

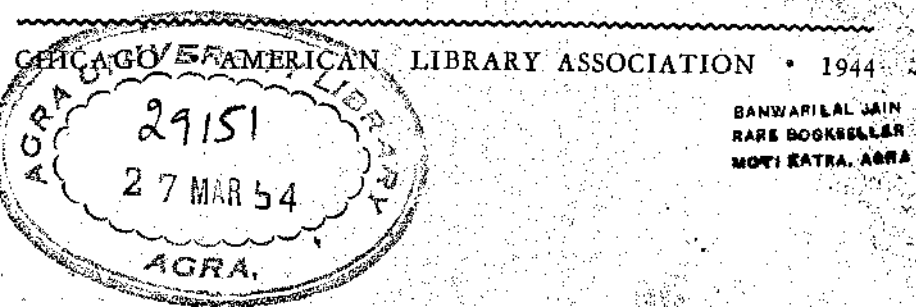
Simple Library Cataloging

BY

SUSAN GREY AKERS, Ph.D

PROFESSOR OF LIBRARY SCIENCE
THE UNIVERSITY OF NORTH CAROLINA

THIRD EDITION, REWRITTEN



Downloaded from www.dbraulibrary.org.in

Fourth Printing, 1951

COPYRIGHT 1944 BY THE AMERICAN LIBRARY ASSOCIATION

Manufactured in the United States of America

Contents

✓ INTRODUCTION.....	1
I ✓ CLASSIFICATION.....	5
✓ II CHOICE OF SUBJECT HEADINGS.....	19
III CHOICE OF PERSONAL NAMES.....	36
IV ANONYMOUS CLASSICS AND OTHER TITLE ENTRIES.....	45
V NAMES OF ORGANIZATIONS.....	50
VI MAIN CATALOG CARDS.....	61
VII ADDED CATALOG CARDS.....	90
VIII CATALOGING SETS, SERIALS, AND INDEPENDENT PUBLICATIONS BOUND TOGETHER.....	113
IX CATALOG CARDS FOR FICTION.....	133
X PRINTED CATALOG CARDS.....	137
XI ARRANGEMENT OF CARDS IN A CATALOG.....	150
XII RELATED TOPICS AND MISCELLANEOUS INFORMATION.....	166
APPENDIX I DEFINITIONS OF TECHNICAL TERMS...	176
APPENDIX II ABBREVIATIONS.....	182
APPENDIX III AIDS IN THE CATALOGING OF A SMALL LIBRARY.....	186
INDEX.....	191

Introduction

The catalog.—A catalog is a record of the books in a library. It answers such questions as: What books have you by Ellen Glasgow? Have you a copy of *Blood, Sweat, and Tears*? Have you material on air conditioning? The catalog can also answer questions about the individual author or book, for instance: What is the most recent book in the library by Rachel Field? Does Coffin's *Kennebec* include a map? Who published Miller's *White Cliffs*? Besides showing what authors' works are represented in the library, whether or not the library has books on a given subject, whether or not the library contains a particular book, whether or not a certain book contains maps, and so forth, the catalog may bring out portions of books; for example, there may be a card for *Winterset* in John Gasner's *Twenty Best Plays of the Modern American Theatre*, and one for material on Christmas in Schauffler's *Days We Celebrate*.

A given book is represented in the catalog under its author, title, and if nonfiction—or in some libraries even if fiction—under the subject of which it treats. To illustrate: *Wind, Sand, and Stars* would have cards under the title; under the author, Saint-Exupéry; and under the subject AERONAUTICS. FLIGHTS. Books may also be found under the name of the series if it is an important subject series, e.g., "The Rivers of America." In addition to the cards for specific books there are reference cards referring the reader from the form of the author's name under which he may look to the form used in that catalog, e.g.:

Struther, Jan, pseud. see
Maxtone Graham, Joyce Anstruther

There are also cards referring the reader from the term or terms under which he may look for material on a subject to the term or terms used in the catalog for that subject, e.g.:

AIR ROUTES, see
AIRWAYS.

Purpose of this manual.—This book has a three-fold purpose: (1) to give to the librarian of the small public, school, college, or special library who lacks professional education and experience under expert guidance the necessary directions for classifying and cataloging a collection of printed material, in order that it may be made available; (2) to serve as a textbook for short elementary courses in cataloging; (3) to serve as collateral reading in the early stages of first-year cataloging courses. An effort has been made to avoid many of the technical terms commonly used in describing cataloging processes, to define such terms as are used, and to state the necessary rules clearly, simply, and as briefly as possible. These rules have been adapted from the authorities on cataloging, primarily the *A.L.A. Catalog Rules*.¹

Order of the chapters.—There were three groups of users to be considered in deciding upon the order in which to arrange the chapters: (1) instructors of courses in cataloging; (2) inexperienced librarians with little or no training who study this book alone and follow it through in direct connection with their work; and (3) librarians using the book as a catalog code. The first group is the most diverse and thus was considered least. Cataloging instructors, like instructors in other subjects, vary widely in the order and the method they follow in presenting topics. It is expected, therefore, that they will use the material in whatever order best suits the requirements of their courses. The material has been arranged with reference to the convenience of the second group especially and to some extent to that of the third. It is logical in bringing together closely related topics; e.g., Chapter I treats of classification and Chapter II, of subject headings, two allied processes. Then follow the chapters which deal with the headings used as entries; and these chapters in turn are followed by the ones concerned with the actual description of the book on the catalog card. At the end of the volume are chapters on the use of printed catalog cards, the arrangement of the cards in the catalog, and other subjects not strictly cataloging but essential in the cataloging of a library.

Scope.—The following paragraphs summarize the contents of the chapters and indicate the changes made in this edition. The larger number of changes are those made necessary by the use of the *A.L.A. Catalog Rules*, preliminary American second edition,

¹*A.L.A. Catalog Rules; Author and Title Entries*; prepared by the Catalog Code Revision Committee of the American Library Association; with the collaboration of a committee of the (British) Library Association (preliminary American 2d ed.; Chicago: A.L.A. c1941). Out of print.

1941, instead of the *A.L.A. Catalog Rules*, 1908, as the basis for the cataloging rules. Other changes are those required by the substitution of the new fourteenth edition of the *Dewey Decimal Classification* for the thirteenth edition, of the fourth edition of *Sears' List of Subject Headings* for the third, and the availability of printed catalog cards from the H. W. Wilson Company as well as from the Library of Congress. Recent books have been substituted in many of the examples. An entirely new section on the process of withdrawing books from a library has been added to the last chapter. There are three changes in the order of chapters: placing the chapter on subject headings next to the one on classification; putting the chapter on a simpler form of cataloging fiction after the chapters dealing with the making of catalog cards; and placing the chapter on the arrangement of cards in a catalog after the chapter on printed catalog cards. The appendixes on definitions of technical terms, abbreviations, and references on cataloging and aids for the librarian have been thoroughly revised.

Chapter I defines and describes classification and discusses book numbers. Parts of this chapter have been rewritten to include illustrations from the fourteenth edition of Dewey and to point out the value to the classifier of the Dewey Decimal Classification numbers in the fourth edition of *Sears' List of Subject Headings*. Chapter II on subject headings has illustrations from the fourth edition of *Sears' List*.

Chapters III-V, treating of personal names, anonymous classics and other title entries, and names of organizations required the greatest number of changes in order to incorporate the rules from the new edition of the *A.L.A. Catalog Code*. Chapter III includes a short discussion of name authority files, their value, and how to make and maintain them. A sample authority card for a personal name is shown. Chapters IV and V show sample authority cards for anonymous classics and names of organizations. While this type of file is not needed by all libraries, a discussion of it is included by request. It is recommended that the librarian who is in doubt as to the value of such a file, or who questions whether or not there will be time to keep it up, ignore this section.

Chapters VI and VII, respectively, deal with main catalog cards and added catalog cards. They are in general the same as the corresponding chapters in the former editions. They were rewritten in order to incorporate the new *A.L.A. Catalog Rules* and to substitute more recent books in the examples. Similar changes have been made in Chapter VIII, in which the cataloging of sets, serials, and

independent works bound together is discussed. Chapter X on printed catalog cards has been enlarged to include information on the Wilson printed catalog cards for the books listed in the *Wilson Standard Catalogs*. Directions are given for ordering and adapting these cards as well as the printed ones from the Library of Congress. Chapter XI on the arrangement of the cards in a catalog has some new illustrations and brief mention of the new *A.L.A. Rules for Filing Catalog Cards*, especially its Appendix V, "List of the Rules Recommended to Small Libraries. Comprehensive Example."

Chapter XII now gives brief information on acquisition of the books, weeding the book collection, mechanical processes, accessioning, cataloging routine, marking the spines of books, withdrawals, where to catalog, cataloging supplies, and catalog cabinets.

Appendixes I-III include, as in former editions, definitions of technical terms, a list of publishers to be used without place, abbreviations of words commonly used on catalog cards, and references on cataloging. They have been revised to agree with the definitions in the *A.L.A. Catalog Rules*, preliminary American second edition, and the publishers' abbreviations compared with those in the "Directory of Publishers" in the *Cumulative Book Index*. The list of references on cataloging has been brought up to date.

Acknowledgments.—The author wishes to state again her appreciation of the assistance of Miss Harriet E. Howe, Director of the University of Denver School of Librarianship, and Miss Margaret Mann, Associate Professor Emeritus of the Department of Library Science of the University of Michigan. This aid was given specifically for the first and second editions of this book, but much of it carries over into this third edition. The author owes especial gratitude to Miss Elizabeth H. Thompson, Head of the Catalog Department of the University of North Carolina Library, for her constructive criticism. To three former students in cataloging, Miss Margaret Allman, Miss Betty Elinor Gosnold, and Miss Elizabeth Tarver, thanks are due for their help in preparing this edition.

Twenty-nine librarians who, as teachers of courses in cataloging or as library organizers, know the cataloging difficulties of beginners gave inestimable assistance through their careful and detailed answers to a questionnaire sent to them in the fall of 1941. The author also wishes to record the practical help that she has received from her students during many years in the teaching of cataloging.

Chapel Hill, North Carolina
April, 1944

S. G. A.

Classification

Definition.—"To classify books is to place them in groups, each group including, as nearly as may be, all the books treating of a given subject, for instance, geology; or all the books, on whatever subject, cast in a particular form, for instance, poetry; or all the books having to do with a particular period of time, for instance, the Middle Ages. . . . Its purpose is . . . to make . . . books more available."¹

Reasons for classifying.—If a given miscellaneous collection of books is to be used with ease, it should be arranged in some way. The books could be sorted and put on the shelves in alphabetical order according to their authors or titles. A collection arranged in that way would be many times more useful than a collection without any arrangement. Collections of books, however, are consulted more for material on a given subject than for any other purpose. Readers like to have the books on the same subject together as they much prefer examining the books to searching a list or a catalog.

Dewey Decimal Classification scheme.—If books are to be classified by subject, some scheme or system of classification should be adopted. Melvil Dewey's *Decimal Classification*² is the one most widely used in the United States, and it has been adopted by many libraries in foreign countries. The *A.L.A. Catalogs*, the *Booklist*, the H. W. Wilson Company's *Standard Catalogs*, and many other library publications use this classification system. It is published in two forms, the full form and the abridged form. For the general small library the abridged edition is convenient in size, inexpensive, and serves most purposes. The full *Decimal Classification*, however, is especially valuable because of the index and, if the cost is not pro-

¹Dana, J. C. *A Library Primer* (Boston: Library Bureau, c1920), p. 98.

²Dewey, Melvil. *Decimal Classification and Relativ Index* (14th ed. rev. and enl.; Lake Placid, N.Y.: Lake Placid Club, Forest Pr., c1942. \$12).

Dewey, Melvil. *Decimal Classification and Relativ Index* (abr., 5th ed. rev.; Lake Placid, N.Y.: Lake Placid Club, Forest Pr., c1936. \$2.50).

Either edition may be obtained from Demco, Gaylord, or the Library Bureau as well as from the Forest Press.

hibitive, the majority of librarians will prefer it regardless of the size of the collection to be classified. For the special library or special collection which needs the minute subdivisions in the subjects represented the full *Decimal Classification* is decidedly better.

This system is called the decimal system because each class may be subdivided into ten divisions, each subdivision into ten further ones, the numbers being considered as decimals not consecutive numbers. The ten main classes of the system are:

000 General works	600 Useful arts
100 Philosophy	700 Fine arts
200 Religion	800 Literature
300 Social sciences	900 History (including Biography, Description and travel)
400 Philology	
500 Pure science	

Certain numbers are used for form divisions (i.e., to show in what form the material is written, e.g., a dictionary) as follows:

01 Philosophy Theory	07 Study and teaching
02 Compends, handbooks, outlines	08 Polygraphy Collections Extracts
03 Dictionaries, cyclopedias	09 History and general local treatment
04 Essays, addresses, lectures	
05 Periodicals	Ex. 900—History
06 Collective bodies: or- ganizations, associa- tions, societies	902—An outline of history
	700—Fine arts
	703—A dictionary of fine arts

If a miscellaneous collection of books is to be classified according to the decimal system, the books will be grouped according to their subject matter, with, for instance, general books on all or many subjects, e.g., an encyclopedia, in one group; philosophical books in a second; books about religion in a third; and those about sociology in another. Thus, all the books on science will be brought together, all the books on history, and so forth.

The divisions of the science class, given below, show the principle of subdivision:

500 Pure science	550 Geology
510 Mathematics	560 Paleontology
520 Astronomy	570 Biology Anthropology
530 Physics	580 Botany
540 Chemistry	590 Zoology

In turn the books on mathematics may be divided as follows:

510 Mathematics	512 Algebra
511 Arithmetic	513 Geometry

In science (500) typical form divisions are:

501 Philosophy, theory,
 utilities, etc.
502 Compends, outlines

503 Dictionaries, cyclopedias
504 Essays, lectures, addresses

The books can then be arranged so that all the encyclopedias on music will be together, all handbooks on engineering, all histories of France.

How to classify.—The book which is to be classified should be carefully examined to see *what it is about, what the author's purpose was in writing it, what class of readers will find it most useful.* To do this, read the title page, preface, all or part of the introduction, look over the table of contents (as this spreads out before the examiner the skeleton of the book) and read parts of the book itself. Having determined to what class the book belongs, e.g., history, turn to the table for that class—in this case 900. An examination of the table shows that 900 is divided according to place and time. The first question that arises is: What country or section of a country is the book about? Then, does it cover the entire history of that country or section or only a specific period? Of course, if it covers the entire world from the creation to the present time, it goes in the general number for history, 909. But if the book is limited to United States history, it will go in 973, the figure 9 indicating that it is history, 7 that it is limited geographically to North America, and 3 that it is further confined to the United States. The 900 class, which includes history, travel, and biography, is a good one with which to begin the work of classification. It is readily determined whether or not a book treats of history, travel, or biography; and if it is history, the country and period of time covered are clearly indicated.

If the book is one of pure literature, the first deciding factor is the nationality of the author; the second, the literary form. Thus Masfield's poems are put with other books of English literature and in the section for poetry, 821. A book on the theory of electricity would go in the main class, science, the division for physics, and the section on electricity, 537.

The figures are the symbol of the class; e.g., 620 represents engineering and all general books on engineering would be so marked. If a book is on a specific kind of engineering, the third figure changes to show that fact, e.g., 621, mechanical engineering. Having discovered what a book is about and its place in the classification scheme, one puts the number representing that subject in the system (the notation) in the book and on its cover, so that all books may be kept

together on the shelves in the order of their classes.

General rules for classifying.—Sayers³ gives the following general rules for classifying:

1. Classify a book first according to its subject, and then by the form in which the subject is presented, except in generalia and in pure literature where form is paramount.
2. In determining the subject consider the predominant tendency or obvious purpose of a book, and its author's intention in writing it.
3. When a book appears to belong equally to two places in the classification make a decision as to the one in which it is to go.
4. When a book deals with two (or three) divisions of a subject, place it in the one which appears to be the most important; or, if the parts seem of equal importance, in the one first treated. When more than two (or three) divisions of the subject are dealt with, place the book in the general heading which contains all or the majority of them.
5. When a subject arises for which no place is provided in the scheme of classification, find the heading to which it seems to be most nearly allied and make a place for it there.
6. Place a book in the most specific head that will contain it.
7. Avoid placings which are in the nature of criticism. Pros and cons of any subject go together.
8. Index all decisions, or new headings, which are not already included in the index to the scheme; that is to say, make your index exactly represent your practice.
9. Finally (to repeat), *place a book where you think it will be most useful; and always have a reason for placing it there.*

To illustrate the application of the first rule for classifying: Grove's *Dictionary of Music and Musicians* would be given the Dewey Decimal Classification number 780.3; 78 shows that it treats of music, 0.3 that it is in the form of a dictionary. Masfield's poems would be given the number 821, 8 showing that it is pure literature, 2 that it is by an Englishman, and 1 that it is poetry. The literary form here determines its symbol, not the subject matter.

Rules number 3, 4, and 9 may be illustrated by a single group of books. *Reptiles and Amphibians; an Illustrated Natural History*, as the title indicates, deals with reptiles and amphibians, represented in the tables by two numbers, 597.6 Batrachia (Amphibia) and 598.1 Reptiles.⁴ The *Standard Catalog for High School Libraries*

³Sayers, W. C. B. *An Introduction to Library Classification* (6th ed.; London: Grafton, 1943), p. 167-68.

⁴As one of the differences between the abridged and the unabridged editions of Dewey, note that the abridged edition gives the numbers 597 and 598.1, adding .1 to 598 since the smaller libraries as a rule have more books on birds, which are given the general number 598; while the unabridged edition gives 597.6 Batrachia, 598.1 Reptiles, and 598.2 Birds.

gives this book the number 598.1 Reptiles, "where it will be most useful," thus deciding which heading should prevail. In this connection it should be added that in the dictionary catalog there will be entries for this book under both subjects, namely, *BATRACHIA* and *REPTILES*, so that it can be easily found by readers desiring material on either subject.

M. W. Jernigan's *American Colonies, 1492-1750* covers two periods of American history according to the divisions in Dewey, 973.1, the period of discovery and exploration, and 973.2, the colonial period. The emphasis is on the colonial period, the earlier material being given as background for it; therefore it will be more useful and will be in accordance with the emphasis and purpose of the author to place it in colonial history, 973.2.

Occasionally a book comes up for classification which deals with an entirely new subject, one for which there is no place in the Dewey Decimal Classification table. Representative of such subjects are the terms *air conditioning*, *broadcasting*, *sulfanilamide*, and many others. William Hull Stangle's *An Air Conditioning Primer*, published by McGraw-Hill in 1940, and Frank A. Arnold's *Do You Want To Get into Radio?*, published by Stokes in the same year, are illustrations.

The fifth abridged edition of the *Dewey Decimal Classification*, 1936, does not include the terms *air conditioning*, *broadcasting*, *radio broadcasting*, and *sulfanilamide* in its index or tables. The fourteenth edition of the unabridged Dewey has the following entries in the index:

Broadcasting	
educational meth.	371.333
radio	621.384193
advertizing	
stations radio	621.384164
Radio	
activities, amateur	621.384194
administrative control	351.817
apparatus, external	
city planning	711.83
applications	621.38419
radiotelegraphy	621.3844
radiotelephony	621.3847
special	621.3841926
broadcasting adver.	659.14
broadcasts, types of	621.3841938
business	654
censorship of	
political science	323.443

control by	621.384196
educational methods	371.333
electricity	537.82
engineering	621.384
equipment	
engineering	621.38413
radio manufactures	621.384182
radiotelegraphy	621.3843
radiotelephony	621.3846
frequency	
see Frequency, high	
news channels	
journalism	070.4311
receiving	
apparatus	621.384136
from aircraft eng.	621.38419144
on aircraft eng.	621.38419142
recreation	791.4
services, commercial	621.384192
industrial	621.3841926
sociology	384.5

Turning to the tables, one finds:

370	Education
371	Teachers Methods Disciplin
.3	Methods of instruction and study
.33	Lectures Oral and visual instruction
.333	Mecanical oral instruction
	Radio, broadcasting; phonograf, etc.
621.3	Electric engineering
.38	Electric communication: telegrafy, telefony, wireless
.384	Wireless electric communication: telegrafy, telefony
	Radio
.3841	General questions Radio principles
.38416	Radio stations
.384164	Broadcasting stations
.38419	Applications
.384193	Broadcasting

The abridged edition in its index has:

Radio business	654
engineering	621.3

The tables of the abridged edition have:

654	Telegraf Telephone Cables Signals
621.3	Electric engineering

If the library uses the abridged edition of Dewey, where shall

Entertainments
public

791

The table of the abridged edition shows no subdivision of 791; so if a book on that phase of broadcasting is added to the library, the term *radio broadcasts* should be added to the list of public entertainments in fine print below this heading, and, according to rule number 8, *broadcasting* should be added in the index in its proper alphabetical place, e.g.:

Broadcasting					
business	654				
education	371.3				
entertainment	791				
general	621.3	RELATIVE SUBJECT INDEX			89
British constitution	342	Buenos Aires	travel	918.2	
empire history	942	Buffalo	zoology	599	
travel	914.2	Bugle	wind instrument	788	
filosofers	192	Bugs	rhynchota	595.7	
Guiana history	938	Buhlwork		749	
travel	918.8	Bul fights	amusements	791	
India history	954		ethics	175	
travel	915.4	Bulgaria	history	949.7	
museum	069		language	491.8	
library	027.5		travel	914.97	
navy	354	Bulletins	library admin.	025.1	
régime Canada hist.	971		publications	027	
statutes	346	Bullion	coins and coinage	332	
Britozes history	942	Bulls and bears	stock exchange	332	
Brittany, France history	944	Irish	English humor	827	
travel	914.4	papal	eccles. polity	262	
Broad church	283		Roman church	282	
Broadsword exercise	355	Bundesrat	German empire	354	
military sci.					

Applying the sixth rule, one would give James Truslow Adams' *Provincial Society, 1690-1763* the classification number 973.2, the

number for colonial history of the United States, not 973, the general number for United States history.

Books which would come under rule number 7 are quite rare. For instance, the early books on Christian Science were placed in 615 with books on therapeutics. This classifying was according to the classifier's personal view of the subject. A place has since been made for Christian Science in class 200, religion.

When ready to classify a collection of books, first sort them by general groups, then examine those in each group carefully and see precisely what they are about. This is much easier than taking books as they come and switching one's thoughts from science to religion, to drama, to railroading, and so forth. The rules for classifying quoted from Sayers will be found very helpful. But one learns to classify by classifying. Keep in mind the purpose of classifying, namely, "to make books more available" to the readers, for whose benefit classification is used. Be as consistent as possible; in deciding upon a certain class for a certain book, see what other books are in that class. Should this book be with them? "Concrete well-defined subjects should be more closely classified than abstract ones."⁵

Changes from the Dewey Decimal Classification. Bacon's pamphlet points out further:

Some deviations from the D.C. [Decimal Classification] tables may often be employed to advantage, e.g., public libraries generally disregard the classification in fiction and arrange all fiction printed in English, whether original or translation, in a single group, alphabetically by authors . . . The average public library will find it best to arrange individual biography alphabetically by subject in a single group, marked either B or 92 [or 921]. . . . Almost every library will find lives of artists and musicians [both individual and collective] more useful classed in art and music [e.g., Anne Leslie's *Rodin, Immortal Peasant* in 735 and David Ewen's *Living Musicians* in 780.92]. Collective biography should be classified according to the D.C. divisions 920-928, or [preferably] arranged alphabetically by authors in a single group under 920, . . . in any part of the classification the subdivisions may be disregarded and the material collected under the general number.⁶

Since these or other changes in the tables are inevitable in every library, it is most important that each library, no matter how small, have an official copy of the adopted classification table annotated to show the practice of that particular library. For instance, if the library uses 921 for individual biography, it is necessary to cross out the words "of philosophy" beside 921 and to write in: "This number

⁵Bacon, Corinne. *Classification* (rev. ed.; Chicago: A.L.A., 1925), p. 21.

⁶*Ibid.*, p. 19.

is used for all individual biography except that of artists, which is kept with the subject." If this is done no one will forget and use 921 sometimes for individual biography, sometimes for biography of philosophers.

Classification aids and how to use them.—The *Booklist*, *Book Review Digest*, *A.L.A. Catalogs*, *Standard Catalog* series and their supplements give among other items the suggested classification number for each book listed. The *Guidepost* of the Public Library of Cincinnati, the *Wisconsin Library Bulletin*, which contains in each number a "Selected List of Current Books," the North Carolina Education Association's *Library Book Catalogue*, which is a classified list for elementary and high school libraries, and the Oregon State Library's *List of Books for School Libraries* are examples of bulletins which give the Decimal Classification numbers.

Using again as an illustration Frank A. Arnold's *Do You Want To Get into Radio?*, one finds that the *Book Review Digest*, 1940, another classification aid published by the H. W. Wilson Company, gives the Decimal Classification number 791.4 for this book; that the *Booklist* and the *Standard Catalog for High School Libraries*, 1938-1941 Supplement give 621.384; and that the printed catalog card from the Library of Congress gives 621.384193069. What shall a given library use? Turning to the Dewey Decimal Classification tables, the librarian finds the abridged edition gives 621.3 Electric engineering; the index, Radio engineering 621.3. The index of the unabridged edition gives: Broadcasting radio 621.384193. Such a long number is impractical for use as a call number or for arranging books on the shelves, and it should be shortened. The question remains, however, as to which is better, 621.384 or 791.4. As three out of the four aids consulted give 621.384 or the longer number which includes it, that would seem to be the better number. The number 791.4 would be the one for broadcasts as a form of public entertainment and in some libraries might be a more useful place for the book.

A relatively new aid for users of the Dewey Decimal Classification system, though an old aid in deciding upon the headings for the subject cards in a dictionary catalog, is Sears' *List of Subject Headings for Small Libraries*, fourth edition revised.⁷ On pages 399-400 are found:

Radio 621.384

Radio advertising 659.1

⁷Sears, M. E., ed. *List of Subject Headings for Small Libraries* (4th ed. rev., with the addition of Decimal Classification numbers by Isabel Stevenson Monroe; N. Y.: H. W. Wilson, 1939. \$2.75). A 16-page supplement bringing the 1939 edition up to date is now available.

Radio and music 780

Radio broadcasting 621.384

Radio in aeronautics 621.384

In general the usage of the *Standard Catalogs* of the H. W. Wilson Company as regards Decimal Classification numbers is followed in the *Sears' List of Subject Headings*.

These aids and others will be found very useful as a check on one's classification and may suggest more desirable classification numbers when the specific topic is not included in the index to the tables. If one is continually in agreement with the aids, presumably one knows how to classify. In case of doubt always consult the aids. But having consulted the aids, be sure to consult the particular library's collection and see that the number suggested is in accordance with its practice and is the best place for the given book in that library.

An aid may change its policy as the *Booklist* has done in regard to the use of 810 and 820. At one time all literary works of American or English authors were put together, and 821 English poetry was used for both American and English poetry. The fourth edition of the *Standard Catalog for High School Libraries* states that 522.2 will be used for books on the telescope rather than 520 Astronomy, used in the earlier editions of this catalog; 621.384 for books on radio, rather than 621.38, used formerly. If a library is to adopt such a change in policy, all of the books and records involved should have the classification numbers changed,⁸ while a bibliography such as the *Booklist* may ignore earlier volumes and simply be consistent in present and future issues.

Shelf arrangement for books within a class.—In many libraries, especially in small public libraries but also in school and college libraries, the books of fiction have an *F* or no symbol at all on the spine (i.e., back) of the book and on the catalog cards to show the location of the books on the shelves. All fiction printed in English is shelved together, regardless of the language in which it was originally written. Some libraries use *S.C.* (*Story Collections*) to designate the books of short stories and shelve them immediately follow-

⁸If there is a large number of books with the shorter number, e.g., 520 or 621.38, they might be left as they are and the more specific number, for instance 522.2 or 621.384, be used for books added to the library in the future. A note should be added to the library copy of the classification table stating this policy. On the shelves a book dummy or shelf label could be used to direct the reader from one number to the other.

ing the books of fiction. Juvenile fiction is usually designated in public libraries by marking it with a plus sign or a J. E is similarly used for *Easy Books*, for children in the first to third grades; and P is frequently used to distinguish *Picture Books*, which, because of their size and shape, may be kept on specially built shelves. These books are arranged alphabetically by author, but as a rule no attempt is made to keep the works of an author in alphabetical order by title; and if two authors have the same surname, no special effort is made to keep their works separated on the shelves.)

In the case of nonfiction, however, library practice will be found to vary. Many libraries use book numbers as well as classification numbers; many do not. Book numbers make it possible to keep the books within a class—i.e., those having the same content and therefore the same classification symbol—in exact order with little difficulty.

Individual biography, whether or not book numbers are used, is arranged by the name of the person written about, not the biographer, so that all of the biographies of one person will come together on the shelf. If book numbers are not used, individual biographies should have the name of the person written about underscored on the spine of the book for convenience in shelving. It should be added where it does not appear; for example, *Eaton's Leader by Destiny* should have *Washington* written on the spine and be shelved under his name.

The name by which a book is to be shelved should be underscored on the back in the case of books with editors, translators, and joint authors when there may be any doubt as to the choice of name. If fiction is published anonymously, but the author is known and his books are entered in the catalog under his name, the name should be added to the spine of the book. When a book is published under a pseudonym and is cataloged and consequently shelved under the real name, or vice versa, the name under which it is to be shelved should be underscored or added to the cover.

(**Book numbers.**—A book number is a combination of letters and figures taken from an alphabetical order table, e.g., the Cutter-Sanborn.⁹ The basic elements of the book number system now commonly used are as Barden states:)

1. An *initial letter* followed by figures to represent a name. This provides an alphabetical arrangement.

⁹Cutter, C. A. *Alphabetic order table*, altered and fitted with three figures by Kate E. Sanborn. (For sale by Library Bureau Division, Remington Rand Inc., Buffalo. \$3.50.)

2. The figures arranged as decimals to make possible the insertion of a new name between any two combinations already used.¹⁰

For example, Miles 645, Millikan 654, Mills 657; or—better—if just two figures are used: Miles 64, Millikan 65, but Mills 657, since it must be distinguished from Millikan if they have the same classification number. If the book by Millikan is classified in 530 and the one by Mills in 591.5, M65 may be used for both, since the classification numbers differ.

In the collection of individual biography, if the books are classified as 92 or 921 and arranged by the name of the subject of the biography, many book numbers may begin with the same initial letter or letters. To illustrate: Agassiz, A262; Allen, A425; Arliss, A724; or shortening them to two figures: A26, A42, and A72. Thus they may be distinguished with three symbols. By adding the initial letter of the biographer's name, one may readily differentiate several biographies of the same person and arrange them in alphabetical order by author: e.g., Goss' biography of Johann Sebastian Bach would have the book number 92 and Wheeler and Deucher's,

B11G

92 ; Dan Beard's autobiography, 92 and Clemens and Sibley's
B11W B36

biography of Beard, 92. Note that the autobiography has no letter
B36C
added after the number B36 and would stand before the other
biographies.

Many small libraries have found the first letter of the author's surname a satisfactory substitute for book numbers and use it for both fiction and nonfiction. Thus Stevenson's *Treasure Island* might be marked F on the back, this same symbol being used on the cata-

S

log cards to show the location of the book. Merrill and Davis' *How To Be an Aviator* would be 629.13.

M

The system of using the initial letter only sometimes breaks down in the class of individual biography if there are many cases of persons with the same surname or surnames beginning with the same letter or letters. To illustrate, Franklin D. Roosevelt's biographies would be marked 92, and if there were several biographies

R

¹⁰Barden, B. R. *Book Numbers; a Manual for Students* (Chicago: A.L.A., c1937), p. 7.

the author's initial letter would be added to distinguish them, e.g., 92 for Ludwig's life of Roosevelt. Suppose the library having this RL

book adds Eleanor Roosevelt's autobiography, *This Is My Story*. An o may be added to the R either in the call number for biographies of Franklin D. Roosevelt or, better, to the number for biographies of Eleanor Roosevelt. As there are likely to be more biographies of President Roosevelt, it may be well to keep the shorter designation for them even though the arrangement on the shelves would not be strictly alphabetical. The book numbers may be: 92 for *This Is My Story* and 92 for Ludwig's *Roosevelt; a Study*

Ro

RL

in *Fortune and Power*; or both may be 92, the order of books being

R

only approximately alphabetical within a class. One may give another illustration, namely, that of the Adams': Henry Adams' *Letters* (1892-1918); Mrs. Henry Adams' *Letters*, 1865-1883; and J. C. Miller's *Sam Adams: Pioneer in Propaganda*. They could all be assigned the number 92; or (in order) 92, 92, and 92. If the Cutter-San-

A

A A1

A2

born tables are used, the books present no problem if three figures are used, but are 92, 92, and 92 respectively. There are not

A213 A215 A217

likely to be many such cases in the average small general library. Cutter-Sanborn numbers may be used for individual biography, and the initial letter used in other classes.

Barden states that book numbers in addition to class numbers are needed:

1. To arrange books in order on the shelves.
2. To provide a brief and accurate call number for each book.
3. To locate a particular book on the shelf.
4. To provide a symbol for charging books to borrowers.
5. To facilitate the return of books to the shelves.
6. To assist in quick identification of a book when inventories are taken.¹¹

Fargo calls attention to the fact that it takes less time to copy call numbers than authors and titles and suggests, therefore, that when there is a crowd about the catalog it serves the pupils better to have call numbers, i.e., book numbers as well as classification numbers.¹²

¹¹*Ibid.*, p. 9.

¹²Fargo, L. F. *The Library in the School* (3d ed.; Chicago: A.L.A., c1939), p. 363.

Tomlinson points out that if book numbers are omitted, time is saved in the work room; but as much or more time may be lost in shelving books and in locating books on the shelves.¹³

On the other side of the argument Brown writes: "In small village and town libraries and perhaps in small school libraries I should not recommend Cutter numbers."¹⁴ And Douglas recommends that the small school library, especially where a teacher-librarian is in charge, use only the initial of the author's surname.¹⁵

Miss Brown and Mrs. Douglas were writing about the very small library, but Miss Latimer, writing about the Children's Department of the Public Library of the District of Columbia in 1932, lists among labor savers the doing away with book numbers on all juvenile nonfiction except in the case of collective biography and collective poetry, adding, "The pages report shelving no harder even in the transition period."¹⁶

To sum up this discussion: Adopt a policy regarding the use of book numbers and adhere to it. If the library has book numbers, continue them, studying their advantages and disadvantages. If it does not have them, continue without them unless certain that they would improve the service to the public. In case of a new library or one previously uncataloged and unclassified, go over the arguments for and against book numbers in this and other manuals, make your decision, and stand by it. Unless the book collection includes many different editions which may be difficult to distinguish without book numbers or many books by the same author in the same class, it would seem unnecessary to have them.

Book numbers from the Cutter-Sanborn alphabetical order table are given on the sample cards for nonfiction in this book. Librarians deciding not to use book numbers have simply to omit them from their cards and follow the sample card in all other respects.

¹³Tomlinson, A. L. "Are Cutter Numbers Doomed?" *Library Journal*, 57:292, March 15, 1932.

¹⁴Brown, Zaidee. "More about Cutter Numbers," *Library Journal*, 57:437, May 1, 1932.

¹⁵Douglas, M. P. *Teacher-Librarian's Handbook* (Chicago: A.L.A., c1941), p. 41.

¹⁶Latimer, L. P. "Labor Saving," *Library Journal*, 57:647, August 1932.

Choice of Subject Headings

Introduction.—This chapter deals with the problem of determining of what subject a book treats and the topic or topics under which it should be listed in the catalog. The forms of the subject card and the subject analytic card¹ will be discussed in a later chapter. Some libraries find that subject cards for certain types of fiction serve a real purpose and improve the service of the library. If sea stories, detective stories, and western stories, to take a few of the best-known examples, are entered in the catalog under the headings SEA STORIES, DETECTIVE STORIES, and WESTERN STORIES, respectively, as well as under author and title, time will be saved both for the public and the library staff—though the time saved by the staff in serving the public may possibly be counterbalanced by the time spent in assigning those subjects and in making those extra cards.

School libraries will find subject cards for fiction almost as useful as those for nonfiction. Both the *Standard Catalog for High School Libraries* and the *Children's Catalog* indicate subject headings for many of the books of fiction. For example, Margery Bianco's *Other People's Houses* has listed below the description of the book: 1 VOCATIONAL STORIES. Alice Bertha Curtis' *Children of the Prairie* has: 1 IOWA FICTION. These are suggested subject headings under which to list these books in the catalog. On the other hand, it is not advisable to try to find subjects for all books of fiction. The *Standard Catalog for High School Libraries* does not suggest any subjects for John Buchan's *Adventures of Richard Hannay* nor for Nina Fedorova's *Family*; nor does the *Children's Catalog* give any for Bunyan's *Pilgrim's Progress*. Make subject cards for the catalog for fiction and nonfiction if the book gives definite information on a given subject.

¹An analytic card or entry is made for a portion of a book; e.g., a card with the heading AIRPORTS would be made for pages 149-58 of E. Shenton's *Couriers of the Clouds*, while a subject card under AIR MAIL SERVICE would be made for the entire book.

✓ **Subject treated.**—To determine the subject of a book requires such a careful examination of its contents as is described on page 7 in discussing "How to classify." For this reason the subject headings should be determined and assigned at the same time as the classification number; otherwise examining the book and determining what it is about has to be done twice. The two topics are separated in this manual because, since both classification and subject headings are difficult, it is better to take them up separately until each one is clearly understood. Furthermore, in organizing or reorganizing a library it is frequently best to classify the books, make a shelf list,² and later catalog the collection.

Review the directions given in Chapter I: Read the title page, look over the table of contents carefully, read the preface, read or look through the introduction, and dip into the book itself in several places. This scrutiny will show what the book is about and what the author's purpose was in writing it. Such an examination may bring out the fact that the book treats of one subject, of several distinct phases of a subject, or of two or more subjects. No matter of how many subjects a book may treat, it can be classified in only one place and stand on the shelves in only one place, but it may be entered in the catalog under as many subject headings as are necessary. If the book treats of one subject, it requires only one subject heading; e.g., Bassett's *A Short History of the United States* deals with the general subject and would be entered in the catalog only under the heading U. S. HISTORY.

On the other hand, Quincy Howe's *The News and How To Understand It* needs to be brought out under several subjects, namely, AMERICAN NEWSPAPERS, REPORTERS AND REPORTING, PERIODICALS, and RADIO BROADCASTING. Similarly Walter G. Whitman's *Household Physics* treats of both physics and home economics and might be represented in the catalog by two subject cards, one under HOME ECONOMICS and one under PHYSICS. Another type of book has one general topic and includes the special phases of that topic, e.g., Anna Botsford Comstock's *Handbook of Nature-Study*, twenty-fourth edition, 1939. The general subject is nature study, and a card will be made for the catalog with that as the heading. But the book will be much more useful if it is also entered in the catalog under the other special topics with which it deals; e.g., pages 780 to 807 are on the weather; pages 717-27, on fungi; pages 27-143, on birds. Subject cards should be made for each of these topics, or as many of them

²The shelf list, which will be discussed in detail in a later chapter, is a brief record of the books in a library.

as the library is likely to have calls for. This depends upon the other material available on the subject and the special interests of the library's readers.

Thus the book is examined, the subject of which it treats determined, and one or more subject cards are made for the catalog. Whether these cards are general subject entries or subject analytic entries for a particular portion of the book depends upon whether or not two or more subjects are discussed together throughout the book or each subject is discussed separately.

X Selecting subject headings.—When deciding upon the heading for a subject entry, choose that heading which most truly represents the contents of the book or a certain part of the book, that is, the most specific subject or subjects possible. For example, if a book is about trees, how to identify them, their uses for ornamentation, select the specific term TREES. The subject heading BOTANY includes the subject heading TREES, but it obviously includes a great deal more, and this book tells of no other plant than the tree. The subject heading FORESTS AND FORESTRY would be used for a book which treats of trees as they grow in forests, how to care for and preserve forests, but not for a book which treats of trees as individual varieties, trees as an ornament for lawns and streets, and the like. It would not, therefore, be a suitable heading for this book. Likewise, Fabre's *The Life of the Fly* would have the specific heading FLIES, and not the general one INSECTS. Of two equally correct and specific headings, such as BIRDS and ORNITHOLOGY, the choice depends upon the type of library, and a cross reference³ should be made from the one not chosen. In a public or a school library, choose the heading BIRDS as the term commonly used by the readers. In a special ornithological library, use the heading ORNITHOLOGY, for the users of such a library are quite familiar with the scientific term.

