrit-English dictionary ; 2nd ed. Oxford, Clarendon Press, 1899.
6. Bhargava's standard illustrated dictionary of the English language (Anglo-Hindi edition) ; compiled by R. C. Pathak, <sup>Bathurst</sup> Bhargava Bhushan Press, 1951.
7. Student's practical dictionary containing Hindi words with Hindi and English meanings. Allahabad, Ram Nrain Lal.
8. Halkett, S. and Laing, J. Dictionary of Anonyma and pseudonyma. London, Oliver, 1934. 7v.
9. Partridge, Eric. Slang, today and yesterday. Lond., Routledge, 1933.
10. Partridge, Eric. A Dictionary of abbreviations. Lond., Allen and Unwin, 1943.
11. Reaney P. H. Dictionary of British Surnames. Routledge, 1958.

**VII. *Standard Encyclopedias.***

1. Encyclopedia Britannica ; 15th ed. Chicago, Encyclopaedia Britannica, 1947. 24v.
2. Encyclopedia Americana. N.Y., Americana Corp. 1946. 30v.



3. Columbia encyclopedia ; 2nd ed. N.Y., Columbia University Press, 1950.
4. World Almanac and book of facts. N.Y., New York World Telegram.

### VIII. *Biographical Dictionaries.*

1. Who's who, (annual). Lond., Black.
2. Who was who, 1897-1916, 1917-1928, 1929-1940, 1941-1950. Lond., Black, 1929-52. 4v.
3. Dictionary of National biography. Lond., Oxford, University Pr., 1908-1950. 22v.+5 Suppl. v.
4. Dictionary of American biography. Lond., Oxford, University Pr., 1928-44. 20v. and index and Supplement.
5. Kunitz, S. J. and Haycraft, Howard. Twentieth century Authors. N.Y., Wilson, 1942.

The brief list of books furnished to serve the cataloguer as his primary and secondary tools, does not pretend to be exhaustive but only selective and comprehensive. These references will not help a cataloguer who does not know how to use them and with what results. It is expected that his education and training would have brought him close to these books. Every author, title and subject, when treated brings in newer knowledge to the cataloguer. The opportunity to move in the world of books and make them readily available to the world of readers is the supreme right and glory of cataloguers.

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## APPENDIX II

### DEFINITIONS OF TERMS COMMONLY USED IN CATALOGUING<sup>1</sup>

**ADDED ENTRY.** A secondary entry, i.e., any entry other than the main entry. Cf. Main entry. There may be added entries for editor, translator, title, subjects, series, etc. Some cataloguers would restrict the use of the term "added entry" to any entry other than the main entry and subject entries, using "secondary entry" as a group term to include all entries other than the main entry. Others would make the opposite choice, using "added entry" as the group term to include secondary entry and subject entry.

**ALPHABETIC SUBJECT INDEX.** An index under specific subjects arranged alphabetically, as an independent periodical index, an index to an author or a classed list of books or articles, an index to a classification scheme, or an index to a classed catalogue.

**ALPHABETICAL SUBJECT CATALOGUE.** A catalogue limited to subject entries and the necessary references, alphabetically arranged.

**ALPHABETICO-CLASSED CATALOGUE.** A catalogue with entries under broad subjects alphabetically arranged and subdivided by topics in alphabetical order.

**ANALYTICAL ENTRY.** The entry of some part of a work or of some article contained in a collection (volume of essays, serial, etc.) including a reference to the publication which contains the article or work entered.

In special libraries it may be an entry for a significant paragraph, section, table, etc., or for a single statement or figure.

**ANGLO-AMERICAN CODE (OF CATALOGUING).** A term used for the rules of author and added entry compiled originally by committees of the American Library Association and the (British) Library Association and, in the main, representing the common practice of American and British libraries.

**ANNOTATION.** 1. A note that describes, explains, or evaluates; especially, such a note added to an entry in a bibliography, reading list, or catalogue. Sometimes called Book Note. 2. The process of making such notes.

**ANONYMOUS CLASSIC.** A work of unknown, doubtful, or supposedly supernatural authorship, which has appeared in the course of time in many editions, versions, and translations, and which is designated in the catalogue by a fixed form of name, i.e., the most commonly used, most distinctive, or first recorded title.

