

STUDY GUIDE

MASTER OF LIBRARY AND INFORMATION SCIENCE

CATALOGUING: THEORY AND PRACTICE

CODE NO. 5504



**DEPARTMENT OF LIBRARY AND
INFORMATION SCIENCES
ALLAMA IQBAL OPEN UNIVERSITY
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ORGANISATION OF THE COURSE

Structure of the Course

The course has been structured to make it as easy as possible for you to complete the required course work. This course consists of nine units. Each unit consists of study material of two weeks if you study 12/16 hours in a week. This will include studying the prescribed reading material and carrying out the various self-learning assessments.

We have organized this course to enable you to acquire the skill of self-learning. You will find a course introduction at the end of this part, which will provide you an overall view of the course. This study guide has been written to enhance the foundation of sociological ideas and issues, which are presented in the textbook. A section course introduction consists of a brief review of the unit in paragraph form. An effort was made to simplify those concepts, which are covered in the compulsory readings, by giving examples of our own society. Specific learning objectives are given which identify the basic knowledge, explanation, comparison and understanding a student should have after studying the unit. Hence, the study guide is intended to be a concise preview and learning tool to accompany the compulsory reading. So the contents are introduced briefly in the study guide.

For each unit, prescribed reading material has been classified as compulsory and suggested reading. Studying all this material is compulsory for successful completion of the course. This study guide is based on prescribed reading. After listing required reading, we have given you a few self-assessment questions and activities. These questions are meant to facilitate you in understanding and self-assessment that how much you have learned.

For this course, fortnightly tutorials are arranged in university's study centers. These tutorials are not formal lectures given in any formal university; rather these are meant for group and individual discussion with the course tutor to facilitate you. So before going to attend a tutorial, prepare yourself to discuss course material with your tutor.

After completing the study of first 4 units the Assignment No. 1 is due. Second assignment is due after the completion of remaining units.

How to Use Reading Material

As this is a course through distance education so we have organized the required course work in the following manner to help you in evolving a self-learning process in absence of formal classroom teaching.

- a. Course introduction and objectives
- b. Unit introduction and objectives

- c. The major theme of the unit is divided into sub-themes. They are listed in the beginning of every unit. A brief and simplified introduction of major topic is given in the study guide so that you can get acquainted with the material.
- d. Required reading for each unit is listed as compulsory and suggested reading.
- e. At the end of every unit we have given you few self-assessment questions for each topic or theme. These questions are not only meant to facilitate you in understanding the required reading but also to provide you an opportunity to assess yourself how far you have learned.

Although you choose your own way of studying the required reading material, you are advised to follow the steps, which are given here.

Study Chart

- Step 1 For clear identification of your reading material, thoroughly read description of the course.
- Step 2 Read carefully the way the reading material is to be used.
- Step 3 Complete the first quick reading of your required study materials.
- Step 4 Carefully make the second reading and note down some of the points you were not able to fully understand.
- Step 5 Carry out the self-assessment question with the help of your study material.
- Step 6 Revise your notes. It is quite possible that many of those points which you did not understand previously become clearer to you during the process of carrying out self assessment questions.
- Step 7 Prepare yourself for the tutorial meeting i.e. note down the points for discussion with other members of your group and with your course tutor.
- Step 8 Make a third and final reading of your study material. At this stage, you are also advised to keep in view the homework assignments. These assignments are compulsory for the successful completion of the course.

How to Attend a Tutorial

Before attending the tutorial you are required to prepare yourself in the following manner to get maximum benefit. The first tutorial is an 'introductory tutorial' for which you are required to do following work:

- Step 1 Go through first part of the study guide, which includes:
 - i. organization of the course
 - ii. structure of the programme

- iii. how to use the reading material, and
- iv. assessment

Step 2 Read carefully course introduction 2-3 times to have a better understanding of the course. It will give you an overview of the whole course. Make notes of those points which you could not fully understand or wish to discuss with your course tutor.

In tutorials 2/9 you will complete course work containing 9 study units. The way we have arranged these tutorials, will give you an opportunity to discuss one unit in one tutorial. Please see schedule of the tutorial meetings.

Step 3 Read summary of the main themes of the concerned units around which the units is constructed.

Step 4 Study required reading and make notes of those points you are not able to fully understand and wish to discuss with your course tutor.

Methods of Assessment

For each course the registered student will be assessed as following

Assignments

Assignments are written exercises that you are required to complete while being at home or place of work after having studied the required material prescribed in the study guide. They are designed in a way to motivate you in reading the required readings and enabling you to relate your reading with the objectives.

After completion, you will send the assignments to your tutor within a time schedule for assessment and necessary guidance. The tutor is supposed to return the same after marking and providing necessary academic guidance and supervision.

The successful completion of assignments will make you eligible to take final examination to be held at the end of the semester. To qualify each assignment, you have to obtain a minimum 40 % marks.

Workshops

Workshops are compulsory component of the post-graduate programmes. The university near the end of every semester will organize the workshops. Detail of the workshops will be sent to you with the course materials.

Final Assessment

Final examination (a three hour written examination) will take place at the end of the semester.

These two components (assignments and final examination) contribute 30:70 to get students final course grade.

The condition to qualify each component are given below:

- i. A minimum of 40 % in assignments
- ii. A minimum of 33 % of the final written examination
- iii. An aggregate of 40% of the both components i.e. assignments and final examination
- iv. To take final examination the student has to pass assignment component.
- v. The grade will be determined as follow

40% - 54%	C
55% - 69 %	B
70% - 79%	A
80% and above	A +

INTRODUCTION TO THE COURSE

The course being half credit contains nine units and is meant for the first semester students of Master of Library and Information Science. The introduction provided at the start of each unit summarizes contents within the unit. The students should study this minutely and carefully to have idea of the syllabi for preparing themselves for the solution of assignments, assessments questions, activities and final examination. The following information would provide overview of the whole course.

The library clientele may use the collection of a library either for study or research or reference purpose. At a given time, a user may not find all the documents on the shelf. Therefore, in order to know about the complete collection, library catalogue is main source to retrieve information. Library catalogue is a "list" in a library or in a collection forming a portion of it. "List" indicates some sort of arrangement according to a set plan; "documents" refers to printed, handwritten, and engraved materials, including books, serials, microfilms, photographs, gramophone records, tape records, etc. Documents embrace all types and forms of records in which information can be stored.

On the basis of the objectives of library catalogue, its functions may be categorized into two main groups

- i) Function in reader's service
- ii) Function in library operations

In the beginning the cataloguing rules were prepared by individuals. Panizzi's 91 rules for the British Museum catalogue (1841) was the first major modern statement of principles underlying cataloging rules; as such, it has exerted an influence on every western world code that has been published since its publication. Cutter's rules for Dictionary Catalogue, in its fourth edition, presented the first complete set of rules for a Dictionary Catalogue.

The first step in preparing a catalogue is to decide about the form it is to take. There are three most commonly accepted types of a catalogue according to format:

1. Book form
2. Sheaf form
3. Card form.

Like codes, catalogues too have their ten kinds. Alphabetical subject catalogue, alphabetico-classed catalogue, author catalogue, title catalogue, personal catalogue, classified catalogue, dictionary catalogue, shelf list, public catalogue and union catalogue.

Before discussing the place and order of items given in the catalogue entry it is necessary to explain the indention and spacing commonly practiced for the preparation of the catalogue cards, the form of printed or type written card is basically the same. However slight variation may be found in indention, spacing, location of tracing, etc. Uniformity is necessary in the form of catalogue card. This will help the readers to recognize all the elements that make up the part.

The rule of inverting name is being followed all over the world except for the Oriental and Muslim names. The major problem with the Muslim names has been that they lack uniformity. Notwithstanding the transliteration problem, they differ from region to region conforming to their local culture, language, and dialect. Vagaries of spelling, linguistic variation, and idiosyncratic nature, using and ignoring attachments in the beginning, middle and the end of personal names have complicated the problem manifold.

An attempt has been made to suggest the solution of cataloguing Pakistani and Muslim names.

Descriptive cataloguing is that phase of the process of cataloguing which concerns itself with the identification and description of book. According to encyclopedia of Librarianship, "Descriptive Cataloguing is that part of cataloguing process concerned with identification and description of a book, as distant from the determining its subject, its subject heading or subject indexing". In other words, Descriptive Cataloguing helps in isolating books in the process of identification. It is no matters if there is alphabetical (dictionary) or classed form of catalogue.

To provide ready access to individual entries in a catalogue, the entries must be arranged in an order comprehensible to the user. The process of arranging entries in a catalogue is called filing.

The bases for the arrangement or organization of entries may differ in that an alphabetical, chronological, geographical, or classified (logical) sequence may be used. In the catalogue found in American libraries, which are predominantly in the form of the dictionary catalogue, alphabetical filing is generally the basis for arrangement of cataloging entries, with various degrees of the other bases for filing interspersed in strictly alphabetical system.

The main entry may occur in four possible forms. It may be a personal author, a corporate author, a uniform title, or even a title entry. Personal authors are the most common form of main entry. A corporate entry is the entry under some corporate bodies such as a society, association, or institution which is chiefly responsible for the existence of the work. The third possibility is entry under a uniform title, as for example "Mother Goose". Finally, if none of the above may be chosen for main entry, then a work may be entered under its own title. In this last case the heading and the body are combined and hanging indentation is used.

A modern library today is flooded with a variety of "non-book", "non-print" and "audiovisual" materials apart from monographs, serials and sophisticated machine-readable media of information. Clients need information with minimum cost (both time and money) and without being overwhelmed by large amount of irrelevant matter. Hence without organizing reading materials properly libraries can not provide service to the patrons.

The chief source of information for printed monographs is the title page but with the non-book material (NBM) the case is not usual. AACR2 recognizes this problem by using the concept of chief sources of information in relation to specific non-book materials. The

individuality of each type of non-book materials is recognized and guidelines are provided in AACR2 to determine which source of information should be given first preference.

Objectives of the Course

The main objectives of the course are:

1. To introduce basic concepts, purposes, theories and practice of cataloguing.
2. To clarify organization and functions of the library catalogue.
3. To explain duties of a cataloguer and organization of the cataloguing department and its relationship with other departments of the library.
4. To express standard cataloging rules while cataloguing book and non-book material.