Consider opposite terms such as *temperance* and *intemperance*. A book on one of these subjects necessarily includes material on the other. Choose one, e.g., TEMPERANCE, and put all the material under it, *referring from the other term to it.*)

Select as many subject headings as are necessary to cover the contents of the book, but do not multiply them unnecessarily. Test each heading by asking whether or not a patron would be glad to be given the book or books listed under the given heading if he were looking for material on the topic used as heading. It would be an unusual book which would need more than three or four

³A cross reference directs the reader from one heading to another.

subject headings, and one or two will cover most books. In the case of subject analytics, however, very many may be needed for certain kinds of books. In the *Children's Catalog, 1940 Supplement*, the set *Building America; Illustrated Studies of Modern Problems*, published by E. M. Hale, 1935-40, in five volumes, has the general subject heading U. S. SOCIAL CONDITIONS and forty-one subject analytics, e.g., FOOD SUPPLY, v.1, no.1. But, as will be explained in more detail in a later chapter, it is not desirable to analyze books already indexed in books available in the library. The usefulness of such books as Cutts' *Scenes & Characters of the Middle Ages*, which is not analyzed in any of the *Wilson Standard Catalogs*, would be greatly increased, however, by having subject analytics made for each of the groups described, e.g., KNIGHTS AND KNIGHTHOOD, PILGRIMS AND PILGRIMAGES.

Another point in the choice of subject headings may be illustrated by Percy Boynton's *America in Contemporary Fiction*, which is about American fiction and American authors. The *Standard Catalog for High School Libraries, 1938-1941 Supplement* lists this book and suggests as subject headings: (1) AMERICAN FICTION—HISTORY AND CRITICISM and (2) AUTHORS, AMERICAN (10 biography anal.). If the library owns this catalog, the librarian will not need to make these ten analytics, but the reader can refer to the printed book catalog to find references on individual authors. The two subject cards, however, are necessary. First the suggested headings should be checked with *Sears' List of Subject Headings*, if it is the list adopted by the library, to see if they are authorized. AMERICAN FICTION, as a subject heading, is found in its alphabetical place, and below it the heading AMERICAN LITERATURE, and below that the form subheading HISTORY AND CRITICISM. The form subheads used under literature may also be used under the headings for the different types of a literature, so for this book the heading AMERICAN FICTION—HISTORY AND CRITICISM may be used. The *Standard Catalog for High School Libraries* gives AUTHORS, AMERICAN; this heading is found in *Sears* and below it: "Refer from (see ref.) American authors." So a second subject card should be made with the heading AUTHORS, AMERICAN, and a cross-reference card should be made, reading:

AMERICAN AUTHORS, see
AUTHORS, AMERICAN

Why use the terms AMERICAN FICTION, AMERICAN LITERATURE, etc., but AUTHORS, AMERICAN? The aids and the lists agree that it is important

to bring all material in the catalog together under AUTHORS, then separate it according to nationality, e.g., AUTHORS, AMERICAN; AUTHORS, ENGLISH; while with the terms *literature, poetry, fiction*, etc., it is more useful to put the national adjective first and bring together everything on the literature of one country, as AMERICAN DRAMA, AMERICAN FICTION, AMERICAN LITERATURE. Among these headings in the catalog will be the *reference from* AMERICAN AUTHORS.

Besides subject cards for books and parts of books, subject cards may be made to call attention to an entire group of books. One method is suggested in Mrs. Douglas' *Teacher-Librarian's Handbook*⁴ and is now in use in some school libraries and children's departments of public libraries. By means of this scheme one subject card may serve for all the general books on a given subject, by simply referring the reader to the books on the shelves by classification number, and to the shelf list to find the books which may be temporarily out of the library. This practice serves the reader quite satisfactorily in a small library, where he makes his choice from the books on the shelves and uses the catalog only to see that there are books on the subject and where they are. Also the librarian's time is saved and space is saved in the catalog.

If the library has books with chapters on airplanes not indexed in the *Standard Catalog for High School Libraries*, *Standard Cata-*

629.13

AIRPLANES.

Air *Part* *Implane*

Air Books about airplanes will be found on the shelves under the number 629.13.

For a complete author list of the books in the library on airplanes, consult the shelf list under the number 629.13.

1. GENERAL SUBJECT CARD FOR ALL OF THE BOOKS IN A SUBJECT CLASS

⁴Douglas, M. P. *Teacher-Librarian's Handbook* (Chicago: A.L.A., c1941), p. 54.

AMERICAN POETRY. COLLECTIONS.

Books of poetry by individual American poets will be found on the shelves under the number 811.

Collections of poetry by several American poets will be found on the shelves under the number 811.08.

For a complete list of books in the library containing poetry by individual American poets, consult the shelf list under the number 811; for collections by several American poets, 811.08.



2. GENERAL SUBJECT CARD FOR ALL OF THE BOOKS IN ONE OR MORE CLASSES

log for Public Libraries, or *Children's Catalog* and their supplements, or if the library does not have these aids, subject analytic cards for the catalog should be made for this material. Chapter VII (pages 99-100) gives details as to how to make these cards. Card 1 should be filed in the catalog before these subject analytic cards and should include as a third paragraph: "For parts of books on airplanes see the cards following this one."

(Subdivisions of a subject.—Some subjects need to be subdivided to be exact. Most subjects can be divided by either: (1) phase, (2) form, (3) geographical area, or (4) period of time. For instance, the subject heading BIRDS would be used for a general book on that subject. But if a given book is limited to the protection of birds or the migration of birds, the general subject heading BIRDS can be limited by adding a phase subdivision, e.g., BIRDS. PROTECTION; BIRDS. MIGRATION. If, however, the book is not a book about birds but a list of books about birds, the form subhead BIBLIOGRAPHY should be added and the heading becomes BIRDS. BIBLIOGRAPHY. Or the book may be on birds of the United States, and the heading may be limited by geographical area to BIRDS. U. S.)

For some subjects, notably history, next in importance to the geographical area is the period of time covered. For a general history in which there is no geographical limitation, the period of time covered is the significant item. Take H. A. Davies' *History of the World*, which covers all countries and all periods up to 1937; the subject

heading would be HISTORY, UNIVERSAL. But a history which, though covering all lands, stops at the beginning of the Middle Ages would have the subject heading HISTORY, ANCIENT. A general history of the United States, however, would have the subject heading U. S. HISTORY. A time subhead may be added, e.g., U. S. HISTORY. REVOLUTION, or U. S. HISTORY. 1898-. The use of subheads depends upon whether or not the book is limited to one phase, period of time, etc., and the amount of material on that subject which the given library has or expects to have.

If the collection contains only a few (e.g., five) books treating of United States history, they may as well all have the same subject heading, namely, U. S. HISTORY. The larger library may have a dozen or more books, e.g., three general works covering the history of the United States from the Revolution to the present time; two books dealing exclusively with the period of the Revolution; one on the Civil War period; two on the history of the period since 1898. It would be well to group them in the catalog under such headings as U. S. HISTORY; U. S. HISTORY. REVOLUTION; U. S. HISTORY. CIVIL WAR; U. S. HISTORY. 1898-.

To sum up this matter of the choice of subject headings use the term or terms which most clearly describe the contents of the book. "In choosing between synonymous headings prefer the one that— (a) is most familiar to the class of people who consult the library; (b) is most used in other catalogs; (c) has fewest meanings other than the sense in which it is to be employed; (d) brings the subject into the neighborhood of other related subjects." (Cutter, 169)⁵

Form headings.—A subject heading, as noted before, is the word or words used to describe the content of the book; thus Miller's *Children's Book of Birds* will have the subject heading BIRDS. Novels do not usually have a definite subject and are read for their style, characterizations, etc., rather than for information. This is also true of poems and plays. They have author and title entries in the catalog but seldom subject entries. The heading POETRY is not used for a book of poems, but for a book *about* poetry; e.g., Max Eastman's *Enjoyment of Poetry* requires POETRY as a subject heading. The literary works of an individual are represented in the catalog under his name and under the title if distinctive. Whoever wishes to read Edwin Arlington Robinson's *Nicodemus* will look under Robinson or *Nicodemus*; and his collected poems will be found only under Robinson, not under POETRY. It is, however,

⁵Cutter, C. A. *Rules for a Dictionary Catalog* (4th ed. rewritten; Wash.: Govt. Print. Off., 1904).

worthwhile and practical to bring together in the catalog collections of poems, essays, or dramas of three or more authors. This is done by adding a form subhead to the heading. Thus the heading POETRY OF AMERICAN POETRY is used for books about poetry; while the headings POETRY. COLLECTIONS OF AMERICAN POETRY. COLLECTIONS are used for such works as Untermeyer's *Modern American Poetry*. These latter headings, POETRY. COLLECTIONS and AMERICAN POETRY. COLLECTIONS are called *form* headings, as they refer to the form in which the material is written, not to its content.

As stated before, the term POETRY is used in the catalog for books about poetry, not for books of poetry, and the heading POETRY. COLLECTIONS is used for the collections of three or more poets, not for the collected poems of one poet. The reader will not find entries for the books of poems of individual authors unless he looks under their names. Form cards similar to card 2 might take the place of the form heading POETRY. COLLECTIONS and AMERICAN POETRY. COLLECTIONS and direct the reader to books on the shelves. If this practice is adopted, similar cards would be made for ENGLISH POETRY. COLLECTIONS; AMERICAN DRAMA. COLLECTIONS; ENGLISH DRAMA. COLLECTIONS, etc.

Lists of subject headings.—Next in importance to choosing the right subject heading for a given book is to use the same wording for all the subject headings for books or parts of books on the same subject, so that they may be brought together in the catalog. To do this it is essential to have a carefully worked-out list of subject headings from which to choose and to check it to show which headings have been used.

There are available two very good lists: for small public and high school libraries, Sears' *List of Subject Headings for Small Libraries*,⁶ and for school libraries and for cataloging the children's books of the public library, Smith's *Subject Headings for Children's Books*.⁷

How to use lists of subject headings.—Determine what the book is about; then look in the list of subject headings adopted by the library for a suitable heading which expresses the content of the book.

On examining the list itself or this page reproduction, one

⁶Sears, M. E., ed. *List of Subject Headings for Small Libraries* (4th ed. rev., with the addition of Decimal Classification numbers by Isabel Stevenson Monroe; N. Y.: H. W. Wilson, 1939. \$2.75). A 16-page supplement bringing the 1939 edition up to date is now available.

⁷Smith, E. S. *Subject Headings for Children's Books* (Chicago: A.L.A., 1933. \$3.25).

Air conditioning 697

See also Refrigerator and refrigerating machinery; Ventilation

✓ Air defenses 629.13; 623

See also Aeronautics, Military

Refer from (see ref.) Defenses, Air

Air engines 621.4

Refer from (see ref.) Caloric engines; Hot air engines

Refer from (see also ref.) Engines

Air lines 629.13

(Used for works dealing with systems of aerial transportation and with companies engaged in this business. Works dealing with the routes along which the planes are flown are entered under Airways)

See also Airways

Refer from (see also ref.) Aeronautics, Commercial; Airways

Air mail service 383

Refer from (see also ref.) Aeronautics; Postal service

Air pilots 920; 629.13

See also Women in aeronautics

Refer from (see ref.) Airplanes—

Pilots; Aviators; Pilots, Airplane

Refer from (see also ref.) Aeronautics; Aeronautics—Biography

✓ Air ports. See Airports

✓ Air routes. See Airways

✓ Air raids

Court and courtiers

(Used as a subdivision under names of countries, states, etc.)

Refer from (see also ref.) Courts and courtiers

✓ Court life. See Courts and courtiers

Courtesy 395; 177

See also Conduct of life; Etiquet

Refer from (see ref.) Manners; Politeness

Refer from (see also ref.) Conduct of life; Ethics; Etiquet

✓ Courtiers. See Courts and courtiers

Courts (Use geog. subdiv.) 351.9

See also Courts martial and courts of inquiry; Judges; Jury; Justice, Administration of; Juvenile courts

Refer from (see also ref.) Justice, Administration of; Judges; Law

✓ Courts and courtiers 930-999

See also Kings and rulers; Queens; also subdivision Court and courtiers under names of countries, states, etc.

Refer from (see ref.) ✓ Court life; Courtiers

Refer from (see also ref.) Kings and rulers; Manners and customs; Queens

Courts martial and courts of inquiry 344

See also Military law

Refer from (see also ref.) Courts; Military law; Trials

should note that the headings are listed in alphabetical order and that some are in heavy black type. Those in heavy black type are followed by the Dewey Decimal Classification number for material on that subject, e.g., **AIR DEFENSES** with the numbers 629.13 and 623.

Note on the line below **AIR DEFENSES** the words: *See also AERONAUTICS, MILITARY*. This suggests another heading which may be better for the book in hand than the first subject heading looked up. If that is the case, turn to **AERONAUTICS, MILITARY** in its alphabetical place in the list. But if **AIR DEFENSES** is the better, use it. Note the next line: *Refer from (see ref.) DEFENSES, AIR*. This means that a *see cross reference* should probably be made from the term **DEFENSES, AIR** to the one chosen, namely, **AIR DEFENSES**. A *see reference* is a reference from a heading which is not used in the catalog to a heading that is used.

If one looks farther down the list, one notices that the term **AIR PORTS** is not in heavy black type and that it is followed by the phrase: *See AIRPORTS*. This means that this list recommends that the term be spelled as one word, **AIRPORTS**, not as two. Further search in the list will show, on page 11 of Sears, the term **AIRPORTS** in heavy black type, followed by the classification number 629.13; and on the line below: *Refer from (see ref.) AERODROMES; AIR PORTS; AIRDROMES*. From this observation it is apparent that the terms followed by *see* are not used as headings.

Below the term **AIR PILOTS** note: *See also WOMEN IN AERONAUTICS*. Farther down note: *Refer from (see also ref.) AERONAUTICS; AERONAUTICS—BIOGRAPHY*. What is the distinction between these directions? The former phrase, as explained before, is to suggest to the librarian other headings which might be more apt; the latter phrase suggests related terms, which if also used as subject headings in this catalog, should have cross references made from them to this heading, so that attention may be called to all related subjects. Such a reference from one heading that is used to another that is used is called a *see also reference*. H. T. Tindall and George Daws' *How To Be an Aviator* would have a subject card, **AIR PILOTS**, and there would be a *see also reference* card from related headings, for instance, **AERONAUTICS**, *see also AIR PILOTS*.

The Preface to Sears' list explains what subjects have been included, what omitted, the provision for subdivisions, and references. Preceding the list of headings there is a short list of form divisions which may be used under any subject.

The third and fourth editions of Sears' *List of Subject Headings for Small Libraries* contain a chapter "Practical Suggestions for the Beginner in Subject Heading Work," which will be found very helpful. The librarian who has a copy of this list or of the pamphlet edition of this chapter available may well skip the directions given here.

An examination of Smith's *Subject Headings for Children's Books* shows that the form is the same as that of Sears' list. Smith's list, however, includes names of persons, which may be used as subject headings for biographies, etc. These forms would always be used for these names, no matter what the type of heading. The introductory pages contain much valuable material for the person cataloging the children's books in a public or school library. Another special feature of this list is the discussion in the Introduction of the terms *fairy tales*, *fables*, *sagas*, *legends*, and *myths*.

Subject cross references.—In deciding upon subject headings, as explained before (pages 21-25), sometimes it is found that there are two or more different terms that might be used for the same subject. For example, which is better, AVIATION or AERONAUTICS; MARIONETTES or PUPPET PLAYS; POTTERY or CERAMICS; RABIES or HYDROPHOBIA? Turn to page 25; there are four guides as to which of two synonymous headings to choose. Unless there is some very good reason for not doing so, one should always use the heading given in the subject heading list adopted by the library. If one looks up these groups of terms, he will see that Sears gives AERONAUTICS, PUPPET PLAYS, POTTERY, and HYDROPHOBIA, but some persons who will use the catalog will undoubtedly look under the terms AVIATION, MARIONETTES, CERAMICS, and RABIES. When they find nothing, will they think of the other terms? They may not. Therefore, adopt one of these terms (the one listed in the list of subject headings, which is not followed by the phrase *see* —) and refer from the other; e.g., use POTTERY and refer from CERAMICS. The lists of subject headings not only suggest subject headings to be used but list synonymous and related terms from which it is wise to refer.

Some librarians do not consider *see also* references necessary for the small library's catalog and do not make them. Other librarians feel that they are needed especially in the small catalog, since the collection is limited, and that all material on related subjects should be brought to the inquirer's attention.

Notice that the *see also* card is made precisely like the *see* card except for the words *see also*. Detailed directions for making cross-reference cards are given on page 105. Most *see* references are made

✓
 AVIATORS, see
 AIR PILOTS.

3. SEE REFERENCE CARD

JUSTICE, ADMINISTRATION OF, see also
 COURTS.

4. SEE ALSO REFERENCE CARD

at the time that the subject heading to which they refer is first used, since they are synonyms for the headings decided upon. One should avoid making too many cross references for the small catalog. It is not desirable to make *see* references from terms not in the vocabulary of the public; for example, one would not refer from PRESTIDIGITATION to MAGIC unless the public using the library in question might be likely to look under the term *prestidigitation*. One need not make a card "DUNGEONS, see PRISONS," if the book to be entered under PRISONS has nothing in it on dungeons.

Before making *see also*'s one should consider the following questions:

1. Does the catalog have material under the term referred from?
2. Is the term suggested for a reference one which anyone is likely to use?
3. Is there material in the book on the topic that this reference term suggests? For example, does the book on pantomimes have anything on the ballet? If it has, make a reference from BALLET.

It is true that after a reference is once made from one subject to another, there is no way of telling which of the books treat of that phase of the subject except by examining the books in question. That does not matter, however. To go back again to the example given above—if there is a card in the catalog which reads, "BALLET, see also PANTOMIME," the reader turns to PANTOMIME and there among the several books on the subject finds upon examination one or more which contain something on the ballet, and he is satisfied. But if, on the other hand, he turns to the subject PAN-

Pantomime and finds a few books, none of which has the slightest reference to the ballet, he may lose faith in the catalog.

Thus a catalog may be made much more useful by the wise and restricted use of the suggested *see* and *see also* references, since the first subject the reader thinks of may not be exactly what he desires. References, especially *see also* references, should be made sparingly, as nothing is more annoying than to turn card after card and find only, *see so and so*, or *see also so and so*.

Another slightly different kind of cross reference is the so-called *general reference card*. In Sears, page 298, in the list of *see also's* under MANNERS AND CUSTOMS is found: "... and subdivision Social life and customs under names of countries, cities, etc." (e.g., U. S. SOCIAL LIFE AND CUSTOMS). This sort of reference is very useful in a catalog and saves much duplication, as otherwise it would be necessary to list on a cross-reference card a heading for each individual country with the subdivision SOCIAL LIFE AND CUSTOMS.

MANNERS AND CUSTOMS.

See also subdivision SOCIAL LIFE AND CUSTOMS
under names of countries, cities, etc., e. g., U. S.
SOCIAL LIFE AND CUSTOMS.

5. GENERAL REFERENCE CARD

Keep down the number of cross references. Be absolutely sure that no reference refers to a heading not in the catalog. See the first restriction given above. Do not make a *see also* reference from a subject on which there is no material, but wait until there is material on that subject. On the other hand one may make temporary *see* references. For example, in order that the reader may have the suggestion and find the small amount of material on the ballet that is included in the book on pantomime, one may make a temporary card, "BALLET, *see* PANTOMIME." Later if there is a card with the heading BALLET, this cross-reference card may be changed to read, "*see also*."

Aids for subject headings other than the lists mentioned.—Special libraries need special lists in their fields. Appendix III lists some which are available. Even small public libraries and school libraries will have books and parts of books treating of a subject not included in Sears or Smith. This is especially true of the new

subjects which are constantly developing, e.g., air raids and social planning. The subject headings used in general and special periodical indexes, bibliographies of special subjects, and the terms in general and special encyclopedias will be found very helpful in determining the wording for such headings. First be sure no term in the regular list meets the need, then look in the authorities mentioned for the best possible term.

At the end of this manual is found a list of aids for subject headings which include headings for the newest subjects. An authoritative checked list either in book or card form is absolutely necessary. Great care should be taken in the use of indexes coming out at regular intervals, e.g., the *Booklist*, since these lists can best serve their purpose by changing their headings to suit the latest development of subjects. If a heading in a catalog is changed, all the cards with that heading should be changed.

To illustrate how the aids may vary, take the subject *airplanes*. Since 1935 the *Booklist*, which follows Library of Congress practice, has used the term AEROPLANES as a subject heading; the *Standard Catalog for Public Libraries*, 1940 edition, on the other hand, uses AEROPLANES as a *see* reference to the heading AIRPLANES, as both the *Cumulative Book Index* series, 1933-42, and the *Standard Catalog for High School Libraries* in all of its editions do. Another example is the use of the terms AVIATORS and AIR PILOTS. The *Cumulative Book Index* since 1928 has used AVIATORS with a *see* reference from AIR PILOTS. But the *Standard Catalog for High School Libraries*, fourth edition, 1942, uses AIR PILOTS with a *see* reference from AVIATORS.

Checking subject-headings lists for tracing.—When a heading is decided upon for the first time, it is checked in the list of subject headings to show that it has been adopted for entry. Note the check mark (✓) before AIR DEFENSES and before COURTS AND COURT-TERS (page 27) on the reproduced page from *Sears*. In this way the librarian can tell which subject headings have been used without referring to the catalog. This is a great convenience, and care should be taken that each subject heading is checked the first time it is used. In cases where there is no suitable heading in the adopted list and a heading is selected from some other source, this heading is written in the printed list of subject headings in its alphabetical place. The sample page from *Sears*, given on page 27, shows the subject heading AIR RAIDS — used in the *Cumulative Book Index*, 1941—written in.

As subject headings that are used for the catalog are checked

in the list, so should subject cross references that are used in the catalog be recorded. This shows the librarian which of the references have already been made. If it is decided to discontinue a heading in the catalog, this checked list will be a guide in removing the references to that heading.

The rule is: Mark with a check (✓) at the left the subject heading used and the cross references which have been made to it; turn to each reference in its regular alphabetical place and check it and the subject heading used. The checks on the page reproduced from Sears (page 27) indicate that there are entries in the catalog under AIR DEFENSES and COURTS AND COURTIER and that a reference has been made from AIR PORTS to AIRPORTS and from COURT LIFE and COURTIER to COURTS AND COURTIER.

Summary: In making subject entries for a catalog use the headings and the cross references suggested in the list of subject headings selected and keep it carefully checked for all terms used.

Subject authority file.—Instead of checking a printed list of subject headings the special library for which there is no suitable printed list or the small general library may have a subject authority file on cards. In this file there is one card for each subject used in the catalog and on this card is a record of all cross references made to that subject. If the subject is not taken from the adopted list of subject headings, the source is given on this card. There is also a card corresponding to each cross-reference card in the catalog.

Cards 6, 6a, and 7 are sample subject authority cards.

The cross-reference cards, the second kind of card in the subject authority file, are just like the *see* and *see also* reference cards for the catalog, given on page 30, except that the subject headings are not in full capitals. Subject headings in the card catalog need to be distinguished in some way from other headings for the con-

Air pilots.

Refer from

s Airplanes. Pilots.

s Aviators.

s Pilots, Airplane.

Aeronautics.

Aeronautics. Biography.

Air pilots. ← - - - - - 2nd line, 2nd space from left edge

Refer from ← - 4th line, 12th space from left edge
s Airplanes. Pilots.

↑ - - - - - 5th line, 6th space from left edge

- - - - - 5th line, 8th space from left edge

6a. SUBJECT AUTHORITY CARD WITH EXPLANATION OF SPACING

Air raids (R. G. 1941)

7. SUBJECT AUTHORITY CARD SHOWING SOURCE OF HEADING

venience of the readers. In some catalogs red ink is used for these headings; in other catalogs full capitals are used. As the subject authority file is only for the use of the librarian, the terms are given with only the first letter of each heading or subheading capitalized. Cards 8 and 9 are sample cross-reference cards for the subject authority file.

Aviators, see
Air pilots.

8. SEE REFERENCE CARD FOR SUBJECT AUTHORITY FILE

Aeronautics, see also
Air mail service.
Air pilots.

9. SEE ALSO REFERENCE CARD FOR SUBJECT AUTHORITY FILE

Card 9a shows the exact location on the card of the heading referred from, in this example AVIATORS, the word *see*, and the heading referred to, AIR PILOTS. If the heading referred from or the word *see* cannot all be written on one line, it would be continued on the line below, beginning on the fourteenth space from the left edge. Similarly the heading referred to, if very long, would be

	-----	4th line, 12th space from left edge
↓		
Aviators,	see	4th line, 5th space after comma
Air pilots. ←	-----	5th line, 8th space from left edge

9a. SEE REFERENCE CARD WITH EXPLANATION OF SPACING

continued on the line below, beginning on the twelfth space from the left. This arrangement makes the first word of each heading stand out.

The advantages of a subject authority file on cards are: (1) It saves adding to a printed list the headings chosen from other sources. (2) It avoids transferring the checks when a new edition of the adopted list comes out. (3) It gives space in the proper alphabetical place for new subjects to be added. (4) It is always up to date.

Downloaded from www.dbrap.org

Choice of Personal Names

Introduction.—Offhand it seems simple to make catalog cards for books, and it is not difficult if one knows how to meet the problems which are presented. Even in cataloging the smallest collection, it will soon be discovered that all authors do not have simple names, such as George Bernard Shaw; and even if they have, they may publish one book as Bernard Shaw, another as George Bernard Shaw, and a third as G. Bernard Shaw. In that case the obvious thing to do, in order that all cards for books by or about the same author may stand together in the catalog, is to find out the author's full name—George Bernard Shaw—and use that form consistently.

An investigation of any miscellaneous group of books shows quite a variety of kinds of names; but further study shows a limited number of types of names, thus indicating the possibility of introducing a system. The names may be complicated, but librarians have sought to simplify the task of locating the names in the catalog by framing rules to cover the points most often met.

There are two general rules about names: (1) List a person under the best-known form of his name, putting the surname first, then the given name. (2) *Always use the same form of a name.*

Personal names fall into the following groups: simple surnames, compound surnames, surnames with prefixes, noblemen with both family name and title, married women's names, pseudonyms, and forenames only.

Rules for names as headings.

1. *Simple surnames with one or more given names.*—(A.L.A. 1908.24; 1941.34, adapted)¹

¹*Catalog Rules; Author and Title Entries*; comp. by committees of the American Library Association and (British) Library Association (Chicago: A.L.A., 1908).

A.L.A. *Catalog Rules; Author and Title Entries*; prepared by the Catalog Code Revision Committee of the American Library Association; with the collaboration of a committee of the (British) Library Association (preliminary American 2d ed.; Chicago: A.L.A., c1941). Out of print.

(Citations give the year of the edition of *Catalog Rules*, followed by the rule number in that edition. When pages are cited, this is indicated.)

"Enter . . . under the family name followed by the . . . [given name]."

Ex. Adams, James Truslow.
Agar, Herbert.
Finger, Charles Joseph.
Harris, Joel Chandler.
Milne, Alan Alexander.

2. *Compound surnames*.—(A.L.A.1908.25; 1941.35)

"In general enter compound surnames under the first part of the name and refer from the other parts."

Ex. Lloyd George, David.
Langdon-Davies, John.
Maxtone Graham, Joyce (Anstruther)
Mendelssohn-Bartholdy, Felix.

References should usually be made from the other part, e.g.:

Graham, Joyce (Anstruther) Maxtone, see
Maxtone Graham, Joyce (Anstruther)

3. *Surnames with prefixes*.—(A.L.A.1908.26; 1941.36)

- I. "Enter under the prefix in all languages surnames with attributive prefixes such as A', Ap, Fitz, M', Mac, Mc, O', Saint, San, etc."

Ex. MacDowell, Edward Alexander.
Saint-Exupéry, Antoine de.

- II. "Names beginning with a preposition, an article, a preposition and an article, or a contraction of the two are entered under the prefix, or the part of the name following the prefix variously in different languages.

"When the bearer of a name with a prefix has changed his citizenship, enter according to the rules for the language of the country adopted.

"Exception is to be made in any case where established usage . . . is contrary to the prescribed rule."

- (a) "Enter under the prefix and refer from the part following the prefix."

- (1) "English names."

Ex. De Quincey, Thomas.
De Voto, Bernard Augustine.
De la Mare, Walter John.
La Farge, Oliver.

- (2) "French names when the prefix consists of an

article or the contraction of a preposition and an article."

Ex. Du Chailu, Paul Belloni.

- (3) "Italian names when the prefix consists simply of an article."

Ex. La Guardia, Fiorello Henry.

- (4) "In all languages when the prefix and name are written as one word."

Ex. Debussy, Achille Claude.

Delacroix, Eugène.

Lafayette, Marquis de.

"Since such names occur sometimes as separate words, make reference from the component parts, e.g."

Delacroix, Eugène.

Refer from

Croix, Eugène de la.

La Croix, Eugène de.

- (b) "Enter under the part of the name following the prefix in all cases not specified above and refer from name beginning with the prefix."

- (1) "French names when the prefix consists of a preposition."

Ex. Ronsard, Pierre de.

"In French names containing a preposition and an article (not a contraction of the two) the article precedes and the preposition follows the name."

Ex. Le Bédollière, Emile Gigault de.

La Fontaine, Jean de.

- (2) "Italian names when the prefix consists of or contains a preposition."

Ex. Annunzio, Gabriele d'.

Refer from

D'Annunzio, Gabriele.

- (3) "Dutch names."

Ex. Van Loon, Hendrik Willem. (Born in Holland, but lived in U.S. many years.)

Gogh, Vincent van.

But

"In Dutch names the prefix *de* has the same significance as *van* and follows the forename . . ."

(4) "German names."

Ex. Goethe, Johann Wolfgang von.

(5) "Scandinavian names when the prefix consists of the preposition *av* (*af*) or the German equivalent *von*."

Ex. Linné, Carl von.

(6) "Spanish and Portuguese names. With very rare exceptions, Spanish and Portuguese names are entered under the part of the name following the prefix."

Ex. Cervantes Saavédra, Miguel de.
Gama, Vasco da.

4. *Titles of address.*—(A.L.A.1941.42)

"Omit from the heading titles of address (Miss, Mr., Mrs., Frau, Mme., etc.); minor ecclesiastical titles (abbé, archdeacon, dean, rabbi, reverend, etc.); governmental titles below the highest ranks (vice-president, senator, governor, etc.); military and naval titles; academic and professional titles. Make exceptions . . . when [title is] needed as an aid in identification."

5. *Noblemen with family name and title.*—(A.L.A.1908.33; 1941.55)

"Enter a nobleman under his latest title unless he is decidedly better known by an earlier title or by the family name." When necessary, "refer from the name not adopted as entry word."

Ex. Duke: Wellington, Arthur Wellesley, 1st duke of.
Refer from

Wellesley, Arthur, 1st duke of Wellington.

Earl: Chesterfield, Philip Dormer Stanhope, 4th earl of.
Refer from

Stanhope, Philip Dormer, 4th earl of Chesterfield.

Viscount: Grey of Falloden, Edward Grey, 1st viscount.
Refer from

Grey, Edward, 1st viscount Grey of Falloden."

Baron: Beaverbrook, William Maxwell Aitken, baron.
Dunsany, Edward John Moreton Drax Plunkett, 18th baron.

(No references necessary in these cases as they are known only as Beaverbrook and Dunsany.)

Baronet: Scott, Sir Walter, bart.

Exceptions to the above are:

Bacon, Francis, viscount St. Albans.
Buchan, John, 1st baron Tweedsmuir.

"The titles *lord* and *lady* are commonly applied to all members of the English peerage except dukes and duchesses. In the heading the appropriate title is substituted." For example, Lord Dunsany becomes:

Dunsany, Edward John Moreton Drax Plunkett, 18th baron.

The names of titled persons of other countries are written in a similar way, e.g., Hugo, Victor Marie, comte; Tolstoi, Lev Nikolaevich, graf, or, in this case the entire name may be anglicized, Tolstoy, Leo, count.

6. *Married women's names.*—(A.L.A.1908.41; 1941.59)

"Enter a married woman under her latest name unless . . . she has consistently written under another name. The heading is to consist of (a) husband's surname, (b) her own [given names], (c) her maiden name, when known, in parentheses." In accordance with the rule given on page 39 the title *Mrs.* is to be omitted unless needed as an aid in identification. Refer from any other names or forms of name under which she may be known.

Ex. Buck, Pearl (Sydenstricker) (She is now Mrs. Richard J. Walsh, but Buck is the name which she has used in all of her writing.)

Earhart, Amelia. (Maiden name under which she always wrote.)

Gray, Elizabeth Janet. (Maiden name under which she writes.)

Rawlings, Marjorie (Kinnan) (Latest form of name.)

7. *Pseudonyms.*—(A.L.A.1908.38; 1941.56)

"Enter an author who uses a pseudonym under real name if known. Refer from pseudonym." Include the pseudonym, followed by the abbreviation, *pseud.*, in the title if entry is under the real name. Enter under pseudonym when real name is unknown or when the pseudonym has been fixed in literary history; e.g., enter under *Sand, George, pseud.* and refer from *Dudevant, Mme.*

Ex. Hannay, James Owen.

Refer from

Birmingham, A., *pseud.*

Housman, Arthur Ellsworth.

Refer from

A. E., *pseud.*

Eliot, George, pseud.
Refer from
Cross, Marian Evans.

8. *Entry under forename.*—(Based on A.L.A.1908.31,32,45,46, 48; 1941.45,46,53,54)

Enter saints, popes, sovereigns, ruling princes, and members of the immediate families of sovereigns under their forenames.

Ex. Patrick, saint.
Pius XI, pope.
George VI, king of Great Britain.
"Kings prior to James I have title: king of England." (A.L.A. 1941.53)
Albert, consort of Victoria, queen of Great Britain.
Albert I, prince of Monaco.
George, duke of Kent, 1902.
Refer from
Kent, George, duke of.

"Add to the forename when it is used as entry word any epithet, by-name, or adjective of origin, nationality, etc., by which the person is usually known." (A.L.A.1941.43) "Enter medieval authors under the given name. . . . Include in the heading any epithet or by-name denoting place of origin, domicile, occupation, or distinguishing characteristic by which the individual is known. Refer from . . . any other names by which the author is known. . . ." (A.L.A.1941.63)

Ex. Geoffrey of Monmouth.

Conclusions regarding choice of personal names.—It will be seen from these rules that nearly all authors' names will fall into one of the preceding groups. Sometimes the rule is not absolutely definite. The rule regarding noblemen's names includes the phrase *better known*, and most of the rules conclude with ". . . refer from the other parts," or ". . . refer from the name not adopted as entry word." It is believed that the illustrations will make the meaning clear, as in most instances the form of the reference is indicated. The *better known* form would be the one used on the title pages of the author's books, the one given in most biographical dictionaries, encyclopedias, the *Booklist*, and other standard authorities. It is necessary to consult only one reliable aid for each name provided that aid gives full name and does not suggest other forms. If other forms are indicated, the librarian should consult several aids before deciding on the form for the catalog.

Where one form is as well known as the other, choose one and always use it. A few authors use their real names for one type of writing, and a pseudonym or pseudonyms for other types. Ray Stannard Baker wrote under his own name, except when writing his popular essays, *Adventures in Contentment*, *Adventures in Friendship*, etc., for which he used David Grayson. In some libraries his books are entered in the catalog under both his real name and his pseudonym, his essays under Grayson, his other works under Baker, and *see also* cross references are made from one to the other. But for the small library it would seem better to put all his works under his own name and refer from Grayson, David, *pseud.*

There may be cases where the librarian does not know whether the name is real or a pseudonym. Consider it a real name. If later it proves to be a pseudonym, add the abbreviation *pseud.* to the name as given in the catalog and make a reference from the real name, unless it is decided to change the entry to the real name.

Some libraries find it very useful to have authors' dates of birth and death included in the heading on the catalog card, e.g.:

Cather, Willa Sibert, 1876-
Bennett, Arnold, 1867-1931.

In a number of schools the pupils are required to know the dates of birth and death of the authors on whose works they report. Where bibliographical tools are few, it is convenient for both pupils and librarians to have these dates on the catalog cards. The librarian, in looking up the forms of the name for the heading in the catalog, may note the dates if they are given and include them in the heading. If the dates are not readily found, they may be omitted and added later. Dates are essential for the identification of authors whose names are the same.

Authority file for names.—Many librarians find it convenient to have an authority file for the names used in their catalogs. The librarian may decide to enter all of Dorothy Canfield's books under Fisher, Dorothea Frances (Canfield).² A card would then be made using the adopted form as heading. It would be followed by the title of one of her books to identify the author, by a list of the authorities consulted in deciding on that form, and by a note indicating a reference from Canfield. After an author's name has been established, when a book is added, all that is necessary is to look in the

²The *Standard Catalog for High School Libraries* uses the form: Fisher, Mrs. Dorothea Frances (Canfield).

authority file for names, note the form adopted, be sure it is the same person, and use that form for the new title.

Fisher, Dorothea Frances (Canfield) 1879-
Seasoned timber. °1939.

xx Bklist v. 35 (Fisher, Mrs. Dorothea Frances (Canfield))

xd Liv. auth. (Dorothy Canfield)

x Std. cat. for h. s. libs. 3d ed. (Fisher, Mrs. Dorothea Frances (Canfield))

s Canfield, Dorothy



10. NAME AUTHORITY CARD FOR PERSON

The items and form for the cards in this file may be described as follows: (1) The heading on the name authority card is the one adopted for the catalog. (2) The title is that of the first book by that author cataloged for that library and serves to identify him. (3) The date is the copyright date (if no copyright date, the imprint or some other date) of that book, as found on the back of the title page, preceded by the word *copyright* and given on the card as °1939. (4) The abbreviations are for the bibliographical and biographical aids in which the librarian looked. (5) One *x* to the left of the abbreviation for the name of an aid means that the author's name was found in that aid, but not the title; two *x*'s mean that both the author's name and the title were found in the aid so marked. (6) If the author's dates of birth and death are included in the heading, a *d* may be added to indicate that the date or dates were found. (7) If the form of the name in the aid differs from that given in the heading on this card, or if the date differs, the variant form is put in parentheses after the abbreviation for the aid. (8) If references are made from other forms of the name, they are indicated on the line or lines directly above the hole in the card, preceded by an *s*, the symbol for a *see* reference.

If the name is not that of the author of the book, but the subject

or the illustrator, for example, it is given above the author's name and is indented farther to the right. To the left of the author's name is given an abbreviation which stands for the relation of the name in the heading to the book; e.g., the authority card for Chateaubriand, subject of André Maurois' biography would be:

Chateaubriand, François Auguste René, vicomte de,
1768-1848.
subj. Maurois, André, 1885-
Chateaubriand; poet, statesman, lover. 1938.

The abbreviation *subj.* indicates that Chateaubriand is the subject of this book. The remainder of the card would have exactly the same form as the card for Fisher. The aids would be those consulted for Chateaubriand. There would be another authority card for the heading *Maurois, Andre*.

The name authority file should have an authority card for every name used as a heading in the catalog whether as author, subject, illustrator, or in any other capacity.

When to have authority files for names.—If the library uses printed cards (which are discussed in Chapter X) and is able to get them for practically all of its books, it is best to use the form of the name given on the printed card; thus an authority file for names would be unnecessary. If a special library's collection, however, is of such a nature as to include many works by authors with complicated names—foreign names, for instance—and there are no printed cards for many of them, a name authority file will be found to save time. It records, once for all, the form of name to be used, the information obtained in establishing the form of name, and the references to it which have been filed in the catalog.

If the library is small and the catalog is near the desk, a name authority file is not necessary; the catalog itself may be the authority file. One drawback to this arrangement is that when references are made from other forms of the name than that adopted, either a special file of name references must be maintained or these references must be noted on the first main card for that author; and when that card is withdrawn, the tracing of the references has to be transferred to another main card, and so on.

The value of an authority file for names depends upon: (1) whether or not the names to be entered are so complicated that any one of a number of different forms might be used; (2) whether there are one or more references from other forms to be recorded; (3) the distance from the desk of the librarian to the catalog; (4) whether or not printed cards are used.

Anonymous Classics and Other Title Entries

Anonymous books.—Anonymous books are those whose authors are not known, or, at least, are not given in the book. There may be: (1) no indication of authorship; (2) a descriptive or generic word or phrase preceded by an article, e.g., "by 'the soldier'"; (3) the title of another of the writer's works, e.g., "by the author of . . ."; or (4) initials, which may or may not be those of the author's name. If the author uses a specific word or phrase with or without a definite article, this word or phrase is treated as a pseudonym. (Based on "Specification," *A.L.A. Catalog Rules*, 1941, page 174.)