**AUTHOR.** 1. The writer of a book, as distinguished from the translator, editor, etc. 2. In the broader sense, the maker of the book or the person or body immediately responsible for its existence. Thus, a person who collects and puts together the writings of several authors (compiler or editor) may be said to be the author of a collection. A corporate body may be considered the author of publications issued in its name or by its authority.

**AUTHOR ENTRY.** Catalogue entry under the name of the author or the heading which, under the rules for author entries, corresponds to it.

**AUTHOR NOTATION.** See Book number.

**AUTHOR NUMBER.** See Book number.

**BOOK NUMBER.** A symbol, usually consisting of a combination of letters and figures, which serves to identify a given book among others bearing the same class number and, at the same time, to place books bearing the same class number in

the desired order on the shelves, by author, title, edition, and the like. When used to arrange books alphabetically by author it is called "author number" or "author notation".

**CARD CATALOGUE.** A catalogue made up of cards, each usually bearing a single entry. The card catalogue is to be distinguished from the printed catalogue, in book form, and the sheaf catalogue, which consists of sheets brought together in portfolios.

**CATALOGUE.** A list of books, maps, etc., arranged according to some definite plan. As distinguished from a bibliography it is a list which records, describes, and indexes the resources of a collection, a library, or a group of libraries.

In a special library it may include entries for material outside the library and for various types of material, e.g., entries for abstracts of periodical articles and pamphlets, and entries under subject for research in progress and for organizations and individuals who are authoritative sources of information on specific subjects.

**CATALOGUER.** A librarian who determines the forms of entry and prepares the bibliographical descriptions for a catalogue, and, in many libraries, classifies the books and assigns subject headings.

**CLASS NUMBER.** A symbol applied to a book indicating the class to which it belongs in the classification system used by the library. Together with the book number it forms the call number by which the location of the book on the shelf is indicated.

**CLASSED CATALOGUE.** A catalogue arranged by subject according to a systematic scheme of classification. Also called "class catalogue", "classified subject catalogue", "systematic catalogue", and "catalogue raisonne".

**CLASSIFICATION.** 1. A systematic scheme for the arrangement of books and other material according to subject or form. 2. The assigning of books to their proper places in a system of classification. 3. In archives administration, the arrangement in logical order of the series or files within a record group or of the record groups within an archival collection.

**CLASSIFIED SUBJECT CATALOGUE.** See *Classed catalogue*.

**CLOSED ENTRY.** An entry with completed bibliographical information covering all parts of a given work, viz., a complete set.

**COLLATION.** That part of the catalogue entry which describes the work as a material object, enumerating its volume, pages, size, etc., and the type and character of its illustrations.

**COMPILER.** One who produces a work by collecting and putting together written or printed matter from the works of various authors. Also, one who chooses and combines into one work selections or quotations from one author.

**COMPOSITE WORK.** A treatise on a single subject produced through the collaboration of two or more authors, the contribution of each forming a distinct section or part of the complete work.

**CONVENTIONAL TITLE.** A title by which a work is commonly known but which differs from the title under which it was published. It is used as a filing medium to bring all editions of the work together in the catalogue.

**CORPORATE BODY.** A group of individuals associated together as an organized unit, e.g., a government, a government department, a society, an institution, a convention, a committee, a corporation.

**CORPORATE NAME.** The name of a corporate body as distinguished from the name of a person.

**CURVES.** Curved marks ( ) enclosing inserted explanatory or qualifying words or phrases, or setting off some item in a catalogue entry, such as series note. To be distinguished from brackets [ ]. Also called Parentheses and Round Brackets.

**DICTIONARY CATALOGUE.** A catalogue, usually on cards, in which all the entries (author, title, subject series, etc.) and their related references are arranged together in one general alphabet. The subarrangement frequently varies from the strictly alphabetical.

**DIRECT AND SPECIFIC HEADING.** See Specific and direct heading.

**DIRECT SUBDIVISION.** Subdivision of subject headings by name of province, country, city or other locality without intermediate subdivision by name of country or state.

**<sup>2</sup>DISSERTATION, ACADEMIC.** An essay called thesis presented by a candidate in partial fulfillment of the requirements for a degree.