Required Readings

1. Abdul Moid, Dr. "Cataloguing practice in Pakistan". Pakistan Library Association Journal 3 (1) March, 1961.
2. Akers, Susan Grey. Simple library cataloguing. 4th ed. N.J. The Scarecrow Press, 1980.
3. Akhtar, A. H. Reader in library cataloguing. Karachi: Allied Book Corp., 1972.
4. ALA. Anglo American cataloguing rules. 2nd ed. 1988.
5. ALA filing rules, Chicago: ALA, 1980.
6. Anis Khurshid, Dr. Cataloguing of Pakistani names. Rev. ed. Karachi: University of Karachi, 1997.
7. Anglo-American cataloguing rules. 2nd ed. New Delhi: Oxford and IBH Publishing, 1988.
8. Bennet, Frederick. Cataloguing in practice. London: Clive Bingley, 1972.
9. Carpenter, Michael. Foundations of cataloguing: a sourcebook. Colorado: Libraries Unlimited, 1985.

10. Chan, Lois Mai. Cataloguing and classification: an introduction. 2nd ed. New York: McGraw-Hill 1994.
11. Edgar, Neal L. ed. AACR2 and serials: The American view. New York: The Haworth Press, 1983.
12. Elrod, J. Meree. Filing in the public catalogue and shelf list. 3rd ed. N.J. The Scarecrow Press, 1980.
13. Foster, Donald L. Managing the catalogue department. 2nd ed. N.J. The Scarecrow Press, 1982.
14. Frost, Carolyn O. Media access and organization: catalogues and reference sources. Colorado: Libraries Unlimited, 1989.
15. Gellatly, Peter. The management of serials automation. New York: The Haworth Press, 1982.
16. Hunter, E.J. Cataloguing. 2nd ed. London: Clive Bingley, 1983.
17. Intner, Sheila S. Cataloguing. London: Green Wood Press, 1991.
18. Kumar, Krishan. An introduction to AACR2. New Delhi: Vikas Pub., 1986.
19. Kumar, G. Theory of cataloguing. 4th ed. New Delhi: Vikas Pub., 1982.
20. Kumar, Krishan. An introduction to cataloguing practice. New Delhi: Vikas Pub., 1986.
21. Muhammad Haroon. Cataloguing of Indian-Muslim names. Lahore: Islamic Book centre, 1980.
22. Muhammad Riaz. Cataloguing: theory and practice. Lahore: Nadeem Book House, 1995.
23. Ranganathan, S. R. Cataloguing practice. 2nd ed. Banglor: SREELS, 1989.
24. Sallinger, Florence A. Notes for cataloguers. New York: Knowledge Industry Pub., 1984.
25. Seely, P.A. ALA rules for filing catalogue cards. 2nd ed. Chicago: ALA.
26. Shabad Kapur. Classification and cataloguing. New Delhi: Harman Pub., 1988.

27. Sharma, Dr. C.K. Cataloguing. Delhi: Shree Publishing House. 1984.
28. Tait, James A. Descriptive cataloguing, 2nd ed. London: Clive Bingley. 1971.
29. Taylor, Arlene G. Cataloguing with copy, 2nd ed. Colorado: Libraries Unlimited. 1988.
30. Thomas, Nancy G. Notes for serials cataloguing. London: Libraries Unlimited. 1986.
31. Whiffin, Jean. Union catalogues of serials. New York: the Haworth Press. 1983.
32. Wynar, Bohdan S. Introduction to cataloguing and classification, 7th ed. Colorado: Libraries Unlimited. 1985.
33. Anis Khurshid, Dr. Jadeed Catalogue Sazi (جدید کیتلاگ سازی). Islamabad: Mugtadere Qaumi Zuban. 1993.

UNIT-1**WHAT IS A LIBRARY
CATALOGUE**



1.1 Introduction

The library clientele may use the collection of a library either for study, research or reference purpose. At a given time, a user may not find all the documents on the shelf. Therefore, in order to know about the complete collection, reliance has to be placed on a dependable tool called library catalogue. A library catalogue is a "list" in a library or in a collection forming a portion of it. "List" indicates some sort of arrangement according to a set plan; "documents" refers to printed, handwritten, and engraved materials, including books, serials, microfilms, photographs, gramophone records, tape records, etc. Documents embrace all types and forms of records in which information can be stored.

The term "catalogue" has been found from Greek phrase "Katalogs" "Kata" means "by" or "according to" and logos means "order" or "reason".

Thus a library catalogue is a record of the holding of a library. In order to meet the requirements of users it is prepared by setting of various unit records. Those records are called entries. Each entry is designed for satisfying a particular approach of a user. Entries are prepared according to a set rule contained in a catalogue code.

Catalogue serves the reader and as such the community for which we prepare a catalogue. We consider the community or the institution, which is to be served.

Library should provide quick, free or cheaper service, and large number of reading material. This is only possible if we maintain a good catalogue to achieve the following objectives:

- 1) Save the time of reader in searching of material.
- 2) Save the money of reader, as he has nothing to purchase personally, if the required material is available in library.
- 3) Knowledge to the extent of the stock i.e. total collection.

On the basis of objectives of library catalogue, its functions may be grouped in two categories:

- 1) Function in reader's service
- 2) Function in library operations

The reader's service includes reference service, guidance to the reader about a particular book, of a particular author, on a particular subject. The library operations function includes the assistance in book selection, guidance to library staff etc.

However, catalogue of a library provides the following functions:

1. It works as list (finding list or inventory) of the collection held by the library.
2. It gives information about the location of reading material.
3. It guides the reader to select his book of choice.
4. It groups the books of one characteristics, author, subject, and collaborator.
5. It works as a reference tool.
6. It let the reader know about the availability of a book in library.
7. It enables the reader to select the list out of the mass.
8. It satisfies the reader by giving all bibliographic information about the book.
The library catalogue is the most highly organized section of the whole network of bibliographic references.
9. It gives the total account of the collection of a library, of an author, title, and the subject.
10. It affiliates the subjects of one nature.
11. It is an instrument of communication; it communicates information about the book it records.
12. It helps in book-selection.
13. It saves the time of readers.
14. It displays library record before the reader. It brings reader's needs in relation with the resources of library.
15. It directs readers to identify specific book from all sort of changed names of an author and title pseudonym, show title.
16. It maintains discipline among the reading material.
17. To interpret the library to the reader.
18. The catalogue is the codification of practice.
19. The catalogue is a social scientist not a philosopher.

The Requisites of a Good Catalogue

Before approaching the practical problems of cataloguing it may be well to devote a little time and space to some introductory discussion of the qualifications required in satisfactory cataloguing, and importance of a catalogue itself in any library.

The attributes most worthy of attention are:

Accuracy

Whether there is a case of style of cataloguing compressed or abbreviated entry, accuracy must be strictly adhered to. Inaccuracy may cause serious misunderstanding and, loss of time and dislocation. Another aspect may be expressed in the dictum that a catalogue entry should represent exactly what appears on the title page of the book it stand for, subject to addition or omission only if indicated precisely in the way conventionally allowed.

General Knowledge

Knowledge purifies catalogue. It is an asset in cataloguing by its very nature as dealing with the external details of books rather than with the value of their contents, demands it in a very special way. The changes in headings confront the cataloguer of old and rare books, and familiarity with pseudonyms and library curiosities of that kind. All these problems can be dealt with satisfactorily if a cataloguer has enjoyed maximum general knowledge.

Flair for Dealing with Book

The librarian should possess a quality of work and equally a gift which a possessed by nature, or else is very hard of acquisition. The possession of it will make difference between the routine worker and the first-class craftsman. The catalogue of a library may be compared with the timetable of a railway service. Similarly then apply this simile to a large library without a catalogue, which depends on the memory of its staff for the location of books, and the initiations of its public in going to acquire what books might really be found on its shelves, some idea of the supreme importance of a catalogue may be gained.

Consistency

The paramount quality of a catalogue should be strictly consistency with the rules on which it is based. It matters less that the best code should be adopted, in beginning to compile a catalogue, than that the most careful consistency should characterize the application of the rules when once they are chosen any departure from adopted practice, unless on rare occasions when, for the sake of convenience, such a variation is deliberately made and indicated, will inevitably cause trouble, and its cumulative effect will be infinitely greater in proportion to the apparent importance of the original lapse than can be foreseen.

Needs of the Readers

A good catalogue, whatever the form, should be designed to meet the multiple needs of its users. A reader wants to know, what books a library has, or on a particular author, edition, and on what subject. A user also wants to evaluate the different materials in a library on a particular subject or a group of subjects for the purpose of study or research. The subject approach from the users point of view may be either by specific subject headings; or by exploration of the entire field covered by the subject (class, division, sub-division and sections).

Well Constructed

A good catalogue must be well constructed to suit the needs of the people for whom it is intended. It should be suited to the clientele. Entry arrangement should be simple, uniform and easily understood. Descriptive details should meet the demands of the users.

Definite Principles

The catalogue, if constructed should be based on definite principles, and follow uniformity throughout. Catalogue should carry, where necessary, rigid and unalterable rules for all times so that rules may be revised to accommodate the incoming flow of complex material and to meet new requirements, but the revision should be rational, consistent and uniform.

Kept up-to-date

Catalogue should be kept up to date and thoroughly at the command of the readers. It should be accessible to all.

Meet the Problems

A well-constructed catalogue should be as designed as to meet the various problems of entry represented by various complex materials or records of human thought and experience. Like entries should be arranged together. The same procedure should be followed in case of previous publications of a work.

Basic Parts

A library catalogue records the library stock. Each record consists of basically three important parts:

- (a) Heading
- (b) Description
- (c) Location

1.2 Objectives

This unit will enable you to:

- 1) Explain meaning, definitions and basic concept of a library catalogue.
- 2) Describe the objectives and various function of library catalogue.
- 3) Describe the advantages of a library catalogue.