General rule for anonymous books.—(*A.L.A.*1908.112; 1941.199, modified)

"Enter works published anonymously under author when known . . . If the author is not known, enter under title and make added entry under the phrase expressing authorship . . . [or under the] initials (both first and last letters) . . ."

Ex. The log-cabin lady.

The way to life, by 'the soldier.'

Make added entry under: The soldier.

I can wait, by the author of "Miss Tiverton goes out."

Make added entry under: Miss Tiverton goes out, Author of Griffith, Hubert Freeling.

R. A. F. occasions, by H. G.

Refer from

G., H.

H. G.

Anonymous classics.—(*A.L.A.*1941, pages 182-83)

"An anonymous classic is a work of unknown or doubtful authorship, commonly designated by title, which may have appeared in the course of time in many editions, versions, and/or translations. . . . The term includes: . . . poems, epics, romances, tales, plays, chronicles, . . . sacred literature . . ."

Rule 1.—(*A.L.A.*1908.120; 1941.206)

"Enter editions, versions, and translations of anonymous

classics . . . under a uniform heading for the title, using the best-known English form unless the vernacular form is decidedly better known. In either case refer from forms not chosen for entry. Make added entries under names of editors, translators, and supposed authors. Make title cards when title is sufficiently distinctive . . ."

Ex. Mother Goose.

The little Mother Goose.

Arabian nights.

The Arabian nights entertainments.

Roland.

The song of Roland.

The entering of anonymous classics under the name of the person who retells the story is explained in Chapter VI. For instance, James Baldwin's *Story of Roland* has the main entry under Baldwin, but has an added entry under Roland. Likewise Eleanor Hull's *Boys' Cuchulain; Heroic Legends of Ireland* may be entered under Hull as in the *Children's Catalog*, but with an added entry under Cuchulain.

Make necessary cross references from other parts or forms of the title under which someone might look, e.g.:

Song of Roland, see
Roland.

Chanson de Roland, see
Roland.

The following list¹ gives some headings commonly used:

Arabian nights.	Grail.	Njals saga.
Arthur, King.	Kalevala.	Reynard the Fox.
Beowulf.	Mabinogion.	Robin Hood.
Cid Campeador.	Mother Goose.	Roland.
Cuchulain.	Nibelungenlied.	Seven sages.

Rule 2.—(A.L.A.1908.119; 1941.208)

"Enter the Bible or any part of it . . . under the word Bible. Include as subheading . . . Old Testament, . . . New Testament, the name of the book or group of books . . . Refer . . . from the names of individual books to the heading under which they appear in the catalog."

Ex. Bible.

The Holy Bible containing the Old and New Testaments.

Bible. Old Testament.

Refer from: Old Testament.

¹Based on various codes and aids.

- Bible. New Testament.
Refer from: New Testament.
- Bible. Old Testament. Psalms.
Refer from: Psalms.
- Bible. New Testament. Gospels.
Refer from: Gospels.
- Bible. New Testament. John.
Refer from: John.

The sacred literature of any other religion is entered in a similar way under a uniform heading.

Other types of title entries.

1. *Periodicals*.—(A.L.A.1908.121; 1941.214)

"Enter a periodical under its latest title, using hanging indentation. Capitalize the initial article, if there is one, and the word following it. Refer from any earlier title or titles under which the periodical may have been issued. . . . A periodical issued by a society, institution, or government body is ordinarily to be entered under its title (especially if this is distinctive in character) with added entry for the issuing body. . . .

Ex. The Atlantic monthly.

"If the title of a periodical occurs in different forms on the title page, covers, captions, etc., prefer the title-page form and refer when necessary from other forms. If the covers, etc., have a fuller title than the title page, it may be desirable to use the fuller title. . . .

"When the title of a periodical begins with the initials of the name of a corporate body, enter under the initials and make added entry or reference under the name of the body for which they stand."

Ex. S. A. E. journal.

Refer from: Society of automotive engineers, inc.
(Or make an added entry for the society)

2. *Almanacs, yearbooks, etc.*.—(A.L.A.1908.123; 1941.215)

"Enter almanacs, general yearbooks and similar serial publications under title."

Ex. The Statesman's yearbook.
The World almanac.

3. *Encyclopedias, dictionaries*.—(A.L.A.1908.127; 1941.218)

"Enter encyclopedias and dictionaries under title unless decidedly better known by the name of their editors. In either

case make added entry under the form not chosen for main entry, and for the publisher if the work is likely to be referred to by his name."

Ex. Compton's pictured encyclopedia and fact-index.
Encyclopedia Americana.
The World book encyclopedia.

4. *Composite works*.—(A.L.A.1908.126; 1941.3)

"Enter a work dealing with a single subject, produced by the collaboration of two or more authors, in which the contribution of each forms a distinct part or section, under the author, personal or corporate, chiefly responsible for it. . . . If the entry is under . . . [an organization] it is advisable to make an added entry for at least the first personal author mentioned on the title page."

Ex. Coyle, David Cushman, 1887-

The American way, by David Cushman Coyle; together with three additional discussions by Carl Dreher, Carl Landauer [and] Gerald W. Johnson. . .

Examination of this book shows a half title for each part with the title and author of that part, e.g.:

THE AMERICAN WAY
A VOICE FROM THE LEFT

by
Carl Dreher

But "if origin, chief interest, or responsibility is not clearly identified with or attributable to any one of the contributors, enter under the first-named author if there are not more than three and the title of the whole work is applicable to each of the contributions, with added entry for the other authors. Otherwise, enter under title, with added entry for the first author mentioned and for as many others as the individual case warrants."

Ex. I'll take my stand; the South and the agrarian tradition, by twelve southerners. Harper, 1930.
359 p.

Contents.—Introduction; a statement of principles.—Reconstructed but unregenerate, by J. C. Ransom.—A mirror for artists, by Donald Davidson.—The irrepressible conflict, by F. C. Owsley.—. . .

Since no author is mentioned on the title page it is not neces-

sary to make an added entry for the author first listed in the contents.

Name authority cards are made for anonymous classics and sacred books, similar to those for personal names.

Roland.

Song of Roland; tr. by Merriam Sherwood; illus.
by Edith Baerson. 1938.

x Compton's 1941 ed.

x World bk 1941

xx Children's cat. 6th ed. (Chanson de Roland)

x Akers

s Chanson de Roland

s Song of Roland



11. NAME AUTHORITY CARD FOR ANONYMOUS CLASSIC

In the smaller, general libraries name authority cards are not necessary for individual books, periodicals, almanacs, encyclopedias, etc., entered under title.

Names of Organizations

Introduction.—In Chapter III various types of authors' names are considered, but in every instance the author is a person. There is a kind of publication for whose contents no person is primarily responsible, namely, the publications of societies and institutions, and the official publications of countries, states, cities, and towns. Examples of such publications are: *Annual Report of the Board of Regents of the Smithsonian Institution*; *Journal of the National Education Association of the United States*; *Annual Report of the Los Angeles Public Library*; *Collections of the State Historical Society of Wisconsin*; *Official Guide Book, the World's Fair of 1940 in New York*; *Handbook of the Layton Art Gallery*. Are not the Smithsonian Institution, National Education Association of the United States, Los Angeles Public Library, State Historical Society of Wisconsin, World's Fair of 1940 in New York, and the Layton Art Gallery the authors of these publications? Since this is so, the works are cataloged under their authors just as are other works.

As personal authors, upon closer observation, group themselves into certain classes—simple surnames, compound surnames, names with prefixes—so these names of organizations may be grouped by class. The four major divisions are: government agencies, societies, institutions (establishments), and miscellaneous bodies not falling under the other three classifications.

Government publications.—This term includes the publications of "nations, states, provinces, municipalities, and other governmental districts." They are "considered as authors of their official publications." (Based on "Specification," *A.L.A. Catalog Rules*, 1941, page 79.)

1. *General rule.*—(A.L.A. 1908.58; 1941.71)

"Enter under names of countries, states, cities, towns, and other government districts, official publications issued by them or under their auspices.

"Give the names of the legislative bodies, courts, execu-

tive departments, bureaus, boards, commissions, committees, etc., from which the publications emanate as subheadings in their latest form and in the vernacular. Refer from variant forms."

Ex. U. S. Dept. of state.¹

"In the entry of government publications, use for a subheading the name of the office rather than the title of the officer except where the title of the officer is the only name of the office."

Ex. Connecticut. Tax commissioner.

Maine. Commissioner of inland fisheries and game.

2. *Bureaus or offices subordinate to a department.*—(A.L.A. 1908.59; 1941.72)

"Enter government bureaus or offices subordinate to an executive department, ministry or secretariat directly under the name of the jurisdiction, not as a subheading under the department, ministry or secretariat."

Ex. U. S. Bureau of the census.

Refer from

U. S. Dept. of commerce. Bureau of the census.

"But divisions, regional offices and other units of departments, bureaus, commissions, etc., subordinate to [them] . . . are usually entered as subheadings . . ."

Ex. U. S. Forest service. Forest products laboratory.

U. S. Bureau of mines. Foreign minerals division.

3. *Reports by an official.*—(A.L.A. 1941.75)

(a) "Enter under the department administrative reports which are prepared by an official as a part of his routine duty." An added entry for the official is unnecessary.

Ex. U. S. Federal housing administration.

Annual report.

U. S. Bonneville power administration.

Annual report.

(b) "Enter under personal author scientific papers, addresses, and other publications, not administrative or routine in character, but which are issued officially by the depart-

¹For convenience in locating cards in the catalog the distinctive word in the subdivision under the name of a country, state, city, or other government district is underscored.

ment to which the author is attached. Make added entry under the department."

Ex. Johnston, William Drumm, 1899-

Gold quartz veins of Grass Valley, Calif. 1940.

(U. S. Geological survey. Professional paper, 194)

4. *Reports not by an official.*—(A.L.A.1908.60; 1941.76)

"Enter under the writer reports made to a department or other government agency by a person who is not an official, with added entry under the department or agency."

5. *Legislative bodies.*—(A.L.A.1941.84)

"Enter the proceedings of sessions, debates, reports, etc. (but not 'acts' or laws), of legislative bodies under the name of the government with the name of the body as subheading . . ."

Ex. U. S. Congress.

Congressional record, proceedings and debates of 77th Congress, 1st session. [1941]

6. *Laws, Modern.*—(A.L.A.1908.62; 1941.86)

"Enter laws, decrees, and other acts having the force of law under the country, state, or other jurisdiction with the form subheading *Laws, statutes, etc.*"

Ex. U. S. Laws, statutes, etc.

7. *Constitutions.*—(A.L.A.1908.68; 1941.87)

"Enter constitutions under the name of the country or state with the form subheading *Constitution . . .*"

Ex. U. S. Constitution.

Virginia. Constitution.

Society publications.—"A society is an organization of persons associated together for the promotion of common purposes or objects, such as research, business, recreation, etc. An academy is a learned society devoted to the cultivation and promotion of literature, of arts and sciences, or of some particular art or science." The term *society* is used to include: "academies, associations, and societies of all kinds, scientific, technical, educational, benevolent, moral, etc., even when strictly local or named from a country, state, province, or city; also clubs, guilds, orders of knighthood, secret societies, Greek letter fraternities, Young Men's and Young Women's Christian Associations, affiliated societies, political parties, religious sects, etc., as distinguished from institutions (establishments). . . . Societies are to be regarded as authors of their proceedings, routine re-

ports of their officials, and other publications for which they, as corporate bodies, are responsible . . ." (A.L.A.1941, pages 99-100)

1. *General rule.*—(A.L.A.1908.72; 1941.103)

"Enter a society under the first word (not an article . . .) of its latest corporate name, with reference from any other name by which it is known, and from the name of the place where its headquarters are established." Use the article as first word if necessary for clearness, but disregard it in filing.

Ex. American council on education.

American nature association, Washington, D. C.

Refer from

Washington, D. C. American nature association.

2. *Change of name.*—(A.L.A.1941.104)

(a) "When a society has changed its name, enter under the latest form, with references from earlier forms."

Ex. Congress of industrial organizations.

Refer from

Committee for industrial organization.

(b) "When two or more societies which have had an independent existence unite to form a new society, enter each under its own name up to the time of union, with see also references to and from the new body."

Ex. (1) American planning and civic association. (Present name formed by union of 2 and 3 in 1935.)

(2) American civic association. (Use for its publications until it united with 3 in 1935 to form 1.)

(3) National conference on city planning. (Use for its publications until it united with 2 in 1935 to form 1.)

3. *American state historical and agricultural societies.*—(A.L.A.1941.108)

"Enter American state historical and agricultural societies under the name of the state whether or not it is the first word of the name of the society. If the corporate name begins with the name of the state, the corporate form is to be followed; if not, the name of the state is to be followed by a period."

Ex. Pennsylvania. Historical society.

Refer from

Historical society of Pennsylvania.

4. *Churches not organized within national bounds.*—(A.L.A. 1941.129)

"For . . . all churches not organized as corporate bodies within national bounds, adopt the most commonly accepted English

form of name as the official entry, and use this form for all subject headings."

Ex. Catholic church.
Moravian church.

Publications of institutions.—"Institutions (establishments) are entities whose functions require a plant with buildings, apparatus, etc., as distinguished from bodies, organized groups of persons such as societies, associations, etc., whose duties may be performed equally well in one place or another. The necessity of having a permanent material equipment tends to identify the institution with a locality. . . ." The term *institution* is used to include: "colleges, universities, schools, libraries, museums, galleries, observatories, laboratories, churches, cemeteries, monasteries, convents, hospitals, asylums, prisons, theaters, botanical and zoological gardens, buildings, etc. . . . Institutions are to be regarded as authors of their official publications. . . . Prefer entry under personal author for monographic works of individuals issued by institutions when these are not clearly official or routine in character." (A.L.A.1941, page 131)

1. *General rule.*—(A.L.A.1908.82; 1941.150)

"Enter an institution (using the latest name) under the name of the place in which it is located."

Ex. Minneapolis. Public library.
New York. Museum of modern art.

2. *Names beginning with a proper noun or proper adjective.*—(A.L.A.1908.83; 1941.151)

"Enter an institution of the United States or of the British empire whose name begins with a proper noun or a proper adjective under the first word of its name and [when necessary] refer from the place where it is located. Add the name of the place to the heading if it does not occur in the name of the institution unless the institution is so well known as to make the addition of the place unnecessary. . . ."

Ex. Corcoran gallery of art, Washington, D. C.
Refer from
Washington, D. C. Corcoran gallery of art.
Smithsonian institution.

"Initials or personal names occurring at the beginning of the name of an institution are omitted, but forenames when given in full are included."

Ex. Enoch Pratt free library, Baltimore.

Refer from

Pratt free library, Baltimore.

Baltimore. Enoch Pratt free library.

3. *State and provincial institutions (U.S. and Canada).—*
(A.L.A.1908.91; 1941.154)

"Enter state and provincial institutions of the United States and Canada under the name of the state or province. The name of the state or province is to be followed by a period and the next word capitalized."

Ex. California. University.

Ontario. Civilian defence committee.

4. *Agricultural experiment stations.—*(A.L.A.1908.92; 1941.155)

"Enter agricultural experiment stations of the United States under the name of the state or territory in which they are organized. Include in the heading the name of the place where the station is located. Refer from the university or college of which the station may form a department, from the name of the station, if it is at all distinctive, and from the name of the place where it is located."

Ex. New York. Agricultural experiment station, Ithaca.

Refer from

Ithaca, N. Y. Agricultural experiment station.

Cornell university. Agricultural experiment station.

5. *Institutions forming an integral part of a larger organization.*
(A.L.A.1908.84,85; 1941.158)

"Enter the various faculties, colleges, professional schools, laboratories, libraries, museums, observatories, hospitals, shops, etc., which form an integral part of a university or other institution under the larger institution with the name of the particular entity as subheading."

Ex. Chicago. University. Press.

Wisconsin. University. University extension division.

Exception: "Exception may be made in the case of an observatory which is much more likely to be looked for under its own name than under that of the place or of the institution of which it forms a part."

Ex. Lick observatory.

Publications of miscellaneous bodies.—The term *miscellaneous bodies* includes: "conferences, congresses, exhibitions, and other

occasional meetings; firms, and other business concerns; committees and classes of citizens not belonging to any body or organization; foundations and endowments; expeditions, etc." (A.L.A.1941, pages 152-53)

1. *National congresses.*—(A.L.A.1941.176)

"Enter national congresses under the vernacular form of the name."

Ex. National congress of parents and teachers.

2. *Regional, state, and local conventions, conferences, institutes, etc.*—(A.L.A.1908.80,81,105; 1941.177)

(a) "Enter regional, state, and local conventions, conferences, institutes, etc., under their names."

Ex. Pacific Northwest regional planning conference.

(b) "If, however, they are held by a society or other body, enter under the name of the body."

Ex. Institute of Pacific relations, 7th conference, Virginia Beach, Va., 1939.

"Institutes, meetings, conferences, etc., held at some institution (college, university, etc.) but not officially connected with its organization, are entered under the name of the meeting, followed by the name of the institution. Refer from the institution where the meeting was held."

Ex. Institute of politics, Williams college, 1932.

Refer from

Williams college. Institute of politics.

3. *Exhibitions, etc.*—(A.L.A.1908.102; 1941.178)

"Enter general exhibitions, fairs, bazaars, etc., under the name of the place where they are held, and refer from the official title and any other names by which the exhibition is generally known."

Ex. New York. World's fair, 1939-1940.

Refer from

World's fair, New York.

4. *Joint committees.*—(A.L.A.1941.184)

"Joint committees of two or more organizations are ordinarily entered under the name of the committee with added entry for each of the bodies if not more than two. If there are more than two, make added entry as a rule, for the first only; however, if one of the other participating bodies is obviously the

one upon whose initiative the committee was formed, make added entry for it also."

Ex. Joint committee on curriculum of the Department of supervisors and directors of instruction of the National education association and the Society for curriculum study.

Joint committee of the American library association and the National education association.

5. *Boards, trustees, etc.*—(A.L.A.1908.108; 1941.185)

"Enter bodies whose legal names begin with such words as Board, Corporation, Trustees, under the names of the institutions or bodies over which they exercise supervision."

Ex. Smithsonian institution.

Not Board of regents of the Smithsonian institution.

6. *Foundations, endowments, funds.*—(A.L.A.1908.110; 1941.186)

"Enter foundations and endowments, funds, etc., under their names. Refer from place."

Ex. Duke endowment. Hospital section.

Rockefeller foundation.

Russell Sage foundation, New York.

Refer from

New York. Russell Sage foundation.

7. *Firms, business corporations, etc.*—(A.L.A.1908.109; 1941.187)

"Enter firms, business corporations (including those owned by governments), hotels ['while they may be considered as institutions, are better treated as firms'], railway companies, etc., under the corporate name. The terms incorporated (inc.) limited (ltd.) etc. or their equivalents if included in the corporate name are to be retained."

Ex. Pennsylvania railroad company.

"If the name begins with a personal name or initials, enter under surname rather than forename, giving forenames or initials according to the usage of the firm or corporation."

Ex. Johnston, W. & A. K., ltd., publishers.

Hammond, C. S., and company.

Further rules regarding geographical headings properly belong here, as many corporate bodies are entered under place.

Geographical headings.

1. *Language of heading.*—(A.L.A.1908.130; 1941.192)

"Give countries, self-governing dominions, colonies and protectorates in the conventional English form."

Ex. Canada.
French West Africa.
Martinique.
Mexico.

2. *Cities and towns.*—(A.L.A.1941.193)

- (a) "When used as entry word, cities and towns in the United States and Canada are followed by the name of the state or province, in accepted abbreviated form."

Ex. Richmond, Ind. Board of school trustees.

- (b) "Cities and towns other than those in the United States and Canada are followed by the name of the country (not by the name of the province or smaller division) . . ."

Ex. Richmond, Eng.

- (c) "*Exception.* Enter largest or best known city of its name, in America or elsewhere, without further designation."

Ex. Chicago. Dept. of superhighways.
Richmond. Chamber of commerce.

3. *Counties.*—(A.L.A.1941.194)

"Counties in the United States and Canada when used as entry word are followed by the name of the state or province, elsewhere by the name of the country."

Ex. Jefferson co. Ala. Board of health.

4. *States, provinces, etc.*—(A.L.A.1941.195)

"The states of the United States, and the provinces of Canada and the more familiar foreign states, provinces and 'départements,' do not require the addition of the name of the country."

Ex. Texas. State auditor's dept.

"For states of the United States, publications of the colonial and territorial periods are distinguished by the designation 'Colony' or 'Ter.' in parenthesis."

Ex. New York (Colony)

5. *Political division in heading.*—(A.L.A.1941.196)

"When for the sake of clarity it is necessary to specify the particular kind of political or administrative division, give

the designation in parentheses, preferably in the vernacular form."

Ex. New York (City)
New York (State)

As indicated on page 50 and in the preceding rules, all corporate authors are divided into four groups, namely **Governments, Societies, Institutions, and Miscellaneous Bodies**. Note that these authors consist of the place *and* the name of the organization, *or* the name of the organization *with* or *without* the place.

In deciding upon the form of the entry for an organization it is necessary to consider whether it is a government, society, institution, or some other body or organization. The statements in this chapter as to what each group includes will help one in determining what the organization is. Take, for example: *Forest Trees of Wisconsin; How to Know Them*, by F. G. Wilson, Superintendent of Cooperative Forestry, published by the Wisconsin Conservation Department, Madison, third edition, 1938. Who is the author? Wilson? Wisconsin Conservation Department? Under "Government publications," on page 50, the general rule reads: "Enter under names of countries, states . . . official publications issued by them or under their auspices." This is an official publication; therefore, the author is Wisconsin Conservation Department. A search in the Wisconsin statutes, *Wisconsin Blue Book* for 1938, or other aid will show that the official name is State Conservation Commission. The entry will then be:

Wisconsin. State conservation commission.

If it is thought advisable, an added entry may be made under Wilson, after one has looked up his full name, e.g.:

Wilson, Frederick Grover, 1887-

Another illustration is: *The Book of Fishes; Revised and Enlarged Edition Presenting the Better Known Species of Food and Game Fishes of the Coastal and Inland Waters of the United States*, edited by John Oliver La Gorce . . . It was published in Washington by the National Geographic Society and copyrighted in 1939. The National Geographic Society will come under the general rule for societies, as stated on page 53: "Enter a society under the first word of its latest corporate name." It is well to consult the aids also to see what forms they use. The *Standard Catalog for High School Libraries, 1938-1941 Supplement* gives National Geographic Society,

as does the *Readers' Guide to Periodical Literature*, July 1939-June 1941. Hence the entry will be:

National geographic society.
Book of fishes . . .

Another illustration is: *Annual Report of the International Health Division of the Rockefeller Foundation*. On page 56, under "Miscellaneous bodies," it is stated that the term includes ". . . foundations and endowments, expeditions, etc.," and rule 6 reads: "Enter foundations and endowments, funds, etc., under their names." This report will be cataloged under Rockefeller Foundation with the International Health Division as a subdivision of the heading; thus the cataloger will bring together in the catalog all of the publications of the Rockefeller Foundation and under that all of those of the International Health Division.

Ex. Rockefeller foundation. International health division.

There may be a reference from New York (City) Rockefeller foundation to Rockefeller foundation.

In determining the heading to be used for the publication of an organization one consults the cataloging rules and library aids. An authority card may be made if it is considered desirable to have a permanent record of the form adopted and the aids consulted. An illustration is given below:

Carnegie corporation of New York.

The Carnegie art reference set for colleges.
c1939.

x Americana 1941 ed.

x R. G. Nov. 1941 (Carnegie corporation)

x World almanac 1941

12. NAME AUTHORITY CARD FOR AN ORGANIZATION

Main Catalog Cards

Introduction.—Up to this point the reader has been concerned with the contents of the book and how books of similar content may be grouped together; the forms of personal names and names of organizations, with reference to the choice of proper headings for catalog cards. This chapter discusses the items about the book to be put on the unit catalog card.

The catalog is expected to answer such questions as: What books by Archibald MacLeish are in the library? Has the library a copy of *Treasure Island*? What material has the library on air-conditioning? These questions can be answered by consulting the catalog for the author's name, the title, or the subject heading and noting the call numbers in order to locate the books on the shelves.

Besides these types, however, such questions are asked as: What is the latest book by Marjorie Rawlings in the library? Has the library the one-volume edition of *The Science of Life* by H. G. Wells, Julian S. Huxley, G. P. Wells? What books has the library with illustrations by Kurt Wiese? When and by whom was the first edition of Robinson's *Collected Poems* published? In deciding upon what to include in the description of the book on the catalog card, consider the items given for books in such aids as the *Standard Catalog* series of the H. W. Wilson Company. Remember that where the shelves are open to the readers, little time is spent at the catalog looking at the cards. On the other hand, even in the smallest library, the catalog may be called upon to answer some question about a book which is out in circulation; and in looking for material on a subject the reader will sometimes examine all the cards before going to the shelves, considering the author, publisher, date, and size of the book as indicated by the number of pages.

Cataloging a book.¹—The first step in cataloging a book is to examine the title page, the *official page* from which the librarian gets most of the information put on the catalog card. Besides the

¹Chapter IX discusses cataloging fiction in a simple way if that is desired.

author and the title, the title page often gives the author's degrees and other information, yet this information on the catalog card would not be of sufficient value to warrant the space it would take. The title page may also give a statement about the edition, as second edition or revised edition, and may specify how the book is illustrated. Then there is the imprint, that is, place of publication, publisher, and date of publication, given at the bottom of the title page. The librarian should examine not only the title page for the items mentioned but also the pages preceding the title page and the cover to see if the book belongs to a series, e.g., "The Rivers of America"; the back of the title page for the copyright date; the preface for further information regarding the edition; the book itself (1) for the collation, that is, the number of pages or volumes, different kinds of illustrations, and (2) for bibliographies, appendixes containing material of special value, contents, and any other special features which should be brought out in notes.

Take, for instance, Eve Curie's *Madame Curie*:

Madame Curie
A Biography by Eve Curie
Translated by Vincent Sheean

Illustrated

Doubleday, Doran & Company, Inc.
Garden City 1938 New York

On the back of the title page is found:

Copyright, 1937
By Doubleday, Doran & Company, Inc.
All Rights Reserved

Examination of the book shows that it has 393 pages, illustrations, including portraits, and an appendix that lists Madame Curie's prizes, medals and decorations, and honorary titles. After the cataloger has examined the book, the next step is to assign the classification number and the subject headings. Chapter I describes the process of classifying and gives directions for doing it. Chapter II does the same for subject headings. The classification number, 92 or B, should be written in pencil in the upper left-hand corner of the page following the title page about an inch from the top of the page and from the hinge. Here it will be easy to locate and if the book is rebound, it will not be cut off in the trimming nor hidden by the sewing.

The author card for the book would include: the classification number, book number if book numbers are used in the library, author and her dates (if dates are used), title, publisher, copyright date,² the total number of pages, information about the illustrations, and a note about the information included in the appendix.

92

C97 Curie, Eve, 1904-

Madame Curie: a biography, tr. by Vincent Sheean. Doubleday, ©1937.

393 p. illus. ports.

Appendix lists Madame Curie's prizes, medals and decorations and her honorary titles.

13. AUTHOR CARD FOR NONFICTION WITH CALL NUMBER, AUTHOR, TITLE, IMPRINT, COLLATION, AND NOTE

92		
C97	Curie, Eve, 1904-	
	Madame Curie: a biography, tr.	
	by Vincent Sheean. Doubleday, ©1937.	
	393 p. illus. ports.	
	Appendix lists Madame Curie's	
	prizes, medals and decorations and	
	her honorary titles.	

14. AUTHOR CARD FOR NONFICTION WITH CALL NUMBER, AUTHOR, TITLE, IMPRINT, COLLATION, AND NOTE—HANDWRITTEN

²See p. 68 for information regarding dates of books.

Indention and spacing on cards.—Before discussing the place and the order of the items given on the catalog card it is necessary to explain the indentions and spacing commonly used on such cards. The purpose of indention and spacing is to emphasize the different groups of information and to give special prominence to certain words, e.g., the author's surname.

Cards 6a and 9a in Chapter II show the indentions and spacing used on subject authority and cross reference cards. The sample name authority cards, numbers 10-12, in Chapters III-V respectively, show the indention and the spacing recommended for these types of cards, but do not indicate the specific lines and spaces. They are, in general, the same as for the catalog cards given in this and subsequent chapters. Card 14a is a skeleton card with indentions and spacing indicated so as to make clear the use in this text of the terms first, second, and third indention. This card also shows the relative location on the card of the call number, author, title, imprint, collation, series note, and other notes.

Call no. _____

Author _____

Title _____

Imprint _____

Collation _____ (Series note)

Notes _____

Contents.- _____

○

14a. SKELETON CARD SHOWING LOCATION OF THE DIFFERENT ITEMS

- Call no.** Classification no., 3rd line, 2nd space from left edge of card.
Book no., 4th line, 2nd space from left edge of card.
- Author.** 4th line, 1st indention (8th space from left edge of card). If author's name runs over, the succeeding line begins at 3rd indention (14th space from left edge of card).
- Title.** Line below author, 2nd indention (12th space from left edge of

card). If title runs over, the succeeding line begins at 1st indention.

Imprint. 5th space after period following title, if there is room; if not, at 1st indention. If the imprint runs over, the succeeding line begins at 1st indention.

Collation. Line below imprint, 2nd indention; if it runs over, the succeeding line begins at 1st indention.

Series note. 3rd space after collation if there is room; if not, at 1st indention. If the series note runs over, the succeeding line begins at 1st indention.

Notes. One line is skipped before the 1st note. Notes begin at 2nd indention, the succeeding line at 1st indention. Different notes form separate paragraphs.

Contents. In paragraph form beginning at 2nd indention, the succeeding line at 1st indention.

On a card ruled for handwriting the indentions and spacing of the items are similar to those on a plain card. The outer vertical line indicates first indention; the inner vertical line, second indention. Two spaces farther to the right of the inner vertical line is the third indention. The author's name is put on the second horizontal line. See sample card 14.

Rules for cataloging.

1. *Call number.*—The call number is the classification symbol and the book number or initial of the author's surname; e.g., for Eve Curie's book the call number is 92. Other illustrations of call numbers are:

92 973 or if author's initial letter only is used,
C87 B31
92 973: This combination of figures and letters, which is necessary to direct the reader to the shelves, is given on the catalog cards, on the spine of the book, and on the book card. Some librarians put this number on the catalog cards in red to make it more evident to the reader.

2. *Author.*—Chapter III explains how to determine the form of name to be used, and shows a name authority card with the name properly written for a catalog card. Whether or not the librarian makes name authority cards, each name must be looked up and the form to be used in the catalog decided upon. For example in the *Standard Catalog for High School Libraries*, fourth edition, the heading for the Curie book is Curie, Eve, 1904- , the form used on cards 13 and 14.

The general rule for cataloging is to "enter a work under the name of its author whether individual or corporate." (A.L.A.1908.1; 1941.1) "In the heading give the author's name in full and in the vernacular form . . ." unless another form has commonly been used and is better known. "The form adopted for a given person is used without variation whenever it occurs as a heading, whether as author, added entry, or subject. Refer from forms not adopted." (A.L.A.1908.23; 1941.33) "For medieval and modern names add dates of birth and death in the heading when they can be discovered with a reasonable amount of search." (A.L.A.1908.37; 1941.44) For example, Bassett, John Spencer, 1867-1928. If the library does not find these dates on its catalog cards of use, they should be omitted.

The author's surname is followed by a comma, one space, the given names, comma, one space, dates of birth and death, period. If only initials for given names appear on the title page and the given names cannot be found, eight spaces are left after each initial so that the names may be filled in, if found later.

3. *Title*.—" . . . follow the title page strictly as to order . . . and content . . . punctuate when necessary for clearness . . ." (A.L.A.1908.136; 1941.225) " . . . The name of a personal author in the possessive case at the beginning of a title is not [necessarily] omitted, but may be disregarded in filing . . . Include the statement [of illustrations] . . . when it gives the . . . type of illustrations or the name of the illustrator. . . . Omit mottoes, quotations, and other non-essential matter . . ." (A.L.A.1941.226) " . . . When a pseudonymous work is entered under the author's real name . . . the designation [*pseud.*] in italics is supplied after the pseudonym in the title. . . ." (A.L.A.1908.139; 1941.227) The only time that the author needs to be given as part of the title is in the case of joint authors and when the title page gives the pseudonym and the catalog card has the real name as heading.

"When the leaf bearing the title page is lost, supply the title from some bibliographical source . . . cover title, half title, caption, running title . . . and state in a note which has been used. If these are lacking, supply a title (within brackets) . . ." (A.L.A.1908.147; 1941.238)

"Capitalize the first word of every sentence, every title occurring on the title page, every title quoted, and every alternative title introduced by or or its equivalent.

"Capitalize all proper names, as names of persons, places . . . adjectives derived from names of persons, unless used in a generic

sense . . . in English and Latin. . . . Adjectives derived from geographical names are to be capitalized in English only." (From A.L.A.1941.Appendix III.1-4)

"Follow the punctuation of the title page. When the title as transcribed in the catalog entry requires additional punctuation for the sake of clarity, supply the necessary marks according to the grammatical usage of the language of the title page. Avoid, as far as possible, the use of two [punctuation] points together." (A.L.A. 1941.Appendix II.1)

Examples of punctuation of titles:

Dewey, John, 1859-

Intelligence in the modern world: John Dewey's philosophy; ed. with introd. by Joseph Ratner.

Russell, Bertrand Arthur William Russell, 3d earl, 1872-

Principles of mathematics. 2d ed.

Casteret, Norbert.

Ten years under the earth; pref. by E. A. Martel; tr. and ed. by Barrows Mussey.

Peterson, Roger Tory, 1908-

Field guide to the birds; giving field marks of all species found east of the Rockies. Rev. and enl.

The abbreviations used in the illustrations of titles given above and on the card for Eve Curie's book will be found listed in Appendix II.

4. *Imprint.*—The place of publication, publisher, and date of copyright or of publication follow the title, and are separated from each other by commas. "Give the name of the city as it appears on the title page without abbreviation, but omit street address or section of city . . . The name of a country, state, etc., following the name of the place may be abbreviated if there is a well-established abbreviation for it. In case of doubt, follow the title page. . . ." (A.L.A.1908.150; 1941.242) If the name of the city is well known, e.g., New York, Boston, Chicago, London, the name of the state or country after it is unnecessary. In cases where two or more cities have the same name the best known is given without state, the lesser known with state, e.g., Washington (referring to Washington, D.C.), but Washington, N.C. Of two equally well-known cities with the same name, give state in each case, e.g., Portland, Me.; Portland, Ore.

"Following the name of the place, give the name of the publisher . . . as it appears on the title page . . ." Exception: The given names of the publisher may be reduced to initials.

Ex. Title page:

London WC2

George Bell & Sons, Ltd

York House, 6 Portugal St., Lincoln's Inn Fields

Give: London, G. Bell & sons, ltd.

Title page: Stephen Daye Press
Room 12, 67 Main Street
Brattleboro, Vt.

Give: Brattleboro, Vt. S. Daye press.

"... omit ... the expressions published by ... preceding the name of the publisher; omit also the word *publisher* ... following the name of the publisher ..." (A.L.A.1908.152; 1941.243)

Ex. Title page:

New York

W. W. Norton & Company, Inc.

Publishers

Give: New York, W. W. Norton & co. inc.

"Imprints in which the author (compiler, editor, etc.) appears as publisher are treated in the same manner as other imprints." (A.L.A.1941.249)

Ex. Title page:

Published by the Compiler

Washington

1938

Give: Washington, The compiler, 1938.

"Give the statement that a book is privately printed as it appears on the title page. If the statement does not appear on the title page, give it in a note. ..." (A.L.A.1908.154; 1941.252)

When publishers are well known the place of publication may be omitted and the publishers' names may be abbreviated. (Note that Doubleday, Doran & Company, the publisher of Eve Curie's *Madame Curie* is given on card 13 simply as Doubleday.) Appendix II gives a list of well-known publishers, with abbreviations, to be used without place. If the publisher of a given book is not included in this list, the place appearing first on the title page and the name of the publisher listed first are to be given on the card with such abbreviations as are authorized in this appendix. If, on the other hand, a publisher's name becomes more common on catalog cards, it may be used in abbreviation and without place and should be added to the list in the appendix.

The date of publication is the date given at the foot of the title page. This date is usually changed when the book is reprinted. The important point is not when the book was printed, but when it was written and when the latest changes in it were made. The latest

copyright date shows this, for books can be recopyrighted only when important changes are made in them; therefore, the latest copyright date is used for the Curie book. The person or firm copyrighting an average volume is of no importance in the catalog, so variation in this fact is not noted. The letter c before a date, "1942," shows that it is the copyright date. If there is no copyright date, give the date of publication; if no publication date, give the date in or at the end of the preface or introduction, preceded by the abbreviation *pref.* or *introd.* or the appropriate word written out; if no date is given anywhere, write *n.d.* Some librarians may prefer to use *no date* instead of the abbreviation *n.d.* Use arabic figures for dates even though the book uses roman numerals.

Ex. Harper, "1941. Houghton, 1943. Dutton, *n.d.*
New York, W. J. Black, inc. [introd. 1926]

5. *Collation*.—This term is used to include the number of pages of a one-volume work, or the number of volumes of a work in more than one volume, and information about the illustrations.

The title page may include a statement as to the number of volumes and the number and type of the illustrations, or this information may be discovered only through an examination of the book. Frontispieces, plates, diagrams, charts, plans, facsimiles are to be included under the general term *illustrations*. Maps, portraits, and tables are to be specified, if important. They are to be given in alphabetical order, using the abbreviations listed under "Collation" in Appendix II; e.g., for Eve Curie's book the collation is: 393 p. illus. ports. Other illustrations are: 3 v. illus. map, port. tab. or, for a one-volume work: 179 p. illus. map, port. tab. Use the plural if there is more than one illustration of a kind, e.g., illus. maps, ports. tables. If a work is in two or more volumes and the library has not all of them, give what it has in pencil so that changes may be made easily if other volumes are added, e.g., v. 1, 3, illus. maps. (See sample cards 13-33 for examples of collation.)

"When a book is unpagged, give in brackets the total number of pages as ascertained by actual count . . ." (A.L.A.1908.160; 1941.290)

Some librarians prefer to use the word *Illustrated* and not specify the kinds of illustrations, thus avoiding the use of abbreviations which may not be clear to the public. If the librarian thinks that paging would be ignored by the reader that item may be omitted, though in all other respects cards follow the samples given.

6. Notes.—There are many kinds of notes which may be added to catalog cards, since they describe any special feature of the book not included in the title, imprint, or collation. The safest rule, however, is not to make a note if there is doubt as to its value.

"Add notes when necessary to explain the title or to correct any misapprehension to which it might lead, and also to supply essential information about the author and bibliographical details not given in the title, imprint or collation. They should be as brief as is consistent with absolute clarity. . . ." (A.L.A.1908.168; 1941.323)

The following order is suggested for notes:

- a. Added information about the physical make-up of the book, e.g., that the title page is lacking (something which may occur when an old library is being cataloged).
- b. Notes explaining variations in title.
- c. Notes on pseudonyms, sequels, editors, and translators.
- d. Source of the book, e.g., that it has been published previously in some periodical; the fact that it is bound with some other work; that it has been published under some other title.
- e. Bibliographies or lists of authorities consulted, information about the appendixes if they contain valuable material which may be overlooked, e.g., the note for Eve Curie's book concerning lists of Madame Curie's prizes, etc. in the appendix. Give inclusive paging for bibliographies, e.g., Bibliography, p. 287-299. For examples showing notes, see sample cards 13, 14, 15, 16, 17, 19, 22, 23, 32, 33.

Another example of a book having an appendix which might well be brought out in a note on the catalog cards is C. E. Turner's *Principles of Health Education*, second edition. The note might read, Appendix: Underweight and growth as health indices. The following suggested note for the catalog cards for Azriel L. Eisenberg's *Children and Radio Programs* shows how several appendixes may be indicated:

Appendixes: A. Descriptions of sixty-seven programs, mentioned by at least 1 per cent of the children.—B. A classification of the most frequently mentioned programs into categories.—C. Character and personality traits on which children were rated.—D. Pupils' questionnaire.—E. Parents' questionnaire.—F. Pupils' interview form.

Different editions of the same book.—The title page of the first edition of Bassett's *A Short History of the United States* reads:

A Short History of
The United States

By

John Spencer Bassett

New York
The Macmillan Company
1913

Examination of this book shows no copyright date, so the date on the title page is used in cataloging. There is a bibliographical note at the end of each chapter, and a total of 885 pages.

973

B31

Bassett, John Spencer, 1867-1928.
A short history of the United States. Macmil-
lan, 1913.
885 p.