**DUPLICATE ENTRY.** Entry of the same subject matter under two distinct aspects of it, e.g., U.S.—Foreign relations—Gt. Brit. and Gt. Brit.—Foreign relations—U. S. Cf. Multiple entry.

**EDITION.** 1. All the impressions of a work printed at any time or times from one setting of type, including those printed from stereotype or electrotpe plates from that setting (provided, however, that there is no substantial change in or addition to the text, or no change in makeup, format,\* or character of the resulting book). A facsimile reproduction constitutes a different edition. 2. One of the successive forms in which a literary text is issued either by the author or by a subsequent editor. 3. One of the various printings of a newspaper for the same day, an issue published less often, as a weekly edition, or a special issue devoted to a particular subject, as an

**anniversary number.** 4. In edition binding, all of the copies of a book or other publication produced and issued in uniform style. Cf. Textbook Edition, Trade Edition.

**EDITOR.** One who prepares for publication a work or collection of works or articles not his own. The editorial labor may be limited to the preparation of the matter for the printer, or it may include supervision of the printing, revision (restitution) or elucidation of the text, and the edition of introduction, notes, and other critical matter.

**ENTRY.** A record of a book in a catalogue or list.

**ENTRY WORD.** The word by which an entry is arranged in a catalogue or a bibliography, usually the first word of the heading. Also called "filing word".

**FILE.** (n)1. A collection of cards, papers, or other material arranged systematically, for reference or preservation. 2. A cabinet, case, or other device for keeping in order cards, papers, or other material. (v) To arrange cards, papers, or other material systematically.

**FILING WORD.** See Entry word.

**FORM ENTRY.** An entry in a catalogue which lists books according to (1) the form in which their subject material is organized, as periodicals, dictionaries, or (2) their literary form, as poetry, drama.

**FORM HEADING.** A heading used for a form entry in a catalogue, e.g., Encyclopedias and dictionaries, Periodicals, Short stories. Sometimes known as "form subject heading". Cf. Charles A. Cutter, *Rules for a Dictionary Catalogue* (3rd ed.; (1891), p. 13.

**FORM SUBDIVISION.** A division of a subject heading based on form or arrangement of subject matter in books, as for dictionaries or periodicals.

**NAME CATALOGUE.** A catalogue arranged alphabetically by names of persons and places, whether used as authors or subjects.

**OPEN ENTRY.** A catalogue entry which provides for the addition of information concerning a work of which the library does not have a complete set, or about which complete information is lacking.

**PERIOD SUBDIVISION.** A subdivision of a subject heading which shows the period treated or during which the work appeared. Also called "time subdivision" and "chronological subdivision".

**PERIODICAL.** A publication with a distinctive title intended to appear in successive (usually unbound) numbers of parts at stated or regular intervals and, as a rule, for indefinite time. Each part generally contains articles by several contributors.

Newspapers, whose chief function it is to disseminate news, and the memoirs, proceedings, journals, etc. of societies are not considered periodicals under the rules for cataloguing.

**PROCESS SLIP.** A card or slip, sometimes a printed form, which accompanies a book through the catalogue department, acquiring on its way all the information and directions necessary for cataloguing fully. Also called Catalogue Card Copy, Catalogue Slip, Cataloguer's Slip, Cataloguing Process Slip, Copy Slip, Guide Slip, Routine Slip, Work Slip.

**QUALIFIED HEADING.** A heading followed by a qualifying term which is usually enclosed in parentheses, e.g., Bankruptcy (Canon law), Bankruptcy (International law), Dumping (Commercial policy), Escape (Ethics), Escape (Law), Composition (Law), Composition (Art), Composition (Music).

**REFERENCE.** A direction from one heading to another. Cf. Subject reference.



**RELATIVE INDEX.** An index to a classification system in which all relationships and aspects of the subject are brought together under each index entry.

**"SEE ALSO" REFERENCE.** A reference to a less comprehensive or otherwise related term; the indication, in a list of subject headings, of such a reference.

**"SEE" REFERENCE.** A reference from a term or name under which no books are entered to that used in place of it; an indication, in a list of subject headings, of such a reference, that is, of the term or terms, synonymous with, or equivalent to, the given heading, to which a "see" reference is to be made.