1.3 Compulsory Readings

Kumar, G. Theory of cataloguing. 4th ed. New Delhi: Vikas Publications, 1982. (Chapter 1 and 2)

Wynar, B. S. Introduction to cataloguing and classification. 7th ed. Colorado: Libraries unlimited, 1985. (Chapter 1)

1.4 Suggested Readings

Muhammad Riaz. Cataloguing: theory and practice. Lahore: Nadeem Book House, 1995. (Chapter 2)

Sharma, Dr C.K. Cataloguing. Delhi: Shree Pub., 1984.(Chapter 1)

1.5 Self-Assessment Questions

1. Explain the term "catalogue"
2. Describe the function of following two categories of catalogue.
 - i) Function in reader's service.
 - ii) Function in library operation.

1.6 Activities

- 1) Visit a library and apply catalogue functions by consulting its catalogue.
- 2) Pick some books defining objectives of a library catalogue. Note down those which you think are the best written.



UNIT-2

DEVELOPMENT OF CATALOGUING CODES



2.1 Introduction

Historically, cataloguing is one of the oldest library crafts. Catalogues were first prepared to serve as inventory lists. The functions of these were later extended to serve as tools to help locate books. Additional features necessary to perform in retrieval functions were developed rather slowly through trial and error.

The construction of early catalogues was based on traditions inherited in individual libraries. These were prepared only by rule of thumb, without taking into consideration the functions to be performed by a catalogue. It was only about two hundred years ago that attempts were made to prepare a code for cataloguing of documents. Anthony Panizzi, librarian of the British Museum, is regarded as the first person that, with his assistants, codified rules for cataloguing by preparing a formal code of rules for cataloguing.

In 1850, Charles C. Jewett's code for the catalogue of Smithsonian Institution was accepted. His code, consisting of thirty-nine rules, was published in 1852 under the title Smithsonian report on the construction of catalogues of libraries.

In 1876, Charles Ammi Cutter published his rules for a printed dictionary catalogue. It was issue in 1876 as the second part of Bureau of Education's special report on public libraries in the United States of America. A second enlarged edition came out in 1889; the third one appeared with additions, corrections, and an alphabetical index in 1891, and the fourth edition was issue in rewritten form in 1904.

Between 1841 and 1900, a large number of catalogue codes were brought out. In addition to British Museum rules, there were Bodleian and Cambridge codes. In the USA, codes were brought out by Jewett, Cutter, Linderfelt, Dewey and the Library of Congress. In Germany, Dziatzko and Prussian Instructions came out. Codes also appeared in Belgium, France, Italy and Scandinavian countries etc.

Anglo-American Code (AA Code)

A draft code was printed by the Library of Congress in 1901, titled ALA Rules-advance edition. At that stage, Malvil Dewey suggested that the ALA and the Library Association (Great Britain) should jointly produce an Anglo-American code. It was further suggested by John Minto "that code should be printed in two editions (English and American) but that the editions should as far as possible be identical in arrangement and working." Thus, the Anglo-American code in two editions was published simultaneously in two countries in 1908. This code was the result of the combined efforts of committees of the Library Association (Great Britain) and American Library Association "with a view to establishing unity of practice throughout the English speaking race". The code laid emphasis to meet the requirements of "larger libraries of a scholarly character".

This code had great influence and it is still being used widely all over the world. This was a part of the attempt to establish practices of the Library of Congress throughout the United States.

Vatican Code

In 1927, the Vatican Library compiled a new catalogue code for the catalogue of printed books (published in Italy in 1931) for its collection, commonly called the Vatican code. The Carnegie Endowment for International Peace donated funds to help it to compile the code, which is for a dictionary catalogue, based on Cutter's Rules for a dictionary catalog leading. Americans like J.C.M. Hanson and W.W. Bishop were greatly responsible for bringing out the code.

Classified Catalogue Code (CCC)

All the above codes, including the first edition of Ranganathan's classified catalogue code (1934), were largely based on practices of the past. Any improvement found in them was mainly the results of flair rather than any guiding principles.

The first canons for cataloguing were formulated by Ranganathan in his theory of library catalogue (1938). It also included Law of Parsimony. Thus, in 1938, the canons of cataloguing introduced the scientific method of cataloguing. Ranganathan started application of these normative principles formulated by him in a systematic manner to the rules of cataloguing in his second edition of classified catalogue code (1945). These normative principles have been extended in the various editions of classified catalogue code. The latest edition of classified catalogue code (5th ed.) was published in 1964.

Ranganathan's cataloguing practice was published in 1974. Part N of the same contains amendments and additions to CCC, which will be incorporated in the sixth edition of CCC. The canon of recall value has been introduced in cataloguing practice. This is likely to lead to major changes in the rendering of corporate body headings.

American Library Association Code (ALA Code)

By the twenties, the AA code (1908) was under severe criticism and the need for revision was repeatedly mooted. In the thirties, committees of the American Library Association and the Library Association started the work of revision. At the outbreak of the Second World War, the Library Association dropped out. The American Library Association continued and produced a draft code in two parts in 1941 (Part I Entry and Headings; Part II Description of Books). Because of criticism, part II was deferred and revision of part I later came out in 1949 under the title ALA cataloguing rules for author and title entries. In the fall of 1949, the Library of Congress brought out its rules for descriptive cataloging and was accepted as a substitute for part II of the preliminary edition.

These rules are primarily limited to choice of entry and form of heading for author and title entries. The subject headings are merely mentioned in a few cases.

The code tries to codify experience rather than adopt principles of cataloguing. Many of the rules are inconsistent. A few of the rules form exceptions to the basic rules. In

certain rules, the wording is faulty. The code makes artificial distinction between a society and an institution, making the application of these rules difficult.

As compare to the Anglo-American code, the rules are more detailed. More example and types of literature have been covered. In fact, this code was greatly criticized for over-elaboration.

In spite of being a committee product, "ALA is a remarkable achievement." It is being used by a large number of libraries not only in the United States of America but also in various other countries, especially the English-speaking world.

AACR 1

In 1961, IFLA (International Federation of Library Association and Institutions) held an International Conference on Cataloguing Principles at Paris (ICCP). A set of rules was submitted and voted. This was an important attempt to evolve an international catalogue code. The Paris principles had a profound effect on cataloguing practices throughout the world. Many of the catalogue codes produced after 1961 do reflect such an effect. It is also true that these principles have not been fully accepted by different countries. ICCP did succeed in getting international agreement regarding rules for headings.

From the beginning, the ALA code published in 1949 was regarded unsatisfactory. Therefore, in 1951, ALA requested Seymour Lubetzky to "prepare a general analysis of the 1949 code." The report was published in 1953. Lubetzky strongly criticized the code. ALA accepted report. Work was begun on a new code, not a mere revision of the code of 1949. The new code was published in 1967 in two editions the North American edition and the British edition. The code was prepared by the American Library Association, the Library of Congress, the Library Association, and the Canadian Library Association. The North American text and British text are very much different in physical appearance but the rules in the two texts are essentially based on the same principles and practices but with a few alternative rules for choice and rendering of headings. The rules differ only due to rephrasing of the statements. However, there are a few exceptions.

It is not an international code. The code was not developed as such. But it is being used widely in various countries of the world. The need was felt for greater simplicity, clarity in text, provision for more examples and detailed index.

AACR 2

Second edition of Anglo-American cataloguing rules appeared in 1978. The American Library Association, the British Library, the Canadian Committee on Cataloguing, the Library Association and the Library of Congress prepared it.

The objectives of the code were:

1. to reconcile in a single-text the North American and British texts of 1967.

2. to incorporate in the single text all amendments and changes already agreed and implemented under the previous mechanisms.
3. to consider for inclusion in AACR all proposals for amendment currently under discussion between the American Library Association, the Library Association, The Library of Congress and the Canadian Library Association; any new proposals put forward by these bodies and the British Library; and proposals of national committees of other countries in which AACR is in use.
4. to provide for international interest in AACR by facilitating its use in countries other than the United States, Canada, and the United Kingdom" (AACR2 pp. vi-vii).

2.2 *Objectives*

After reading this unit you will be able to:

- 1) Explain history of cataloguing codes.
- 2) Describe Cutter's rules and ALA rules.
- 3) Explain development of AACR-1 and AACR-2

2.3 *Compulsory Readings*

Muhammad Riaz. Cataloguing: theory and practice. Lahore: Nadeem Books, 1995. (Chapter 6)

Sharma, Dr. C.K. Cataloguing. Delhi: Shree Publishing House 1984. (Chapter 4)

Wynar, Bohdan S. Introduction to cataloguing and classification. 7th ed. Colorado: Libraries Unlimited, 1985. pp 40 - 46.

2.4 *Suggested Readings*

Morris, Dorothy. M.A history of cataloguing and classification. Colorado: Bibliographic Institute, 1946.