"Bibliographical note" at the end of each chap-
ter.

15. AUTHOR CARD WITH IMPRINT, COLLATION, AND NOTE

The title page of another edition of Bassett's history reads:

A Short History of
The United States
1492-1929

John Spencer Bassett, Ph. D.
Professor of American History in
Smith College

Revised Edition

New York
The Macmillan Company
1931

This edition also has a "Bibliographical note" at the end of each chapter. The Preface states that Mr. Nevins supplied the material following page 902 and that this is the second revised edition. On the title page simply "Revised Edition" is given.

Should these two editions of Bassett's history be cataloged as two different books or as two copies of the same book? In some small general libraries only the latest edition of a book is wanted

and the earlier edition is withdrawn when the later one is secured. In such a library the catalog cards for the earlier edition would be destroyed, and new cards would be made for the new edition. A librarian wishing to keep all editions would make separate cards for the added edition as for any other book. Sample cards 15 and 16 show different editions of the same book. These two editions of Bassett's *A Short History of the United States* have author cards similar to those for the biography of Madame Curie. For the later edition a statement regarding the edition is added after the title. There are also notes about bibliographies, etc.

973

B31A Bassett, John Spencer, 1867-1928.

A short history of the United States, 1492-1929.

Rev. ed. Macmillan, 1929.

976 p. maps.

"Bibliographical note" at the end of each chapter.

"All of the material following page 902 has been supplied by Mr. Allan Nevins." - Pref. to the 2d rev. ed.



16. AUTHOR CARD WITH EDITION STATEMENT AND NOTES

Note that the figures in the book number B31 are followed by the letter A. This is to distinguish the revised edition of 1929 from the first edition of the work.

The wording of the edition statement varies, since it is taken from the title page of the book, though occasionally the information is found in the preface only. Then the statement is given as a note. For instance, examining an edition of Isaiah Bowman's *The New World*, one finds on the title page: "Fourth Edition with 257 Maps." In cataloging this book "Fourth edition," or the customary abbreviation, "4th ed.," would be added after the title. In the collation would appear the word "Maps."

John Gunther's *Inside Asia*, published by Harper & Brothers in 1939, has on the back of the title page the copyright dates 1938 and 1939, and "Twenty-fifth Edition." Here "Twenty-fifth Edition"

really means twenty-fifth printing, as the copyright dates indicate that the book has actually been altered only once since the original printing. The latest copyright date would be given on the catalog card, and no mention made of the edition. Most publishers use numbered editions to indicate new editions.

Sometimes the copyright statement on the back of a title page is followed by a list of various impressions and printings with dates. These are not the same as editions. An edition as recorded in cataloging implies some change in the text, either additions, revisions, corrections, or all three. Since there is no difference between the fifth impression and the first or between the twenty-second printing and the first, so far as the content is concerned, the number of printings or impressions is not mentioned. The copyright date is given because it establishes the date for the latest changes in the book.

In books published in England there is frequently found on the back of the title page such a statement as:

First published, 1940
Reprinted 1942

As 1940 more nearly represents the date of the writing of the book that date is preferred for the catalog card rather than the later date, 1942, or the one on the title page. When there are several copyright dates, however, the latest one is given on the catalog card, since it signifies a change in the content of the book.

The rule regarding the edition statement is: "Consider the statement specifying the edition as a part of the title. It is to be given in the language of the book and in the order of the title page, except that customary abbreviations may ordinarily be used unless editor's or reviser's name is included in edition statement." (A.L.A. 1908.148; 1941.239)

Series note.—Many books belong to a series and it is sometimes important to include this information on the catalog card. A series is "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 . . ." (A.L.A. 1941, p.xxix) There are three kinds of series: author, subject, and publishers'. *Pilgrimage*, parts I-XII, by Dorothy M. Richardson, which includes *Dawn's Left Hand* and *Clear Horizon*, is an example of an author series; "American Guide Series" and "The Rivers of America," are examples of subject series; "Everyman's Library," an example of publishers' series. To the reader the third is relatively

unimportant; therefore it may well be ignored in cataloging books for the small library.

The name of the series may be found on the outside cover of the book, on one of the pages preceding the title page, or at the head of the title page.

A series note states the name of the series to which a book belongs. If the name of the series begins with an article, the second word as well as the article begins with a capital letter in both the series entry and the series note.

978.7

B97 Burt, Maxwell Struthers, 1882-
Powder River, let 'er buck; illus. by Ross Santee. Farrar, 1938.
389 p. illus. map. (The Rivers of America)

Appendix: River and American folk, by C. L. Skinner.

17. AUTHOR CARD SHOWING SERIES NOTE

It is not always necessary to include the name of the series on the catalog cards, and in a very small public library it may always be omitted. School librarians, however, may find it very useful, especially for important subject series, such as "The Rivers of America." In some schools an effort is being made to direct the pupils' attention to the differences that exist among books in their authority as sources of information, their literary excellence, and their physical make-up. In a school collection for the use of such students it would be well worth while to include on the catalog cards the series note for the important author, subject, or publishers' series.

Contents.—"Give contents of publications containing several works by the same author, or works by several authors, or works on several subjects, or a single work on a number of distinct subjects, especially if the collective title does not sufficiently describe them, and for all works in more than one volume where the division by volume is chronological, or where any other formal division of matter makes contents advisable, e.g. a bi-lingual dictionary. . . .

"In works of one volume articles are separated by a period and a dash; in works of more than one volume the period and dash precede the volume number, articles within volumes (if any) are sepa-

rated by a period only. . . ." (A.L.A.1908.167; 1941.324)

An example of a single work on a number of distinct subjects which needs to have its contents listed is Gamaliel Bradford's *American Portraits, 1875-1900*. The contents would be given as follows:

Contents.—Mark Twain.—Henry Adams.—Sidney Lanier.—James McNeill Whistler.—James Gillespie Blaine.—Grover Cleveland.—Henry James.—Joseph Jefferson.

When the contents note consisting of names is long and the names are well known and distinctive, the surnames may be used alone; for example:

Contents.—Grieg.—Dvorak.—Saint-Saëns.—[etc.]

Work in two or more volumes.—All of the books cataloged above are in one volume. De la Mare's *Collected Poems, 1901-1918* is in two volumes. The title page for the first volume gives:

Collected Poems
1901-1918

By
Walter De La Mare
In Two Volumes
Vol. I

New York
Henry Holt and Company
1920

821
D33 De la Mare, Walter John, 1873-
Collected poems, 1901-1918. Holt, ©1920.
2 v.
Contents.—v. 1 Poems, 1906. The listeners,
1914. Motley, 1919.—v. 2 Songs of childhood, 1901.
Peacock pie.



The title page of Volume II is identical with that of Volume I except that it reads: "In Two Volumes, Vol. II." One card (number 18) records both volumes. "Works in more than one volume (other than serial publications) are, as a rule, to be cataloged from the title page of the first volume, subsequent variations being explained in notes or shown in contents." (A.L.A.1908.142; 1941.232)

The card for De la Mare's *Collected Poems* illustrates the collation for a work in more than one volume. "When a work consists of more than one volume, give the number of volumes. . . ." (A.L.A. 1908.159; 1941.295)

"In works of more than one volume where the date of publication [or of copyright] extends over more than one year, give inclusive dates." (A.L.A.1941.261)

973

C45 Channing, Edward, 1856-1931.

A history of the United States. Macmillan,
c1905-25.

6 v. illus. maps.

Includes bibliographies.

Contents.—v. 1 The planting of a nation in the new world, 1000-1660.—v. 2 A century of colonial history, 1660-1760.—v. 3 The American revolution, 1761-1789.—v. 4 Federalists and Republicans, 1789-1815.—v. 5 The period of transition, 1815-1848.—v. 6 The war for southern independence.



19. AUTHOR CARD FOR WORK OF MORE THAN ONE VOLUME WITH DIFFERENT COPYRIGHT DATES FOR DIFFERENT VOLUMES, GIVING CONTENTS

Supplements, indexes.—Channing's history, for which a card is given, has a general index which forms a supplementary volume to the work, but was not compiled by Channing. Such a supplement or index is cataloged as an entirely different book but with the entry under Channing so that cards for other books may not come between the cards for the history and its index. The word *index* may be written just below the call number. An added entry would be made under the name of the compiler.

973

C45 Channing, Edward, 1856-1931.

Index A history of the United States; supplementary
volume, general index, comp. by Eva G. Moore.
Macmillan, 1932.
155 p.

20. AUTHOR CARD FOR AN INDEX WHICH IS AN INDEPENDENT WORK

A work by joint authors.—The title page reads:

You Can't
Take It With You
A Play
by
Moss Hart
and
George S. Kaufman

Farrar & Rinehart
New York Toronto

On the back of the title page:

Copyright 1937 by Moss Hart and George S. Kaufman

There are 207 pages, no illustrations except the frontispiece, which represents one scene in the play. There are no bibliographies or appendixes. Note that the author whose name comes first on the title page is given in author place on the top line of the card and the names of both are given in the title.

If the work is by more than one author "enter under the first author mentioned on the title page . . . include all the names in the title . . ." [up to three] (A.L.A.1908.2; 1941.2)

812

H32

Hart, Moss, 1904-

You can't take it with you, a play by Moss Hart
and George S. Kaufman. Farrar, ©1937.
207 p. illus.

21. AUTHOR CARD FOR A WORK BY TWO AUTHORS

For a work by four or more authors whose names appear on the title page, the name listed first is used as the author entry and also included in the title followed by the words *and others*. And

others is given in brackets, since it is not on the title page of the book but is supplied by the librarian. If the authors are well known, the names may be given in contents or in a note.

573

K82

Koos, Leonard Vincent, 1881-
Administering the secondary school, by L. V.
Koos and others, Amer. bk. ©1940.
678 p. illus. tables.

Written by L. V. Koos, J. M. Hughes, P. W. Hut-
son and W. C. Reavis.
Bibliography at end of each chapter.

22. AUTHOR CARD FOR A WORK BY FOUR AUTHORS

Names of organizations as authors.—Chapter V gives the rules covering the forms of names of organizations to be used as headings in the catalog. The author card for a government document would be just like that for a book with a personal author, except that the heading would frequently be the official name of the government body, adapted to agree with the rules in Chapter V.

621.384

U58

U. S. Library of Congress. Bibliography division.
Radio and radio broadcasting: a selected list
of references; comp. by Anne L. Baden. U. S.
Govt. print. off., 1941.
109 p.

Mimeographed.

23. AUTHOR CARD FOR A GOVERNMENT DOCUMENT

Note that the name is given on the same line as if it were a personal author. There are periods at the end of the main heading and each subheading, e.g., U. S. Library of Congress. Bibliography division. Each subheading is preceded by two spaces.

In headings as well as in the body of the card "capitalize the first word of the names of government departments, bureaus, and offices; of legislative, judicial, and administrative bodies. . . ." (A.L.A. 1941. Appendix III.23)

Ex. U. S. Library of Congress. Documents division.
 U. S. Maritime commission.
 Virginia. Conservation commission.

"Capitalize the first word of the names of societies, institutions, religious denominations, commissions, committees, and other organized bodies. If the name requires the initial article for clarity, capitalize the second word also. . . ." (A.L.A.1941.Appendix III.44)

Ex. Minneapolis. Public library.
 National conference on city planning.

Capitalize all proper names and adjectives derived from proper names unless used in a generic sense. (Based on A.L.A.1941. Appendix III.1 and 2)

Ex. Child study association of America.
 Association of American geographers.

373.73

567 Society for curriculum study. Committee on secondary education.

A challenge to secondary education; plans for the reconstruction of the American high school, ed. by Samuel Everett. Appleton-Century, 1935.

353 p.

24. AUTHOR CARD FOR THE PUBLICATION OF A COMMITTEE OF A SOCIETY

The title is given as for a work having a personal author. The title page is followed as to order and content. ". . . Omit the name of a society or institution in the possessive case with which a title sometimes begins. . . ." (A.L.A.1941.226)

"Governments, federal, state, or local, are ordinarily the publishers of their own documents, hence the printer's name rather than the publisher's usually appears on the title page, and should be given in the imprint together with any statement indicating official capacity. . . ." (A.L.A.1941.256)

"In public documents of a serial character, especially in state and city publications where there are frequent changes of publisher or printer, omit the publisher or printer, giving only the first-mentioned place . . .

"As societies ordinarily publish their own works, the printer's name rather than the publisher's is usually given on the title page, and this as a rule should be omitted on the catalog entry for serial

publications. . . . The phrase *Published by the society*, *Published for the society*, or *Printed for the society* is abridged to *The Society*. . . ." (A.L.A.1941.257)

Works which have been abridged, retold, etc.—Two books about King Arthur for young people illustrate how a title page may leave one in doubt about the entry for the books.

The
Boy's King Arthur

Sir Thomas Malory's History
of
King Arthur and His Knights of the Round Table

Edited For Boys
by
Sidney Lanier
Illustrated by N. C. Wyeth

New York
Charles Scribner's Sons
1923

Close examination of this book and its title page shows that it is Malory's book, edited and with an explanatory introduction to make it clear to readers. Therefore, it is entered in the catalog under Malory with an added entry for Lanier.

A work similar to *The Boy's King Arthur* is *The Book of King Arthur*, by Mary Macleod. Miss Macleod has selected certain stories from Malory and reworded them to suit her young readers. It is neither Malory's language nor his selection; therefore the main entry for the catalog would be under Macleod with added entry under Malory. Lamb's *Tales from Shakespeare* is cataloged in the same way, the main entry under Lamb, the adapter, with an added entry under Shakespeare.

The Book of King Arthur
And His
Noble Knights

Stories from Sir Thomas Malory's Morte Darthur

By
Mary Macleod
Introduction by John W. Hales
Illustrations from Drawings by A. G. Walker, Sculptor

New York
Frederick A. Stokes Company
Publishers

398

M25

Malory, Sir Thomas, 15th century.

The boy's King Arthur: Sir Thomas Malory's History of King Arthur and his knights of the Round table; ed. for boys by Sidney Lanier; illus. by N. C. Wyeth. Scribner, 1880.

321 p. illus. (Scribner illustrated classics)

25. MAIN CARD FOR AN ABRIDGMENT

It is not known just when Malory was born or died, so that if the library's policy is to give author's dates, the closest approximation to the real date is given, in this instance the century in which he lived.

398

M16

Macleod, Mary, d. 1914.

The book of King Arthur and his noble knights: stories from Sir Thomas Malory's Morte Darthur; introd. by John W. Hales; illus. from drawings by A. G. Walker, sculptor. Stokes, n.d.

370 p. illus.

26. MAIN CARD FOR AN ADAPTATION

Note that on the Macleod card, since the date of birth is not known, the abbreviation d. is given preceding the date of her death. For children's classics the earliest copyright date is given rather than the latest, as it is nearer the date of actual writing of the book.

Another type of book which is sometimes puzzling is "Selections" from an individual work of an author. For example:

The Canterbury Tales
The Prologue and Four Tales with the
Book of the Duchess and Six Lyrics

By Geoffrey Chaucer

Translated into Modern English Verse by
Frank Ernest Hill
Illustrated by Hermann Rosse

Longmans, Green and Company
London: New York: Toronto
1930

MAIN CATALOG CARDS

A work similar to the one edited by Salter is *Century English Prose*. The title page reads:

Nineteenth Century English Prose

Early Essayists
Lamb, Hazlitt, Hunt,
De Quincey, Macaulay

Edited with Introduction

By
Frederick William Roe
Junior Dean and Associate Professor of English
The University of Wisconsin

New York
Harcourt, Brace and Company
1923

Should this be entered under Lamb, the first author mentioned on the title page, or under Roe, the editor? "Enter a collection of independent works, by various authors . . . issued with a compiler's entry under the compiler or editor, individual or corporate, under the title. If the work of the editor or editing body is but slight and their names do not appear prominently on the publication, or if there are frequent changes of editor, enter the title with added entry under editor. . . ." (A.L.A. 1908.12) Since Roe's name is prominent on the title page this book should be entered under Roe. The catalog cards would be very similar to those for *The American Politician* with Roe's name in the first position. The contents would indicate which essays by Lamb, Hazlitt, and others are included.

Compilation without an editor.—When a compiler is not the editor, how is it entered?

The
Patriotic
Anthology

Introduced By
Carl Van Doren

Doubleday, Doran and Company, Inc.
Garden City, N. Y. 1941

Following the second part of the rule given on the title page, *Patriotic Anthology* would have its main entry under "The American Politician" and the following indentation would be used: i.e., the title page of the

In some titles *selected* is used in the sense that the selections included are taken from all of the works of an author rather than from a single work. In either case, however, the treatment is the same. The main entry is made under the author's name and the translator's or editor's name is included on the card. An added entry would be made for the editor or the translator; for this book, Frank Ernest Hill.

Compiler, editor, or translator as author.—*The American Politician* consists of a number of articles on well-known people, written by many authors and edited by J. T. Salter. "Enter a collection of independent works, by various authors, artists, composers, etc., issued with a collective title under the compiler or editor, individual or corporate, with added entry under title. If the work of the editor or editing body seems to be but slight and their names do not appear prominently in the publication, or if there are frequent changes of editor, enter under title with added entry under editor. . . ." (A.L.A. 1908.126; 1941.10)

The main entry for *The American Politician* would be under the editor since he is considered the author of the volume, and the abbreviation *ed.* would be added one space after the comma following his name. If no dates are given, thirteen spaces are left before the abbreviation *ed.* so that the dates may be filled in later when found. If only the date of birth is given, six spaces are left before *ed.* for the date of death, e.g., 1904- ed.

92

S17 Salter, John Thomas, 1898- ed.

The American politician. Chapel Hill, The University of North Carolina press, c1938.
412 p. ports.

Contents.—Fiorello H. La Guardia, by P. J. Kern.—Arthur H. Vandenberg, by P. M. Cuncannon.—Paul V. McNutt, by Harold Zink.—George William Norris, by C. O. Johnson.—Robert F. Wagner, by J. C. O'Brien.—Millard E. Tydings, by Holmes Alexander.—Robert M. La Follette, jr. by W. S. Sayre.—Maury Maverick, by R. C.
See next card



The usefulness of Salter's book may be increased if the catalog card lists the contents. The University of North Carolina Press is not as well known as the publishers of the books for which cards have been given and is not listed in Appendix II, so the place of publication, Chapel Hill, precedes the publisher's name in the imprint.

"... Give contents in the order in which they appear in the book, and in paragraph form . . . In case different parts are written by different authors, let the name of the author follow rather than precede the title, provided always this is the order of arrangement in the book. In transcribing contents, give a single forename in full, but initials only for more than one forename . . .

"In works of one volume, the contents note may be taken from the publisher's table of contents, or from half titles or captions of the various parts to be noted . . . Introductions, if mentioned in the title, need not be repeated in contents. . . . Contents given on the title page as *part of the title* are preferably to be so transcribed on the catalog entry." (A.L.A.1908.167; 1941.324)

Note the comma following the title of the essay before the author's name on the card for Salter. Often the table of contents gives the title, "by," and the author; if this is so, the contents on the card would be in this form, e.g., "Secret of the charm of flowers, by William Henry Hudson." If the word "by" is omitted in the table of contents, however, it is omitted on the catalog card; e.g., contents for *From Anne to Victoria*, edited by Bonamy Dobrée, would be given as follows:

Contents.—John Churchill, Duke of Marlborough, A. S. Turberville.—Addison and Steele, Willard Connely.—Jonathan Swift, John Hayward.—[etc.]

But if the author's name in the contents is given first as in *Freedom, Its Meaning*, edited by Ruth Nanda Anshen, the name is inverted on the card, e.g.:

Contents.—Freedom invades history: Shotwell, J. T. Freedom—its history and meaning. Croce, Benedetto. The roots of liberty. Whitehead, A. N. Aspects of freedom. Mann, Thomas. Freedom and equality.—[etc.]

The contents given above also show the heading of a part or main division of a book followed by the more detailed contents for that part. In contents in this form the title of each part is preceded by a period and a dash and followed by a colon. A period and two spaces separate the items within a part. As an alternative form the parts or main divisions only may be given, e.g.:

Contents.—Freedom invades history.—Freedom of the mind.—
Freedom in the body politic.—[etc.]

92.

2

Sl7

Salter.

Brooks.—"Happy" Chandler, by J. B. Shannon.—John L. Lewis, by Philip Taft.—Jim Farley, by Duncan Aikman.—Norman Thomas, by D. D. Lescohier.—Dan Hoan, by Lindsay Hoben.—S. Davis Wilson, by T. H. Walnut.—Sol Levitan, by J. T. Salter.—Sickler, by R. C. Brooks.—Anna Brancato, by F. L. Reinhold.—Robert Heuck and the "Citizens" movement in Hamilton county, Ohio, by Murray Seasongood.—Tom McIntyre, by J. T. Salter.

27a. EXTENSION CARD

When there is not space on the card for all of the information, added cards known as extension cards are made. Whenever an extension card follows, "See next card" is typed (or stamped with a rubber stamp) on a line with the hole in the card, and immediately to the right of it. The call number and the first or filing word of the first card are repeated on all extension cards and the number of the card is written in the middle of the card, on the line above the heading. The information is continued from the preceding card at the same indentation it would have had on that card and on the line below the heading. On an author or main card, the filing word at the top of the extension cards would be the author's surname; if the name of an organization, the first word in the name. For example, for card 24, page 79, it would be *Society*; for card 30, *Arabian*; but if the first words are the abbreviation U.S., the entire heading would be repeated for the sake of identification.

Extension cards may be tied to the first card with heavy white thread. A pencil may be slipped in while the thread is being tied, so that the cards may be turned easily without being cut. Tying makes it easier to handle the cards before they are filed, and if for any reason they have to be removed from the catalog for additional information or a correction they can be kept together.

A work similar to the one edited by Salter is Roe's *Nineteenth Century English Prose*. The title page reads:

Nineteenth Century English Prose

Early Essayists
Lamb, Hazlitt, Hunt,
De Quincey, Macaulay

Edited with Introduction

By

Frederick William Roe
Junior Dean and Associate Professor of English
The University of Wisconsin

New York
Harcourt, Brace and Company
1923

Should this be entered under Lamb, the first author mentioned on the title page, or under Roe, the editor? "Enter a collection of independent works, by various authors . . . issued with a collective title, under the compiler or editor, individual or corporate, with added entry under title. If the work of the editor or editing body seems to be but slight and their names do not appear prominently in the publication, or if there are frequent changes of editor, enter under title with added entry under editor. . . ." (A.L.A.1908.126; 1941.10) Since Roe's name is prominent on the title page this book would be entered under Roe. The catalog cards would be very much like those for *The American Politician* with Roe's name in the author position. The contents would indicate which essays by Lamb, Hazlitt, and others are included.

Compilation without an editor.—When a compilation has no editor, how is it entered?

The
Patriotic
Anthology

Introduced By
Carl Van Doren

Doubleday, Doran and Company, Inc.
Garden City, N. Y. 1941

Following the second part of the rule given on page 48, *The Patriotic Anthology* would have its main entry under title. Hanging indention would be used: i.e., the title begins where the author's

surname would ordinarily stand and the succeeding lines begin at second indention. This arrangement makes the first word of the title stand out clearly on the card and is the form to be followed whenever there is no author, editor, compiler, or the like, to be used as author. "Capitalize the word following an initial article in any entry having a hanging indention (collections, serials, series, etc.)." (A.L.A.1941.Appendix III.46) With anonymous books, however, since it is expected that the author will be found at any time, the title of the book begins on the fifth line at the second indention as usual. When the author is found his name is added to the card in the usual place and the note: "Pub. anonymously," is added to the card.

810.8

P31 The Patriotic anthology; introduced by Carl Van
Doren. Doubleday, ©1941.
527 p.

Contents.—The discovery and early history of
America.—The revolution.—Post-revolution to 1815.—
1815-1860.—The civil war.—Lincoln.—1865-1900.—1900-
1914.—World war.—Contemporary America.—Basic American
ideals.

28. MAIN CARD FOR COMPILATION WITHOUT AN EDITOR

Dramatization.—A dramatization is based on a novel, legend, poem, or other literary form. It is entered in the catalog under the playwright with added entries for the author and title of the original work. The card below illustrates the entry for this kind of work.

812

C54 Chodorov, Jerome.

Junior miss, a new comedy by Jerome Chodorov and
Joseph Fields, based on the book by Sally Benson.
Random house, inc. [1942]
209 p.

29. MAIN CARD FOR DRAMATIZATION OF ANOTHER'S WORK

Anonymous classics and sacred books.—Chapter IV deals with the heading for the main entry of books which do not have authors, because they were not written by any one person but grew up through the ages, e.g., *Mother Goose*, and sacred books, e.g., *The Bible*. For these books the best-known form of the English title is used as the author; in all other respects they are cataloged as any other books with authors. The title page of *The Arabian Nights* as reproduced and the main card for an anonymous classic illustrate the rule.

The
Arabian Nights

Based on the Translation
From the Arabic By
Edward William Lane

Selected, Edited, and Arranged
For Young People By
Frances Jenkins Olcott

Illustrations and
Decorations By
Monro S. Orr

New York
Henry Holt and Company

598

AG5

Arabian nights.

The Arabian nights; based on the tr. from the Arabic by Edward William Lane; selected, ed. and arranged for young people by Frances Jenkins Olcott; illus. and decorations by Monro S. Orr. Holt, 1913.

294 p. illus.

30. MAIN CARD FOR AN ANONYMOUS CLASSIC

Arabian nights is the form given in the list of commonly used headings for anonymous classics on page 46 and is in accordance with the rule on page 45. Also *Bible* is the heading selected on page 46 for entering the Bible or its parts.

220

B58 Bible.

The Holy Bible, containing the Old and the New Testaments, being the version set forth 1611 A. D. tr. out of the original tongues and with the former tr. diligently compared and rev. New York, T. Nelson & sons, n.d.
1322 p.

31. MAIN CARD FOR A SACRED BOOK

The same book with two different titles (changed title).—Vincent Sheean's *Not Peace But a Sword*, published by Doubleday, Doran & Company, was also published in London by H. Hamilton. The content of the English and the American editions is the same, but the English edition has the title *The Eleventh Hour*. If the library has a copy of one title, an entry is made under the author for that title and a reference is made from the author and the other title so that the reader will be sure to find the book. A note on each entry informs the reader of the changed title.

940.5

S54 Sheean, James Vincent, 1899—
Not peace but a sword. Doubleday, ©1939.
367 p.

Also pub. under title, *The eleventh hour*.

32. MAIN CARD FOR BOOK WITH CHANGED TITLE—BOOK IN LIBRARY

940.5

S54 Sheean, James Vincent, 1899—
The eleventh hour. London, H. Hamilton, 1939.
317 p.

Also pub. under title, *Not peace but a sword*.

33. MAIN CARD FOR BOOK WITH CHANGED TITLE—BOOK IN LIBRARY

Sheean, James Vincent, 1899-
The eleventh hour.
see his
Not peace but a sword.

34. REFERENCE FOR BOOK WITH CHANGED TITLE—BOOK NOT IN LIBRARY

The rule for the entry of a book which has been published under more than one title is: "If a book has been published under two or more titles, make full entry for each of the titles in the library and give in a note under each entry the other title or titles under which the book has appeared. If the library has but one of the titles make full entry under . . . [the title in the library] and refer from the others. . . ." (A.L.A.1908.143; 1941.233)

Another kind of book it may be well to mention here is the book with more than one title page. "If a book has more than one title page, select the most general, and give the others if necessary in a note or as contents. . . . Of two title pages equally general in the same language, choose the first when one follows the other, the second when they face each other; of an engraved and a printed title page, the latter is usually to be preferred, and always when it bears a later date." (A.L.A.1908.144; 1941.234)

Added Catalog Cards

Introduction.—An added entry is a "secondary entry, i.e. any other than the main entry. There may be added entries for editor, translator, title, subjects, series, etc. . . . An added entry is a duplicate of the main entry, with the addition of a special heading." (A.L.A.1941, p.xv)

Title cards.—Title cards are made for all books of fiction and may or may not be made for all books of nonfiction. Consider Bassett's *A Short History of the United States* and Gunther's *Inside Asia*. The former title is neither striking nor distinctive and may be used for many different histories of the United States. Undoubtedly many readers, however, will remember the latter and look for it in the catalog. A given library should have a definite policy and either always make title cards for nonfiction, or have a list of introductory words commonly used in titles for which title cards are not to be made, e.g., "Introduction to," "The principles of," "A story of." Title cards may well be omitted from the catalog also if the first word (or words) is the same as that of the subject heading on the subject card. Since directions for using the catalog commonly state that it contains an author and a title card for every book in the library and in addition subject cards for nonfiction, many readers expect to find a book under its title, even though it is a common one, and may think the book is not in the library if it is not found under its title.

There are two possible forms for title cards, namely, the short form and the unit card form. The short-form title card has classification number, book number, title, and author. Title cards may be made just like the main entry, however, with the brief title added above the heading of the unit card. This form is in accordance with the statement made above that "an added entry is a duplicate of the main entry, with the addition of a special heading." If the unit card is used, the reader need not refer to the author card.

950

G97

Inside Asia.
 Gunther, John, 1901-

35. TITLE CARD—SHORT FORM

950

G97

Inside Asia.
 Gunther, John, 1901-
 Inside Asia. Harper, ©1939.
 599 p. map.

Bibliography, p. 578-581.

36. TITLE CARD—UNIT CARD

In the preceding chapter the author card is given for Sheean's *Not Peace But a Sword* as an illustration of what is done with books published under different titles. Corresponding cards would be made for the titles.

940.5

S54

Not peace but a sword.
 Sheean, James Vincent, 1899-
 Not peace but a sword. Doubleday, ©1939.
 367 p.

Also pub. under title, *The eleventh hour*.

37. TITLE CARD FOR BOOK WITH CHANGED TITLE—BOOK IN LIBRARY

The eleventh hour, see
 Sheean, James Vincent, 1899-
 Not peace but a sword.

38. REFERENCE CARD FOR BOOK WITH CHANGED TITLE—BOOK NOT IN LIBRARY

The latter part of the title of some books is better known than the full title, e.g., *The Tragedy of Macbeth*. In such cases a catch or partial title card is made. This card begins with the first striking

word of the title, for example, *Macbeth*. If the card is a unit card, the full title is given after the author.

Ex. *Macbeth*.
 Shakespeare, William, 1564-1616.
 The tragedy of *Macbeth*.

There are other books for which full and partial titles should be brought out in the catalog, e.g., J. George Frederick's *A Primer of "New Deal" Economics*. This work should have title cards as follows:

A primer of "new deal" economics.
 Frederick, Justus George, 1882-
 A primer of "new deal" economics.
 "New deal" economics.
 Frederick, Justus George, 1882-
 A primer of "new deal" economics.

Subject cards.—There are usually more inquiries for material on a specific subject than there are for books by a particular author or having a special title. The most used cards in the catalog are the subject cards, that is, the cards which indicate on the top line the subject of which the book treats. For this reason a subject card should be made for every book which deals with a definite subject. Frequently a book includes several different subjects and requires two, three, or even more subject cards. Subject cards are not necessary for books containing a single poem or a single play, or for a collection of all or part of the works of an individual author. Chapter II, "Choice of Subject Headings," deals with the question of ascertaining what a book is about and what subject headings best express its contents. There is also the possibility of making general subject references for entire groups of books, e.g., books on birds, airplanes, etc., or for all books of a certain form, e.g., books of American poetry. See sample cards 1 and 2.

If one turns back to card 1, one will note that the classification number for this general subject reference is given in the same position as on the main card, described in Chapter VI; the subject heading in the same position as the added title on card 36. A line is skipped and a paragraph, beginning on the second line below the heading and at the same indentation as the heading, tells where books on the given subject may be found. The second and succeeding lines of this paragraph begin at the first indentation. Another line is skipped; then the second paragraph about the use of the shelf-list card is given with the same indentions as the first paragraph.

On a subject card the subject heading is given on the third line from the top of the card, the line above the author or main heading (two lines above if the length of the heading requires it), beginning at the second indention, so that the author heading may be more prominent. If the subject heading occupies more than one line, succeeding lines begin at the third indention. Subdivisions of a main heading may be separated from it by a period and two spaces, or other punctuation marks agreed upon locally, as a long dash (e.g., U. S.—History). This heading is usually given in red ink or in full capitals in black ink to make it stand out conspicuously. In all other respects the subject card is a copy of the author card.

950 STATESMEN.
G97 Gunther, John, 1901--
Inside Asia. Harper, c1939.
599 p. map.

Bibliography, p. 578-581.

39. SUBJECT CARD—SIMPLE HEADING

950 ASIA. POLITICS.
G97 Gunther, John, 1901--
Inside Asia. Harper, c1939.
599 p. map.

Bibliography, p. 578-581.

40. SUBJECT CARD—HEADING WITH SUBDIVISION

Added entry for joint author, compiler, editor, illustrator, translator, etc.—Added entry cards may be made for the second of two joint authors, or for the second and third of three joint authors, and

so forth; for the compiler, editor, illustrator, translator, or for a person or organization connected with the book in some way other than these, for instance, a person writing the introduction to another's book; for the organization which issues or sponsors a work by an individual, which has its main entry under that individual—provided these added entries are likely to be useful. An added entry under Kaufman would be useful for Hart and Kaufman's *You Can't Take It with You*. This play is frequently referred to as Hart and Kaufman's play, and some readers will look under Hart, some under Kaufman. The abridgment given on page 80 will need an added entry under Lanier, since it is spoken of as Lanier's *Boy's King Arthur*. Also, though the main entry for *The Book of King Arthur and His Noble Knights* is under Macleod, an entry is needed under Malory for the reader who is interested in everything of Malory's.

If a writer, Pope or Longfellow for instance, translates another's work, an added entry would enable the student to consider not only Pope's or Longfellow's original writings but his translations as well. The student of *The Iliad* may be interested in the Pope translation and think of it as Pope's *Iliad*, though knowing it is Homer's *Iliad*. Occasionally an added entry is necessary for a compiler or an editor, for the same reason. If the library is likely to have a call for illustrations by a well-known artist, e.g., Walter Crane, an added entry under his name would make it possible to find examples of his illustrations. If the library has a copy of Louise P. Latimer's *Illustrators*, which lists well-known illustrators and the books they illustrate, or the H. W. Wilson Company's *Children's Catalog*, these printed sources may be used to locate books with illustrations by a particular artist and no added entry need be made under illustrator.

To make added entries of the kind mentioned, the full name in its best-known form (see Chapter III, "Choice of Personal Names") with dates, if the library uses them, is written on the line above the author. Begin at the second indention, so that the heading of the main entry may remain in a prominent position. If this added head-

812	Kaufman, George S	1889-
H32	Hart, Moss, 1904-	
	You can't take it with you, a play by Moss Hart and George S. Kaufman. Farrar, ©1937.	
	207 p. illus.	

ing occupies more than one line, succeeding lines begin at the third indention. The abbreviation, *comp.*, *ed.*, *illus.*, or *tr.* (or the full word if preferred) is given one space after the comma at the end of the heading. In the case of an added entry for a joint author or for the individual who writes the preface or introduction for another's work, no designation follows the name.

- 92 Sheean, Vincent, 1899- tr.
C97 Curie, Eve, 1904-
 Madame Curie: a biography, tr. by Vincent Shee-
 an. Doubleday, ©1937.
 343 p. illus. ports.

Appendix lists Madame Curie's prizes, medals and decorations and her honorary titles.

42. ADDED ENTRY FOR A TRANSLATOR

Another type of added entry is one for the author and title of a work which has been dramatized by another writer. The name of the author and the title of the original work are added above the unit card at the second and third indentions respectively.

- 812 Benson, Sally, 1900-
 Junior miss.
C54 Chodorov, Jerome.
 Junior miss, a new comedy by Jerome Chodorov and
 Joseph Fields, based on the book by Sally Benson.
 Random house, inc. [1942]
 209 p.

43. ADDED ENTRY FOR THE AUTHOR AND TITLE OF A WORK DRAMATIZED BY ANOTHER WRITER

Added entries, except title and subject cards, are made sparingly in the small library where the collection is accessible.

Analytic cards.—An analytic, or analytical entry as it is also called, is "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." (A.L.A.1908, p.xiii; 1941, p.xv) "Analytical entry under author or title is made for distinct parts of works or collections,

whether with or without special title pages and separate paging." (A.L.A.1908.170; 1941.220)

Some books are made up of two or more separate works of an author, or of different authors; or they may treat of several distinct subjects or phases of a subject. For example, the two-volume edition of De la Mare's *Collected Poems*, the title page and main card for which are reproduced in the preceding chapter, contains his well-known poems for children, published under the title *Peacock Pie*. In this collection the library has the work, *Peacock Pie*, whether or not it also has the separately bound edition. How can this be shown in the catalog? By making author and title analytics for it. Law's *Science in Literature* contains an essay by Madame Curie on her discovery of radium. This material on radium is as important as any that will be found in many libraries. It can be brought out by means of a subject analytic, i.e., a subject entry for a part of a book. Small collections and special libraries need to have their material analyzed freely, since the analytic card may represent the only work by the author, the only copy of the essay, play, etc., or the only material on the subject. Frequently the analytic is used to call attention to an extra copy of popular material already available in another form.

In this connection it should be stated that advantage should be taken of work already done. The H. W. Wilson Company's *Children's Catalog*, sixth edition revised, analyzes 910 of the books it lists. It has entries under 28 headings for the different subjects treated in Carpenter's *How the World Is Fed*. If the library has this printed catalog, it should depend upon it for locating the material in the books which it analyzes and should analyze in its card catalog only the collections or books of the character of Carpenter's that are not analyzed elsewhere. The *Standard Catalog for High School Libraries* also analyzes several hundred books. Printed indexes less likely to be found in the small library are Firkin's *Index to Short Stories*, Logasa and Ver Nooy's *Index to One-Act Plays* and other similar indexes. For an author analytic, the author of the analytic is given on the second line above the author of the book on the unit card, the title on the line below the author of the analytic, followed by: "p. 00-00 of:" For a title analytic this heading is reversed and the title is given on the top line, the author of the analytic on the next line followed by the same phrase and punctuation, namely: "p. 00-00 of:"

Note that for the two cards, 44 and 45, the regular unit card is used as it is for all added entries, with the appropriate heading

- De la Mare, Walter John, 1873-
 821 Peacock pie, v. 2, p. 95-218 of:
 D33 De la Mare, Walter John, 1873-
 Collected poems, 1901-1918. Holt, ©1920.
 2 v.

Contents.-v. 1 Poems, 1906. The listeners,
 1914. Motley, 1919.-v. 2 Songs of childhood, 1901.
 Peacock pie.

44. AUTHOR ANALYTIC—BOOK AND ANALYTIC BY THE SAME AUTHOR

added. The author of the analytic is given on the second line of the card, the title on the third line, followed by: a comma, the paging (in case of a work of two or more volumes, as De la Mare's, the volume number precedes the paging) and the word of and a colon. The indentions deserve special attention. In order that the author of the main book may stand out as well as the author and title of the analytic, the author of the heading (i.e., the analytic author) is given at the second or title indention and the title of the analytic comes at third indention. If the name of the author of the analytic takes two lines, it begins on the first line and comes back to the second line, third indention; and if the title of the analytic runs over, it comes back to the second indention.

Note that on cards 45 and 49 the phrase *see next card* is omitted,

- Brooks, Robert Clarkson, 1874-1941.
 92 Maury Maverick, p. 150-174 of:
 S17 Salter, John Thomas, 1898- ed.
 The American politician. Chapel Hill, The Uni-
 versity of North Carolina press, ©1938.
 412 p. ports.

Contents.-Fiorello H. La Guardia, by P. J. Kern.-
 Arthur H. Vandenberg, by P. M. Cuncannon.-Paul V. Mc-
 Nutt, by Harold Zink.-George William Norris, by C. O.
 Johnson.-Robert F. Wagner, by J. C. O'Brien.-Millard
 E. Tydings, by Holmes Alexander.-Robert M. La Fol-
 lette, jr. by W. S. Sayre.-Maury Maverick, by R. C.



45. AUTHOR ANALYTIC—BOOK AND ANALYTIC BY DIFFERENT AUTHORS

as it is unnecessary to make extension cards for analytic and title entries.

821 Peacock pie, v. 2, p. 95-218 of:
 D33 De la Mare, Walter John, 1873-
 Collected poems, 1901-1918. Holt, °1920.
 2 v.

Contents.-v. 1 Poems, 1906. The listeners,
 1914. Motley, 1919.-v. 2 Songs of childhood, 1901.
 Peacock pie.