**SHELF LIST.** A record of the books in the library arranged in the order in which they stand on the shelf, that is, in the order of their class and book numbers.

**SPECIFIC AND DIRECT HEADING.** A heading for a specific entry which expresses the topic directly, that is, one which is not preceded by the broad or class heading which includes it.

**SPECIFIC ENTRY.** Entry of a book under a heading which expresses its special subject or topic as distinguished from the class or broad subject which includes that special subject or topic.

**SPECIFIC HEADING.** A heading which is no broader than the subject matter covered by it.

**SUBJECT CATALOGUE.** A catalogue consisting of subject entries only.

**SUBJECT ENTRY.** An entry in a catalogue or a bibliography under a heading which indicates the subject.

**SUBJECT HEADING.** A word or a group of words indicating a subject under which all material dealing with the same theme is entered in a catalogue or a bibliography, or is arranged in a file.

**SUBJECT REFERENCE.** A reference from one subject heading to another. Also called "subject cross reference". Cf. "See" reference, "See also" reference.

**SUBJECT SUBDIVISION.** The method of extending the subject heading by indicating the form of the subject matter, the place to which it is limited or the part, element, or phase of the subject treated.

**SYNDETTIC.** Having entries connected by cross references ; said of a catalogue.

**SYSTEMATIC CATALOGUE.** See Classed catalogue.

**TIME SUBDIVISION.** See Period subdivision.

**TITLE ENTRY.** The record of a work in a catalogue or a bibliography under the title, generally beginning with the first word not an article. In a card catalogue a title entry may be a main entry or an added entry.  
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**TITLE PAGE.** A page at the beginning of a book or work, bearing its full title and usually, though not necessarily, the author's (editor's, etc.) name and the imprint. The leaf bearing the title page is commonly called the "title page", although properly it is the "title leaf".

**TRACING.** In a card catalogue, the record on the main entry card of all the additional headings under which the work is represented in the catalogue. Also, the record on a main entry card or on an authority card of all the related references made. The tracing may be on the face or the back of the card, or on an accompanying card.

**UNIT CARD.** A basic catalogue card, in the form of a main entry, which, when duplicated, may be used as a unit for all other entries for that work in the catalogue by the addition of the appropriate heading. Library of Congress printed cards are the most commonly used unit cards.

## REFERENCES

1. Based on :
    1. A. L. A. Glossary of library Terms, 1943.
    2. L. C. Subject headings : a practical guide, 1951.
  2. For a "large paper edition" (called also "large paper copy" the pages are usually, though not always, reimposed.
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### APPENDIX III

## CATALOGUING

## EXAMINATION

## SELECT QUESTIONS

A range of questions covering more or less the whole field of cataloguing is suggested, in order that the students of cataloguing can write the answers and attain sufficient practice before attempting the questions in the examination. The answers may extend from three to five pages of examination script books.

1. What are the chief objectives of a library catalogue? What important steps are necessary to be followed in achieving these aims?
2. Describe the component parts of a catalogue entry, and explain their functions and the purposes served by each one of them.
3. What are the various kinds of entries in an alphabetical dictionary catalogue? What significant features distinguish the Main from the Secondary entries?
4. State the important factors that will govern the policy and construction of the catalogue to be provided for (1) a city public library of medium size, or (2) a University library serving the faculties of Science and Technology, or (3) a special library like the library of the Imperial Chemical Industries or Inner Temple.
5. Draft a set of instructions, which you wish to be followed in cataloguing (1) Lending, (2) Reference, and (3) Children's books in a public library.
6. What are the chief varieties of catalogues commonly found in modern libraries? Describe the characteristics and values of any one of them.