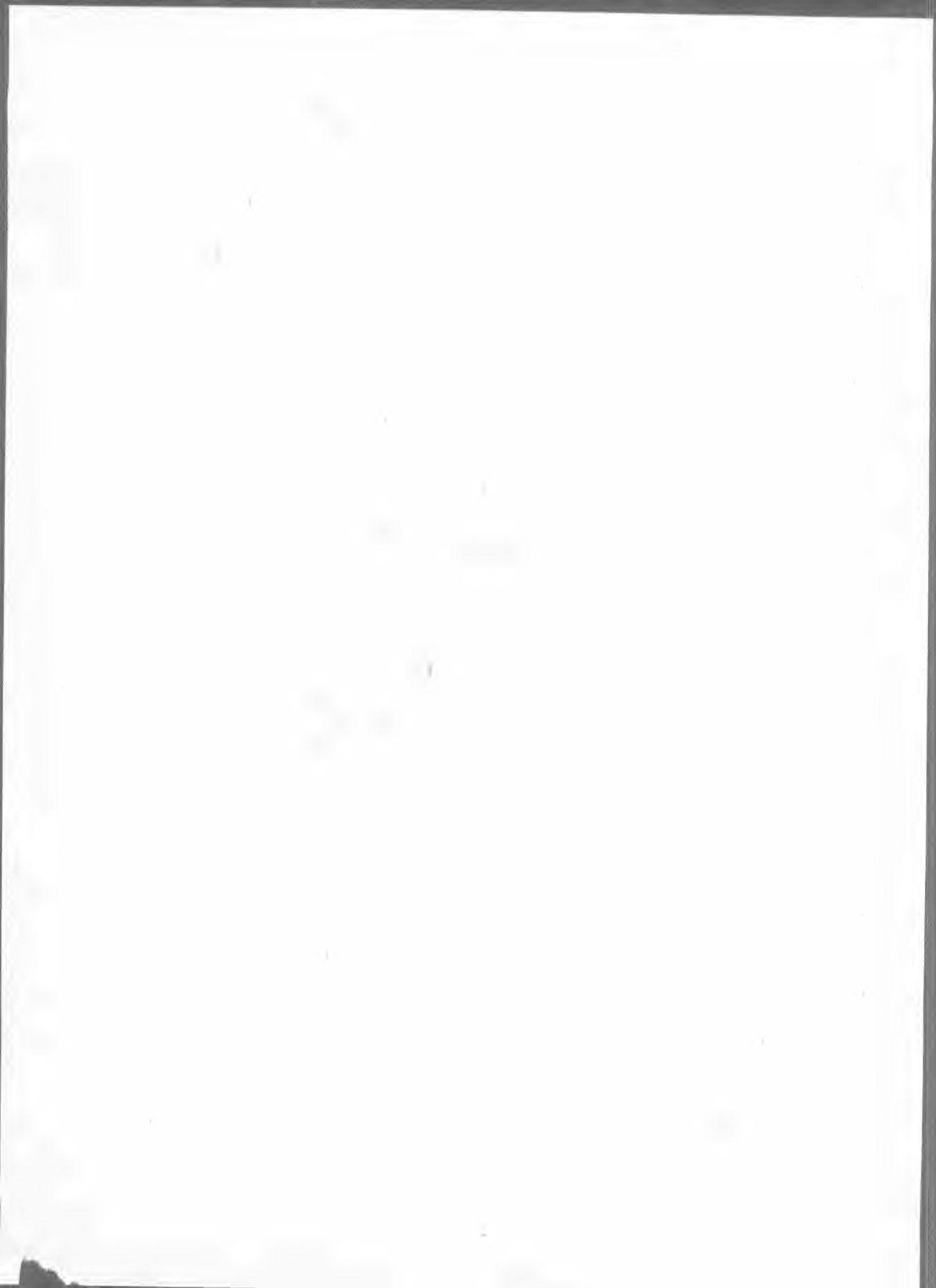
Landus, Thomas. ed. Encyclopedia of Librarianship. London: Bowes and Bowes, 1958. p.90

2.5 *Self-Assessment Questions*

1. What change Lubetzky suggested in ALA 1949 code.
2. Write down three major differences between AACR and AACR2.
3. Explain the term 'Canon of Recall Value' introduced by Ranganathan.

2.6 Activities

1. Select an encyclopaedia to trace history of cataloguing codes.
2. Look for AACR-1 in a library, and trace the difference between two texts published in two editions.



UNIT-3

**FORMS AND KINDS OF
CATALOGUE**



3.1 Introduction

Library catalogue appears in various physical forms. The predominant types are book catalogue, sheaf catalogue, card catalogue, the computerized catalogue and the microforms catalogue. A catalogue in book form is one in which entries are printed in page form and bound in to a volume or volumes. The sheaf catalogue is one in which card or slips are put into a loose-leaf binder of the same size as the cards. The book and sheaf forms of catalogue were the predominant forms of library catalogue until the late nineteenth century, when the idea of the card catalogue began to spread. The card catalogue is the generally accepted form of library catalogue in most of the countries of the world. In this type of catalogue, cataloguing entries are recorded on 3 by 5 inches cards, one entry per card. When the card catalogue was introduced, its advantage in the case of updating was immediately perceived.

An automated or computerized catalogue contains records in machine-readable form. Cataloguing records are transformed into a format which is recognizable to the computer can be retrieved instantly, it is called an on-line catalogue. A microform catalogue contains cataloguing records in micro image and requires the use of a microform reader for viewing the various media for the microform catalogue, such as microfilm (continuous negative, micro card (positive), and microfiche (negative).

Like codes catalogues too have their kinds, the following are in use;

Alphabetical Subject Catalogue

It is "a catalogue of subject entries arranged alphabetically by subject headings, together with the necessary, see and see also subject references." This type of catalogue is very helpful for a reader who wants to know all entries on a particular subject.

Alphabetico-Classed Catalogue

It is "a catalogue of subject entries entered under class subject headings in the direct form. The catalogue is arranged primarily into broad subjects alphabetically arranged; these are sub-arranged into their subordinate subjects in alphabetical order, each of these being sub-arranged by specific topics arranged alphabetically." The arrangement of this catalogue is complex as compared to Alphabetical Subject Catalogue.

Author Catalogue

It is "a catalogue of author entries, alphabetically arranged, usually including added entries under editors, translators, etc., and entries under titles in the case of anonymous works. References are also made in the author catalogue from variant forms of author's names, from pseudonyms, etc." This is the simplest kind of a catalogue but its use is limited. It is helpful for locating a certain book by a given author in the library but will not help the reader requiring a book on a given subject. For fiction the Author Catalogue is most useful. When containing titles it is called Author and Title Catalogue.

Name Catalogue

It is "an alphabetical catalogue of entries under the names of persons and places as author headings and as subject headings." This is an expansion of the Author Catalogue. Again this type of catalogue is of no use as a guide to subjects.

Personal Catalogue

It is a catalogue in which entries are made under an individual's name both for books by him and books about him.

Classified Catalogue

It is "a catalogue of subject entries arranged in a systematic order according to a scheme of classification." Also called Classed Catalogue and Systematic Catalogue. The success of this type of catalogue depends upon the soundness of the classification on which it is based. A bad and inconvenient classification scheme will result in a bad and inconvenient classified catalogue. The arrangement is based on the notation or classification symbols and is identical with the shelf list. The shelf list is a classified catalogue of a kind. It lacks only an alphabetical author and subject indexes to make it complete for this purpose.

Dictionary Catalogue

It is "a catalogue, usually on cards, in which all the entries in one general alphabet." In other words, it is a catalogue made up of an author catalogue, an alphabetical subject catalogue and a form catalogue. It is called a dictionary catalogue because of its resemblance to a dictionary in arrangement. It is one of the most popular types of a catalogue because it is extremely simple to use.

Shelf List

According to Mann the shelf list is "a catalogue of books in the order in which they stand on the shelves. Each title is represented by a card giving the author, title, edition, number of volumes (if more than one), number of copies (if more than one). Call number determines the arrangement of the cards in the shelf list in the same way as it has already determined the arrangement of the books on the shelves." The entries in a shelf list are usually brief and are basically prepared for staff use only. If supplemented by an alphabetical subject index, it can serve as a classified catalogue.

Public Catalogue

It is a catalogue prepared on cards and meant for reader's use. Most of the categories of a catalogue can be called public catalogues. It could be distinguished from an Official Catalogue that is maintained solely for the use of the library staff.

Union Catalogue

"An author or a subject catalogue of all the books, or a selection of books, in a group of libraries, covering books in all fields, or limited by subject or type of material, generally established by co-operative effort." Such a catalogue may be prepared both in card or book form. A Union Catalogue is a very useful tool for inter-library lending and serves as a check against wasteful duplicates. It is also an important tool for centralized cataloguing. A Union Catalogue can be kept in author or classified order.

3.2 Objectives

After reading this unit you will be able to:

- 1) Explain all kinds of catalogue.
- 2) Distinguish among various kinds and forms of catalogue.
- 3) Describe the advantages and disadvantage of various types and forms of catalogue.

3.3 Compulsory Readings

Kumar, G. Theory of cataloguing, 4th ed. New Delhi: Vikas Pub., 1982 (chapter 1)

Wynac, B.S. Introduction to cataloguing and classification, 7th ed. Colorado: Library Unlimited, 1985. (chapter 1)

3.4 Suggested Readings

Muhammad Riaz, Cataloguing: theory and practice, Lahore: Nadëem Book House, 1995.

Sharma, C.K. Cataloguing, Delhi: Shree Pub., 1984. (Chapter 5 to 10)

3.5 Self-Assessment Questions

1. Describe various forms of catalogue.
2. Explain difference between Union, Co-operative and shared catalogue.
3. Describe advantages of a good catalogue.

3.6 Activities

1. Examine the card catalogue in a local library and state how many questions it can answer about access points of a book.
2. Visit a computerized library and then differentiate between computerized and manual catalogue.



UNIT-4

**CHIEF SOURCES OF
INFORMATION**



4.1 Introduction

AACR2 specifies sources of information to be used in describing a publication: in the case of a printed monograph, for example, such sources include the title page, the verso of the title page, etc. Of these, the source of bibliographic data to be given first preference as the source from which a bibliographic description is prepared is called the chief source of information. The rules identify a chief source of information for each type of material.

Type of Material	Source
Books, pamphlets, and printed sheets	Title page
Cartographic materials	a. Cartographic item itself b. Container or case, the cradle and stand of a globe, etc.
Manuscripts-----	Title page
Music-----	Colophon
Sound recordings-----	Title page
Disc-----	Label
Tape (open reel-to-reel)-----	Reel and label
Tape cassette-----	Cassette and label
Tape cartridge-----	Cartridge and label
Roll-----	Label
Sound recording on film-----	Container and label
Motion pictures and video recordings-----	Film itself and its container (if integral part of item)
Graphic materials-----	Item itself including any labels and the container
Machine-readable data files-----	Internal user label
Three-dimensional artifacts and realia-----	Object itself with any accompanying textual material and container.
Microforms-----	Title frame
Serials (printed)-----	Title page

A document usually consists of the following parts in the order mentioned below:

Binding, half-title page, title page, back of title page, dedication, preface, table of contents, introduction, text, index and bibliography.

Binding may consist of publisher's binding or binder's binding. Publisher's binding is the original binding which contains cover title (the title printed on the original cover of a book or the one given on the publisher's binding), author's full name or surname, publisher's symbol and publisher's name. Binder's binding is one got done by the library and usually contains binder's title (the title lettered by the binder on the back of the book), surname of the author, call number and abbreviations representing name of the library, binding is in itself unimportant.