46. TITLE ANALYTIC—BOOK AND ANALYTIC BY THE SAME AUTHOR

The two title analytic cards (numbers 46 and 47), as the author analytics above, are unit cards with the title and author of the respective analytics added as headings, followed by the paging. In the first example, since the author of the analytic is the same as the author of the book, it would be absurd to put:

Peacock pie.
 De la Mare, Walter John, 1873- v. 2, p. 95-218 of:
 De la Mare, Walter John, 1873-
 Collected poems, 1901-1918.

Therefore the name of the author of the analytic is omitted and the

The school for scandal.
 Sheridan, Richard Brinsley Butler, 1751-1816,
 808.82 p. 182-265 of:
 C67 Cohen, Helen Louise, 1882- ed.
 Milestones of the drama. Harcourt, °1940.
 580 p.

Includes bibliographies.

Contents.-Sophocles. Oedipus, king of Thebes.-
 Everyman.-Marlowe, Christopher. Doctor Faustus.-
 Sheridan, R. B. The school for scandal.-Ibsen,
 Henrik. A doll's house.-Rostand, Edmond. Cyrano de
 Bergerac.-O'Neill, Eugene. The Emperor Jones.-Fur-
 ther explorations.



47. TITLE ANALYTIC—BOOK AND ANALYTIC BY DIFFERENT AUTHORS

- 973 U. S. HISTORY. COLONIAL PERIOD, v. 2 of:
 C45 Channing, Edward, 1856-1931.
 A history of the United States. Macmillan,
 c1905-25.
 6 v. illus. maps.

Includes bibliographies.

Contents.--v. 1 The planting of a nation in the new world, 1000-1660.--v. 2 A century of colonial history, 1660-1760.--v. 3 The American revolution, 1761-1789.--v. 4 Federalists and Republicans, 1789-1815.--v. 5 The period of transition, 1815-1848.--v. 6 The war for southern independence.

48. SUBJECT ANALYTIC—BOOK AND ANALYTIC BY SAME AUTHOR

- 92 MAVERICK, MAURY, 1895-
 S17 Brooks, Robert Clarkson, 1874-1941,
 p. 150-174 of:
 Salter, John Thomas, 1898- ed.
 The American politician. Chapel Hill, The University of North Carolina press, c1938.
 412 p. ports.

Contents.--Fiorello H. La Guardia, by P. J. Kern.--Arthur H. Vandenberg, by P. M. Cuncannon.--Paul V. McNutt, by Harold Zink.--George William Norris, by C. O. Johnson.--Robert F. Wagner, by J. C. O'Brien.--Millard E. Tydings, by Holmes Alexander.--Robert M. La Follette, jr. by W. S. Sayre.--Maury Maverick, by R. C.

49. SUBJECT ANALYTIC—BOOK AND ANALYTIC BY DIFFERENT AUTHORS

pagings given immediately after the title of the analytic. In this instance the added heading, consisting of a title only, comes at the same indentation as any added heading for a title, i.e., the second indentation. In the second example, since the authors are different the same items are given as for the author analytic for the same essay, but in reverse order. If the title runs over, the second line

begins at the same indention, i.e., the third indention; and if the author's name runs over, it continues on the next line beginning at the third indention.

For a subject analytic the subject heading is given as on any subject card, only it is followed by the phrase regarding the paging. If the author of the chapter or section whose subject is being brought out in the catalog in this way is different from the author of the book, his name comes on the line below the subject, and the phrase regarding the paging follows that.

On subject analytic cards it is observed that the title of the analytic is omitted because the name of the author and the subject heading are more important than the title and there is not room for all three at the top of the unit card. Dropping the author, title, etc., of the unit card another line would make all other items too low on the card and make extension cards more often necessary. To omit these items on subject analytic cards only would mean remembering the difference each time or giving special instructions to the typist. If the title is very important, an exception may be made by omitting the notes and contents of the unit card from this copy of the card and substituting a note giving the title of the analyzed part.

BOONE, DANIEL, 1735-1820.

973 Roosevelt, Theodore, 1858-1919, p. 18-28 of:

L82 Lodge, Henry Cabot, 1850-1924.

Hero tales from American history, by Henry Cabot Lodge and Theodore Roosevelt. Century, 1922.
335 p. illus.

Daniel Boone and the founding of Kentucky.

50. SUBJECT ANALYTIC INCLUDING TITLE OF ANALYTIC

Series entry.—"An entry, usually brief, of the several works in the library which belong to a series under the name of that series as a heading." (A.L.A.1908, p.xvi; 1941, p.xxix) "Enter a series under its title . . . include editor's name in title if given in statement of series. . . . Make added entry or reference under name of editor. . . . List as contents the works in the library which belong to the series, giving for each item, the author's name . . . brief title . . . date . . . Arrange numerically if the series is numbered, otherwise alphabetically by names of authors, unless another arrangement would be more useful, as by subject in a series of biographies . . ." (A.L.A.1908.128; 1941.219)

The title of the series is given (see card 51) on the fourth line from the top at the first indention; if it runs over, the succeeding lines begin at the second indention. Following a comma, the words *ed. by* and the name of the editor of the series as found in the book are given. There is a period at the end. If there is no editor, or it seems unnecessary to give the editor's name, the phrase is omitted. The classification number is given on the next line, and below that, on the same line with the book number, are given: the author's name inverted, beginning at the second indention, with his dates omitted to conserve space; after four typewriter spaces, the title of the work, omitting explanatory and alternative titles; then, after

The Rivers of America.

978.7

B97

Burt, Maxwell Struthers. Powder River.
c1938.

975.1

C21

Canby, Henry Seidel. The Brandywine.
c1941.

977.3

G77

Gray, James. The Illinois. c1940.



51. ADDED ENTRY UNDER SERIES—SHORT FORM

The Chronicles of America series, ed. by Allen Johnson.

973.1

H94

v. 1 Huntington, Ellsworth. The red man's continent.
c1919.

52. ADDED ENTRY UNDER SERIES, GIVING VOLUME NUMBER AND EDITOR OF SERIES—SHORT FORM

four typewriter spaces, the date. The second line of the entry for each individual work begins at the second indention. Other volumes in the series are added to the card in the same form. A line skipped, as shown on card 51, makes it easier to read the entry for any one volume. For a numbered series in which the volumes are preferably read in a certain order, the volume numbers are given at the first indention, and the surname of the author of the individual book at the third indention.

Another way to make a series entry is to write the name of the series above the heading of the unit card. Thus a series entry is made for each book in the set, and these cards file together in the catalog alphabetically by author.

- 978.7 The Rivers of America.
 B97 Burt, Maxwell Struthers, 1882-
 Powder River, let 'er buck; illus. by Ross San-
 tee. Farrar, ©1938.
 389 p. illus. map. (The Rivers of America)
 Appendix: River and American folk, by C. L. Skin-
 ner.

53. ADDED ENTRY UNDER SERIES—UNIT CARD

For the unit card form for a numbered series, if it is desirable to have the cards file in volume order rather than alphabetically by the author, the volume number is added to the heading; for instance, card 54 has as heading: "The Chronicles of America series, ed. by Allen Johnson, v. 1."

- The Chronicles of America series, ed. by Allen
 973.1 Johnson, v. 1.
 H94 Huntington, Ellsworth, 1876-
 The red man's continent: a chronicle of aborigi-
 nal America. New Haven, Yale university press,
 ©1919.
 183 p. illus. maps. (The Chronicles of America
 ser. v. 1)

54. ADDED ENTRY UNDER SERIES, NUMBERED SERIES—UNIT CARD

Golden hind series.

- 92
H39 Hawkins, by Philip Gosse. c1930.
- 92
H88 Hudson, by Llewelyn Powys. c1928.
- 92
R16 Raleigh, by Milton Waldman. c1928.

55. ADDED ENTRY UNDER SERIES—BIOGRAPHY

The Leatherstocking tales, by James Fenimore Cooper.

The deerslayer.

Last of the Mohicans.

The pathfinder.

Pioneers.

56. ADDED ENTRY UNDER SERIES—AUTHOR THE SAME

Special entry under series is necessary for important subject series, i.e., for series in which all the books deal with the same subject, e.g., "Rural Science Series," "The Chronicles of America Series." School libraries will find these entries useful for well-known series. Even the smallest public library which owns "The Chronicles of America Series" would probably find a series entry useful.

Cooper, James Fenimore, 1789-1851.
 The Leatherstocking tales, see
 The Leatherstocking tales.

India, 1128, 1799
 E15.547



57. REFERENCE FROM THE NAME OF THE AUTHOR OF THE SERIES

Skinner, Constance Lindsay, ed. see
 The Rivers of America.

58. REFERENCE FROM THE NAME OF THE EDITOR OF THE SERIES

Another kind of series for which an added entry under the series title is useful is an author's series, e.g., *The Leatherstocking Tales*, by James Fenimore Cooper (see card 56). Added entries under series titles are also useful for standard works in an attractive format, for example, "Scribner Illustrated Classics," "The Windermere Series."

Name reference cards.—On page 42 it is stated that the librarian must choose one form of an author's name and always enter his works under that form and that a reference must be made from any other forms with which the public may be familiar. These reference cards (numbers 59-62) are very brief. They should be made for all names which might be searched for in the catalog under any other form than the one chosen for entry. The form of name not used for entry is given on the fourth line from the top, at the second indentation; this is followed by a comma, four typewriter spaces, and the word *see*, on the same line if possible, if not, at the third inden-

tion on the succeeding line. The form of name that has been adopted for entry is given on the next line at the first indention.

Struther, Jan, pseud. see
Maxtone Graham, Joyce (Anstruther) 1901-

59. NAME REFERENCE CARD—PSEUDONYM

Graham, Joyce (Anstruther) Maxtone, see
Maxtone Graham, Joyce (Anstruther) 1901-

60. NAME REFERENCE CARD—COMPOUND NAME

If the name referred from runs over, the next line begins at the third indention; and if the name referred to runs over, the next line begins at the second indention.

Song of Roland, see
Roland.

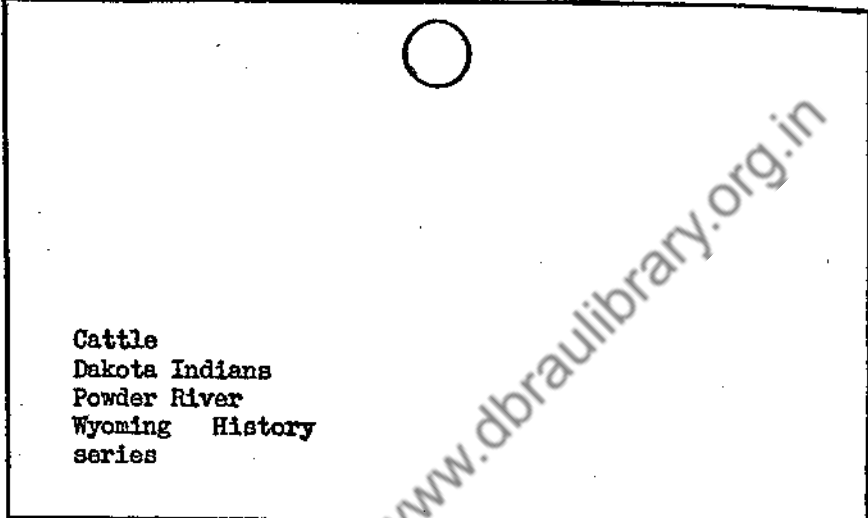
61. NAME REFERENCE CARD—HEADING FOR ANONYMOUS CLASSIC

U. S. Dept. of commerce. Bureau of the census,
see
U. S. Bureau of the census.

62. NAME REFERENCE CARD—NAME OF AN ORGANIZATION

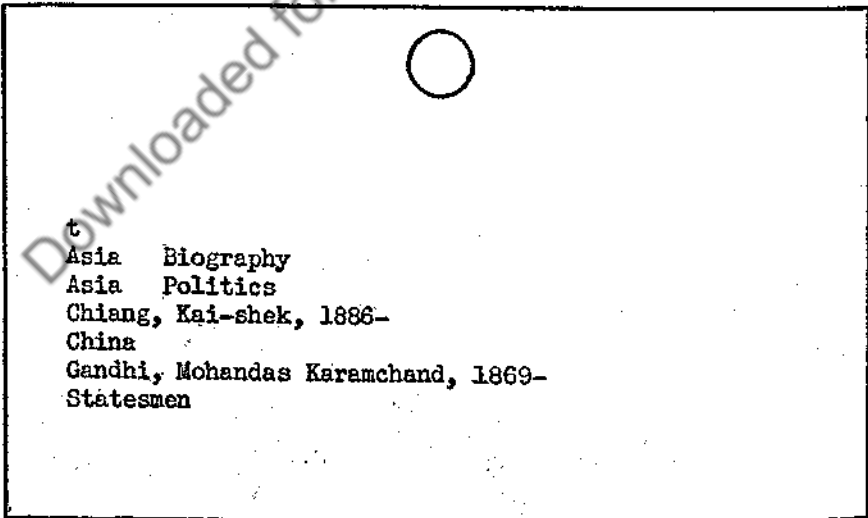
Subject reference cards.—Cards 3 and 4 in Chapter II are illustrations of *see* and *see also* reference cards. Note that both the term not used and the term used as a subject heading are given in full capitals, as were the subject headings on the cards on pages 23-24. If red ink is used for the headings on the subject cards, it should also be used for the subject references. The indentions and spacing are the same as for name references.

Tracing.—Tracing is the memorandum on the main card (or on the shelf list) of all other cards made for a book. It is necessary in order that all the cards may be found and taken out of the catalog if it is decided to make a correction on or addition to them, or if the book is withdrawn from the library. The headings for the other



Cattle
Dakota Indians
Powder River
Wyoming History
series

63. BACK OF MAIN CARD FOR BURT'S POWDER RIVER, SHOWING TRACING OF SUBJECT AND SERIES CARDS



t
Asia Biography
Asia Politics
Chiang, Kai-shek, 1886-
China
Gandhi, Mohandas Karamchand, 1869-
Statesmen

64. BACK OF MAIN CARD FOR GUNTHER'S INSIDE ASIA, SHOWING TRACING OF TITLE, SUBJECT, AND SUBJECT ANALYTIC CARDS

t

Europe Politics

Spain History Civil war, 1936-1939

Sheean, James Vincent, 1899-

The eleventh

t The eleventh

65. BACK OF MAIN CARD FOR SHEEAN'S NOT PEACE BUT A SWORD, SHOWING TRACING OF REFERENCE, AUTHOR, AND TITLE CARD FOR A BOOK WITH CHANGED TITLE (ONE TITLE NOT IN LIBRARY)

cards decided upon as necessary for the book are traced on the main card as soon as it is made. These added entries may be typed by the librarian or preferably by a typist who has been taught how to make them.

Rules for tracing.—Turn the main card over and with the hole at the top, list the items of the tracing beginning on the fifth typewriter space from the left edge of the card, and, if there are not many cards to trace, about halfway between the hole and the bottom of the card. If, however, there are many additional cards to note, begin the tracing just below the hole. Periods are not used in tracing, as they may show through on the front of typewritten cards. The tracing may be continued on the extension card or cards if necessary. The tracing thus recorded can be easily read by the librarian and yet will not be noticed by the users of the catalog.

The letter *t* traces the title card; the word *series*, a series card. The full heading serves to trace added entry cards for joint authors, compilers, editors, illustrators, translators, or extra author cards for two or more works bound together, each work having its own title page. (See pages 131-32.) In the latter case the title and other cards for each work are traced on the back of the extra author card, which has been traced, as indicated above, on the back of the main author card of the book.

Author analytics are traced by the heading for the author, fol-

lowed, if not apparent on the front of the card, by the first word of the title of the analytic. The exact wording of the subject heading traces subject and subject analytic cards, including those for individual biography. If the author of a subject analytic is not the author of the book, the full name of the author of the analytic is traced after the subject heading for the analytic. Title analytics are traced by a t on the back of the corresponding author analytic card. Some librarians may prefer to have all of the tracing on the back of the main card. Then t followed by the first word of the title of the analytic is written directly below the tracing for the corresponding author analytic.

If author and title analytics are made for all the plays, essays, or stories listed in contents on the main card, instead of tracing them in the usual way, there may be a statement on the back of the main card that author and title analytics have been made; e.g., "Author and title analytics made for each play" or "See contents for tracing."

The reference card for the author or the editor of a series is traced on the back of the series card by giving his name in full. For example, the tracing for card 57, "Cooper, James Fenimore, 1789-1851," is written on the back of card 56, the series card for *The Leatherstocking Tales*.

Name and subject reference cards do not need to be traced on any catalog card, as they are applicable to all books by or about an individual or on a subject and do not belong to one particular book. But the subject reference cards are traced by checking the printed list of subject headings, or in the card subject authority file, as described in Chapter II. Name reference cards are traced on the name authority card, if such cards are made for all names with cross references. Or the name reference cards may be traced on the author card for the first book cataloged with which that person is connected, just as it would be on the name authority card. Later if that book is withdrawn from the library and consequently its cards from the catalog, that tracing is transferred to another author card.

Other examples of tracing are:

Hart and Kaufman's *You Can't Take It with You*.

t

Kaufman, George S 1889-

Chodorov and Field's *Junior Miss*.

t

Fields, Joseph

Benson, Sally, 1900-

Junior

Salter's *The American Politician*.

t

Politics, Practical
Statesmen, American

U S Biography

U S Politics and government

Brooks, Robert Clarkson, 1874-1941 Maury

Maverick, Maury, 1895- Brooks, Robert Clarkson,
1874-1941

Cohen's *Milestones of the Drama*.

t

Drama Collections

Sheridan, Richard Brinsley Butler, 1751-1816 The school

Title analytic card 47 would be traced by the letter t on the back of the author analytic for Sheridan.

The shelf list.—The shelf list is "a brief . . . [record] of the books in a library . . . arranged in the order of the books on the shelves." (Cutter) Hence its name. It is a very important record.

Uses of a shelf list.—The shelf list is used:

1. To take the annual inventory to see if any books are missing.
2. To show how many copies of a given book the library owns.
3. To show what kind of books are in a given class as an aid in classifying.
4. To show the librarian who is making out book orders how many books the library already has in any given class.
5. To serve in a limited way as a classed catalog.
6. To give source, date, and cost if no accession record is kept.
7. To serve as a basis for a bibliography or reading list on a specific subject.

Rules for shelf-listing.—(Cards 66-68) The shelf-list card is a unit card; i.e., it is a duplicate of the main card, *except* that the notes, contents, and tracing are omitted. This saves space for the shelf-list information. If an accession book is used, the accession number, described in Chapter XII, is added to this card. If an accession book is *not* used, the source, date of acquisition, and cost of the book are added to the shelf-list card. Some librarians may prefer to omit the date.

If an accession number is used, it begins on the second space from the left edge of the card on the second line below the last line of the description—imprint, collation, or series note, as the case may be. If there are two or more copies or volumes of a work, the accession numbers are listed on the shelf-list cards in numerical order. The volume numbers or the copy numbers are written at the first

indentation opposite their respective accession numbers. Thus all copies and volumes of one work go on the same shelf-list card, and there are as many shelf-list cards as there are titles in the library, i.e., different works in the library. Copy numbers may be omitted if the librarian wishes, as long as accession numbers are used.

821

D33 De la Mare, Walter John, 1873-

Collected poems, 1901-1918. Holt, ©1920.

2 v.

2297 v. 1

2298 v. 2

2598 v. 1 c. 2

2599 v. 2 c. 2

66. SHELF-LIST CARD SHOWING ACCESSION NUMBERS FOR A TWO-VOLUME
WORK OF WHICH THE LIBRARY HAS TWO COPIES

If accession numbers are not used, the source, date, and cost of book are given instead. Abbreviations which will be clear to the librarian, e.g., B. & T. for Baker & Taylor, may be given for the source; if the book is a gift, the name of the donor is given, e.g., Mrs. J. H. Jones. The number of the month, day, and last two figures of the year are given, separated by hyphens, e.g., 2-16-42. The date follows the source, with two spaces between; then the cost, or, if it is a gift, the word *gift*.

821

D33 De la Mare, Walter John, 1873-

Collected poems, 1901-1918. Holt, ©1920.

2 v.

B. & T. 2-16-42 \$2.00 v. 1

" \$2.00 v. 2

Scribner 1-25-42 \$2.56 v. 1 c. 2

Jones, Mrs. J. H. 3-2-42 gift v. 2 c. 2

67. SHELF-LIST CARD SHOWING SOURCE, DATE, AND COST FOR A TWO-VOLUME
WORK OF WHICH THE LIBRARY HAS TWO COPIES

Note that one ditto mark is sufficient for both source and date, but that the cost, or word *gift*, is repeated for each volume or copy.

The shelf-list card may be simplified by the omission of:

1. The edition statement, unless needed to identify the book.
2. The publisher (and the place if given on the catalog cards).
3. The collation.

Thus it would contain: The classification number, book number, author heading, title, date, and accession number (or source, date, and cost).

Shelf-list cards for nonfiction are arranged exactly as the books are on the shelves, first numerically by classification number and second alphabetically by author, except individual biography, which is arranged alphabetically by the subject of the biography. If book numbers are used, then all nonfiction shelf-list cards are arranged by call numbers, e.g.:

973	973
B21	B31

for Bancroft's *History of the United States of America* and Bassett's *A Short History of the United States*, respectively. In book numbers where three figures are necessary, the third is considered a decimal and the numbers are arranged accordingly, e.g.:

973	973	973
B21	B219	B31

For individual biography the name of the subject may be added on the top line of the card just as it is on the subject card.

In a public library the adult and the juvenile shelf-list cards are filed separately. The juvenile shelf-list cards as well as the juvenile catalog cards are marked with a location symbol in connection with

+ J

the classification number, e.g., 973 or 973. Also the shelf-list cards for the reference collection are marked with a location symbol (e.g.,

R *

394 or 394) to distinguish them and are filed separately. The books, of course, have these location symbols added to the classification number.

When to shelf-list.—If the library is not yet cataloged, the fiction shelf list may serve also as an author list; and the nonfiction shelf list may serve as a subject catalog (since it brings together all of the botanies, all of the United States histories, etc.) until such time as the library can be cataloged. Before beginning the cataloging of an old library, be sure that there is a correct shelf list to use as a basis for the work. In a new library, if it is not possible to cata-

92 OSLER, SIR WILLIAM, 1849-1919.

082 Reid, Edith Gittings.

The great physician: a short life of Sir William Osler. London, Oxford university press, 1931.

299 p. illus. ports.

B. & T. 2-2-42 \$3.05

68. SHELF-LIST CARD FOR AN INDIVIDUAL BIOGRAPHY

log the new books as rapidly as they are being bought, it is well to accession (if an accession record is to be made), classify, and shelf-list them at once. Later, using the shelf list as a check, catalog the different classes. In a well-organized and well-established library it is best to make the shelf-list and catalog cards for each book when it is added to the library.

If printed catalog cards are used whenever they can be secured, they may be used for the shelf list also. Many Library of Congress cards contain so much information that there is little or no space for the accession number or source, date, and cost. Though the printed cards are used for the catalog, it may be preferable to make the shelf list locally. In such a case the simpler shelf-list card described on page 111 may well be adopted. Some librarians, however, find the fuller shelf-list cards very useful and prefer to have the locally made unit card or printed catalog card for the shelf list. The use of these cards is particularly desirable if many subject references are made to class number in the shelf list (see cards 1 and 2).

Cataloging Sets, Serials, and Independent Publications Bound Together

Sets.—The cataloging of sets differs as do the sets themselves. If there is a common title for the entire set, if one volume gives the contents for two or more volumes and the last volume contains the index to the set, then, needless to say, it must be given one classification number and be cataloged as one work. If the common title is distinctive the set will be known by that title, and this fact is another argument for keeping the volumes together. If they are bound alike and have a common title, but each volume is complete in itself, has a distinctive title, an index, etc., there is no reason for keeping them together. Besides, the average reader will not select a volume from a set as readily as he will pick up an individual book. For example, a set of *The Waverley Novels*, the different volumes all bound alike—on the back of each volume: "The Waverley Novels, Vol. XXI" (or XXII, etc.)—does not attract readers as does a binding reading *Rob Roy*, even though below *Rob Roy* "Vol. XI," or even "Waverley Novels, Vol. XI," is given. If this volume XI is shelved with other editions of *Rob Roy*, it is likely to be chosen for reading more often than if it is one of twenty-five books in the same binding shelved together.

To consider examples of different kinds of sets:

The Works of
John Milton

Volume I
Part I

New York
Columbia University Press
1931

All of the volumes of this set of Milton's works have identical title pages, except for the volume number and date. Volume I has two parts, bound separately but with the table of contents for both in part I. The two parts are paged consecutively. The same is true of

volumes II and III. But volumes IV to XVIII are each bound separately. Each one has the copyright statement on the back of the title page, running from 1931 to 1938 in the different volumes.

This set of Milton has a two-volume index with the same binding and style of title page as the set, but it is not included in the volume numbering of the set. The title page is given below:

An Index
To the
Columbia Edition of the
Works of John Milton

By Frank Allen Patterson
Assisted By
French Rowe Fogle

Volume I. A - K

New York
Columbia University Press
1940

The title page of the second volume of the index is the same as that for volume I, except that it has: "Volume II. L-Z." These index volumes will be cataloged in the same way as the index for Channing's *History of the United States*, described on page 76. Obviously this set of Milton's works will have to be cataloged as a set because of the way in which the works are divided among the different volumes and because of the index.

A type of title page which is found rather frequently in such works of fiction as *The Waverley Novels*, is the following:

The
Waverley Novels

By
Sir Walter Scott, Bart.

Vol. XXXV
Redgauntlet. - I.

Edinburgh
Adam and Charles Black
1879

Volume II of this work has the identical information on the title page except the volume numbers. On this particular title page the title of the series is more prominent than that of the work. Yet *Redgauntlet* is one of Scott's well-known novels and will be asked for by title. If fiction is cataloged as nonfiction is, *The Waverley*

Novels would be given as a series note. But if fiction is to be cataloged very simply with only author, title, and date, as recommended in Chapter IX, the card for the above book would not show that it is one of *The Waverley Novels*. Regardless of how little detail is given on the catalog cards an added entry under the name of the series, *The Waverley Novels*, will be found useful.

The A.L.A. Catalog 1926 gives the following note regarding Cooper's *The Deerslayer*: "The first of five novels devoted to the career of the great Leather Stocking, pioneer, hunter, and Indian fighter." The first sentence of the note for *The Last of the Mohicans* is: "The second of the Leatherstocking tales"; for *The Pathfinder*: "The third of the Leatherstocking tales"; for *Pioneers*: "The fourth of the Leatherstocking tales"; and for *The Prairie*: "The fifth of the Leatherstocking tales." The editor's note to Everyman's Library edition of *The Last of the Mohicans* states: "... one of the five 'Leatherstocking Tales' ..." The introduction to the Illustrated Sterling Edition of *The Prairie*, published by Dana Estes and Company has: "This book closes the career of Leatherstocking." The Houghton Mifflin edition of *The Pathfinder*, copyright 1898, states in the author's preface: "Following the order of events this book should be the third in the series of 'The Leather-Stocking Tales.'" On the other hand, *The Last of the Mohicans*, in the Riverside Literature Series, also published by Houghton Mifflin, makes no mention of *The Leatherstocking Tales*.

As has been pointed out, the average reader is not attracted by books which belong to sets, consisting of many volumes bound alike. Yet the reader is apt to be much interested in reading all the volumes in a series in which the same characters appear. *The Leatherstocking Tales* is a series of this type. Having read and enjoyed the first work the reader is likely to continue until he has read them all.

To summarize, the works of Milton described on page 113 would be cataloged as a work in many volumes. If a set is incomplete, the dates (except the date for volume I), the number of volumes, and the number of parts would be written in pencil, so that they may be easily changed when another volume is added. But "The Chronicles of America Series," *The Leatherstocking Tales*, and *The Waverley Novels* would have a main card for each title and the necessary added cards, including a series entry. See cards 52, 54, 56.

Note that as there are twenty-one physical volumes in this set of Milton's works (card 69) but only eighteen from the point of view of the division of the works, it is stated as "18 v. in 21." The

828

M66

Milton, John, 1608-1674.

Works. New York, Columbia university press,

c1931-38.

18 v. in 21. illus. ports.

69. MAIN CARD FOR A SET

828

M66

Patterson, Frank Allen, 1878-

Index

An index to the Columbia edition of the Works of John Milton, by Frank Allen Patterson, assisted by French Rowe Fogle. New York, Columbia university press, c1940.

2 v.

70. MAIN CARD FOR SEPARATE INDEX FOR A SET

word index is added to the call number for the index, which is the

828

same as that for the set, so that it will be shelved with the set: M66.

Index

Sequels.—Closely akin to such series as *The Leatherstocking Tales* are sequels, for instance, Nordhoff and Hall's *Mutiny on the Bounty*, which is the first volume of a trilogy, the next of which is *Men against the Sea*. Such books are cataloged as any other work with notes stating the sequence. Such notes are very desirable, since readers are usually anxious to read sequels. *Men against the*

Nordhoff, Charles Bernard, 1887-

Mutiny on the Bounty, by Charles Nordhoff and James Norman Hall. Little, c1932.

396 p.

The first volume of a trilogy. Followed by *Men against the sea*, *Pitcairn's Island*.

71. MAIN CARD FOR BOOK WITH A SEQUEL

Sea would have as a note: "A sequel to Mutiny on the Bounty. Followed by Pitcairn's Island." *Pitcairn's Island* would have as a note: "A sequel to Mutiny on the Bounty, Men against the sea."

Serials.—Of quite a different type are serials, the volumes of which are issued at regular intervals, e.g., periodicals, yearbooks, annual and biennial reports, directories. *The World Almanac* is a serial. The title page of the 1942 edition is as follows:

New York World Telegram

The World Almanac

and

Book of Facts

For

1942

Edited By

E. Eastman Irvine

Fifty-sixth Year of Publication

Published Annually By

The New York World-Telegram

A Scripps Howard Newspaper

125 Barclay Street, New York City

Copyrighted 1942 By New York World-Telegram Corporation

Title Registered in United States Patent Office

The title page for the 1941 edition is just the same, except that it has: "1941," "Fifty-fifth year of publication," and "copyrighted 1941." The 1935 edition not only has different dates, but a different editor: "Robert Hunt Lyman, Officier de l'Instruction Publique, Fellow of the Royal Geographical Society, Fellow of the American Geographical Society, Fellow of the American Association for the Advancement of Science"; "Fiftieth Year of Publication" and "Copyrighted 1935." Each of these volumes has the copyright date on the back of the title page, namely, 1942, 1941, 1940, etc., respectively. They all contain many tables.

The reader consults the catalog to see if *The World Almanac* is in the library, and if it is, what volumes the library has. All numbers of *The World Almanac* are, therefore, cataloged on one set of cards and only items of importance common to all numbers are given. Since there is no author and the editor will necessarily change from time to time, the main entry is made under the title, which begins on the top line, so as not to waste that space. In order that it may be readily distinguished from the usual title entry, the information on the card through the series note is written with hanging indention instead of paragraph indention.

Subtitles of serials frequently vary; therefore only the short title common to all issues is given. The editors are omitted, since they change more or less frequently and their names are not needed on the cards.

No date is given in the imprint, which otherwise follows the usual rules. The collation is usually omitted since it may vary for the different volumes. The frequency of publication, if not included in the title, e.g., *annual*, is given as the first note. As the second note and in the usual place for notes, is the statement as to the holdings of the library—the words *library has* followed by the volumes and dates covered, arranged in columns. As the information is given in columnar form, unlike other notes, nothing is written directly after *library has*. To make the *library has* statement easier to read a line is skipped to indicate when there is a gap in the set, e.g., before the first issue held by the library, 1928, and again between 1928 and 1931, 1932 and 1935, 1935 and 1938, 1938 and 1940.

310

W92

The World almanac.
Tables.

New York, World-telegram.

Annual.

Library has

1928

1938

1931-32

1940-42

1935



72. MAIN CARD FOR AN ALMANAC

Added entries may be made as usual by duplicating the main card and adding the appropriate heading. Or the unit card may be made, but in note place, instead of *library has* statement, may be given: "For volumes in the library see the title of this work."

To take another example of a serial:

Who's Who
In AmericaA Biographical Dictionary of
Notable Living Men and Women
of the United StatesVol. 21
1940-1941Edited By
Albert Nelson Marquis.Revised and Reissued Biennially
Founded 1899 By Albert Nelson MarquisChicago, U. S. A.
The A. N. Marquis Company
1940

The back of this title page lists the copyright dates of all issues of this work, ending "Copyright, 1940."

The title pages of volumes 17, 20, and 21 are alike with the following exceptions. The title page of the twentieth volume has:

Vol. 20. Volume 17 has: Vol. 17. In all other respects the information on the title page for this volume is the same as that for volume 21. The back of the title page for volume 17 has, "Copyright 1932"; for volume 20, "Copyright 1938."

920

W62

Who's who in America.

Chicago, A. N. Marquis co.

Biennial.

Library has

v. 17 1932-33

v. 20-21 1938-41

73. MAIN CARD FOR A BIENNIAL

The volume numbers are especially helpful in cases like this where each volume covers more than one calendar year.

Besides serials which are entered under their titles, there are those which are published yearly, biennially, etc., by a government department or an association, for example:

U. S. Department of Commerce
 Jesse H. Jones, Secretary
 Bureau of the Census
 Vergil D. Reed, Acting Director

Statistical Abstract
 of the
 United States

1940

Sixty-second Number
 Compiled Under the Supervision of
 Leverne Beales

Chief Statistician, Territorial, Insular, and Foreign Statistics
 By Kathleen H. Dugan, Editor

United States
 Government Printing Office
 Washington: 1941

For Sale by the Superintendent of Documents,
 Washington, D. C. Price \$1.50 (Buckram)

The numbers for 1929, 1931, 1932, 1937, 1938, and 1939 have practically the same information on their respective title pages. The number for 1929 does not give the name of the secretary of the Department of Commerce; has "1929, Fifty-first Number" in place of the date and number of the other issues; and gives 1929 in the imprint. The price is given at the bottom of the title page, "\$1.00." The one important difference is that the Abstracts for 1929 through 1937 are issued by the Bureau of Foreign and Domestic Commerce of the

317.3

U58 U. S. Bureau of the census.

Statistical abstract of the United States.

U. S. Govt. print. off.

Tables.

Annual.

Library has

1929 1937-41

1931-32



See next card

317.3

2

U58 U. S. Bureau of the census.

Numbers before 1938 issued by the Bureau of foreign and domestic commerce.



74a. MAIN CARD FOR A SERIAL WITH AN AUTHOR—EXTENSION CARD

U. S. Bureau of foreign and domestic commerce.
Statistical abstract of the United States.
see

U. S. Bureau of the census.
Statistical abstract of the United States.

75. REFERENCE CARD FOR A SERIAL WITH CHANGE IN AUTHOR

Department of Commerce, whereas the numbers for 1938-1941 are issued by the Bureau of the Census of the Department of Commerce. The letters of submittal given on the back of the title pages of all these numbers, except the one for 1937 which has none, have the name of the department and of the bureau which issues them. The price varies from \$1 to \$1.50; the numbers and dates vary.

There is really nothing new about cataloging a work of this kind. It has the same sort of author heading as any other government document and this heading should be established in the usual way. Aside from the fact that it has an author, it is cataloged as is *The World Almanac* or *Who's Who in America*.

Periodicals.—Sets of bound periodicals may be cataloged just as these almanacs and other serials are cataloged. The title pages have most features in common with the serials discussed on the preceding pages.

The librarian of a small public, school, or even special library with sets of bound periodicals may catalog them in this way, or may not catalog them at all. As they are conspicuous by their make-up, they are easily located on the shelves in a one-room library; and they are used through the general or special periodical indexes rather than through the catalog.

909.82

C97 Current history and Forum. New York, C-H pub.
corporation.

Monthly.

Library has

v. 51-53, no. 1 Sept. 1939-June 1941

 See next card

76. MAIN CARD FOR A PERIODICAL

909.82

2

C97 Current.

Current history combined with The Forum and The Century magazine, May 23, 1940, under the title: Current history and Forum; Current history and Forum was superseded by Current history, September, 1941.

76a. MAIN CARD FOR A PERIODICAL—EXTENSION CARD


909.82

C976 Current history. New York, Events pub. co. inc.

Monthly.

Library has

v. 1-4 Sept. 1941-Aug. 1943

 See next card

77. MAIN CARD FOR A PERIODICAL

909.82

2

C976 Current.

Formed by the union of Current history and Forum with Events.

77a. MAIN CARD FOR A PERIODICAL—EXTENSION CARD

Note that the library has statement for *Current History and Forum* gives the months as well as the years covered by the volumes. This form is used when the volumes do not coincide with the calendar years. Since *Current History and Forum* ceased publication with volume 53, number 1, June, 1941, this volume number and final date are typed, thus closing the entry. When *Current History and Forum* united with *Events* in September, 1941, to form *Current History*, a new volume numbering began. The library having this new periodical would add the latest volume, "v. 4, Mar.-Aug. 1943," in pencil to facilitate changing the statement when the next volume is received. The notes on cards 76a and 77a explain the formation of the periodicals. Because the new periodical *Current History* has a different name and a new volume numbering begins, it is cataloged as a separate periodical.

General encyclopedias are examples of sets that may or may

not be cataloged. Unless the library has a number of encyclopedias the reader does not go to the catalog to locate them, but goes directly to the shelves. Like bound periodicals they may be easily located in a small library. Shelf-list cards, however, should be made for all bound periodicals, encyclopedias, and other works, whether cataloged or not, in order that the library may have a record of such works and of what volumes of each it has.

Rules for cataloging serials and periodicals.

1. *Classification number is given as usual.*—If book numbers are used in the library they are assigned for serials as for any other book. If the serial is entered under its title, the book number is derived from the first word of the title not an article. The book number for *The World Almanac* would be W92, for *Who's Who in America*, W62.

2. *Author.*—Reports of institutions, governments, bureaus, associations, and the like, are entered under the institution, bureau, or association as author (see Chapter V), with the title in its usual place. If there is a change in the author, as the one noted on page 120 for the *Statistical Abstract of the United States*, the work may be recataloged under the new author with a reference from the former author and title; or if many volumes have been cataloged previously, the work may be left under the former author with a reference from the new author and title.

3. *Title as main entry.*—"Enter a periodical under its latest title, using hanging indentation. Capitalize the initial article, if there is one, and the word following it. Refer from any earlier title or titles under which the periodical may have been issued. . . . A periodical issued by a society, institution, or government body is ordinarily to be entered under its title . . . with added entry for the issuing body." (A.L.A.1908.121; 1941.214)

"Enter almanacs, general yearbooks and similar serial publications under title. Follow the same cataloging procedure as for periodicals." (A.L.A.1908.123; 1941.215)

"Enter encyclopedias and dictionaries under title unless decidedly better known by the name of their editors. In either case make added entry under the form not chosen for main entry, and for the publisher if the work is likely to be referred to by his name." (A.L.A.1908.127; 1941.218)

On all cards the title begins on the fourth line at the first indentation, succeeding lines at the second indentation. In cataloging in a library that has been established for some time several issues of the serial will probably be available so that several title pages may be

compared and phrases not common to all omitted. Use the brief title if cataloging the first issue of a yearbook, etc., since the subtitle may vary or be omitted from later numbers. If a radical change is made in the title, keep all numbers on one card and state in a note, "Beginning with ——— issue, title is ———." Make a reference card from the form of title not used. An illustration of such a change in title is the *Magazine of Art*, the title of which from September to December, 1936, was *Art Including "Creative Art"*; and from its first publication in January, 1916, to August, 1936, was *The American Magazine of Art*.

When a periodical is formed by the merging of two or more periodicals and has new volume numbering, it is treated as a separate periodical. If the title of the new periodical begins with the same words as one of the original magazines, a reference from the similar title is not necessary. *Current History* is an illustration of this kind of title.

4. *Title*.—as usual if the work has an author, except that if the title begins with the number of the report, e.g., *Second Annual Report*, omit the number, as it is given as the volume number in the *library has* statement.

5. *Imprint*.—Give as usual, only omit date.

6. *Collation*.—Omit.

7. *Library has*.—The statement of the numbers or volumes or years of a serial that a library owns begins with the phrase *library has* on the second line below the imprint or, if frequency is given in a note, on the line below the frequency note beginning at the second indentation. On the line below, beginning at the first indentation, are given the volumes or the years, or both, of the issues in the library in straight columns. They are put on the same line with a dash between the numbers if the volumes are consecutive, giving the latest one in pencil so that it may be changed when the next number comes. A line is skipped to indicate each gap, not each volume lacking, and statements that need to be changed are written in pencil. Such statements as "Forty-third issue," "Third edition," and "Second annual report," may be written "v. 43, v. 3, v. 2." Sample cards 72-74 and 76-77 illustrate the form of the *library has* statement.