7. Do you consider or not that a dictionary catalogue is more complex, and less effective in serving the readers than a classified catalogue. Prove your case with appropriate examples of entries.
8. The classified catalogue is said to be not only logical but more economic than any form of alphabetical catalogues. Substantiate this view by making the essential entries for a classified catalogue for the book 'Science, Liberty and Peace' by Aldous Huxley.
9. Define the term 'Author' of a literary work and state with examples all possible forms of authors.
10. What is the importance of a title page of a book in cataloguing the book? What treatment will you recommend in cataloguing (1) a book whose title page is wanting in it, (2) a book with two title pages in two different languages, and (3) a book in more than one volume, each having its own title page and imprint.
11. State the reasons for determining the choice of the part and style of name of an author before adopting it as the author heading. Furnish an example of an author heading entered under (1) Surname followed by two or three forenames, (2) Forename, (3) compound surname, (4) prefixed surname, and (5) personal name.
12. What are reference entries? Why are they necessary to be made and state their kinds with examples.
13. Discuss the problem of cataloguing translated works, when information on the author and title of the original work is not contained in the translation.
14. What are the distinguishing features of Indian and other oriental names of writers from that of Western (Christian) writers? Give simple directions for the entry of oriental writers, with examples.

15. Discuss the problem of treatment of (1) Pseudonymous authors, and (2) Anonymous writers and state the directions provided for entering them in Cutter, A.L.A. and Vatican Codes.
16. State the chief differential characteristics between corporate authors and personal authors and justify the directions in the A.L.A. Rules for entering them in the catalogue.
17. What points of similarity exist between a society and an institution as the author of its own publications and state the possible extent to which a common set of rules can be provided for cataloguing them.
18. State the circumstances in which the main entries for works should be made under their titles. Give examples of such types of books.
19. Write a critical exposition of the theory of subject headings in the dictionary catalogue based on Cutter's rules and point out the chief factors tending to their continuation.
20. Do you agree with the view that alphabetical subject catalogues have proved a hopeless failure and so must be totally discarded from modern cataloguing practice and be replaced by classified catalogues. Give examples in support of your views.
21. What measures will you adopt in securing consistency and uniformity in terminology, style, and fullness of subject headings chosen for books?
22. What are analytical entries in cataloguing? State their kinds and the need for making them with appropriate examples.
23. What is a series entry? Is it really necessary to provide series entries in library catalogues? If so, demonstrate the patterns of series entry you will make.

24. Define annotation in a catalogue entry? How do you distinguish it from notes? State the extent to which they are necessary in modern library catalogues.
25. Discuss the chief problems in cataloguing serial publications. State the alternatives you propose to simplify the procedure in cataloguing them.
26. Describe the modern methods of displaying the library catalogues and state their relative merits.
27. What are the chief factors involved in cost accounting of cataloguing procedures? Give a formula, providing data, for cataloguing a book of fiction and non-fiction.
28. Describe the essential features of a card catalogue, with instructions for its proper maintenance.
29. Prepare a brief set of instructions to the public in the use of (i) a dictionary catalogue and (ii) a classified catalogue and state how you will supplement them by personal guidance to the readers.
30. Describe the lay out of a printed catalogue and the supplementary lists of additions issued periodically and explain its advantages or otherwise over other forms of catalogues.
31. Does cataloguing non-book material pose any problems? If so, mention the special treatment you will adopt in dealing with (i) manuscripts, (ii) gramophone records, (iii) maps, and (iv) musical compositions.
32. Describe a plan of centralised cataloguing suited to a district library service, with mobile libraries and branch libraries.
33. Define a union catalogue and outline a method for its compilation suited to your state? State the advantages resulting from its compilation.
34. Write a historical and critical account of the A.L.A. Catalogue rules and indicate the current trends towards

the formulation of a Universal code of Cataloguing practice.

35. Give a short account of Panizzi's Rules and state the extent of their influence on Cutter's, Jewett's and the A. A. code of 1908.
  36. Evaluate the importance of Lubetzky's 'Critique' towards a simplified and pragmatic code of cataloguing practice, specially in the treatment of corporate authors.
  37. State the relation existing between classification and cataloguing, and point out the extent to which close classification and open access in libraries tend to reduce the dependence of the reader in his use of the library catalogues.
  38. What devices will you adopt in economising labour and cost in the cataloguing department of a large city library system with several branch libraries.
  39. If you are appointed librarian of a newly established city library charged with the provision of Reference, Lending, Junior, Commercial, and Technical library services to the population, how would you begin to organize the work of its catalogue department. Work out its annual expenditure.
  40. 'Librarianship minus proficiency in cataloguing and classification ceases to be a profession'. Comment on this statement.
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