Half-title page is a recto of the leaf preceding the title page, which contains the half title (brief title) of the document. Sometimes, it may also contain the name of a series. It is usually unimportant to a cataloguer.

Title page is the most important source of information to a cataloguer. It is a page of a document or a volume of it which usually contains full title, author's name, names of collaborators, publisher, place, date of publication. Mention may be made of running title, which is a title repeated at the top of the pages throughout the book. This is useful, if title page is missing.

Title page is considered as the most substantial source of information for the preparation of a catalogue. The whole philosophy of cataloguing as viewed by S.R. Ranganathan is centered on the title page. Unlike AACRI, Ranganathan in his CCC is indeed reluctant to go beyond the title page to obtain relevant information. CCC is insistent that the choice and rendering of heading and various sections of an entry should be based on information found on the title page and its overflow pages. It allows exceptions in a few cases only.

Back of title page usually contains information about edition, year of publication,* year of copyright, etc. It is considered a very useful source of information.

Overflow of title page is page(s) immediately succeeding or preceding the title page of a document or volume of it and containing part of the information usually given on the title page and or some of the statements regarding edition, author, and collaborators, series, etc. (CCC, p.140) Half-title page and back of the title page are a part of overflow pages of title page. These serve an extremely useful purpose.

Dedication is a kind of homage by the author to someone else. It is placed on a page preceding the preface. This is usually unimportant.

Preface contains explanation by the author as to why he wrote the book. Sometimes, it may contain author's plan, explanation as to how the work was developed, and acknowledgements to those who might have assisted the author in the writing of the document. Preface can be highly useful because it can be helpful in knowing the scope, objectives, and significance of the work. It precedes the table of contents.

Table of contents lists the contents of the document, often giving chapter headings, with or without explanations. It usually follows the title page. In case there is a preface, then it follows the same. It can be useful to a cataloguer in determining the specific subject of the document.

Introduction is a preliminary note that gives more elaborate treatment to the subject than the preface. Sometimes it is contributed by a person other than the author. It follows the table of contents.

Text contains the work proper and forms the most substantial portion of the document.

Index is a detailed alphabetical list of names of persons, corporate bodies, places, and subjects, etc., dealt in the text, along with references to exact pages of occurrence.

Bibliography is provided in some books and is a list of documents. This may be included at the end of each chapter or at the end of the book or as footnotes.

4.2 Objectives

After going through the unit you will be able to:

- 1) Describe the chief source of information from the book and non-book materials
- 2) Explain basic concepts of physical characteristics of books
- 3) Describe the important elements of the book for the cataloguing purpose.
- 4) Discuss the various bibliographical aspects of books and identify them.

4.3 Compulsory Readings

Kumar, G. Theory of cataloguing. 4th ed. New Delhi: Vikas Pub: 1982 (chapter concerned)

Wynar, B.S. Introduction to cataloguing and classification. 7th ed. Colorado: Libraries unlimited. 1985. (Chapter 4)

4.4 Suggested Reading

Akhtar, A. H. Reader in library cataloguing. Karachi: Allied Book Corporation, 1972. (Chapter 2)

4.5 Self-Assessment Questions

- 1 What is the difference between sub-title and alternative title?

- 2 What is use of physical characteristics of a book for cataloguing?
- 3 How do you identify the imprint and collation?
- 4 Explain edition.

4.6 Activity

Collect at least ten various types of books and describe their information on the catalogue card.

UNIT-5**DESCRIPTIVE
CATALOGUING**



5.1 Introduction

Descriptive cataloguing is that phase of the process of cataloguing which concerns itself with the identification and description of book. According to encyclopedia of Librarianship, descriptive cataloguing is that part of cataloguing process concerned with identification and description of a book, as distant from the determining its subject, its subject heading or subject indexing. In other words, descriptive cataloguing helps in isolating books in the processor identification. It is no matters if there is alphabetical (dictionary) or classed form of catalogue. Following are stated to be the objectives of descriptive cataloguing:

1. To state the significant features of an item with the purpose of distinguishing it from other items and describing its scope, contents, and bibliographic relation to other items, and
2. To present the data in an entry which can be integrated with the entries for other items in the catalogue and which will respond best to the interest of most users of the catalogue.

To achieve the objectives stated above it is necessary that the item is fully described and ambiguous statement explained. The elements of description should be given in the entry in such an order that will be understood by the readers and easily integrated with other entries in the catalogue. In other words, a uniform style should be adopted for all catalogue entries, capitalization, punctuation, abbreviations, indentions and use of numerals, etc.

Indention

Before discussing the place and the order of items given in the catalogue entry it is necessary to explain the indentions and spacing commonly practiced for the preparation of catalogue cards. The form of printed or typewritten cards is basically the same. However, slight variations may be found in indentions, spacing, location of tracings, etc. Uniformity is necessary in the form of the catalogue card. This will help the readers to recognize all the elements that make up the card. For this purpose, certain standards are followed mostly based on the Library of Congress illustrates a simple method of preparing one's own catalogue cards.

Author Line

It is a line on which the call number and the author name are written. It is the 4th typewriter space from the upper edge of the card.

First Indention

First indention is on the 9th space from the margin of the card. It is also called author indention.

Second indentation

It is on the 13th space from the margin of the card or four spaces to the right of the 1st indentation. This indentation is used to align the collation, notes and tracing. Third indentation is the 15th space from the left margin of the card. This is used to carry over the author entry or added entry when it is too long.

Call Number

The call number consists of the classification number and the book number, is written on the Author Line one typewriter space from the left edge of the card.

Author

The name of the author begins from the 1st indentation of the Author Line. If author's name is too long, the succeeding line begins at 3rd indentation.

Title

The title starts from the 2nd indentation one line below the author line. If title runs over, it is carried to the 1st indentation.

Edition

It is written on the 3rd space after period following title.

Imprint

It is written at the 3rd space after period following the title or edition statement, if there is space; if not, at 1st indentation.

Collation

Start at the 2nd indentation one line below imprint. Two typewriter spaces are left between the various units of collation i.e. pages, illustrations, series note.

Notes

The first note on the card will begin at the 2nd indentation leaving one line between collation and the note. The succeeding lines will be carried to the 1st indentation.

Tracing

Tracing is a record of all added entries made for a work. The Library of Congress cards have the tracing in a paragraph form at the bottom of the card. On typed or handwritten card, tracing may be put on the front of card or on its verso. Subject headings

are recorded first and each subject heading is preceded by Arabic numerals. It is followed by other added entries personal names, corporate bodies, title and series. Cross-references for form of name may be traced by using a small letter "x" in front of the form of name referred. It is the last item in tracing.

Spacing

Single spacing is used predominantly. One exception is the double spacing which is used between the collation and/or series note and the first note. Two typewriter spaces are left between sentences. Leave one space after punctuation marks when these marks do not separate sentences. Square brackets and parentheses are considered punctuation marks. Avoid the use of two punctuation marks together except in the collation and after abbreviations.

Punctuation

Punctuation should, as far as possible, be based on the current usage of the language concerned. The following specific practices are observed.

(1) Brackets

Brackets are used as follows:

- (a) To enclose the name of the author in the main entry heading if the author's name does not appear on the title page.
- (b) To enclose any information in the descriptive portion of cataloguing that is not found on the title page or on a substitute that is used for it.

(2) Comma

A comma is used:

- (a) To separate the surname or family name and the forename.
- (b) To separate date, number, place, or designation from the name of heading.
- (c) To separate the title from the author statement.

(3) Semicolon

- (a) It is used to separate title from subtitle or alternative title. Use colon in case of doubt.

(4) Ellipses (Omission marks)

Ellipses are used to indicate omissions from the title, subtitle, or alternative title. It is indicated by three dots, e.i., (...)

(5) Parentheses

These are used to close a series statement or note.

(6) Full stop (Period)

It is used:

- (a) At the end of the title.
- (b) At the end of the statement of edition, imprint and collation.
- (c) After abbreviations but not after 1st, 2nd, or 3rd, etc.

Full stop is not used in the following:

- (a) After an author's name.
- (b) After a subject heading.
- (c) After a title which is followed by "by".

(7) Numerals

These are used as follows:

- (a) Arabic numerals to give date and edition.
- (b) Arabic or Roman numerals to give page numbers and illustrations. Generally the preliminary pages are given in Roman numerals.

Capitalization

In English capitalize:

1. Proper names.
2. Derivatives of proper names.
3. Common nouns and adjectives forming an essential part of a proper name.
4. Names of organized bodies (first word and all important words).
5. Names of countries and administrative divisions.
6. Names of regions, localities and geographic features.
7. Names of calendar divisions.
8. Names of historic events.
9. Religious terms, sacred writings and names of religious bodies.
10. Titles of persons.
11. The beginning letter of the first word of the titles of books, pamphlets, periodicals, newspapers or series.

12. The beginning letter of the first word of a sentence.
13. Roman numerals are written with small capitals letters except those used in paging or in page references and those appear in lower case in the title or in a quoted note.
14. The first letter of all important words in the statements of publisher or printer in an imprint is capitalized; if the first word is an article, the first letter of the second word is also capitalized.
15. Each item in the collation statement is lower-cased, illus., ports., map.

Abbreviations

The following abbreviations may be used:

<u>Terms</u>	<u>Abbreviation</u>	<u>Term</u>	<u>Abbreviation</u>
Abridged	abr.	Manuscript	ms.
Chapter	chap.	No date	n.d.
Colour	col.	No place	n.p.
Company	co.	Number, -s	no.
Compiler, compiled	comp.	Page, pages	p.
Copyright	c.	Part, parts	pt., pts.
Corporation	corp.	Photograph, -s	photo., photos.
Corrected	corr.	Portrait, -s	port., ports.
Department	dept.	printing	print.
Diagrams	diags.	Pseudonym	pseud.
Dissertation	diss.	Publishing	pub.
Document	doc.	Publisher	pub.
Edition, editor	ed.	Revised	rev.
Enlarged	enl.	Senior	sr.
Frontispiece	front.	Series	ser.
Illustrator	illus.	Hird	2rd., 3d.
Incorporated	inc.	Title page	t.p.
Introduction	introd.	Translation	tr.
Joint author	jt. Auth.	Translator	tr.
Junior	jr.	Volume, -s	v., vol., vols.
Limited	ltd.		