8. *Notes*.—Unless it is included in the title, give the frequency as the first note. Notes other than that of frequency are given on a separate extension card, since *library has* statements may take up more space if there are many gaps in the set. Later if the first card should be filled up, a second and, if need be, a third

card could be inserted between the first card and the card giving the notes.

Shelf-listing serials.—To make the shelf-list card for a serial the same rules are followed as for other shelf-list cards. The library has statement is given on the shelf-list card as it is on the catalog card except that each number is listed separately. If accession numbers are used they are given in parallel columns opposite their

310

W92 The World almanac. New York, World-telegram.
Tables.

Library has

2899 1928 5096 1938

3506 1931 6017 1940

3725 1932 6356 1941

6800 1942

4019 1935

78. SHELF-LIST CARD FOR SERIAL

310

W92 The World almanac. New York, World-telegram.
Tables.

Library has

Pub. 2-9-29 \$1.00 1928 Pub. 2-9-39 \$1.00 1938

" 4-9-32 \$1.00 1931 " 2-5-40 \$1.00 1940

" 3-9-33 \$1.00 1932 " 2-6-41 \$1.00 1941

" 4-6-35 \$1.00 1935 " 2-1-42 \$1.00 1942

79. SHELF-LIST CARD FOR SERIAL (ALTERNATIVE METHOD)

respective volume numbers or years. The phrase *library has* may be omitted to save space.

Works published independently but subsequently bound together.—There are two kinds of books which are similar. The books consist of two or more works of the same author or works of different authors bound or published together in one volume. If the book has a title page for each work as well as table of contents, a preface, and separate paging, each work may be called informally a *bound with*. The book is cataloged as a separate book, but on the cards for each work there is a note of the other work or works with which it is bound. The true test of such a volume is that it could be cut into two or more works, each of which if bound separately would be a complete volume, not showing in any way that it had ever been bound with another.

A similar sort of work has one title page giving all of the separate titles included, or, at least, two or more. Frequently such a volume has a common title and the individual titles appear only on half-title pages. As noted previously, the half title is a brief title on a page preceding a title page, or separate work in a collection. It does not include the imprint. In this second type of book the paging may or may not be separate for each work. The title page given below for Bennett's *How To Live* is for such a volume.

How to Live

By
Arnold Bennett

A Special Edition for the Bookman Subscribers Only, Containing
"How To Live on Twenty-Four Hours a Day," "The Human
Machine," "Mental Efficiency," "Self and
Self Management."

New York
The Bookman
On Murray Hill

The back of the title page gives: "Copyright, 1910, 1911, 1918, and 1925 By George H. Doran Company." Examination of the volume shows that each of the four works has a half title and a table of contents. The first work *How To Live on Twenty-four Hours a Day* has its own preface, the others do not. Each work is paged separately.

Another example very much like this edition of Bennett's *How To Live* is:

A Wonder-Book
Tanglewood Tales, and
Grandfather's Chair

by
Nathaniel Hawthorne

Boston and New York
Houghton Mifflin Company
The Riverside Press, Cambridge

The back of the title page has:

Copyright, 1850, 1851, and 1858
By Nathaniel Hawthorne

Copyright, 1878, 1879, and 1881
By Rose Hawthorne Lathrop

Copyright, 1883
By Houghton Mifflin & Co.
All rights reserved

The half title preceding this title page has:

Riverside Edition

The
Complete Works of Nathaniel
Hawthorne, with Introductory
Notes by George Parsons
Lathrop

And Illustrated with Etchings by Blum, Church,
Dillman, Gifford, Shirlaw, and Turner
In Thirteen Volumes

Volume IV

Each work is preceded by half title, introductory note, and preface. The book is paged consecutively throughout. The binding has:

Wonder-Book
Tanglewood Tales, etc.

While examining these title pages and half titles, the librarian must keep in mind such questions as these: What is there in these volumes that readers would want? Under what would they look in the catalog? Make the main entry under Hawthorne, bring out all three titles given on the title page so that the reader will know what is in the volume, and make necessary analytics. For instance, the reader may not want Hawthorne's *Wonder-Book* but his *Grandfather's Chair*, or *Tanglewood Tales*. Therefore author and title analytics must be made for *Grandfather's Chair* and for *Tanglewood*

Tales. The fact given in the half title, namely, that this is volume IV of Hawthorne's complete works may be ignored in the small library catalog, as the volumes will be used more if they are cataloged separately and shelved with the adult fiction, juvenile fiction, or wherever the individual book belongs. If they are cataloged as a set, for instance, like the set of Milton, described on pages 113-14, there should be author and title analytics for the most popular of the individual works.

824

B47 Bennett, Arnold, 1867-1931.

How to live. A special edition for the Bookman subscribers only, containing "How to live on twenty-four hours a day," "The human machine," "Mental efficiency," "Self and self management." New York, The Bookman, '1925.

Various paging.

80. MAIN CARD FOR SEVERAL WORKS BY ONE AUTHOR WITH COMMON TITLE BUT NOT A BOUND WITH

Note that since the paging is separate for each part, the phrase "Various paging" is given in a note. The title of each work is given in quotations as on the title page and the first word begins with a capital. Since readers may look in the catalog for Bennett's *Self and Self Management*, *Mental Efficiency*, or *The Human Machine*, author analytics should be made for each one. Title analytics are also needed for those readers who look in the catalog under the titles.

Similar, yet different, is this *bound with*:

The Riverside Literature Series

Birds and Bees

Essays

By

John Burroughs

With An Introduction

By

Mary E. Burt

And A Biographical Sketch

Houghton Mifflin Company

Boston: 4 Park Street; New York: 85 Fifth Avenue

Chicago: 378-388 Wabash Avenue

The Riverside Press Cambridge

On the back of this title page are listed the contents and the copyright dates. This is followed by the biographical sketch, introduction, and the essays, then this title page:

The Riverside Literature Series

A-Hunting of the Deer
And Other Essays

By

Charles Dudley Warner

Houghton Mifflin Company

Boston: 4 Park Street; New York: 85 Fifth Avenue

Chicago: 378-388 Wabash Avenue

The Riverside Press Cambridge

The imprint on this title page is the same as that on the Burroughs title page. The copyright dates on the backs of the title pages, of course, differ. On the back of the title page for Burroughs:

Copyright, 1879, 1881, and 1886

By John Burroughs

Copyright, 1887

By Houghton Mifflin & Co.

All rights reserved

And on the back of the title page for Warner's work:

Copyright, 1878

By Charles Dudley Warner

Copyright, 1906

By Susan Lee Warner

All rights reserved

The title page for the third work in this volume with Burroughs' and Warner's works, namely Thoreau's *The Succession of Forest Trees, Wild Apples, and Sounds*, is complete also and has the copyright dates on the back of the title page. The paging for this book is: Burroughs' essays, 88; Warner's essays, 85; and Thoreau's essays, 103.

The work by Thoreau would be cataloged in the same way. The series note "(The Riverside literature series)" may be included on the card if the library finds it advisable. Some readers, instructors, and an occasional pupil may wish to know if the edition they are getting is of a certain series, since it implies a particular type of printing, paper, binding, illustrations, etc. (See card 17, page 74, for the form and location of a series note.) Notice that sample cards 81 and 82 are identical as far as form is concerned, and that the

814

B97 Burroughs, John, 1837-1921.

Birds and bees; essays, with an introd. by Mary E. Burt and a biographical sketch. Houghton, '1887.

88 p.

Bound with: Warner's A-hunting of the deer and other essays and Thoreau's The succession of forest trees, Wild apples, and Sounds.



81. MAIN CARD FOR THE FIRST WORK IN A BOUND WITH

814

B97 Warner, Charles Dudley, 1829-1900.

A-hunting of the deer and other essays.
Houghton, '1906.

85 p.

Bound with: Burrough's Birds and bees and Thoreau's The succession of forest trees, Wild apples, and Sounds.



82. MAIN CARD FOR ANY WORK OTHER THAN THE FIRST IN A BOUND WITH

titles listed in the note vary for each one. If a book number is used it is the same for all of the works since there is only one physical volume on the shelf. The book number is taken from the name of the author of the first volume.

The added cards are traced on each main card as usual, and in addition the main cards for Warner and Thoreau (the other works

in this volume) are traced on the Burroughs card—simply by giving the author headings in full.

Bees
Birds
Natural history
Warner, Charles Dudley, 1829-1900
Thoreau, Henry David, 1817-1862

83. MAIN CARD FOR BURROUGHS SHOWING TRACING

84. MAIN CARD FOR WARNER SHOWING TRACING

Catalog Cards for Fiction

Information on the catalog cards for fiction.—Some school and college libraries, though they have a comparatively small collection, prefer to classify their fiction as literature and to catalog it exactly as they do their nonfiction. Others do not classify it, but catalog all books the same way whether fiction or nonfiction. The librarian read this, but should follow the directions given in the preceding who prefers to catalog fiction and nonfiction alike does not need to chapters.

To determine whether the author's name given on the title page is a pseudonym or the author's married name, it is always necessary to look up an author's name in one or more authorities, such as biographical dictionaries, encyclopedias, the Booklist, the A.L.A. Catalogs, the *Wilson Standard Catalogs*. Take for example, Mary Ellen Chase's *Windswept* published in New York by The Macmillan Company in 1941. The *Standard Catalog for High School Libraries*, Supplement March 1942, and *Who's Who in America, 1940-1941* both record the name as Chase, Mary Ellen. Therefore that form of the name can be adopted and should be used in the catalog for all of her books.

Since the reader who wants fiction uses the catalog to find whether or not a certain book is in the library or what books the library has by a certain author, cards for fiction may be much simpler than for nonfiction. As he frequently remembers the title rather than the author, title cards are especially important.

The simplest form of card may contain only the author's full name, without dates, and the title. Many librarians may prefer, however, to follow the same policy regarding author's dates for fiction as for nonfiction. Some librarians find the copyright date or the date of publication useful as the date answers the reader's query as to which of the titles is the most recent.

Chase, Mary Ellen, 1887-
Windswept. °1941.

85. AUTHOR CARD FOR FICTION WITH AUTHOR'S DATES AND COPYRIGHT DATE

If more information regarding the book than this, e.g., the publisher, is desired on the catalog cards, it is better to catalog fiction and nonfiction alike. But if this information is available in trade catalogs and bibliographical tools which are at hand, time may be saved by making simple catalog cards such as 85 and by referring to these printed aids for the occasional calls for such information.

If the printed catalog cards, described in Chapter X, are used for fiction, there are very few books for which the author's name and dates have to be established. If only author and title, or author, title, and dates are given for fiction, however, it is less expensive, takes less time, and is as satisfactory to type the cards for fiction in the library as it is to order Wilson printed cards or Library of Congress printed cards.

On a title card the information given on the author card is reversed. The unit card may be used, but the simpler form is preferable.

Windswept. °1941.
Chase, Mary Ellen, 1887-

86. TITLE CARD FOR FICTION WITH AUTHOR'S DATES AND COPYRIGHT DATE

Windswept.
Chase, Mary Ellen, 1887-
Windswept. °1941.

87. UNIT TITLE CARD FOR FICTION, WITH AUTHOR'S DATES AND COPYRIGHT DATE

Another question to be considered is what should be done with a book having a long title, a part of which is very familiar, while the full title, though frequently given on the title page, remains unfamiliar. Many readers do not know that the title of some edi-

tions of *Robinson Crusoe* is *The Life and Strange Surprising Adventures of Robinson Crusoe*. A title card filed under "Life" in the catalog would rarely be found by the person seeking *Robinson Crusoe*. The title card, therefore, is made for that part of the title which is known, i.e., *Robinson Crusoe*. Such partial or catch title entries are frequently advisable and are discussed on page 91.

Defoe, Daniel, 1661?-1731.

The life and strange surprising adventures of
Robinson Crusoe. 1930.

88. AUTHOR CARD FOR BOOK OF FICTION WITH LONG TITLE

Robinson Crusoe. 1930.

Defoe, Daniel, 1661?-1731.

89. PARTIAL TITLE CARD

Robinson Crusoe.

Defoe, Daniel, 1661?-1731.

The life and strange surprising adventures of
Robinson Crusoe. 1930.

90. UNIT PARTIAL TITLE CARD

Another type of fiction is the anonymous book the author of which is unknown. This is the easiest of all to catalog. Obviously there can be no author card, and the only items that could go on the title card are the title and the copyright date. The latter item may be omitted.

The log-cabin lady. ©1922.

91. CARD FOR ANONYMOUS BOOK OF FICTION

Chapter IV considers two kinds of anonymous books, those with authors not known and those with authors known though the books were published anonymously. In case initials (the author's own or fictitious ones) are given on the title page and the author's name is not known, entry is under the title, but the initials are included in the title and a reference is made from them.

Adventures of Agnes, by E. M. 1931.

92. CARD FOR BOOK GIVING INITIALS INSTEAD OF AUTHOR'S NAME

When the author is known but his name is not given on the title page, the book is cataloged as any other work of fiction, and a note states that the book is published anonymously. The title card is made as usual with the addition of this note. The reader will then know that this volume is the anonymous book for which he is searching and not another book with the same title.

Russell, Mary Annette (Beauchamp) Russell, countess,
1866-1941.

Elizabeth and her German garden. 1901.

Pub. anonymously.

93. AUTHOR CARD FOR FICTION PUBLISHED ANONYMOUSLY—AUTHOR KNOWN

Printed Catalog Cards

What they are.—The Library of Congress prints the cards which are used in its catalogs and the H. W. Wilson Company prints cards for the books listed in its *Standard Catalog* series. They are for sale to libraries. Since the cards are somewhat different and the procedure in ordering them differs, they will be treated separately.

Differences between Library of Congress printed cards and typewritten cards.—Examine carefully the facsimiles of Library of Congress (commonly called *L.C.*) printed catalog cards 94-97 and 105-106 given in this chapter and note the differences between them and the sample typewritten catalog cards in previous chapters.

Turner, Clair Elsmere, 1890—

Personal and community health, by C. E. Turner ... 5th ed.
St. Louis, The C. V. Mosby company, 1939.

652 p. illus., iv col. pl., diagrs. 22 $\frac{1}{2}$ ".

"References" at end of each chapter except chapter II.

1. Hygiene. 2. Hygiene, Public. 1. Title.

39-14699

Library of Congress



RA425.T83 1939

[42m3]

[613] 614

94. L.C. PRINTED CATALOG CARD

The author's name is included in the title in the form in which it appears on the title page, just as it is on the typewritten cards for books by joint authors. The author heading, as usual, gives the author's name in the form adopted by the Library of Congress, with

dates when they can be found readily. Three dots (. . .) in the title indicate that something on the title page, considered unnecessary, has been omitted. The imprint is fuller; e.g., when there are two places of publication, both are given, while "etc." indicates that there are more than two on the title page. Likewise if more than one publisher is given on the title page, the first is given followed by "etc., etc.," or two publishers and "etc., etc." may be given. The imprint date is commonly given. If there is no imprint date, the copyright date is given; if no copyright date, any date found elsewhere in the book, e.g., [1943]; if no date is found, the nearest approximate date is given, e.g., [18-?], [192-?], [1937?]. The brackets, as usual, indicate that the material within the brackets is not on the title page.

Notice that different sizes and styles of type are used to emphasize or make less conspicuous the different items. The collation specifies frontispiece (front.) etc., and includes the size for all books. The size (ex. 20½ cm) refers to the height of the book and is given in centimeters.

Directly after the collation the series note is given. This is in parentheses, as usual, and sometimes is preceded by the location of this information in the book (for example, "On cover" or "Half title"). If there is an author or editor of the series, his name is included.

Next come the notes or contents, which are given as on the sample cards in the preceding chapters.

Hockett, John Alpheus, 1894-

Modern practices in the elementary school, by John A. Hockett ... and E. W. Jacobsen ... Boston, New York [etc.] Ginn and company (1938,

v, 346 p. illus. 20½ cm.

"Suggestions for further study" at end of each chapter.

1. Education of children. 2. Teaching. I. Jacobsen, Einar William.
1893- joint author. II. Title.

33-27501

Library of Congress



LB1555.H67

[41z2]

372

Kelsey, Vera.

Six great men of Brazil, by Vera Kelsey, illustrated by Stephen J. Voorhies. Boston, D. C. Heath and company, 1942,

63 p. incl. col. front, illus. (part col.) 21¹/₂". (Half-title: New world neighbors)

The frontispiece and illustrated t.p. form a double colored plate. Map on lining-papers.

CONTENTS. — Flag-bearers of Brazil. — Pedro II. — General Caxias. — Baron Mauá—Carlos Gomes.—Santos-Dumont.—General Rondon.

1. Brazil—Biog. I. Title.

Library of Congress



F2505.K4

[43]4

42—0292

920.081

96. L.C. PRINTED CATALOG CARD

At the bottom of the cards is the tracing for the added entries made for the L.C. catalog. Subject headings are indicated by Arabic numerals. Title entries or added entries for editors, etc., are indicated by Roman numerals. Below the tracing and to the right of the hole are given the L.C. classification and book numbers (for example, F2505.K4) and farther to the right the L.C. card number (for example, 42—9292), which may be used in ordering L.C. cards.

Peck, Anne Merriman, 1884—

Roundabout South America, by Anne Merriman Peck, illustrated by the author. New York and London, Harper & brothers, 1940,

x p., 2 l., 3-359 p. illus., plates. 22¹/₂".

Illustrated lining-papers.

"First edition."

Bibliography: p. 352-353.

1. South America—Descr. & trav. I. Title.

Library of Congress



F2223.P34

[421]3

40—27769

918

97. L.C. PRINTED CATALOG CARD

Such symbols as [43j4] below the L.C. classification and book number indicate facts as to the edition of the card and are to be ignored.

The figures in the extreme lower right-hand corner are the Dewey Decimal Classification number, e.g., 372 for Hockett's *Modern Practices in the Elementary School*. On some cards an alternative number is given, e.g., [613] 614.

Cards indicate a second copy of the book at the Library of Congress by two long dashes followed by "Copy 2" (— — Copy 2) below the tracing at the left of the card. This information, which is to be ignored, is given on cards 105-106.

Ordering L.C. cards.—If L.C. cards are to be used, one may write to the Librarian of Congress, Washington, D. C., and ask for a temporary subscriber's card and a copy of *L.C. Printed Cards: How To Order and Use Them*. This pamphlet is free, and it explains in detail just how to order the cards. It includes sample L.C. cards, sample order slips correctly filled out, etc., and makes the procedure all very clear, especially the scope of the stock of L.C. cards.

Differences between Wilson cards and typewritten cards.—The H. W. Wilson Company printed catalog cards reproduce the entries for books in their printed book catalogs, including the very helpful annotations. Unlike the Library of Congress printed cards, all the cards of a set are not exactly alike, but have title, etc., added at the top. The sets for each book are available in two forms. One form has subject heading and classification number at top of card; the other has subject heading and class number at bottom of card where it may be used as a suggestion but is not in the way if the particular library has used or prefers to use another form of subject heading or a different classification number. The illustrations in this chapter show the two forms. It will also be noted that the shelf-list card omits the annotation in order to leave space for the special shelf-list information.

Cards 98-104 and 107 will be found upon examination to differ from the typewritten cards given in this book and from Library of Congress catalog cards. The most conspicuous difference is in their scanty use of punctuation. This is done to save expense and space in the printed book catalogs, and the cards are printed from the same copy. Each issue of the book catalog includes at the end a "Directory of Publishers"; hence entries for individual books give only the abbreviation for the book publisher which is found in this directory.

On the catalog cards for Benz' *Pasteur* (card 98) the subject card is traced on the face of the card and the classification number

Benz, Frances E. 1899-

Pasteur, knight of the laboratory; il. by James MacDonald.
Dodd 1938

232p il

The obstacles in the path of this great crusader for the health of humanity were terrific. How he succeeded, to the lasting benefit of mankind, makes an absorbing story. Written for young people

1 Pasteur, Louis, 1822-1895

92

98. WILSON PRINTED CATALOG CARD

Benz, Frances E. 1899-

Pasteur, knight of the laboratory; il. by James MacDonald.
Dodd 1938

232p il

92

99. WILSON PRINTED SHELF-LIST CARD

is given in the lower right-hand corner. Note that there is no punctuation in the imprint, there is a period after the author's middle initial in the heading, the abbreviation *il* is used instead of *illus.* for illustration, and the annotation and tracing are omitted from card 99 to make space for the shelf-list information. The subject card for this book is exactly like the main card except for the addi-

tion of the subject heading. The call number is added to each card in the usual place.

The cards for Price's *Plays of Belles and Beaux* have the classification number at the left of the author's name on each card, and the title and the subject cards have the title and the subject heading, respectively, printed above the author's name. Note in the tracing: "(7 title anal.)" The shelf-list card for this has the same form as

812.08 Price, Olive M.

Plays of belles and beaux; seven short plays for high schools and junior highs. French 1937
162p

Contents: Phantom fiddler; Pirate and the lady; Mulberry gown; Shining armour; Golden stair; Gift from heaven; Dark road

1 American drama—Collections 1 Title (7 title anal.)

100. WILSON PRINTED AUTHOR CARD

AMERICAN DRAMA—COLLECTIONS

812.08 Price, Olive M.

Plays of belles and beaux; seven short plays for high schools and junior highs. French 1937
162p

Contents: Phantom fiddler; Pirate and the lady; Mulberry gown; Shining armour; Golden stair; Gift from heaven; Dark road

1 American drama—Collections 1 Title (7 title anal.)

101. WILSON PRINTED SUBJECT CARD

Plays of belles and beaux**812.08 Price, Olive M.**

Plays of belles and beaux; seven short plays for high schools and junior highs. French 1937

162p

Contents: Phantom fiddler; Pirate and the lady; Mulberry gown; Shining armour; Golden stair; Gift from heaven; Dark road

1 American drama—Collections 1 Title (7 title anal.)

**102. WILSON PRINTED TITLE CARD****812.08 Price, Olive M.**

Plays of belles and beaux; seven short plays for high schools and junior highs. French 1937

162p

**103. WILSON PRINTED SHELF-LIST CARD**

the shelf-list card for Benz, except that the classification number is printed at the left of the author's name instead of in the lower right-hand corner. The punctuation of the contents note on the cards for Price, as noted, differs from that used on the typewritten cards in this book.

Below is a subject card for fiction. Chapter II suggests that subject headings may be assigned to fiction as well as to nonfiction.

NEW JERSEY—FICTION

Seredy, Kate

Listening; written and il. by Kate Seredy. Viking 1936
157p il

"Uncle George lived in an old Dutch colonial house with his two boys, Pins and Needles the cats, and Viking the shepherd dog. While on a visit there, Gail's uncle told her the story of the house from its beginning in 1656 to the present, showing how each generation had added to it. In between the stories she had gay frolics with her cousins and the animal pets. The pictures which are on nearly every page are charming." Ontario library review

1 New Jersey—Fiction 1 Title

jFic



104. WILSON PRINTED SUBJECT CARD FOR FICTION

Ordering Wilson cards.—If one wishes to use the Wilson printed cards, one may write to the H. W. Wilson Company, 950-72 University Avenue, New York City, for a copy of their *Complete Checklist of Sets of Catalog Cards*. This pamphlet gives simple, clear directions for ordering the cards and the method of paying for them. Each January the company issues a complete check list of cards printed up to that time, and each month a check list of new cards is issued. This annual check list or the monthly check lists may be marked with a symbol (✓) to indicate the books for which the librarian wants cards and to show whether or not he wants them with the classification number and subject headings printed in their proper position or in the lower right-hand corner of the card. Or the librarian may fill out the catalog card order form, to be secured from the Wilson Company, listing the author's surname, initials, and brief title of each book.

Cost of printed catalog cards.—The Library of Congress catalog cards give more detail about the book and are, therefore, more expensive than the Wilson cards. The cost of Library of Congress cards varies according to the method used in ordering them. If cards are ordered by card numbers, correctly arranged, the price of first copy is 3½ cents. If the order is by author and title on separate slips, correctly arranged, with all the necessary information or specifications given on each slip, the price of the first card is 5 cents:

otherwise the basic charge for the first card is 5½ cents.¹ The price of each card ordered for one book, after the first card for that book, is always 2 cents.

In ordering Wilson cards one pays 6 cents for each order plus 6 cents for each set of cards. If the book requires more than the average number of analytic cards, the additional cards are sold separately in sets at the price indicated in the check list. For example:

Beals, C. America South

† — cards for 8 analytics 10c extra

In considering the cost of the printed catalog card, one should not forget that blank catalog cards cost something, and the time saved the librarian by using the printed cards should also be taken into account.

Advantages of using printed catalog cards.—The copy for printed catalog cards is prepared by expert catalogers, with all that this fact implies in regard to author headings, items included on the cards, suggestions as to subject headings, classification numbers, and added entries to be made. The Library of Congress cards give considerable bibliographical information about the book which may be of great value. The Wilson cards give annotations which are very useful. Printed cards are uniform as to blackness and are very legible. Their use saves time in preparing the entry, in typing cards, and in revising typewritten cards. One printed card may be compared with the book to see if it matches the particular edition which the library has, and only the call number and the typewritten headings added to the cards need to be checked for accuracy. Printed cards are especially useful for books which require several subject cards or numerous analytics. The L.C. cards do not specify which added cards are analytics; but the necessary extra cards may be ordered and by having call number, headings, and paging added are quickly made into analytics.

Typewritten or handwritten reference cards and short form series cards have to be made by each library for its own catalog. If the unit card is used for series entries, printed cards may be used. The simple form of cataloging for fiction recommended in this manual makes the process of cataloging by the library as quick as or quicker than ordering L.C. printed cards and adapting them for the catalog. It is recommended, therefore, that typewritten cards be used for fiction even though L.C. cards are ordered for all nonfiction. On the other hand, if the Wilson cards are to be used for nonfiction,

¹U.S. Library of Congress. Card Division. *To Subscribers to L. C. Printed Cards*, March 15, 1944.

it is recommended that they be ordered for fiction as well, since they include annotations and are easy to order.

The question of whether to use L.C. cards or Wilson cards depends largely upon the kind of library. The school or children's library having chiefly books which are listed in the *Wilson Standard Catalogs* and for which printed Wilson cards are available would do well to use Wilson cards, ordering L.C. cards only for older books and others for which Wilson cards are not available. The library for adults and the more scholarly library would do well to use L.C. cards with their added bibliographical information. The mixture of L.C. and Wilson printed cards and also of typewritten cards in the same catalog does not reduce the usefulness of the catalog.

Adapting printed cards for use in the catalog.—The librarian compares the cards with the book which they are to represent in the catalog to see that they agree, and with the catalog or authority file to see whether or not the form of heading agrees with what has already been used. If, for example, the printed card has the author's real name on the first line and it seems better to use the pseudonym in the given library, write it on the line above the real name—beginning at the first indention—followed by a comma, one space, and *pseud. of*.

If the library has entered a few books under another form of the name, e.g., Mulock, Dinah Maria, instead of Craik, Dinah Maria (Mulock), it would be better to change those and adopt the form used on the printed cards. If on the other hand there are many cards in the catalog by the author, the headings on the printed cards may be changed. A line can be drawn through the author heading and the preferred form written above, beginning at the first indention, as usual. The rule for married names in Chapter III omits *Mrs.* in the name of a married woman, but, as indicated, the *Wilson catalogs* and cards up to the fall of 1943, and the L.C. cards up to 1942 keep the *Mrs.* For this reason, on the few cards which the librarian will have to type he may omit the *Mrs.*, or he may draw a line through it on the printed cards.

The title on the L.C. card may be fuller and may also include the author's name, but it is not necessary to change this. It is unnecessary to cross out any item given on the L.C. card, provided it applies to the book in question. Changes may be made by crossing out or erasing items and typing or writing in the corrections. As few corrections as possible are to be made on the L.C. cards so as not to spoil the appearance of the cards.

If a different publisher is given in the imprint, the statement

Twain, Mark, 1835-1910, pseud. of
 Clemens, Samuel Langhorne, 1835-1910.

... The adventures of Huckleberry Finn, by Mark Twain
 (pseud.), edited by Emily Fanning Barry ... and Herbert B.
 Bruner ... New York and London, Harper & brothers, 1931,
 xviii, [1] p., 2 l., 446, [1] p. front. 19^{cm}. (Harper's modern classics)

I. Barry, Emily Fanning, ed. II. Bruner, Herbert Bascom, 1892-
 Joint ed. III. Title.

Library of Congress

PZ3.C53A 32

33-17596

— Copy 2.

Copyright A 39336

31

817.44

105. L.C. PRINTED CARD WITH AUTHOR HEADING CHANGED

should be changed. If the date given is not the copyright date, c should be added and the date changed if necessary. For incomplete sets date and volume should be changed with pencil, so that the card will show what the library has and in order that the statement may be changed when other volumes are added.

After the librarian makes the corrections or additions which may be necessary in order that the printed card may represent the book correctly, the next step is to add the call number. For most books published since 1930 the Decimal Classification number is suggested in the lower right-hand corner of the card and may be used if it is not too long and is in agreement with the policy of the library. For instance, if the number suggested for a biography is 923 it would not be used, since the plan recommended for the small school or public library in Chapter I is to use 920 for all collective biography and 92 or B for all individual biography.

After adding the call number put the tracing on the back and the main card is ready to be filed in the catalog. As seen on the sample cards, L.C. cards have their tracing on the front of the card. This suggests what added entries may be made, but it should be remembered that there is a great difference between the use of a catalog in a large reference library with thousands and thousands of books which are not accessible to the readers and the use of a catalog of a small library where the reader may go to the shelves and consult the books. As a rule the small library does not need added entries for joint authors, editors, compilers, illustrators, or translators, and

the subject headings need not be carried out as far as suggested on L.C. cards. For example, the catalog card may trace as a subject entry: ENGLISH PROSE LITERATURE--19TH CENTURY--HISTORY AND CRITICISM. The small library does not have enough material on the history of English literature to make necessary so much subdivision. Such a library would have the heading ENGLISH LITERATURE. HISTORY AND CRITICISM. Thus the L.C. card suggests added entries to be made, subject headings, etc., which fit the book. The librarian should decide which of these added entries will be of use in his catalog, select the term for the subject heading which agrees with the heading given in the list adopted for the given library, and not divide a heading when the amount of material on a subject does not warrant it.

On the L.C. cards which are to be used as added entries the call number is added, the necessary alterations are made, and in addition the appropriate headings are added. Below is given an L.C. card which has been made into an author analytic. Estimate in advance the number of lines which the added heading will require. If contents or any other extra information have made extension cards necessary, use a full set of cards, i.e., first, second, third, etc., for the main and all other entries except title cards and analytics. For title cards, use the first card only, drawing a line through the words, "Continued on next card." For analytics, use the card which contains that part of the contents for which the analytic is made, crossing out "Continued on next card" or "Card 2."

Dunsany, Edward John Moreton Drax Plunkett, 18th baron, 1878-

822 The evil kettle, p. 157-178 of:

D92 Dunsany, Edward John Moreton Drax Plunkett, 18th baron, 1878-

Alexander, & three small plays, by Lord Dunsany. New York, London, G. P. Putnam's sons, 1926.

v, 199 p. 204^{mm}.

CONTENTS.—Alexander.—The old king's tale.—The evil kettle.—The amusements of Khan Kharuda.

1. Alexander the Great, B. C. 356-323—Drama.

26—0026

Library of Congress

PR6007.U6A7 1926 a

— Copy 2.

Copyright A 890395

[32k1]

The Wilson printed cards will rarely need any alteration, as they are more often made for the edition of the book which the library has. The Dewey Decimal Classification number is suggested for the same type of library as that for which the cards are ordered, while on the L.C. cards the Dewey Decimal Classification numbers assigned at the Library of Congress are frequently too detailed for the small library. With simple cataloging, numbers are rarely carried out more than two to three digits beyond the decimal point. Then, too, the added entries for joint authors, editors, and subject headings on the Wilson cards are selected for the type of reader served by the library ordering their cards. The suggested subject headings on these cards are chosen from Sears' list. Hence it will rarely happen that the indicated entries need not be made, that the subject heading will need to be shortened. Even with these cards, however, it is best in many libraries to order the cards that do not have the subject headings printed at the top of the subject cards nor the classification number in its place in the upper left-hand portion of the card, as the subject headings and classification number may not agree with those used by the library and may have to be modified.

Elizabeth the queen pt. 1

812

A54

Anderson, Maxwell, 1888-

Eleven verse plays, 1929-1939. Harcourt, 1940,
11v in 1 illus

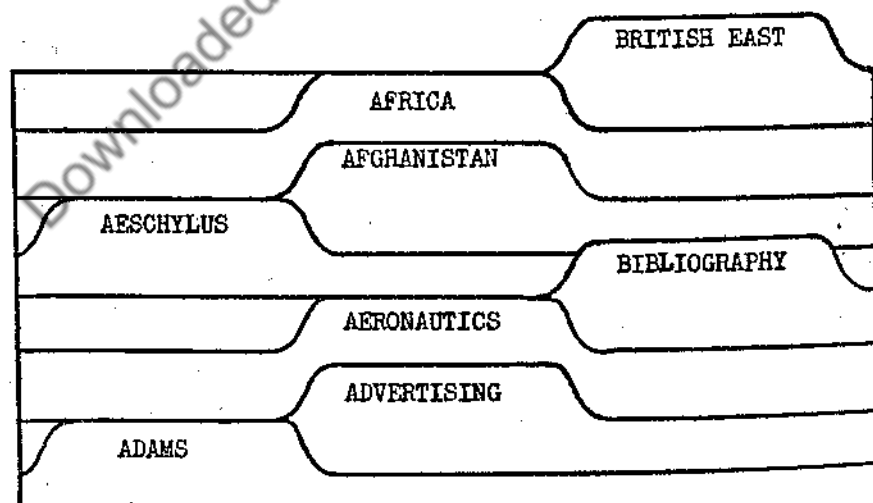
812

Arrangement of Cards in a Catalog

Introduction.—Next in importance to making the cards for the catalog is their arrangement in the trays of the catalog case. Unless all cards with the same heading are found together and all cards are arranged according to some definite plan, a card catalog is of very little use. One of the most important mechanical points is to watch that the trays do not become overcrowded. A good rule is never to fill a catalog tray more than two thirds full; space is needed to shift cards so that the one being examined may be handled easily.

Another important matter is to label the trays so that the reader can easily locate the tray which contains the author, title, or subject for which he is searching. Adequate guide cards, preferably cut in thirds, should indicate the approximate location of the desired card.

A very good method of arranging guide cards in the catalog is to have the authors' surnames on the left, main subject headings in the center, and subdivisions of the subject on the right. This plan



enables the caption on the guide card to be short and near enough to the top of the card so that it may be read. So far as possible there should be a guide card for every inch of tightly held cards.

A very minor point is to have a blank card in the front of each tray so that the first card in each tray will not become soiled.

One of the signs telling how to use the catalog, which may be purchased from a library supply house, may be placed in a poster holder on top of the catalog if it is a low cabinet, or hung beside it. Be sure that the printed directions fit the given catalog.

Some large libraries file cards in the catalog once a week; small libraries may file oftener or less often than this. It is not worth while to file a few cards if there will be more tomorrow; if it may be a week or more before there are others, those ready may be filed so that the readers may have the use of these new cards.

Before filing cards, they should be sorted into catalog and shelf-list cards, and counted for the library reports.

After this preliminary sorting the cards are arranged for the catalog alphabetically, according to the rules adopted for filing in the given catalog. Then file above the rod, revise, and lock in with the rod.

Filing should not be continued for a long period. Since filing cards requires close attention, the eye becomes tired and mistakes are likely to occur. If the same person both files and revises, several hours should elapse between the filing and the revising.

Below are given rules which should prove adequate for filing cards in the dictionary catalog of a small library. The appendix lists alphabetizing rules which are available if more information is desired. The cards in no dictionary catalog are filed absolutely alphabetically word by word or letter by letter, as the filing of the cards in all such catalogs has at least a few logical exceptions. If the catalog is already made and filed, observe what alphabetizing code was used before filing by this or any other code. If the cards have been filed by another code, continue to follow it unless it is unsatisfactory. Be sure that the change will be an improvement before deciding to re-file the catalog.

Rules for arranging cards in a catalog.—There are two fundamental methods of filing alphabetically, namely, word by word and letter by letter (as the headings are arranged in some encyclopedias).

Word by word filing:

Book
 Book collecting
 Book of English essays
 Book of famous ships
 Book scorpion
 Bookbinding
 Bookish
 Books
 Books and reading
 Books that count
 Booksellers and bookselling

Letter by letter filing:

Book
 Bookbinding
 Book collecting
 Bookish
 Book of English essays
 Book of famous ships
 Books
 Books and reading
 Book scorpion
 Booksellers and bookselling
 Books that count

In word by word filing, each word is a unit, and thus *Books that count* precedes *Booksellers and bookselling*, since *Books* precedes *Booksellers*; while in letter by letter filing, no attention is paid to words, but each letter is considered. Thus *Books that count* follows *Booksellers* because *bookst* follows *bookse*. To take another example: *Book scorpion* precedes *Bookbinding* in word by word filing as *Book* precedes *Bookb*, but in letter by letter filing, the opposite is true and *Bookbinding* precedes *Book scorpion*, since *bookb* precedes *books*.

Basic rule.—(1) "Arrange all entries according to the order of the English alphabet. . . (2) Arrange word by word, alphabetizing letter by letter to the end of each word." (A.L.A.)¹

Ex. New Hampshire.
 New viewpoints in American history.
 New York.
 Newer knowledge of nutrition.
 Newton, Alfred Edward.

Abbreviations.—(1) "Arrange abbreviations as if spelled in full (except Mr. and Mrs.), and elisions as if one word. (2) Arrange proper names beginning with M', Mc, St., Ste. as if spelled Mac, Saint, Sainte." (Pittsburgh)²

Ex. (1) American library association.
 A.L.A. catalog 1932-1936.
 American library institute.
 Dr. Jekyll and Mr. Hyde.
 Doctor Luke.
 Dr. Norton's wife.
 Doctors on horseback.
 Documents of American history.
 Miss Lulu Bett.
 Mistress Margaret.

¹A.L.A. *Rules for Filing Catalog Cards*; prepared by a special committee, Sophie K. Hiss, chairman (Chicago: A.L.A., c1942).

²Pittsburgh. Carnegie Library. *Rules for Filing Cards* (5th ed.; Pittsburgh: Carnegie Library, 1932. 5 cents).

Mitchell, Margaret.
 Mr. Emmanuel.
 Mr. Pim passes by.
 Mrs. Miniver.
 Mrs. Warren's profession.
 Who owns America?
 Who reads what?
 Who'd shoot a genius?
 Who's who in American art.
 Whose constitution.

- (2) McAlpine, Roy Kenneth.
 Macartney, Carlile Aylmer.
 Macartney, William Napier.
 Macaulay, Thomas Babington.
 MacBride, Ernest William.
 McBride, Robert Medill.
 McCartney, Singerly.
 MacDonald, James Ramsey.
 Macdonald, Zilla K.
 Machiavelli, Niccolo.
 Machine shop training course.
 McIlwain, Charles Howard.
 MacInnes, Duncan Arthur.
 Macintire, Horace James.
 McIntire, Samuel.
 St. Denis, Ruth.
 Saint-Exupéry, Antoine de.
 Saint-Gaudens, Augustus.
 St. Helena.
 Saint Joan.
 Saint John de Crevecoeur.
 St. Lawrence River.
 St. Louis.
 Ste. Anne des Monts.
 Sainte-Beuve, Charles Augustin.
 Saintsbury, George Edward Bateman.

Ampersand.—"Character '&' is alphabetized as 'and', 'et', 'und', etc., according to the language used." (Pittsburgh)

- Ex. Aucassin and Nicolette, . . .
 Aucassin & Nicolette: an old French love story . . .
 Aucassin et Nicolette, . . .
 Aucassin und Nicolette; . . .

Analytics.

Author.—File by author and title of analytic, disregarding author and title of the main book.

Subject.—File first by subject of analytic, second by author of analytic, and third by author of the main book. (Pittsburgh, modified)

- Ex. De la Mare, Walter John, 1873-
Collected poems . . .
- De la Mare, Walter John, 1873-
Memoirs of a midget . . .
- De la Mare, Walter John, 1873-
Peacock pie, v. 2, p. 95-218 of:
- De la Mare, Walter John, 1873-
Collected poems . . .
- De la Mare, Walter John, 1873-
Songs of childhood . . .
- Huxley, Thomas Henry, 1825-1895.
Collected essays . . .
- Huxley, Thomas Henry, 1825-1895.
On a piece of chalk, p. 157-187 of:
- Law, Frederick Houk, 1871-
Science in literature . . .
- Huxley, Thomas Henry, 1825-1895.
Science and education . . .
- Peabody, Josephine Preston, 1874-
The piper . . .
- Peacock pie, v. 2, p. 95-218 of:
- De la Mare, Walter John, 1873-
Collected poems . . .
- Peacock pie.
- De la Mare, Walter John, 1873-
Peacock pie . . .
- Peacocks and pagodas.
- Edmonds, Paul.
- U. S. HISTORY. COLONIAL PERIOD.⁸
- Andrews, Charles McLean, 1863-
Colonial background of the American revolution.
- U. S. HISTORY. COLONIAL PERIOD, v. 2 of:
- Channing, Edward, 1856-1931.
A history of the United States . . .
- U. S. HISTORY. COLONIAL PERIOD.
- Doyle, John Andrew, 1844-1907.
English colonies in America.

As shown in the example, the volume or paging or both sometimes given in the top line of an analytic heading are disregarded entirely in alphabetizing. Thus, cards with the heading U. S. HISTORY. COLONIAL PERIOD are arranged by authors, and the phrase, "v. 2 of," following the subject heading for Channing has no effect upon its alphabetical place. The method of filing analytics in the catalog of a given library depends upon the way the analytics are made, but the reader's point of view should always be kept in mind: Is he searching for material on a given subject? For a work by a given

⁸Subject headings are given in full capitals.

author? For a work with a given title? Thus author analytics should be subarranged by title with the books by that author, as shown under De la Mare.

Articles.—"Disregard article at the beginning of an entry, but consider if not the first word." (Pittsburgh)

Ex. Laski, Harold Joseph.

The last of the Vikings.

The last of Uptake.

LATIN AMERICA.

Powder River.

Power, Richard Anderson.

POWER (MECHANICS)

The power of a lie.

The power of color.

Powers, Francis Fountain.

I hear America singing.

I married a vagabond.

I married adventure.

I saw it happen in Norway.

Author arrangement.—(1) Arrange in one alphabet all works written, edited, or translated by the same person or organization whether main or added entries. Arrange main entries secondarily by title; added entries secondarily by the main author of the book, not by title. (2) Arrange in a second alphabet works about the person or organization.

Ex. (1) Lang, Andrew, 1844-1912.

Ballads of books.

Lang, Andrew, 1844-1912.

A batch of golfing papers.

Lang, Andrew, 1844-1912, comp.

Blue poetry book.

Lang, Andrew, 1844-1912.

Complete works.

Lang, Andrew, 1844-1912, tr.

Homer.

Iliad; tr. by Andrew Lang.

Lang, Andrew, 1844-1912, tr.

Homer.

Odyssey; tr. by Andrew Lang.

Lang, Andrew, 1844-1912.

Homer and anthropology, p. 44-65 of:

Marett, Robert Ranulph, 1866-

Anthropology and the classics.

Lang, Andrew, 1844-1912.

Homer and the epic.

- (2) LANG, ANDREW, 1844-1912.
 Gosse, Sir Edmund William, 1849-1928.
 Andrew Lang.
- LANG, ANDREW, 1844-1912.
 James, Henry, 1843-1916.
 Lang: a biography.

Thus the reader looking for Lang's original works, or his compilations, such as the *Blue Poetry Book*, the *Red Fairy Book*, finds entries for them all together, arranged alphabetically by title, *Complete Works* following *Blue Poetry Book*. If he is interested in seeing whether or not the library has Lang's translation of *The Iliad* or *The Odyssey*, he finds the entry for it in its alphabetical place among the same group of cards, arranged alphabetically by the name of the author of the work, and if there are entries for several works by the same author, alphabetically by title; thus Lang's translation of Homer's *The Iliad* follows Lang's *Complete Works*. After that are the biographies of Lang, arranged alphabetically by authors, James following Gosse. The advantage in this arrangement is that all of an author's works, both originals and translations, are together, and all the books about him are in another group.

Author analytics would, of course, be filed in with entries for works published separately. Lang's *Homer and Anthropology* would come between his *Complete Works* and his *Homer and the Epic*. Subject analytics would come with other works about him, in alphabetical place according to their authors.

Bible.—Arrange as follows:

- I. Whole Bible
 1. As author
 2. As subject
- II. New Testament
 - Whole:
 1. As author
 2. As subject
 - Individual books, alphabetically:
 1. As author
 2. As subject
- III. Old Testament
 - Whole:
 1. As author
 2. As subject
 - Individual books, alphabetically:
 1. As author
 2. As subject
- IV. Bible as first word of a title.

Ex. Bible.

BIBLE. COMMENTARIES.

BIBLE. STUDY AND TEACHING.

Bible. New Testament.

BIBLE. NEW TESTAMENT. HISTORY.

Bible. New Testament. Acts.

BIBLE. NEW TESTAMENT. ACTS.

Bible. New Testament. Matthew.

Bible. Old Testament. Daniel.

Bible. Old Testament. Genesis.

Bible and the rights of labor.

Bible talks for heart and mind.

Compiler.—See Author arrangement.

Congresses.—"When congresses and conferences are distinguished by number or date, arrange by number or date, not alphabetically." (Pittsburgh)

Editor.—See Author arrangement.

Elisions.—See Abbreviations.

Figures.—See Numerals.

Firm names.—"Arrange the name of a firm in which forenames or initials follow the first name in its alphabetical place among the personal names.

"Arrange a firm name without forename, a compound firm name, or a phrase firm name, alphabetically with the titles and other headings following the same name as surname." (A.E.A.)

Ex. Wilson, Forrest.

Wilson, The H. W., company, firm.

Wilson, James Calmar.

Wilson, Margery.

Wilson, William Jerome.

Wilson and allied families.

Wilson & Greene lumber co., inc.

WILSON'S CREEK, BATTLE OF, 1861.

Wilstach, Frank Jenners.

Rand, Edward Kennard.

Rand, Winifred.

Rand, McNally & co.

Randall, John Herman.

Randall-MacIver, David.

Forenames.—Where the same word is used as a forename and as a surname, forenames come first. Forenames are subarranged alphabetically by the title that follows. In the case of kings of the same country, the entries are arranged by number.

Ex. Charlemagne.

Charles, duke of Burgundy.

Charles I, emperor of Austria.

Charles V, emperor of the Holy Roman empire.

Charles VIII, king of France.
 Charles I, king of Great Britain.
 Charles II, king of Great Britain.
 Charles XII, king of Sweden.
 Charles d'Orléans.
 Charles Edward, the Young Pretender.
 Charles the Bold.
 Charles, Garfield, comp.
 Charles, Robert Henry.
 Charles the Second. (title of a book)
 Charleston, S. C.
 Charleston, historic and romantic.
 Charleston, historic city of gardens.

Geographical names.—When the same word serves for several kinds of heading, the order is: person, place, subject, title.

Ex. Buffalo, William.
 Buffalo, N. Y.
 BUFFALO, AMERICAN.
 Buffalo Bill's wild West show.
 Washington, Booker Taliaferro.
 WASHINGTON, BOOKER TALIAFERRO.
 Washington, George.
 WASHINGTON, GEORGE.
 Washington (State) University.
 Washington, D. C.
 Washington, D. C. Playground association.
 Washington, Pa.
 Washington and Jefferson college.
 Washington college.
 Washington co. Ohio.
 Washington co. Pa.
 Washington co. Va.
 WASHINGTON CO. VA.
 Washington county reports, 1934.
 Washington digest annotated, 1854 to date.
 Washington housing association, incorporated.
 Washington in Lincoln's time.
 Washington national monument.

It should also be noted that authors' forenames need to be considered in filing only when there is more than one person with the same surname, in which case the personal headings are subarranged by the forenames; e.g., Washington, George follows Washington, Booker, because G follows B in the alphabet. Cities or other divisions of a country are treated in the same way; e.g., Washington, Pa. would follow Washington, D.C., and both would come before headings beginning with the word Washington and without punctuation marks, e.g., Washington digest annotated, 1854 to date, but after Washington as a person's name.

Government entries.—See Place (county, state, city).

History.—"When the history of a country is subdivided by periods or events, these subdivisions are arranged chronologically, not alphabetically," following other subdivisions arranged alphabetically. (Pittsburgh)

- Ex. U. S. HISTORY. BIBLIOGRAPHY.
 U. S. HISTORY. SOURCES.
 U. S. HISTORY. REVOLUTION.
 U. S. HISTORY. 1783-1865.⁴
 U. S. HISTORY. 1783-1809.
 U. S. HISTORY. WAR OF 1812.
 U. S. HISTORY. CIVIL WAR.
 U. S. HISTORY. 1865-1898.
 U. S. HISTORY. WAR OF 1898.
 U. S. IMMIGRATION AND EMIGRATION.
 GREAT BRITAIN. HISTORY. TO 1066.
 GREAT BRITAIN. HISTORY. TUDORS, 1485-1603.
 GREAT BRITAIN. HISTORY. CIVIL WAR AND COMMONWEALTH, 1642-1660.

Subdivisions under a chronological period would be arranged alphabetically, e.g.:

- U. S. HISTORY. CIVIL WAR. BIBLIOGRAPHY.
 U. S. HISTORY. CIVIL WAR. FICTION.

Hyphenated words.—"Arrange as if separate words, disregarding hyphen."

- Ex. Happy home.
 Happy-thought hall.
 Happy thoughts.

"But file as one word hyphenated words compounded with a prefix, such as, anti, co, inter, non, post, pre, re, trans, etc." (Pittsburgh)

- Ex. Anti-Christ
 Bicentennial
 Con-nect (weekly)
 Co-operative
 Pre-Raphaelite
 To-day

Illustrator.—See Author arrangement.

Initial articles.—See Articles.

Initials.—"Arrange all entries beginning with *initials only* before those beginning with full words of same initial letter. File initials standing for the name of a person before those beginning a title." (Pittsburgh)

⁴Inclusive periods file before subordinate periods.

- Ex. T., A. O., pseud.
 T., L. G.
 T., P.
 T. E. Lawrence in Arabia and after.
 T. R. in cartoons.
 Tabb, John Banister.
 Table decorations for all occasions.

See also **Abbreviations.**

Joint author.—"File with other works by the first author given in the entry at the top of the card, disregarding the name of the second author." (Pittsburgh)

- Ex. Hall, James Norman, 1887-
 Nordhoff, Charles Bernard, 1887-
 Botany bay, by Charles Nordhoff
 and James Norman Hall.
 Hall, James Norman, 1887-
 Doctor Dogbody's leg . . .
 Hall, James Norman, 1887-
 Nordhoff, Charles Bernard, 1887-
 The hurricane, by Charles Nordhoff
 and James Norman Hall.
 Hall, James Norman, 1887-
 The tale of a shipwreck . . .

Mc., Mac.—See **Abbreviations.**

Main entry.—See **Author arrangement.**

Mr. and Mrs.—See **Abbreviations.**

Numerals.—"Arrange titles beginning with numerals as if the figures were written out in the language of the rest of the title." (Pittsburgh)

- Ex. EGYPT.
 1848: chapters of German history.
 Ekblaw, Sidney E
 ELECTRIC BATTERIES.
 Nilson, Arthur Reinhold.
 1940: our finest hour.
 1939: how the war began.
 99 stanzas European.
 Norcross, Carl.
 On borrowed time.
 ONE-ACT PLAYS.
 100,000,000 allies—if we choose.
 One hundred non-royalty one-act plays.
 One man caravan.
 1001 mechanical facts made easy.
 1000 questions and answers on T. B.
 O'Neill, Eugene Gladstone.
 OPERA.

Things a boy can do with electrochemistry.
 Thirteen lead soldiers.
 Thirty-nine steps.
 Thirty-thousand dollar slap.
 32 metal spinning designs.
 This Constitution of ours.
 This is living.

"Arrange numerals in English, 100, 1,000, 100,000, as if spelled out, one hundred, one thousand, one hundred thousand; not a hundred, a thousand, a hundred thousand. Such numbers over 1,000, as 1,500, 2,300, 1,000,000, arrange as if spelled out, one thousand five hundred, two thousand three hundred, one million; not fifteen hundred, twenty-three hundred, ten hundred thousand.

"English and German numerals indicating years form an exception to this, and 1800, 1900, etc. are arranged as if spelled eighteen hundred, nineteen hundred, achtzehn hundert, neunzehn hundert, but corresponding French numerals are arranged as if beginning with *mil*, thus 1812 is arranged as if spelled *mil huit cent douze*." (Pittsburgh)

Person, place, subject, title having the same name.--"When the same word serves for several kinds of headings, the order is: person, place, subject, title."

Ex. "Buffalo, William.

Buffalo, N. Y.

BUFFALO, AMERICAN.

Buffalo Bill's wild West show.

Manchester, Alfred.

Manchester, Arthur Livingston.

Manchester, Daniel W.

Manchester, Daniel Wilbert.

Manchester, Robert.

Manchester, Eng. Board of education.

Manchester cathedral.

Manchester city news.

Washington, George.

Washington (State)

Washington (State) University.

Washington, D. C.

WASHINGTON, D. C. HISTORY.

Washington, Pa.

Washington Adams in England.

Washington co. Pa.

Washington literary society." (Pittsburgh, modified)

As it has been stated, authors' forenames need to be considered in filing only when there is more than one person with the same surname, in which case the personal headings are subarranged by the forenames; e.g., Manchester, *Daniel* follows Manchester, *Alfred*,

because *D* follows *A* in the alphabet. Cities or other divisions of a country are treated in the same way; e.g., Manchester, N. H. would follow Manchester, Mass., and both would come before headings beginning with the word Manchester and without punctuation marks, e.g., *Manchester cathedral*, but after Manchester as a person's name.

Personal names, titles of honor and distinction.—"Pay no attention to prefixes as Mrs., Sir, Lady, [Rev.] etc., or to suffixes, as . . . baron, etc., unless forenames are the same, in which case use to distinguish." (Pittsburgh)

Personal names with prefix.—"Personal and place names with prefix are considered as one word." (Pittsburgh)

Ex. Debussy

De la Mare

DELAWARE

De Scheinitz

DESERTS

De Wilde

Dickens

DRIVERS, AUTOMOBILE

DRUGS

Du Bois

Ducal palaces

Du Chaillu

Dugan

Dunsany

Du Puy

Durant

The lady and the panda

La Farge

La Gorce

Laing

VALENTINE'S DAY

Van Arsdale

Van Buren

Vanity fair

Van Loon

VARNISH AND VARNISHING

Place (country, state, city).—File in two alphabets all entries beginning with the same place name. (1) Author headings and subject headings. (A department heading as subject follows a department heading as author.) (2) Titles and names of associations and institutions beginning with the same place name.

Ex. Wyoming. Attorney-general's dept.

WYOMING. ATTORNEY-GENERAL'S DEPT.

WYOMING. GEOLOGY.

Wyoming banker's association.

Wyoming Valley.

In filing cards under New York, arrange:

New York (City)
New York (Colony)
New York (County)
New York (State)

Arrange each one of these four groups first as author, then as subject.

Ex. New York (City) Health dept.
NEW YORK (CITY) HEALTH DEPT.
New York (City) Police dept.
NEW YORK (CITY) POOR.
New York (Colony)
NEW YORK (COLONY)
New York (Colony) Council.
New York (County) Court house board.
New York (State)
NEW YORK (STATE) GEOLOGY.
NEW YORK (STATE) HISTORY.
New York Edison company.
New York tribune.
U. S. Dept. of agriculture.
U. S. Office of education.
U. S. Forest service.
U. S. HISTORY.
U. S. President.
U. S. PRESIDENT.
U. S. Statutes.
U. S. War dept.
U. S. WAR DEPT.
United States catalog.
UNITED STATES GRAIN CORPORATION.
United States steel corporation.

Possessive case.—See Punctuation marks.

Prefixes.—See Personal names, titles of honor and distinction;

Personal names with prefix.

Publisher.—See Firm names.

Punctuation marks.—"Disregard punctuation marks and apostrophe. The possessive case singular should be arranged with the plural." (Pittsburgh)

Ex. Boys' book of photography.
Boys' life of Will Rogers.
Boy's Odyssey.
Boys of 1812.
Boys will be boys.

See also cards.—See also cards follow entry of same heading.

Ex. CHILDREN.
CHILDREN. See also
CHILDREN. CARE AND HYGIENE.
CHILDREN. CARE AND HYGIENE. See also (Pittsburgh)

Series.—"When a series entry consists of an author and title, arrange with other works by the same author as main entry, and arrange secondarily by the author of the individual book in the series. . . ."

- Ex. "Minnesota. University.
 Alumni record.
 Minnesota. University.
 Current problems. (series)
 Minnesota. University.
 President's report.
 Minnesota. University.
 Studies in the physical sciences and mathematics. (series)
 Minnesota. University.
 Vocations open to women." (Pittsburgh, modified)

Subject (as subhead).—"Arrange subheads of any subject alphabetically under subject." (Pittsburgh)

- Ex. CHILDREN.
 CHILDREN. CARE AND HYGIENE.
 CHILDREN. LAW.
 AGRICULTURE.
 AGRICULTURE. BIBLIOGRAPHY.
 AGRICULTURE. COOPERATIVE.
 AGRICULTURE. DICTIONARIES.
 AGRICULTURE. ECONOMIC ASPECTS.
 AGRICULTURE. INDIA.⁵
 AGRICULTURE. STUDY AND TEACHING.
 AGRICULTURE. U. S.

Note that whether a subhead is separated from the main heading by a period (e.g., AGRICULTURE. BIBLIOGRAPHY) or by a comma (e.g., AGRICULTURE, COOPERATIVE), all headings are filed together alphabetically by subheads.

Title.—"The arrangement of title entries is first by the heading words; if they are the same, then by the next word; if that is the same, by the next, and so on. Every word, article (except initial article), and preposition included, is to be regarded." (Pittsburgh)

- Ex. Why Europe fights.
 Why I believe in religion.
 Why the chimes rang.
 Why the weather.

⁵Some libraries may prefer to have two alphabets, one of subject and one of geographical subheads, e.g.:

- AGRICULTURE.
 AGRICULTURE. STUDY AND TEACHING.
 AGRICULTURE. INDIA.
 AGRICULTURE. U. S.

In this case it will make it easier for the user of the catalog if there is a guide card at the beginning of the geographical subdivisions, e.g., AGRICULTURE (SUBDIVIDED GEOGRAPHICALLY).

In an unknown land.
In and out of the old missions of California.
In and under Mexico.
In little America.
In the Amazon jungle.
In the days of giants.
In the days of the guilds.
In the footsteps of the Lincolns.
In this our life.
In tidewater Virginia.

If two or more titles under an author's name are the same, distinguish by edition or date, publisher, place of publication, illustrator, translator, editor, etc. (Pittsburgh, modified)

Translator.—See **Author arrangement.**

United States.—See **Place (country, state, city).**

Downloaded from www.dbraulibrary.org.in

Related Topics and Miscellaneous Information

Introduction.—For the librarian of the small library there are a few closely related matters about which some information may be helpful. With a staff of one or possibly two, ordering, accessioning, classifying, cataloging, and preparing books for circulation are so closely associated that they are thought of almost as one process. This chapter contains some practical hints regarding these processes.

Acquisition of the books.—The books are usually selected and ordered by the librarian, although a committee of the board of a public library may make suggestions and in rare cases place the orders. In some schools the librarian prepares the order but it is sent out by the principal, superintendent, or school purchasing office. When the books and the bill are received, the bill is checked with the books to be sure that the titles and editions received are those which were ordered. Some librarians write the name of the dealer from whom the book is purchased, the date it is received, and the cost in the inner margin of the book on the right-hand page following the title page, writing it parallel to the sewing of the book. This information is useful when one is examining a book with reference to having it rebound, or to see how long it has been in the library when one is checking its use with the time it has been available for circulation.

Weeding the book collection.—Before beginning to classify and catalog an old library, weed the collection, removing books that are out of date, worn out, unsuitable for that particular library, have very poor print, or have been superseded by a better book. In doing this it is well for the inexperienced librarian to seek the guidance of a trained and experienced librarian, or to check with the best printed book selection aids in the fields represented in that library. Books that need mending or rebinding should be put in good physical condition before being cataloged.

Mechanical processes.—After checking the bill for a new book, one should cut the pages and open the book correctly, i.e., take a few pages at the front and at the back alternately and press them down gently against the covers, until the middle of the book is reached. This makes it easier to open and read the book and minimizes the danger of breaking the back of the book.

The next step is to put in the mark of ownership, which usually means stamping certain pages of the book with an embossing, perforating, or rubber stamp that gives the name of the library. Stamp the page following the title page and a certain arbitrary right-hand page, e.g., page 89. If book plates are used, they are pasted on the inside cover and no stamp is necessary.

Accessioning.—When these mechanical processes are completed, the next task is to accession the book. Some librarians consider this process essential for the library records and some do not. The records of the library usually include information as to the total number of bound volumes in the library, and they may include the number of volumes in the different classes; e.g., a library of 5000 volumes may have one hundred to two hundred books on history. Besides the total number of bound volumes in the library, record of the number of volumes which were added the last year, the last month, etc., may be desired. The accession number is a serial number given to each bound volume as it is added to the library. It is useful in identifying books from the book card when charging or discharging books; e.g., number 1312 means a certain book—and if there is more than one volume in a set, it represents a specific volume.

One of the best accession records for the small library, especially if there are frequent changes in personnel, is the book accession record. Such books may be purchased from any of the library supply houses. The lines in an accession record are numbered consecutively, beginning with one. The entry descriptive of each volume or copy of a book is written on a line by itself, and the number of that line becomes the accession number of that volume or copy. This accession number should be written in each volume or copy of the book on the first right-hand page after the title page, in the center of the lower margin about one inch from the bottom or as nearly in this place as possible considering the printing on the page. The accession number should also be written on one other page, e.g., the page which is stamped. By means of the accession number one can turn at once to the description of the book in the accession book. Since entries in the accession book are dated,

it serves as a chronological list of all the books the library has ever owned. It shows how many and what books have been added to the library during any specified length of time, from whom they were purchased, and what they cost.

To accession is to write in the accession book under the proper column heading: (1) the date of the bill of the book, or if there is no bill, the date on which the book is being accessioned; (2) the author heading as found on the title page; (3) the brief title of the book; (4) the publisher in abbreviated form as on a catalog card; (5) the date from the title page or, if none, the copyright date; (6) the volume number; (7) the name of the dealer through whom the book was purchased; and (8) the cost of the book to the library. Some accession books give more items than these, but these are the essential ones. Follow rules for cataloging in giving the title, capitalizing, etc. If the book is a gift, give the donor's name instead of the dealer's, and use the word *gift* instead of cost. Use ditto marks—one ditto mark to a column—where items for successive books are the same. Give the date of accessioning (month, day, and year) on the top line of each page of the accession book. If a page is not filled during one day, give the new date on the line for the first entry made later. Since the source, date, and cost are the only information which the accession book gives that the shelf list ordinarily does not, these items may be added to the shelf-list cards if an accession book is not used.

Cataloging routine.—The first step in the cataloging process is to order the cards if the printed cards of the Library of Congress or of the H. W. Wilson Company are used. If printed cards are not used, the first step is to classify and assign subject headings, processes described in Chapters I and II. In either case as soon as the classification number and the book number, if book numbers are used, are determined, they should be written in pencil on the page following the title page, about one inch from the top of the page and one inch from the hinge of the book. If the number is placed too close to the top or the hinge, it may be cut off when the book is rebound.

The next step is to decide on the form of the heading for the main entry and for other added entries besides subject entries. Check with the name authority file or the catalog to insure consistency in headings and search the aids if the name is new to the catalog and there is no printed card for the book. If there are printed cards, they are checked with the book to be sure they

match; and if there are no printed cards, the items to be included on the cards are decided upon.

The third step is to type the main card, including the tracing for the added cards, or to add the headings and call number and make any changes which may be necessary on the printed cards. If there are no printed cards, the added entry cards and the shelf-list card are typed and revised. The book card and the book pocket are typed at the same time that the catalog and shelf-list cards are typed. The book card should have the call number typed in the upper left-hand corner, the accession number (if one is used) in the upper right-hand corner; the surname of the author or full heading, if a corporate author, on the line below the call number and the title below that. Indent the first letter of the title to the third space to the right, so as to make both author and title more prominent.

When an added copy is acquired by the library, it is only necessary to remove the shelf-list card from the tray and add the accession number (or the source, date, and cost of the new copy) and refile the card, since no change is made on the catalog cards. On the other hand, when another volume is added to the library, the new volume must be added to the catalog cards as well as to the shelf-list card. And when a new edition is added, it is necessary to catalog it as a new book, except that the same classification number and, as a rule, the same subject headings will be used for the new edition as for the old one.

After each new book order is cataloged, or once a week in a library buying books continuously, the catalog and shelf-list cards should be sorted, counted, and recorded for the annual report. They are then filed above the rod in the catalog and shelf list respectively, the filing is revised, the rod pulled out, and the cards are dropped and locked in the trays.

Marking the spines of books.—Books of nonfiction should have their call numbers written on the back of the book for convenience in locating a given book or in returning it to the shelf. The call number should be placed at the same distance from the bottom of all books for the sake of ease in locating books and the appearance of the shelves. A stiff card with this distance marked on it should be used as a guide in marking. One and a half inches from the bottom of the book usually avoids any printing and is a convenient height. The process of marking may be outlined as follows:

1. Mark the place to be occupied by the call number, noting the exact place where each line begins if the call number consists of two lines.

2. Remove the sizing by painting over the spot with acetone or shellac.
3. Write the call number in white ink at the place marked or use an electric stylus and transfer paper.
4. Cover the lettering with a thin coat of white shellac.

Make the figures of the call number vertical, without any flourishes, and round, not angular, so that they may be easily read and there may be less variation when the lettering is done by different workers.

Check list of processes in the preparation of a book for circulation.

- | | |
|---------------------|--|
| Librarian: | 1. Check books with the bill. |
| Clerical assistant: | 2. Write in each book the name of the dealer, date received in the library, and cost. (This step may be omitted.) |
| | 3. Cut pages. |
| | 4. Open correctly. |
| | 5. Stamp with mark of ownership unless book plate is used. |
| | 6. Accession. (This process may be omitted.) |
| Librarian: | 7. Order printed cards. |
| | 8. Classify and assign subject headings, making note of them on a slip. (If printed cards are available, compare suggested classification number and headings with the shelf list and library's record of subject headings.) |
| | 9. Decide upon the added entries other than subject entries. |
| | 10. Determine heading for author and such added entries as editor, translator, illustrator. (If printed cards are used, compare forms of names with those in catalog or name authority file.) |
| | 11. Adapt printed cards or type main card and shelf-list card. |
| | 12. Revise these typed cards. |
| Clerical assistant: | 13. Type added cards, book card, and items on book pocket. |
| Librarian: | 14. Revise typed cards and book pocket. |
| Clerical assistant: | 15. Paste in book pocket, date slip, and book plate (if used). |
| | 16. Mark book on spine, put book card in pocket, and put book out for use. |
| Librarian: | 17. Sort cards and count for annual report. |
| Clerical assistant: | 18. File cards in shelf list and catalog trays above rod. |
| Librarian: | 19. Revise filing and lock cards in trays. |

Withdrawals.—When a book is added to the library, it has to be noted in various records; when it is withdrawn from the library, those records have to be changed. If, for instance, a book wears out and is to be replaced by a new copy, note is made on the shelf-list card that that particular copy has been withdrawn from the library, and note is made of the addition of the new copy. Since the catalog cards do not show how many copies of a given title there are in the library, withdrawing a book does not affect the catalog so long as there are other copies. If, however, there is only one copy of the book and it is not to be replaced, the catalog cards must be taken out of the catalog, and the shelf-list card (after having the *withdrawal note* written on it, e.g., "W 5-17-42,") must also be removed from the shelf list. Some libraries give the cause, e.g., "W 5-17-42 Worn out." If one wishes to make a study of the number of books being lost by borrowers, being worn out, etc., with reference to a possible change in policy, it is worth while to include in the note the cause of withdrawal.

If it is a volume which is being withdrawn, note should be made, usually in pencil, on the catalog card that such and such a volume is lacking. If it is to be replaced as soon as it can be secured, this penciled note can be easily erased when the new copy of the missing volume is added to the library.

If the library keeps an accession record, the librarian *may* also write the withdrawal note in the accession book in the *remarks column*. And when the accession book is consulted for any purpose, there is a record of whether or not the book is still in the library and if it is not, the date on which it was withdrawn.

Occasionally it will happen that the book being withdrawn is the only one entered under that name, under that subject, etc. If that is the case, not only should the catalog cards and the shelf-list card be removed, but the name or subject cross references to and from these headings and the corresponding cards in the name and subject authority files should be withdrawn. If a book is to be replaced as soon as funds are available, the cards may be withdrawn from the files, properly labeled, and put aside to be used later.

If there are more copies or volumes in the library, after making the proper withdrawal note on the shelf-list card, refile the card in the shelf list.

If the book withdrawn is the only copy or volume, the shelf-list card for that book, with the withdrawal note on it, should be filed alphabetically by author in a special file called a *withdrawal file*. This file will be found a great convenience when some question

comes up as to what has become of a book, whether or not the library ever had a copy, etc. The cards do not need to be kept indefinitely, but might well be kept for five years.

The count of books withdrawn is to be made, just as the count of books added is made. The annual report should show the number of books in the library at the beginning of the year for which the report is being made, the number added during that period, the number withdrawn, and the number in the library at the end of the year.

All library marks of ownership should be removed or "Withdrawn by—(name of library)" should be written or stamped in the book before selling it for old paper or giving it away. Some libraries are governed by definite laws affecting disposal of books.

The first time that a book is withdrawn, the policy should be carefully worked out, note made of the procedure to be followed, and a withdrawal file set up.

Where to catalog.—The smallest library should have a place in which to catalog, even though it is only a desk or table in a corner. Have shelves nearby on which may be kept the necessary cataloging tools and aids and the books to be cataloged. Label these shelves, so that it will be possible to tell at a glance what stage of preparation the books are in. Leave any unfinished work clearly marked so that it may be resumed with a minimum loss of time. A quarter of an hour or half an hour may be used advantageously to accession a dozen books, to mark ten on the back, to order printed cards, and the like. The longer periods may be used for determining the form of the author's name, classifying and assigning subject headings, or typing the main cards. The added cards can be typed by any good typist if he is given adequate instruction and supervision at first.

Cataloging supplies.—A few suggestions as to the supplies which will be found necessary in cataloging a collection as described in this manual may prove useful.

Accession record book.—Any of the simplified accession record books which are sold by Demco,¹ Gaylord,² or Library Bureau³ will be found satisfactory. Accession books are listed according to the number of lines they contain. As each volume in the library requires one line, the number of lines desired depends upon the number of volumes on hand and the approximate number that will be

¹Demco Library Supplies, Madison, Wis., and New Haven, Conn.

²Gaylord Bros., Inc., Syracuse, N.Y., and Stockton, Calif.

³Library Bureau Division, Remington Rand, Inc., Buffalo, N.Y.

added in the next two or three years. Loose-leaf accession books, which may be used on a typewriter, are also available from the firms mentioned above.

Catalog cards.—Cards of the same quality may be used for the shelf list and for the catalog. Medium weight cards are best as they are strong enough to stand the wear, without taking up unnecessary room or adding unnecessary weight to the card cabinets. The medium weight is practically that of the printed cards, and for that reason is much more satisfactory if the library uses printed cards in addition to its own. It pays to buy the best catalog cards, and it is important to use the same kind so that all the cards in the catalog will be of the same size and thickness and, therefore, can be handled more quickly in the trays. For fiction at least three cards for each book, namely, author, title, and shelf-list, will be necessary. For nonfiction, if many analytics are made, an average of five cards for each book is the minimum number to count on. Catalog cards come in boxes of 500 or 1000 and cost less if bought in this or larger numbers.

Number 263-2 unruled, 260-2 ruled for a pen, and 262-2, specially ruled for a typewriter with two vertical lines, are the most suitable cards from Demco. Medium weight cards, number 311 plain and number 301 ruled for pen, and numbers 306 or 307, ruled specially for typewriter with two vertical lines (306 has red vertical lines, 307 blue vertical lines) from Gaylord are most suitable. Number 33020 Cm plain, 33022 Cm number 2 ruling for pen, and 33025 Cm number 5 ruling for typewriter from the Library Bureau are most suitable. Some will prefer to use plain cards for typing; others will prefer those with the one horizontal line and two vertical lines to indicate the top margin of the card and the first and second indentions. If ruled cards are used, wherever the rule states that an item is to begin at the first indention, begin at the first or outer vertical line; if at the second indention, at the second or inner vertical line. Instead of beginning on the fourth line from the top, begin on the line just below the horizontal line, leaving the space above it for the added headings.

Catalog guide cards.—Guide cards should be inserted at intervals of about an inch. Satisfactory plain buff guide cards, punched for a catalog tray rod, cut in thirds or halves (i.e., the tab is one-third or one-half the width of the card) may be purchased in packages of 100's or 1000's. The Library Bureau has number 4310 Cm buff heavy and 4390 Cm white, light weight, good for use with typewriter; Gaylord, number 350, buff, Durostock; and Demco, number

600 cut in halves, 601 cut in thirds. All of these are plain, punched for tray rod, and cut in thirds or halves.

Gaylord's tilted tab guides, cut in halves, catalog number 305; the Library Bureau's angle tab visible name guides, half cut, catalog number 45529 Cm; and Demco's visible angle tab catalog guides, cut in halves, number 644, are good. Demco also has insertable catalog guides, with left, center, and right cut tabs, catalog number 622. These visible angle guide cards are, as is to be expected, more expensive than the others.

Demco, Gaylord, and the Library Bureau all have center cut sets of shelf-list guide cards for libraries using the Dewey Decimal Classification. Demco has number 640 of gray pressboard and 640-C buff celluloided; Gaylord, number 91; and the Library Bureau number 435-10SL.

Miscellaneous supplies.—If extension cards for the catalog are to be tied to the first card, Barbour's white machine thread, 3 cord, number 35, is suitable for this purpose. This or some other heavy linen thread may be purchased at any dry goods store.

The special supplies needed for marking books on the spine are: a bottle of white ink—"David's Letterine," "Johnson's Snow White," and "Gaylord's White Ink" are good; Higgins' India ink for light colored books; a good grade of white shellac or book lacquer; a bottle of acetone; and pens. Keuffel & Esser's freehand number 6 from Baughman Stationery Company, Richmond, Virginia, is a good, though expensive, pen for white ink; but any broad-pointed pen may be used. Any good pen point, the type depending upon the personal choice of the person doing the lettering, is satisfactory for India ink. Gaylord, Demco, and the Library Bureau have electric styluses and transfer paper if that method of marking call numbers on the spines of books is used. Gaylord also has an inexpensive electric pen which is satisfactory if only a few books are marked at any one time, but for continuous work for several hours an electric stylus is necessary.

The American Library Association's *Lettering on Library Books*⁴ gives practical instructions about lettering books on the back and includes a sample alphabet and pictures of the process.

A good steel eraser or a razor blade with a bar top with which to erase words, or more especially letters, is a necessity. Gaylord's number 20 steel eraser, which has a white bone handle, is useful in smoothing over the erased surface without any danger of soiling it.

⁴American Library Association. *Lettering on Library Books* (Chicago: The Association, 1919).

Gaylord and Demco also have a less expensive steel eraser with wooden handle. A good bar pencil and ink eraser is also very useful, as well as a typewriter eraser.

A typewriter is a practical necessity for any library for typing cards for the books and other material for which printed cards are not available, for typing book orders and business letters, and for typing book lists, etc. Get a typewriter having a removable platen with special card attachment and then buy an additional platen for use in typing letters, etc. If subject headings are to be in red, bichrome typewriter ribbons will be necessary. Royal and L. C. Smith and the semi-noiseless Remington are very good typewriters for card work as well as other typing.

Card catalog cabinets.—Although there are many firms making card catalog cabinets, it pays to get the best, such as those manufactured by Demco, Gaylord, and the Library Bureau, whose catalog cabinets are especially well adapted for library use. These firms have cabinets varying in size from one tray to sixty trays, and their catalogs give an estimate of the number of cards which the cabinets of different sizes will hold. Knowing the number of books in the library and the approximate number of new books added each year, one can easily decide by counting five cards to a book the size of cabinet needed.

Card catalog cabinets should have standard trays and should be purchased from the same firm so that they will match exactly and the trays will be interchangeable when cards are shifted with the expansion of the catalog. Gaylord and Library Bureau trays are seventeen inches long; Demco, fifteen and a half inches. Each tray should have a *follower-block* or *compressor* to hold the cards erect when the tray is only partially filled, and a rod which runs through the holes in the cards and locks them into the tray. It is also very important to have the cards fit the tray exactly so that they will stand straight, drop in easily, and remain in alignment for the rod. The three firms mentioned have cabinets which meet these requirements. Catalog trays should be only two-thirds full if the cards are to be consulted easily. The shelf-list cards may be filed in one or more trays of a catalog cabinet.

If the library can afford it, the sectional cabinet is best, as added units are less expensive than the same number of trays in a separate cabinet and the sections fit together and form one cabinet. If as many as eight or nine trays are needed or will be needed soon, it will pay to buy the sectional type, available in units of five, ten, or fifteen trays. The same base and top will serve for several units.

Definitions of Technical Terms

-
- Accession.** To enter in an accession . . . [record]. (Cutter¹)
- Accession number.** The number given to a volume in the order of its addition to a library. (Cutter)
- Accession record.** The business record of books, etc., added to a library in the order of receipt, giving a condensed description of the book and the essential facts in its library history. (Cutter)
- Adaptation.** Anything changed, modified, or remodeled so as to fit it for a special use, for example, *Lamb's Tales from Shakespeare*.
- Added entry.** A secondary entry, i.e., any other than the main entry. . . . [It] is a duplicate of the main entry, with the addition of a special heading. (A.L.A. 1941²)
- Alternative title.** A subtitle introduced by "or" or its equivalent; e.g., *Hypatia*; or, *New foes with an old face*. (A.L.A. 1941)
- Analytic.** 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. (A.L.A. 1941)
- Anonymous classic.** A work of unknown or doubtful authorship, commonly designated by title, which may have appeared in the course of time in many editions, versions, and/or translations. (A.L.A. 1941)
- Anonymous work.** One in which the author's name does not appear anywhere in the book. (A.L.A. 1941)
- Author authority list.** See Name authority file.
- Author entry.** An entry of a work in a catalog under its author's

¹Cutter, C. A. *Rules for a Dictionary Catalog* (4th ed. rewritten; Wash.: Govt. Print. Off., 1904), p. 13.

²Definitions with the source indicated in this way are from *A.L.A. Catalog Rules* . . . 1941, Glossary, p. xv-xxxii.

name as heading . . . The author heading may consist of a personal or . . . [an organization's] name or some substitute for it, e.g., initials, pseudonym, etc. (A.L.A. 1941)

Author number. See Book number.

Book number. One or more characters used to distinguish an individual book from all others having the same . . . [classification] number. (Cutter³)

Card catalog. A catalog made on separate cards and kept in trays. (Cutter, adapted)

Catalog. 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. See also Dictionary catalog. (A.L.A. 1941)

Catch title. See Partial title.

Classification is "the putting together of like things." Book classification, as defined by C. A. Cutter, is "the grouping of books written on the same or similar subjects." (Bacon⁴)

Collation. That part of the catalog entry which describes the work as a material object, enumerating its volumes, pages . . . and the type and character of its illustrations. (A.L.A. 1941)

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. (A.L.A. 1941)

Compound name. A name formed from two or more proper names, often connected by a hyphen, a conjunction, or a preposition. (A.L.A. 1941)

Continuation. 1. A work issued as a supplement to one previously issued. 2. A part issued in continuance of a book, a serial, or a series. (A.L.A. 1941)

Copyright date. The date of copyright as given in the book, as a rule on the back of the title page. (A.L.A. 1941)

Corporate entry. An entry under the name of a society, institution, government department, bureau, or other organized body,

³Cutter, *op. cit.*, p. 14.

⁴Bacon, Corinne. *Classification* (rev. ed.; Chicago: A.L.A., 1925), p. 1.

for works issued in its name or by its authority, whether this be a main or an added heading. (A.L.A. 1941)

Cover title. The title printed on the original covers of a book or pamphlet, or lettered or stamped on the publisher's binding, as distinguished from the title lettered on the cover of a particular copy by a binder. (A.L.A. 1941)

Cross reference. See Reference, See reference, See also reference.

Cutter number. See Book number.

Dictionary catalog. A catalog, 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. (A.L.A. 1941)

Edition. 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 make-up, format, or character of the resulting book). . . . Also, one of the successive forms in which a literary text is issued either by the author or by a subsequent editor. (A.L.A. 1941)

Editor. One who prepares for publication a work or collection of works or articles not his own. . . . (A.L.A. 1941)

Entry. A record of a book in a catalog or list. (A.L.A. 1941)

Entry word. The word by which the entry is arranged in the catalog; usually the first word of the heading. (A.L.A. 1941)

Extension card. An additional card on which is written any information for which there is not space on the preceding card.