Abbreviations used for Audio-Visual material:

Black and white	b&w	frames	fr.
Coloured	col.	Seconds	sec.
Inch	in.	side	s.
Millimeter	mm.	Sound	sd.
Revolutions per		subject	subj.
Minute	rpm.		

Both types of catalogue follow the principles of descriptive cataloguing. Reading material differs in nature with respect to size and paper. It may be a book, map, atlas, musical scores, Braille books, records and manuscript in various size and paper printing and binding each class of material possesses its own problem of description. Descriptive cataloguing covers title, Sub-title, alternative title, author statement, editions, imprint collation, series, note and annotation.

The elements of description should be given in the entry in such an order that will be understood by the readers and easily integrated with other entries in the catalogue. In other words, a uniform style should be adopted for all catalogue entries, capitalization, punctuation, abbreviations, indentation and use of numerals etc.

Before discussing the place and the order of items given in catalogue entry it is necessary to explain the indentation and spacing commonly practiced for the proportion of the catalogue cards, the form of printed are type written card in basically the same. However slight variation may be found in indentation, spacing, location of tracing, etc.

5.2 Objective

This unit will enable you to:

1. describe the objectives of descriptive cataloging
2. describe greater details about the content of description

5.3 Compulsory Readings

Kumar, G. Theory of Cataloguing, 4th ed. New Delhi: Vikas Publications, 1982.

Wynar B. S. Introduction to cataloguing and classification, 7th ed. Colorado: Libraries unlimited, 1985.

5.4 Suggested Readings

Akhtar, A. H. Reader in library Cataloguing. Karachi: Allies Book Corporation, 1972. (Chapter 3)

Muhammad Riaz, Cataloguing: theory and practice. Lahore: Nadeem Book House, 1995. (Chapter 7)

Sharma, Dr. C.K. "Cataloguing ". Delhi: Shree Pub., 1984.

5.5 Self-Assessment Questions

1. What is the descriptive cataloguing?
2. What is difference between 2nd and hanging indentation?

3. Describe the elements of descriptive cataloguing.
4. Explain the term spacing and capitalization.

5.6 Activity

Prepare some catalogue cards and show the descriptive elements.



UNIT-6

**CATALOGIUNG OF PAKISTANI
AND
ORIENTAL NAMES**



6.1 Introduction

Various practices of cataloguing of Muslim names exist every where. Almost all types of libraries, academic or public, large or small in Pakistan have their own way of cataloguing. But no uniformity exists in cataloguing of Pakistani Muslim names anywhere. One name e.g. Sir Allama Muhammad Iqbal is being catalogued under three forms of entry element.

The major problem with the Muslim names has been that they lack uniformity. They differ from region to region conforming to their local culture, language, and dialect. Vagaries of spelling, linguistic variation, and idiosyncratic nature, using and ignoring attachments in the beginning, middle and the end of personal names have complicated the problem manifold.

An attempt is made in this unit to suggest some solutions to problems of cataloguing Pakistani Muslim names in order attain uniformity. But simultaneously a brief survey of the various efforts hitherto made in this regard is given for academic interest and to instigate further research.

Some of the prominent cataloguing codes that have studied the problem of cataloguing Muslim names are described here in nutshell.

Prussian Instructions (1899)

Rule 146 of the instruction for the Alphabetical Catalogue of the Prussian Libraries (1899) reproduced by Ranganathan reads as follows:

"The personal name (ism) becomes the entry word, with a reference from the place epithet (Nisba) and, if necessary, also from the first name expressing relationship (Kunja)".

Eno's Rule (1910)

In an article in name making and cataloguing of names written in 1910 Joel N. Eno prescribed:

"For Hindu and Mohammedan names (Arabic, Turkish, Persian), the main entry is a copy of the forms in the order as printed with reference, of course, if the author is distinguished in literature by any other name, or in case of Hindus by a family name."

Vatican Rules (1930)

Rule 84 of the Rules for the catalogue of printed books (1930) also known as Vatican rules is very near to the Prussian Rules.

Classified Catalogue Code (1934)

Ranganathan has treated the Muslim names well. In Classified Catalogue Code, he gave nine tentative rules for the Cataloguing of Muslim names, which are quite free from European influence. The same rules were repeated in the three subsequent editions of the Classified Catalogue Code and Dictionary Catalogue Code (1945).

Nasser Sharify's Work

The first and to some extent detailed study of cataloguing of Muslim names was made by Nasser Sharify. His work entitled Cataloguing of Persian Works was published by ALA in 1959. Searching for some kinds of uniform pattern and consistency Nasser Sharify examined 137 cataloguing codes of varied denominations. Sixty-one of these codes did not make any mention of the treatment of Muslim names. Seventy-six codes contained rules relating to the treatment of Muslim names under various captions. Sharify, however, selected only 41 codes out of the 71 for purpose of his study and these forty one codes had their origin in twenty three different countries. Making close study of forty one codes, Sharify observed that all Muslim personal names belonging to different nationalities, having diverse cultural traits, are usually treated under these titles e.g. Arabic, Turkish, Persian writers, Arabic and other Eastern names. Arabic names and names formed in Arabic way (Turkish, Persian etc.) 'Eastern writers', 'Mohammaden writer', 'Moselem names', 'names of Arabic, Persian, Turkish Chinese, Japanese Hebrew and other Eastern writers', 'Oriental authors including Jewish rabbis whose works are published before 1700' and 'Oriental names'.

International Conference on Cataloguing Principles (1961)

The Pakistan Library Association appointed the National Committee for Cataloguing principles in Pakistan to prepare working paper formulating rules for cataloguing of Pakistani names. This paper was the basis for discussion of Pakistani names in Indo-Pakistan subcontinent of cataloguing principles in the conference held at Paris in October 1961. Based on the Anglo-American Cataloguing Rules.

AACR1 (1967)

Rule 54 is for names in Arabic alphabet and applies to names originally written in or romanized from the Arabic alphabet. It applies only to the names having no surnames. This rule instructs to enter the name under the element or combination of elements of the name by which the person is best known as determined from reference books. In case of doubt, enter the work under the last element.

AACR2 (1988 revision)

This code makes elaborate attempt to study entry element of the names (regardless of their origin) originally written in the Arabic alphabet that do not contain a surname or a name performing the function of a surname. Rule 22.22 B1 states as follows: "Enter a name

made up of a number of elements under the element or combination of elements by which the person is best known. Determine this from reference sources. When there is insufficient evidence available, enter under the first element. Refer from any part of the name not used as entry element."

LC Accession List South Asia

LC Accession List has its own unique style of cataloguing Muslim names. Its practice is not based on any rule or principle may it be ICCP or AACR2 or any other code. Muslim names are blindly inverted. No attempt is made to detect the best-known part of name or personal name of the author by which he is identified. Sometimes the first, middle or last part of name is selected as entry element. But this choice of entry element is also based on whim. It is a distortion of Muslim names, which tend to lose their shape and structure and hence become meaningless. Especially compound names and two-worded names project grotesque picture of cataloguing Muslim names in the Accession List.

Cataloguing of Pakistani Names

Dr. Anis Khurshid in his exhaustive study entitled 'Cataloguing of Pakistani Names (1972)' has given rules for the cataloguing of Pakistani names. These are based on the recommendations of the ICCP (1961).

From this brief study of cataloguing Pakistani names, it becomes clear that inconsistency and idiosyncrasy exists on wider scale in Muslim names. A large majority of names are based just on whim notwithstanding grammatically wrong and meaningless names. If we see a standardized code like AACR2, it is the result of consistent and sustained efforts of the Western domain experts expanded over a century. Professor like Dr. Ranganathan and Dr. Anis Khurshid have rightly pointed out that the author himself is the best judge of the specific name he would like to be identified. And that must be the Entry Element. It is therefore essential that cataloguing-in-Publication (CIP) be introduced in Pakistan in systematic way. It must be made mandatory on the publishers to print bibliographic data on the verso of the title page before they apply for ISBN.

However works such as Cataloguing of Pakistani Names by Dr. Anis Khurshid and Cataloguing of Indian Muslim Names by Muhammad Haroon and quite useful to build understanding about the structure and use of Muslim names for cataloguing. Practically the cataloguers should examine the documents thoroughly. Typography of the title page, the verso, spine, book jacket, preface, the bibliography and Index certainly provide indication to the best known part of name the author likes to be identified. Name authority file is an essential tool to wage uniformity in cataloguing. Author Index to public catalogue is the last resort.

The problem of cataloguing Pakistani slim name is not insurmountable. If series of seminars are held, specifically on the subject of cataloguing Pakistani names, throughout the country, there is no reason the problem is left unresolved. A consensus is round to result in the form of a standardized code acceptable to all the libraries in Pakistan and abroad.

6.2 Objectives

This unit will enable you to:

1. describe solution of part cataloguing Pakistani and Oriental names, honorary title, Takhallus, surname, compound name, two worded personal names, nisbat and kunyat.
2. describe the brief history of permanent cataloguing codes about Oriental names.

6.3 Compulsory Readings

Anis Khurshid, Dr. Cataloguing of Pakistani names. Karachi: University of Karachi, 1997. AACR2 (1988 rev.). p 419.

Muhammad Haroon. Cataloguing of Indian Muslim names. Lahore: Islamic Book Center, 1986.

6.4 Suggested Readings

Abdul Moid. Dr. "Cataloguing Practice in Pakistan". Pakistan Library Association 3(1) March, 1961) 17.

Muhammad Riaz. Cataloguing theory and practice. Lahore: Nadeem Book House, 1995. (Chapter15)

Ranganathan. S.R. Classified catalogues code. 2nd ed. Madras: Madras Library Associations, 1975. pp. 83/85.

6.5 Self-Assessment Questions

1. Describe the problem of oriental names in Library catalogue specially in Pakistani library
2. Describe about the authors with work on the cataloguing Pakistani /oriental names.

6.6 Activities

1. Pick some different Urdu books and prepare their author entries and express the name as entry elements
2. Visit at least two big libraries and trace some problems regarding entry of Pakistani names.