Filing word. See Entry word.

First indention. 1. The eighth typewriter space from the left edge of the card. 2. The first or outer vertical line on a ruled card.

Form division. A division of a class of books according to their form, e.g., a bibliography, periodical, outline.

Guide card. A projecting labeled card inserted in a card catalog to aid in finding a desired place or heading. (Cutter⁵)

Half title. A brief title . . . without imprint and usually without

⁵Cutter, *op. cit.*, p. 20.

the author's name, printed on a separate leaf preceding the main title page. (A.L.A. 1941)

Heading. The word, name, or phrase used at the head of an entry to indicate some special aspect of the book (authorship, subject content, series, title, etc.) and thereby to bring together in the catalog associated and allied material. (A.L.A. 1941)

Illustration. A pictorial or other representation in or belonging to a book or other publication, as issued; usually designed to elucidate the text. In the narrow sense the term stands for illustrations within the text . . . (A.L.A. 1941)

Imprint. The place and date of publication, and the name of the publisher or the printer (or sometimes both); ordinarily printed at the foot of the title page. (A.L.A. 1941)

Imprint date. The year of publication or printing as specified on the title page. (A.L.A. 1941)

Introduction date. The date given at the beginning or end of the introduction.

Joint author. A person who collaborates with one or more associates to produce a work in which the contribution of each is not separable from that of the others. (A.L.A. 1941)

Main card. See Main entry.

Main entry. A full catalog entry, usually the author entry, giving all the information necessary to the complete identification of a work. This entry bears also the tracing of all the other headings under which the work in question is entered in the catalog. (A.L.A. 1941)

Name authority file. The list of name headings used in a given catalog, and the references made to them from other forms.

Notation. The system of . . . figures . . . [used] to number the books according to the subdivisions of the classification. (Bacon⁶)

Partial title. One which consists of a secondary part of the title as given on the title page. It may be a catch title, subtitle, or alternative title. (A.L.A. 1941)

Periodical. A publication with a distinctive title intended to appear in successive (usually unbound) numbers or parts at stated or regular intervals and, as a rule, for an indefinite time. Each part generally contains articles by several contributors.

⁶Bacon, *op. cit.*, p. 6.

Newspapers, whose chief function it is to disseminate news, and the *Memoirs, Proceedings, Journals*, etc., of societies are not considered periodicals under the rules. (A.L.A. 1941)

Preface date. The date given at the beginning or end of the preface. (A.L.A. 1941)

Pseudonym. A false name assumed by an author to conceal his identity. (A.L.A. 1941)

Reference. A direction from one heading to another. (A.L.A. 1941)

Second indention. 1. The twelfth typewriter space from the left edge of the card. 2. The second or inner vertical line on a ruled card.

Secondary entry. See Added entry.

See reference. A direction from one heading to another, e.g., Alighieri, Dante see Dante Alighieri. (A.L.A. 1908)

See also reference. A reference from a term which is used or is expected to be used when the library has material to which it applies. (Fellows,⁷ adapted)

Serial. A publication issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals, annuals (reports, yearbooks, etc.) and memoirs, proceedings, and transactions of societies. (A.L.A. 1941)

Series. 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, articles, or other writings, similar in character and issued in sequence, e.g., Lowell's *Among my books*, second series.

3. Several successive volumes of a periodical or other serial publication numbered separately in order to distinguish them from preceding or following volumes of the same publication, e.g., *Notes and queries*, 1st series, 2d series, etc. (A.L.A. 1941)

Series entry. An entry, usually brief, of the several works in the library which belong to a series under the name of that series as a heading. (A.L.A. 1941)

⁷Fellows, J. D. *Cataloging Rules* (N. Y.: Wilson, 1926), p. 47.

- Series note.** A note stating the name of a series to which a book belongs. (A.L.A. 1941)
- Shelf list.** A brief . . . [record] of the books in a library, the entries arranged in the order of the books on the shelves. (Cutter⁸)
- Source of a book.** The dealer from whom it was purchased, or its donor.
- Spine.** That part of the cover or binding which conceals the sewed or bound edge of a book, usually bearing the title, and frequently the author. (A.L.A. 1941)
- Subject authority file.** The book or card list of subject headings used in a given catalog and the references made to them.
- Subject card.** The card for a book in the catalog under the subject heading.
- Subject heading.** The word or words representing the content of the book.
- Subtitle.** The explanatory part of the title following the main title, e.g., *The creative adult; self-education in the art of living.* (A.L.A. 1941)
- Third indention.** 1. The fourteenth typewriter space from the left edge of the card. 2. The third space from the second or inner vertical line on a ruled card.
- Title entry.** The record of a work in the catalog under the title, generally beginning with the first word not an article. A title entry may be a main entry or an added entry. (A.L.A. 1941)
- 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. (A.L.A. 1941)
- Tracing.** The record on the main entry card of all the additional headings under which the work is represented in the catalog. Also, the record on . . . an authority card of all the related references made.
- The tracing may be on the face or on the back of the card . . . (A.L.A. 1941)
- Unit card.** A basic catalog 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 catalog by the addition of the appropriate heading. (A.L.A. 1941)

⁸Cutter, *op. cit.*, p. 22.

Abbreviations

To be used on catalog and shelf-list cards in:

Headings.

compiler	comp.
county	co.
department	dept.
editor	ed.
illustrator	illus.
junior	jr.
page, pages	p.
part, parts	pt., pts.
pseudonym	pseud.
publisher	pub.
senior	sr.
translator	tr.
United States	U. S.
volume	v.

Title.—Words in the title up to the first mark of punctuation are not to be abbreviated. Abbreviations given on the title page are to be used whether included in this list or not.

abridged	abr.
augmented	augm.
compiled	comp.
corrected	corr.
department	dept.
edited, edition	ed.
enlarged	enl.
illustrated, illustration, illustrations	illus.
introduction, introductory	introd.
junior	jr.
preface, prefatory	pref.
pseudonym	pseud.
published, publisher, publishers, publishing	pub.

revised	rev.
second	2d
senior	sr.
supplement	suppl.
third	3d
translated, translation, translations	tr.

Imprint.

association	assoc.
book	bk.
company	co.
copyright	c
department	dept.
Government printing office	Govt. print. off.
incorporated	inc.
introduction, introductory	introd.
limited	ltd.
no date of publication	n.d.
preface, prefatory	pref.
published, publisher, publishers, publishing	pub.
United States	U. S.

Collation.

illustration, illustrations	illus.
number, numbers	no., nos.
page, pages	p.
part, parts	pt., pts.
portrait, portraits	port., ports.
table	tab.
volume, volumes	v.

Series.

Congress	Cong.
department	dept.
number, numbers	no., nos.
part, parts	pt., pts.
series	ser.
session	sess.
volume, volumes	v.

Notes.—"Avoid the use of an abbreviation as the first word of a note." (A.L.A. 1941)

chapter	chap.
county	co.

department	dept.
edition	ed.
introduction, introductory	introd.
junior	jr.
number, numbers	no., nos.
page, pages	p.
part, parts	pt., pts.
preface, prefatory	pref.
published	pub.
senior	sr.
series	ser.
session	sess.
supplement	suppl.
title page	t. p.
volume, volumes	v.
	vol., vols. (as first word of note and always when preceding a Ro- man numeral)

Geographical names.—Abbreviations for geographical names in headings are to be decided upon and a list made of those to be used in a given catalog. U.S. for United States is customarily used in all headings, but in titles the usage of the title page is followed. The usual abbreviations for states are used when they follow the name of a city. A library may also compile a list of abbreviations for well-known cities to be used whenever they occur on catalog cards, except as the first word of a heading.

Publishers.—List of publishers, with their abbreviations, to be used without place:

Allyn & Bacon	Allyn
American book company	Am. bk.
American library association	A. L. A.
D. Appleton & company	Appleton
D. Appleton-Century company	Appleton-Century
A. S. Barnes & co.	Barnes
The Blakiston company	Blakiston
Bobbs-Merrill company	Bobbs
Albert & Charles Boni, inc.	Boni
Century company	Century
Coward-McCann, inc.	Coward-McCann
The Thomas Y. Crowell company	Crowell
John Day co., inc.	Day
Dodd, Mead & company, inc.	Dodd

Doubleday, Doran & company	Doubleday
E. P. Dutton & co., inc.	Dutton
Farrar & Rinehart, inc.	Farrar
Funk & Wagnalls company	Funk
Ginn and company	Ginn
Grosset & Dunlap, inc.	Grosset
Harcourt, Brace & company, inc.	Harcourt
Harper & brothers	Harper
D. C. Heath & company	Heath
Hinds, Hayden & Eldredge, inc.	Hinds
Henry Holt & company, inc.	Holt
Houghton Mifflin company	Houghton
Orange Judd publishing company, inc. ...	Judd
Alfred A. Knopf	Knopf
J. B. Lippincott company	Lippincott
Little, Brown & company	Little
Liveright publishing corporation	Liveright
Longmans, Green & company, inc.	Longmans
Lothrop, Lee & Shepard co.	Lothrop
Robert M. McBride & company	McBride
A. C. McClurg & company	McClurg
McGraw-Hill book company, inc.	McGraw
The Macmillan company	Macmillan
Macrae Smith co	Macrae Smith
William Morrow & co., inc.	Morrow
L. C. Page & company	Page
G. P. Putnam's sons	Putnam
Rand McNally & company	Rand McNally
Random house, inc.	Random house
Reynal & Hitchcock	Reynal
Scott, Foresman & company	Scott
Charles Scribner's sons	Scribner
Silver, Burdett & company	Silver
Frederick A. Stokes company	Stokes
United States Government printing office.	U. S. Govt. print. off.
D. Van Nostrand company, inc.	Van Nostrand
The Viking press, inc.	Viking
Albert Whitman & company	Whitman
John Wiley & sons, inc.	Wiley
The H. W. Wilson company	Wilson
World book company	World bk.

Aids in the Cataloging of a Small Library

The following list was selected with reference to the availability of the material and its probable usefulness to the librarian of the small library.

References on cataloging.

- Barden, B. R. *Book Numbers; a Manual for Students with a Basic Code of Rules*. Chicago: A.L.A., c1937. 31p.
- Bishop, W. W. *Practical Handbook of Modern Library Cataloging*. 2d ed. Baltimore: Williams & Wilkins, c1927. 152p.
Contents include chapters on "Planning the Catalog," "Subject Headings," and "Cataloging Method."
- Buelow, B. E. "Revision of Subject Headings and Their Transfer to a Card Authority File," *Wisconsin Library Bulletin*, 30:96-97, May 1934.
Detailed account of how a public library shifted from an out-of-date checked list of subject headings to a card authority file.
- Coston, Eunice. "Improvements in Cataloging Service in the Small Library in Its Relation to the Library as a Whole," *A.L.A. Bulletin*, 30:675-76, August 1936.
Stresses need for up-to-date subject headings and many analytics.
- Douglas, M. P. *Teacher-Librarian's Handbook*. Chicago: A.L.A., c1941. 160p.
Pages 29-63 treat of classifying and cataloging the small school library.
- Gangstad, I. M. "Cataloging the High School Library," *Wisconsin Library Bulletin*, 29: 196-98, October 1933.
Lists the essential items for the unit card, necessary tools and aids for cataloging; discusses analytics and how to relate the catalog to the course of study and the required reading of the pupils.
- Herdman, M. M. *Classification; an Introductory Manual*. Chicago: A.L.A., 1934. 22p.
Explains how classifying aids in locating material and gives rules for classifying.

Howe, H. E. *The Catalog*. Rev. ed. Chicago: A.L.A., 1927. 24p.

Topics discussed include the use of the catalog, its form and kind, and subject headings.

/Johnson, M. F. *Manual of Cataloging and Classification for Small School and Public Libraries*. 3d ed. rev. by D. E. Cook. N. Y.: Wilson, c1939. 78p.

Keller, W. H. "A Public Catalog for the Public," *Wilson Library Bulletin*, 14:300-02, December 1939.

Urges the use of shorter names as headings, or the form with which the public is familiar; and an adequate number of title cards and analytics.

Mann, Margaret. "The Catalog and Its Value to the Small Library," *Michigan Library Bulletin*, 21:282-86, November 1930.

Nontechnical discussion of the necessity for a good catalog in the small library. Emphasizes the importance of keeping subject headings up to date.

/Mann, Margaret. *Introduction to Cataloging and the Classification of Books*. 2d ed. Chicago: A.L.A., c1943. 276p.

Contains information on all parts of a cataloger's work and has good lists of references.

Merrill, W. S. *Code for Classifiers*. 2d ed. Chicago: A.L.A., c1939. 190p.

Especially helpful are the sections on the classification of biography and the treatment of the book which deals with several subjects or periods.

Moshier, L. M. *The Small Public Library; Organization, Administration, Service*. Chicago: A.L.A., c1942.

Pages 62-80 treat of classification and cataloging. Sample printed and typed cards are included.

/Sayers, W. C. B. *An Introduction to Library Classification*. 6th ed. London: Grafton, 1943. 294p.

Includes "A Short Course in Practical Classification with Special Reference to the Decimal Classification."

Sears, M. E., ed. *List of Subject Headings for Small Libraries Including Practical Suggestions for the Beginner in Subject Heading Work*. 4th ed. rev., with the addition of Decimal Classification numbers by Isabel Stevenson Monro. N. Y.: Wilson, 1939. 516p. A 16-page supplement bringing the 1939 edition up to date is now available.

Smith E. S. *Subject Headings for Children's Books*. Chicago: A.L.A., 1933. 235p.

Includes an introduction on the cataloging of children's books.

Catalog rules.

A.L.A. Catalog Rules; Author and Title Entries; prepared by the Catalog Code Revision Committee of the American Library Association with the collaboration of a committee of the (British) Library Association. Preliminary American 2d ed. Chicago: A.L.A., c1941. 340p.

Includes rules for author headings, titles, imprint, collation, series note, contents, notes, capitals, and punctuation. Has a list of technical terms with their definitions and a list of abbreviations used on catalog cards. This preliminary edition was published primarily for criticism by catalogers and administrators.

Aids for authors' full names.

Century Cyclopedia of Names. Rev. and enl. ed. N. Y.: Century, c1914.

Current Biography; Who's News and Why; a Cumulative Monthly Featuring National and International Names in the News of the Day. N. Y.: Wilson, c1940-date.

Kunitz, S. J., ed. Authors Today and Yesterday. N. Y.: Wilson, c1933. 726p.

Kunitz, S. J. The Junior Book of Authors, ed. by Stanley J. Kunitz and Howard Haycraft. N. Y.: Wilson, c1934. 400p.

Who's Who; an Annual Biographical Dictionary. London: Black, 1849-date.

Who's Who in America; a Biographical Dictionary of Notable Living Men and Women of the United States. Chicago: Marquis, 1899-date.

The A.L.A. Catalogs; the Wilson Standard Catalogs; general encyclopedias and those on special subjects, e.g., music encyclopedias; special biographical dictionaries; the *Cumulative Book Index*; and periodical indexes are also very useful aids for authors' full names.

Aids for classifying and assigning subject headings.

A.L.A. Catalog, 1937-1941, ed. by Marion Horton. Chicago: A.L.A., 1943. 306p.

The earlier A.L.A. Catalogs are also useful for authors' full names and dates as well as for suggestive classification numbers and subject entries.

Black, H. T. "Special Lists of Subject Headings; a Tentative Checklist." In *A.L.A. Catalogers' and Classifiers' Yearbook*, vol. 9. Chicago: A.L.A., 1940. p.54-67.

An annotated list with an introductory discussion of criteria for judging such lists.

The Booklist; a Guide to Current Books. Chicago: A.L.A., 1905-date.

Gives the Dewey Decimal Classification number and subject headings for all books listed.

Glidden, S. H. *A Library Classification for Public Administration Materials*, by Sophia Hall Glidden, with the assistance of Dorothy Marchus. Chicago: A.L.A., c1942.

An example of a classification scheme in a special subject.

Pettus, C. E. *Subject Headings in Education; a Systematic List for Use in a Dictionary Catalog.* N. Y.: Wilson, 1938. 188p.

A list of subject headings grouped logically under broad subjects, with definitions of terms used and specific books given as illustrations.

Readers' Guide to Periodical Literature. N. Y.: Wilson, 1900-date.

The *Readers' Guide* and the *Abridged Readers' Guide*, which has been published since 1935, are useful for authors' full names (though they do not include authors' dates) as well as for subject headings.

U. S. Department of Agriculture. Library. "Subject Headings for Cotton," *Agricultural Library Notes*, 17:123-34, March 1942.

An example of a list of subject headings for material in a special field.

Wilson, H. W., firm, publishers, N. Y. The Standard Catalog series. *Children's Catalog*, comp. by Siri Andrews, Dorothy E. Cook, Agnes Cowing. 6th ed. rev. 1941. 1114p.

Standard Catalog for High School Libraries. 4th ed., ed. by Isabel S. Monro, assisted by Ruth Jervis. 1942. 1150p.

Standard Catalog for Public Libraries, 1940, comp. by Dorothy E. Cook and Isabel Stevenson Monro. 1940. 2192p.

These catalogs, their earlier editions, and their supplements are useful aids for authors' full names and dates as well as for suggested classification numbers and subject headings.

Expansions of the Dewey Decimal Classification scheme for special subjects are discussed in such periodicals as the *Library Journal* and the *Journal of the American Medical Association*. The Special Libraries Association, 31 East Tenth St., New York, N. Y., also has special classification schemes on file.

Lists of subject headings for special subjects will be found in books, periodicals, and as printed and mimeographed lists issued by governmental and other organizations. Besides these specially pre-

pared lists the headings used in periodical indexes in particular fields, e.g., the *Industrial Arts Index*, the *Education Index*, etc., are useful.

Aids for arranging cards in a catalog.

A.L.A. Rules for Filing Catalog Cards, prepared by a special committee, Sophie K. Hiss, chairman. Chicago: A.L.A. c1942. 109p.

Cincinnati. Public Library. Filing Rules for the Arrangement of the Dictionary Catalog of the Library, comp. by A. E. Ewald and A. M. Dunlap. 3d ed. Cincinnati Public Library, 1936. 64p.

Cleveland. Public Library. Filing Rules for the Arrangement of Dictionary Catalogs of the Cleveland Public Library. Cleveland Public Library, 1922. 27p.

Pittsburgh. Carnegie Library. Rules for Filing Cards. 5th ed. Pittsburgh: Carnegie Library, 1932. 34p.

Agnes Varney
Library

Downloaded from www.dbraulibrary.org

Index

- Abbreviations, arrangement, 152-53; collation, 183; geographical names, 184; headings, 182; imprint, 67-69, 183; notes, 183-84; publishers, 184-85; series, 183; title, 182-83
- Abridgment, 80; sample card, 81; title page, 80
- Accession, defined, 176
- Accession number, 167; defined, 176; on shelf-list card, 109-10
- Accession record, 167-68, 171; book, 167, 172-73; defined, 176
- Accessioning, 167-68
- Acquisition of books, 166
- Adaptation, 80; defined, 176; sample card, 81; title page, 80
- Added copy, routine for, 169
- Added edition, 70-73, 169
- Added entry, 90-109; compiler, 93-95; defined, 90, 176; editor, 93-95; illustrator, 93-95; joint author, 93-95; joint author, sample card, 94; rules, 93-95; serials, 118; series, 100-04; series, sample cards, 101-03; translator, 93-95; translator, sample card, 95
- Agricultural experiment stations, 55
- Almanacs, entry, 47
- Alphabetizing, *see* Arrangement of cards
- Alternative title, 66; defined, 176
- A. L. A. *Catalogs*, 5, 13
- A. L. A. codes, 1908, 1941, quoted, 36, 176-81
- A. L. A. *Lettering on Library Books*, mentioned, 174
- Ampersand, filing, 153
- Analytic, defined, 95, 176
- Analytic cards, 95-100; arrangement, 153-55; author, 96-97, 129; author, sample, 97; Library of Congress, 148; subject, 100; subject, samples, 99-100; title, 98-100, 129; title, sample, 98; tracing, 107-08, 109; Wilson, 149
- Analytics *versus* printed indexes, 96
- Annuals, *see* Serials
- Anonymous books, defined, 45; entry, 45; rules, 86, 135-36; sample cards, 135-36
- Anonymous classics, defined, 45, 176; entry, 45-46, 87; headings, 46; name authority card, 49; sample card, 87; title page, 87
- Anonymous work, defined, 176
- Appendix, 70
- Arrangement of books on the shelves, 14-15
- Arrangement of cards, 150-65; aids for, 152 (footnote), 190; basic rule, 152
- Article, arrangement, 155
- Author analytic, 96-97, 129; arrangement, 153-55, 156; sample card, 97
- Author arrangement, 155-56
- Author as publisher, 68
- Author authority list, *see* Name authority file
- Author card, samples, fiction, 134, 135, 136; samples, nonfiction, 63, 71-72, 74-79, 88
- Author entry, defined, 176-77
- Author heading, position on card, 64; rules, 65-66
- Author indentation, *see* First indentation
- Author numbers, *see* Book numbers
- Author of a series, reference card, 104; tracing, 103; tracing, example, 108
- Authority file, *see* Name authority file, Subject authority file
- Authors, dates, 42, 81; full names, aids, 188
- Authors, joint, *see* Joint authors

Author's works in one volume with common title, 127-29; sample card, 129

Bacon, Corinne, quoted, 12, 177

Barden, B. R., quoted, 15-16, 17

Bible, 46-47; arrangement, 156-57; sample card, 88

Bibliographies, 70

Biography, individual: book numbers, 16-17; shelf arrangement, 15; shelf-list card, 112

Biography, modification of classification for, 12-13

Boards, trustees, etc., 57

Book collection, weeding, 166

Book dummy, 14 (footnote)

Book numbers, added edition, 72; advantages and disadvantages, 16-18; "bound withs," 131; defined, 15, 177; serials, 124; use, 15-18

Book Review Digest, 13

Booklist, 5, 13, 32

Books, acquisition, 166; preparation, 167, 170

"Bound withs," 127-32; rules, 129-32; sample cards, 131; several authors, 129-32; title pages, 129, 130; tracing, 131-32; tracing, sample cards, 132

Brown, Zaidee, quoted, 18

Business corporations, 57

Business corporations, arrangement, see Firm names, arrangement

Call number, defined, 65; position on card, 64; rules, 65

Capitalization, see capitalization under Hanging indention, Names of organizations, Series note, Title, Title as main entry

Card, skeleton, showing locations, 64

Card catalog, defined, 177

Card catalog cabinet, 175

Card subject heading list, see Subject authority file

Catalog, defined, 177

Catalog cabinet, see Card catalog cabinet

Catalog cards, 173

Catalog guide cards, see Guide cards

Catalog tray, fullness, 150

Cataloging, place and time for, 172; references, 186-87; routine, 168-69; supplies, 172-75

Catch title, see Partial title

Changed title, same work published under different titles, 88-89; reference card, 91; sample cards, 88-89, 91

Children's Catalog, 19

Chronological arrangement, see History, arrangement

Churches, 53-54

Circulation, preparation of book for, 170; see also Mechanical processes

Cities, 58

Classification, defined, 5, 177; method, 7-14; reasons for, 5; rules, 8

Classification aids, list, 13, 188-90; use of, 13-14

Classification table, annotated copy, 12-13

Clerical assistants, duties, 170

Collation, defined, 69, 177; position on card, 65; rules, 69, 115; sample cards, 63, 71-72, 74-79, 81-82, 86-88, 116

Collections, rules, 85; see also Composite works

Compilation, without an editor, title page, 85

Compiler, added entry, 93-95; as author, rules, 82; defined, 177

Compiler arrangement, see Author arrangement

Composite works, entry for, 48; see also Collections, Joint authors

Compound name, defined, 177

Compound surnames, 37

Conferences, arrangement; see Congresses, arrangement

Conferences, regional, state, and local, 56

Congresses, arrangement, 157; national, 56

Constitutions, 52

Contents, examples, 75, 83-84; position on card, 65; rules, 74-75, 83-84; sample cards, 75-76, 82, 84, 86

Continuations, defined, 177; see also Periodicals, Serials

Conventions, regional, state, and local, 56

Copyright date, 68-69; defined, 177

Corporate entry, defined, 177-78; see also Names of organizations

Corporations, 57

Counties, 58

Cover title, defined, 178

- Cross references, *see* Author of a series, reference card; Changed title, same work published under different titles, reference card; Editor of a series, reference card; General reference card; Name references; References; "See also" references; "See" references; Serials, reference card with change in author; Subject cross references
- Cumulative Book Index*, 32
- Cutter, C. A., quoted, 25, 176, 177, 178, 181
- Cutter numbers, *see* Book numbers
- Cutter-Sanborn alphabetic order table, 15
- Dana, J. C., quoted, 5
- Date, choice of, 68-69, 73; examples, 69; *see also* Copyright date, Imprint date, Introduction date, Preface date
- Dates, different in different volumes, 76; sample cards, 76, 116
- Decimal Classification, *see* Dewey Decimal Classification
- Demco Library Supplies, address, 172 (footnote)
- Dewey *Decimal Classification*: Abridged edition, 5; abridged edition, reproduction of part of index, 11; changes from, 12-13; expansions of, 189; reproduction of parts of index, 9-10; reproduction of parts of tables, 10
- Dewey *Decimal Classification* scheme, 5-7; form divisions, 6, 7
- Dictionaries, entry, 47-48
- Dictionary catalog, defined, 178
- Discarding, *see* Withdrawals
- Documents, *see* Government publications
- Douglas, M. P., mentioned, 18, 23
- Dramatization, 86, 95; sample card, 86, 95
- Easy books, shelf arrangement, 15
- Edition, added, 70-73, 169; defined, 73, 178; rules, 70-73; sample card, 72; title page, 71
- Editor, added entry, 93-95; defined, 178
- Editor arrangement, *see* Author arrangement
- Editor as author, rules, 82; sample card, 82; title page, 85
- Editor of a series, reference card, 104
- Elisions, arrangement, *see* Abbreviations, arrangement
- Encyclopedias, 123-24; entry, 47-48
- Endowments, 57
- Entry, defined, 178
- Entry word, defined, 178
- Epics, national folk tales, etc., *see* Anonymous classics
- Exhibitions, 56
- Experiment stations, agricultural, 55
- Extension card, defined, 84, 178; for added entries, 97-98; items on, 84; rules, 84; samples, 84, 121, 122, 123
- Family names, *see* Compound surnames, Married women, Noblemen, Prefixes, surnames with
- Fargo, L. F., mentioned, 17
- Fellows, J. D., code, quoted, 180
- Fiction, 133-36; items on the card, 133-34; printed cards, 134, 145-46; rules, 133-36; sample cards, 134-36; shelf arrangement, 14-15; subject cards, 19
- Figures, arrangement, *see* Numerals, arrangement
- Filing, *see* Arrangement of cards
- Filing word, *see* Entry word
- Firm names, arrangement, 157
- Firms, 57
- First indention, 64, 65; defined, 178
- Forenames, arrangement, 157-58; entry, 41
- Form division, 6, 7; defined, 178; of a subject, 24, 26
- Form headings, 25-26
- Foundations, 57
- Funds, 57
- Gaylord Bros., address, 172 (footnote)
- General reference card, 31; sample card, 31
- General subject card, 23-24; rules, 92; samples, 23-24
- Geographical headings, rules, 57-59
- Geographical names, abbreviations, 184; arrangement, 158
- Government departments, bureaus, etc., 50-52; capitalization, 78-79; sample card, 78

- Government entries arrangement, see Place (country, state, city), arrangement
- Government publications, 50-52; personal author, 51-52, 59
- Guide cards, 173-74; arrangement, 150-51; defined, 178; sample, 150
- Guidepost*, 13
- Half title, defined, 178-79
- Handwritten card, sample, 63
- Hanging indention, capitalization, 86, 124; defined, 85-86; sample cards, 86, 118-19
- Heading, defined, 179
- History, arrangement, 159
- Hyphenated words, arrangement, 159
- Illustrations, defined, 179; see also Collation
- Illustrator, added entry, 93-95
- Illustrator arrangement, see Author arrangement
- Imprint, defined, 62, 179; different dates in different volumes, 76; illustrations, 68, 69; place of publication, 67, 68; position on card, 65; publisher 67-68; rules, 67-69, 79-80, 125; sample cards, 63, 71-72, 74-79, 81-82, 86-88
- Imprint date, defined, 179
- Indention, 64-65; see also First indention, Hanging indention, Second indention, Third Indention
- Independent publications bound together, see "Bound withs"
- Indexes, 76, 114, 116; rules, 76; sample cards, 77, 116; title page, 114
- Initial article, arrangement, 155
- Initials, arrangement, 159-60; see also Abbreviations, arrangement
- Initials in heading, spacing, 66
- Institutes, regional, state, and local, 56
- Institutions, defined, 54; publications, 54-55
- Introduction date, 69; defined, 179
- Items, location, skeleton card, 64
- Language of the heading, geographic, 57-58
- Latimer, L. P., quoted, 18
- Laws, 52
- Legislative bodies, 52
- Library Bureau Division, address, 172 (footnote)
- "Library has" statement, 118; on shelf-list card, 126-27; on shelf-list card, samples, 126; rules, 123, 125; sample cards, 118-20, 122, 123
- Library of Congress cards, 137-40; adapting for catalog, 146-49; adapting for catalog, samples, 147, 148; advantages, 145-46; analysis of items on, 137-40; as analytics, 148; cost, 144-45; defined, 137; ordering, 140; sample cards, 137-39, 147-48
- Local conventions, conferences, institutes, 56
- M' (Mc, Mac), arrangement, 152-53
- Magazine, see Periodical
- Main card, see Main entry
- Main entry, arrangement, see Author arrangement
- Main entry, defined, 179
- Maps, 69
- Marking books, 169-70; aid for, 174
- Married women, 40
- Mechanical processes, 167
- Memorandum of cards made, see Tracing
- Miscellaneous bodies, publications, 55-57
- Miscellaneous supplies, 174-75
- Mr. and Mrs., arrangement, see Abbreviations, arrangement
- Name authority card for person other than author, 43-44
- Name authority file, 42-44; defined, 179; items on cards, 43; value, 44; when to make, 44
- Name authority sample card, anonymous classic, 49; organization, 60; person, 43
- Name references, 42; rules, 104-05; sample cards, 105; tracing, 108
- Names of organizations, 50-60; authority card, 60; capitalization, 78-79; rules for author card, 78-80; sample cards, 78-79

- Names of persons, 36-44; authority card, 43; *see also* Forenames, Married women, Noblemen, Pseudonym
- National congresses, 56
- New Testament, *see* Bible
- New York, arrangement, 163
- Newspapers, 180
- Noblemen, 39-40
- Noblemen, arrangement, *see* Personal names, titles of honor and distinction, arrangement
- Nonfiction, shelf arrangement, 15
- North Carolina Education Association. *Library Book Catalogue*, 13
- Notation, 7; defined, 179
- Notes, example, 118; order, 70; paging, 70; periodicals, 125-26; periodicals, sample cards, 122-23; position on card, 65; rules, 70; sample cards, 63, 71-72, 74, 76, 78, 88, 116, 120-21, 122-23; serials, 125-26; serials, sample cards, 120-21
- Novels, *see* Fiction
- Numerals, arrangement, 160-61
- Observatory, 55
- Old Testament, *see* Bible
- Oregon State Library. *List of Books for School Libraries*, 13
- Organizations, *see* Names of organizations
- Paging, 69; separate for each part, 129
- Partial title, 91-92; defined, 179; examples, 92; sample card, 135
- Period divisions, *see* History, arrangement
- Periodical, defined, 179-80
- Periodicals, bound, 121-24; change in title, 123; entry, 47; notes, 125-26; notes, sample cards, 122-23; rules, 47, 124-26; sample cards, 122-23
- Person, place, subject, title, having the same name, arrangement, 161-62
- Personal names, *see* Forenames, Names of persons
- Personal names, titles of honor and distinction, arrangement, 162
- Personal names with prefix, arrangement, 162
- Picture books, shelf arrangement, 15
- Place (country, state, city), arrangement, 162-63
- Place of publication, *see* Imprint, place of publication
- Political divisions in geographic heading, 58-59
- Portraits, 69
- Possessive case, arrangement, *see* Punctuation marks, arrangement
- Preface date, 69; defined, 180
- Prefixes, arrangement, *see* Personal names, titles of honor and distinction, arrangement; Personal names with prefix, arrangement
- Prefixes, surnames with, 37-39
- Printed catalog cards, 137-49; adapting for catalog, 146-49; advantages, 145-46; *see also* Library of Congress cards, Wilson cards
- Printed indexes, 96
- Privately printed books, 68
- Provinces, 58
- Pseudonym, defined, 180; included in title, 40, 66; rule for entry, 40-41
- Public documents, *see* Government publications
- Publication, place of, *see* Imprint, place of publication
- Publisher, arrangement, *see* Firm names, arrangement
- Publishers, abbreviations, 184-85; used without place, 184-85; *see also* Imprint
- Punctuation, author heading, 66; collation, example, 69; contents, 74-75, 83-84; imprint, 67; title, 66-67
- Punctuation marks, arrangement, 163
- References, defined, 180; *see also* Author of a series, reference card; Changed title, same work published under different titles, reference card; Editor of a series, reference card; General reference card; Name references; "See also" references; "See" references; Serials, reference card with change in author; Subject cross references
- Regional conventions, conferences, institutes, 56
- Replacements, 171
- Sacred books, 46-47, 87-88; sample card, 88
- Same work published under different titles, 88-89; sample cards, 88-89, 91

- Sayers, W. C. B., quoted, 8
- Sears, M. E. *List of Subject Headings*, 13, 26, make-up of book, 26-29, 31; reproduction of parts of pages, 27
- Second indention, 64-65; defined, 180
- Secondary entry, *see* Added entry
- "See also" cards, arrangement, 163
- "See also" references, defined, 28, 180; need for, 29-31; rules, 105; sample card for catalog, 30; sample card for subject authority file, 34
- "See" references, defined, 28, 180; need for, 29-31; rules, 105; sample cards: author of a series, 104; changed title, 89, 91; editor of a series, 104; serial with change in author, 121; subject reference for catalog, 30; subject reference for subject authority file, 34; with explanation of spacing, 35
- Selections, 81-82; rule for entry, 82; title page, 81
- Sequels, 116-17; sample card, 116
- Serials, 117-21; change in author, 120-21, 124; defined, 180; notes, 125-26; notes, sample cards, 120-21; reference card with change in author, 121; rules, 47, 124-26; sample cards, 118-21; title pages, 117, 119, 120
- Series, arrangement, 164; defined, 73, 180; kinds, 73-74
- Series editor, sample card, 104; tracing, 108; tracing, example, 108
- Series entry, 100-04; defined, 100, 180; rules, 100-02; sample cards, 101-03
- Series note, capitalization, 74; defined, 74, 181; position on card, 65; rules, 73-74, 130; sample cards, 74, 81
- Sets, 113-16; incomplete, 69, 115; rules, 113, 115-16; sample card, 116; title pages, 113, 114; volumes cataloged together, 113-16
- Shelf arrangement for books within a class, 14-15
- Shelf list, arrangement, 111; defined, 109, 181; encyclopedias, 124; guide cards, 174; Library of Congress cards, 112; periodicals, 124, 126-27; printed cards, 112; rules, 109-11; sample cards, 110, 112; serials, 126-27; serials, sample cards, 126; uses of, 109; when to make, 112; Wilson cards, 142-43
- Short stories, shelf arrangement, 14
- Skeleton card showing location of items, 64
- Smith, E. S. *Subject Headings for Children's Books*, 26; make-up of book, 29
- Society, capitalization, 79; change of name, 53; defined, 52-53; publications, 52-54; sample card, 79
- Source of a book, defined, 181
- Spacing on cards, 64-65, 82
- Spine, defined, 181
- Standard Catalog for High School Libraries*, 13, 19, 32
- Standard Catalog for Public Libraries*, 32
- Standard Catalogs*, 5, 13
- State and provincial institutions, 55
- State conventions, conferences, institutes, 56
- State historical and agricultural societies, 53
- States, 58
- Subject analytic, 100; arrangement, 153-54, 156; sample cards, 99-100
- Subject (as subhead), arrangement, 164
- Subject authority file, 33-35; advantages, 35; defined, 181; sample cards, 33-35
- Subject cards, 92-93; defined, 181; rules, 93; sample cards, 93
- Subject cross references, 29-31; checking, 32-33; rule, 105; sample cards for authority file, 34; sample cards for catalog, 30; tracing, 108
- Subject headings, 19-35; aids for assigning, 31-32, 188-90; color, 93; defined, 181; determining the subject, 20-21; fiction, 19; number of, 21-22; punctuation, 93; rules for choice, 25; selection, 21-24, 25, 29, 31-32; spacing, 93; subdivision of a subject, 24-25; subdivision of a subject, sample card, 93
- Subject headings lists, 26-31; checking, 32-33; checking, examples, 27; reproduction of parts of pages, 27; use, 26-29
- Subject indention, *see* Second indention
- Subject references, *see* Subject cross references
- Subtitle, defined, 181
- Supplements, rules, 76

Surnames, *see* Compound surnames,
Names of persons, Prefixes, sur-
names with

Tables, 69

Technical terms, defined, 176-81

Third indention, 64, 65; defined, 181

Title, alternative, *see* Alternative
title

Title, capitalization, 66-67; fullness,
66, 125; position on card, 64-65;
punctuation, 67; punctuation, ex-
amples, 67; rules, 66-67, 79

Title, same work published under
different titles, 88-89; reference
card, 91; sample cards, 88-89, 91

Title, analytic, 98-100, 129; sample
cards, 98

Title as main entry, 47-48, 85-86,
124-25; capitalization, 47, 86, 124;
changes in, 125; sample card, 86

Title card, 90-92; same work pub-
lished under different titles, 91;
sample cards, 91, 134, 135; short
form: fiction, sample, 134; nonfic-
tion, 90; nonfiction, sample, 91;
unit card: fiction, 134; fiction, sam-
ple, 134, 135; nonfiction, 90; non-
fiction, sample, 91

Title entry, arrangement, 164-65; de-
fined, 181

Title indention, *see* Second indention

Title page, 61-62; books with sev-
eral, 89; defined, 181; missing, 66

Titles of address, 39

Titles of nobility, *see* Noblemen

Tomlinson, A. L., mentioned, 18

Towns, 58

Tracing, defined, 106, 181; examples,
108-09; Library of Congress cards,
139; rules, 107-09; sample cards,
106-07, 132; use of, 106; Wilson
cards, 140, 142

Tracing subject references, *see* Sub-
ject headings lists, checking

Translator, added entry, 93-95; added
entry, sample card, 95; as author,
rules, 82

Translator arrangement, *see* Author
arrangement

Trustees, boards, etc., 57

Tying cards, 84

Typewriter, 175

Unit card, 90; defined, 181

Unit title card: fiction, sample, 134,
135; nonfiction, sample, 91

United States, arrangement, 163

Unpaged books, 69

Volumes, 69, 115; incomplete sets, 69,
115; works of more than one: dif-
ferent dates, sample cards, 76, 116;
rules, 75-76; sample cards, 75-76;
title page, 75

Weeding, 166

Wilson, H. W., Co., address, 144

Wilson cards, 137, 140-44; adapting
for catalog, 146, 149; adapting for
catalog, sample, 149; advantages,
145-46; analysis of items on, 140-
43; as analytics, 149; cost, 145; de-
fined, 137; ordering, 144; sample
cards, 141-44, 149

Wisconsin Library Bulletin, 13

Withdrawal file, 171-72; arrange-
ment, 171; defined, 171

Withdrawals, 171-72; routine, 171-72

Women, married, 40

Works of more than one volume, dif-
ferent dates, 76; different dates,
sample card, 76; rules, 75-76; sam-
ple cards, 75-76, 116; title page, 75

Works published independently,
later bound together, 127-32

Yearbooks, entry, 47

THE AMERICAN LIBRARY ASSOCIATION, established in 1876, is an organization of libraries, librarians, library trustees and others interested in the responsibilities of libraries in the educational, social and cultural needs of society. It is affiliated with more than fifty other library associations in this country and abroad. It works closely with many organizations concerned with education, recreation, research, and public service. Its activities are carried on by a headquarters staff, voluntary boards and committees, and by divisions, sections, and round tables, all interested in various aspects or types of library service. Its program includes information and advisory services, personnel service, field work, annual and midwinter conferences, and the publication—not for profit—of numerous professional books, pamphlets and periodicals.