UNIT-7

**RULES FOR
FILING ENTRIES**



7.1 Introduction

To provide ready access to individual entries in a catalogue, the entries must be arranged in an order comprehensible to the user. The process of arranging entries in a catalogue is called filing.

The bases for the arrangement or organization of entries may differ in that an alphabetical, chronological, geographical, or classified (logical) sequence may be used. In the catalog found in American libraries, which are predominantly in the form of the dictionary catalog, alphabetical filing is generally the basis for arrangement of cataloging entries, with various degrees of the other bases for filing interspersed in the strictly alphabetical system.

Filing alphabetically may appear simple and straight forward at first glance. In reality, many problems arise in filing which must be resolved. The problems multiply as the number of entries in a catalogue increases. Over the years, a number of filing codes have been developed. Following is a discussion of the development of the filing codes and some of the most common problems encountered in filing.

Filing codes

Many libraries do not adhere strictly to one filing code. Local modifications are common to all the codes and generally followed by libraries. The alphabetical order is based on word-by-word filing rather than letter-by-letter filing. The latter is not uncommon in reference works such as directories, dictionaries, and encyclopedias. There is a basic difference between the two methods. In the word-by-letter filing, the reverse is true.

In word-by-word filing, the blank between words has a filing value preceding any letter or character, a practice often referred to as "nothing before something".

Cutter

Charles Ammi Cutter's *Rules for a Dictionary Catalogue* contains rules for filing. These rules were developed in correspondence with his idea of the dictionary catalogue. The basic principle of arrangement is the alphabetical sequence and the interfiling of author, title, and subject entries. Occasionally, certain features of the classified groupings were introduced, resulting in departures from the strictly alphabetical order.

ALA (1942)

The first edition of the *ALA Rules for Filing Catalogue Cards* is essentially a summary of various acceptable methods of filing as practiced in American libraries at the time. Because there was no real consensus, alternatives were given in 60 percent of the rules. Many of the rules provided classified subgroups within the alphabetical sequence. As a result, librarians found the code difficult to use.

LC (1956)

The Filing Rules for the Dictionary Catalogue of the Library of Congress were developed for use in the Library of Congress but like other LC services, they are also made available in published form to other libraries. There is considerable departure from the strictly alphabetical order, particularly in the interfiling of different kinds of entries and in the grouping of subject headings.

ALA (1968) - (1980)

In view of the new developments in cataloging rules in the 1960s and constant pleas from librarians for a simplified filing code, a second edition of the ALA Rules for Filing Catalogue Cards was issued. This edition stresses the importance of correlation between the formation of headings and the filing order. The headings are to be filed and written, without resorting to mental insertions, deletions, or transpositions. The basic principle is the straight alphabetical order (disregarding punctuation) with only a few exceptions. The major exception is that personal surname entries are grouped together and filed before other entries bearing the same word or combination of words. For practice the students would also study ALA (1980) rules.

ALA Abridged (1968)

This is an abridgment of the preceding code. It contains the same basic rules as the full version, but with most of the specialized and explanatory material omitted. It was designed for the catalogues of small and medium-sized general libraries.

LC (1971)

Because the 1956 rules were developed specifically for card catalogues and are not amenable to computer filing, a new set of filing rules was developed at the Library of Congress by John C. Rather with the aim that the new code should be hospitable to various kinds of uses: searching for a known item with perfect information; searching for an item with incomplete or inexact information; and browsing. A provisional version was issued in 1971, but the document has not yet been officially published. The basic principles underlying this code are:

1. elements in a heading should be taken in exactly the form and order in which they appear.
2. related entries should be kept together if they would be difficult to find when a user did not know their precise form.
3. a standard set of fields should be established for each major type of filing entry. This code is currently being used at the Library of Congress in a number of its computer-produced files and catalogs.

Problems in Filing

Although the alphabetical sequence appears to be a simple and straightforward principle, there are many situations encountered in the arrangement of catalogue entries which call for certain modifications of the basic principle in order to make the catalogue useful. Non-alphabetical characters also appear in headings and cannot be handled by the simple instruction of alphabetical arrangement. Following is a discussion of the major problems in filing. Each code mentioned above seeks to resolve these problems, sometimes in different ways. No attempt will be made to enumerate the provisions of each code under each of the problems.

Different Kinds of Entries

Frequently, headings representing different kinds of entries (author, title, subject, and cross-references) begin with the same word or words. For example, the words "London," "Rose," "Love," etc., may appear as the entry word of any of the three kinds of entry. In such a case, the question is whether it would be useful from the user's point of view to file them in a strictly alphabetical order, or whether it might be more useful to group them by kind of entry first and then alphabetize within each group. This is the area where the different codes vary greatly in their treatment. The problem is further complicated by the fact that among the author entries or subject entries, there are different kinds of names—personal, corporate, and geographic, which may begin with the same word.

Even among personal names alone, the question of useful arrangement arises because of the different kinds of personal name headings: compound names, names with prefixes, given names (without surnames), titles of addresses and nobility, etc.

Abbreviations

Initials are generally filed as separate one-letter words. Acronyms, on the other hands, are often filed as words rather than initials. The problem arises when, in some cases, it is not exactly clear whether groups of letters written together are meant to be initials or acronyms.

Numerals

These may be filed numerically in a separate sequence from the alphabetical file or filed as if spelled out (normally in the language of the entry), i.e., 1,200 as twelve hundred and 1,002 as one thousand two. The latter is a more common practice. However, exceptions must be made in some cases: e.g., Henry II and Henry V are filed as Henry 2 and Henry 5 instead of "Henry the Second" and "Henry the Fifth."

Diacritical Marks

The treatment of diacritical marks such as umlauts, accents, diereses, etc. varies. They are disregarded in most cases. In some cases, they may have a filing value. For example, u may be filed as u or ue.

Signs and Symbols

Non-alphabetical and non-numerical signs, including punctuation marks, must be taken into consideration. A decision must be made with regard to how they should be filed. The codes again vary in their treatment.

Subject Headings

Methods of interfiling subject headings beginning with the same word also vary. The following headings taken from LC Catalogue, subject catalogue

Cookery-History
Cookery-Periodicals
Cookery (Horse meat)
Cookery, American
Cookery, French
Cookery for diabetics

are not filed in a strictly alphabetical order. The same headings, according to the ALA rules, are arranged in the following order:

Cookery, American
Cookery for diabetics
Cookery, French
Cookery-History
Cookery (Horse meat)
Cookery-Periodicals

7.2 Objectives

This unit will enable you to:

1. Describe standard rules for filing catalogue
2. Express history of filing catalogue cards.

7.3 Compulsory Readings

ALA film of rules Chicago : ALA, 1980 (concerned pages)

Anglo American Cataloguing Rules. 2nd ed. New Delhi: Oxford and IBH Publishing, 1988. (concerned pages)

Seely, P. A. ALA rules for filing catalogue cards. 2nd ed. Chicago: ALA, ?

Wynar, B. S. Introduction to cataloguing and classification. 7th ed. Colorado: Libraries Unlimited, 1985. Pp. 549 – 70.

7.4 Suggested Readings

Kumar G. Theory of cataloguing. 14th ed. New Delhi: Vikas Publishers, 1982. (chapter 14)

Sharma, Dr. C.K. Cataloguing. Delhi: Shree Publishers, 1984. (Chapter 1)

7.5 Self-Assessment Question

1. Locate the following entries in a library catalogue and determine what filing rule has been followed for their arrangement:

Thomas a Bucket

Thomas a Kempis

Thomas Aquinas

2. Explain the difference between an abbreviation and an elision. How are the two filed?

7.6 Activities

1. Look up the AACR2 rule for the main entry for cataloguing the following and rewrite each entry on a card in correct catalogue form indicating the number of the rule chosen
 - a. Foundry practice. by James Murray Tate and M. O. Stone.
 - b. Donatello, by David A.E. Lindsay (Lord Balcarras)
 - c. Annual report of the Detroit Public Library.
 - d. Harper's school speaker compiled by James Baldwin.
 - e. Poems, plays and Rosamund Grey, by Charls Lamp; edited by William Macdonald
 - f. Ariadne in Mantua; a romance in five acts, by Vernon Lee (Pseudonym of violet paget)

- 2) Write the words to be used as the filing medium according to the ALA Filing code for the following titles:

1066 and all that

1812 ein historischer Roman

1914 diary and yearbook

2400 business books

- 3) Choose one of the problems encountered in filing discussed in this unit and compare the treatment given to this problem in two or more of the existing filing codes.

UNIT-8

**MONOGRAPHS
CATALOGUING**



8.1 Introduction

A Library catalogue is an essential and important tool in a library. It is a key to the resources of a library. However, there is a general dissatisfaction with library catalogue.

There are basically three types of catalogues according to physical format

1. **The book catalogue**
2. **The sheaf catalogue**
3. **The card catalogue**

The most common of these prior to the last quarter of the nineteenth century was the book catalogue. It permits any kind of arrangement of entries; entries may be easily scanned within the volumes; it does not require an undue amount of space; and there may be as many copies printed as desired. In fact, in many aspects the book catalogue is the most desirable form of catalogue. Its only serious weakness is in being current. The addition of new entries requires either supplements or a new entire printing. Today this form of catalogue is becoming feasible again within the many possibilities of automation and its applications to printed book catalogues.

The entries may be arranged in any fashion in any type of catalogue. The most common type of arrangement is an alphabetical one. There are two possibilities in this case. All the entries may be arranged in a single alphabet of authors, titles, subjects, etc. This form is called the dictionary catalogue. If the subject cards are filed in a separate tray, you will have a divided catalog. Divided catalogue consists of two parts: an author-title catalog and a subject catalogue. This type of arrangement has many advantages in relation to filing problems.

The most common type of card record maintained by libraries is the public catalogue. This is the catalogue that is available for the users to consult. In addition to this catalog there may be several more catalogues of sorts maintained by the cataloguing department of internal use. Practically all libraries have a shelf list in the cataloguing department. This is a card record arranged according to the classification scheme of the library. Each call number is given a separate card, filed in classification order. In addition, some cataloguing departments still maintain an official catalogue which may be an exact duplicate of the public catalogue or may simply be a main entry catalogue. There are also three possible authority files which may be generated in a cataloging department. These are a name or author authority file, a subject authority file, and a series authority file. The name authority file demonstrates the source of the verified form of the author's name as used for the main entry in the card catalogue. However, many libraries today no longer maintain all these authority files.

The main entry may occur in four possible forms. It may be a personal author, a corporate author, a uniform title, or even a title entry. Personal authors are the most common

form of main entry. A corporate entry is the entry under some corporate bodies such as a society, association, or institution which is chiefly responsible for the existence of the work. The third possibility is entry under a uniform title, as for example "Mother Goose". Finally, if none of the above may be chosen for main entry, then a work may be entered under its own title. In this last case the heading and the body are combined and hanging indention is used. Other than the above the students are expected to study AACR2 in detail.

8.2 Objectives

This unit will enable you to:

1. Learn to prepare monograph cataloguing.
2. Maintain authority files

8.3 Compulsory Readings

Anglo American cataloguing rules, 2nd ed. Rev. 1988.

Muhammad Riaz. Cataloguing: theory and practice. Lahore: Nadeem Book House, 1995. pp. 175-201

Ranganathan, S.R. "Cataloguing practice". 2nd ed. Banglor: SREFLS. 1989.

Wyner, B.5 Introduction to cataloguing and classification. 7th ed col: laboratories unlimited 1985. pp 97-121

8.4 Suggested Readings

Immroth, John Philip. Library cataloguing. N.J.: The Scarecrow Press. 1971.

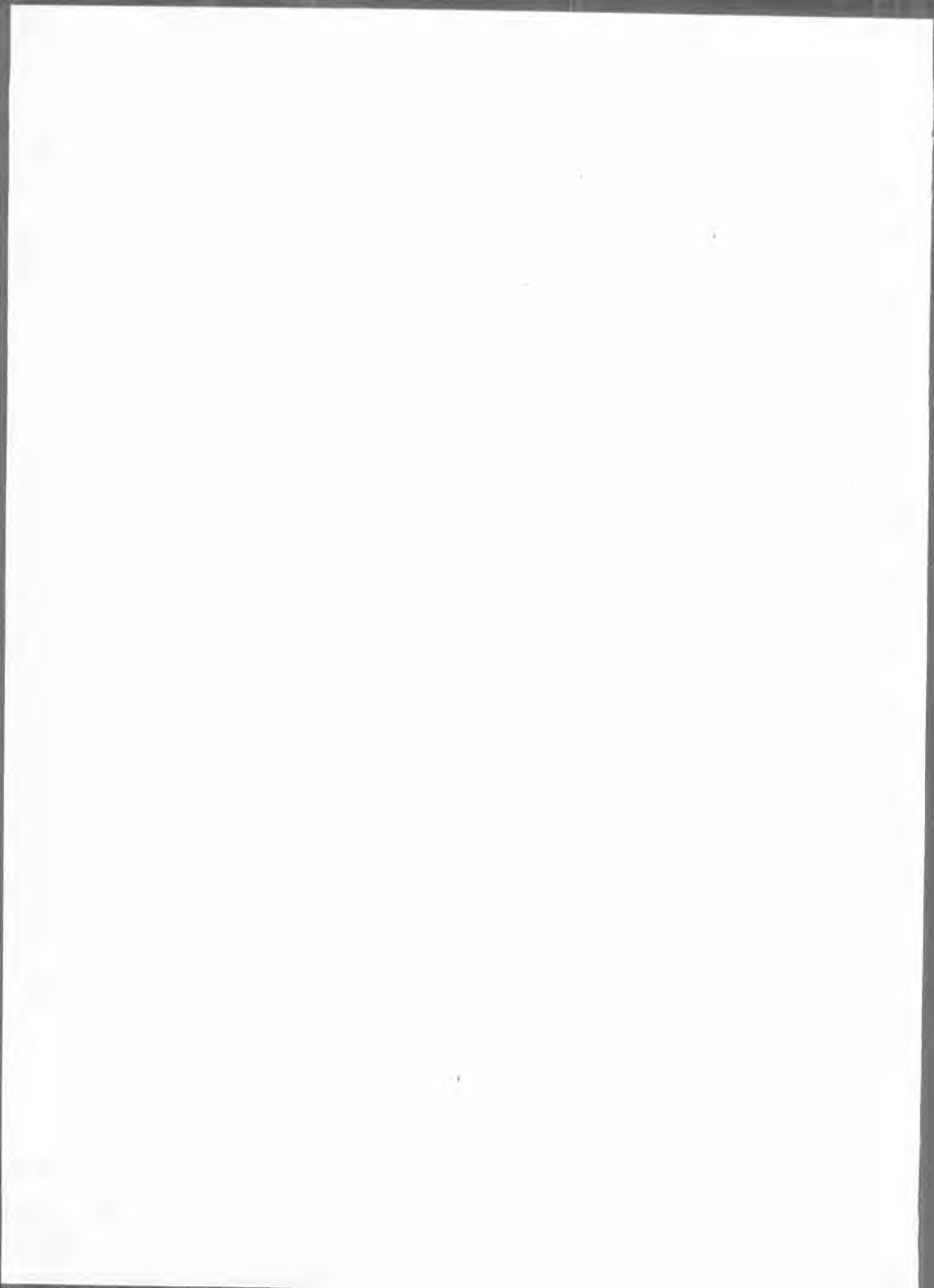
Mann, M., Introduction to cataloguing and classification of book. 18th ed. Chicago: ALA. 1971.. (Chapter 8)

8.5 Exercise

Select 50 books from a library and solve the following exercises:

1. Find out if the names of series and editors of series occur anywhere else in the book say, in the half title page or its back or at the end of the book:
2. Name the kinds of entry which should be given.
3. Examine the Reader's guide to periodical Literature and state its use in compiling an author catalogue.

4. Write a descriptive annotation for Halkett and Laing's Dictionary of anonymous and pseudonymous English Literature: new and enlarged editions: by James Kennedy and others (London, 1926-34)
5. Prepare the catalogue and also cite the rules from AACR-2.
 - i. Lectures on Elementary Mathematics. By Joseph Louis Lagrange. Translated by Thomas J. McCormack. Rule. Chicago. The Open Court Publishing Company. London. Agents: Kegan Paul, Trench Trubner & Co. 1898.
 - ii. Elements of Physio philosophy by Lorenz Oken. M.D. Professor of Natural History at the University of Zurich: & C. From the German By Alfred Tulk. Member of the Royal College of Surgeons of England. London: Printed for the Ray Society. MDCCCXLVII
 - iii. The Life of the Plant By C.a. Timiriazeff Professor Emeritus Moscow university Corresponding Member of the Academy of Science. St. Petersburg LL.D. Glasgow. Sc. D., Cambridge D.Es. Sc. Geneva F.M.R.S. Translated from the Revised and corrected Seventh Russian Edition by Miss Anna Cheremeteff With Illustrations Longmans. Green And Co. 39, Paternoster Row. London New York. Bombay. And Calcutta 1912.
 - iv. Elements of Agriculture A Text-book Prepared under the Authority of the Royal Agricultural Society of England By the late W. Fream. LL.D. Twelfth Edition (Ninetieth Thousand) Edited by Prof. Sir Rowland H. Biffen. F.R.S. Cambridge University School of Agriculture London John Murray, Albermarle Street, W. 1932.
 - v. The Problems of Philosophy By Harold Höffding Translated by Galen M. Fisher New York The Macmillan & Co., Ltd. 1906. Outlines of Psychology By Harold Höffding Professor at the University of Copenhagen Translated by Mary E. Loundes Macmillan and Co., Limited St. martin's Steet, London 1908.
 - vi. Principles of Social Economy By Yves Guyot Minister of Public Works and Hon. Member of the Cobden Club Translated from the French By C. H. D'Eyncourt Leppington Second (Block) Edition London. Swan Sonnenschein & Co. New York: Charles Scribner's Sons 1892.
 - vi. Political Economy By Charles Gide Professor of Social Economics in the Faculty of Law in the University of Paris Authorised Translation from the Third Edition (1913) of the "Course D' Economic Politique" By Constance H. M. Archibald. M.A. George G. Harrap & Co., Ltd. London Calcutta. Sydney.



UNIT-9

**SERIALS AND NON-BOOK
MATERIAL CATALOGUING**



9.1 INTRODUCTION

A modern library today is flooded with a variety of "non-book", "non-print", "audiovisual" materials apart from monographs, serials and sophisticated machine-readable media of information. Clients need information with minimum of cost (both in time and money) and without being over whelmed by large amount of irrelevant matter. Hence without organizing reading materials properly libraries cannot provide service to the patrons.

The general rules of non-book materials for descriptive information given in chapter 1 of AACR2 apply equally to all kinds of non-book materials. Rules for specific kinds of materials are found in chapter 3 to 12: cartographic materials (Chapter 3), manuscripts (Chapter 4), music (Chapter 5), Sound recordings (Chapter 6), motion picture and video recording, (Chapter 7) graphic materials (Chapter 8), Machine-readable data files (Chapter 9) Three-dimensional artifacts and realia (Chapter 20), Microforms (Chapter 11) and serials (Chapter 12)

The Chief source of information for printed monographs is the title page but with the non-book material the case is usual AACR2 recognizes this problems, by using the concept of the chief sources of information in relation to specific non-book Materials. The individuality of each type of non-book material is recognized and guidelines are provided in AACR2 to determine which source of information should be gives first preference. The categories includes:

- (a) The material itself including the container where this forms an integral parts of the item, for example a cassette, cartridge, or cartographic.
- (b) The container where this is completely separate from the items for example; a box.
- (c) Accompanying data i.e. guides and other leaflets issued with the item.
- (d) Other sources e.g. reference work.

This section serves as manual of practice for cataloguing of non-book materials. It does not cover the whole of non-book material but concentrates on the following types which are very commonly met in media center. Each type is depicted separately and detailed descriptive information for individual item is given. To illustrate the rules specimen catalogue cards have been made for each item of non-book materials.

The section comprises the following items:

- 1. Cartographic materials
- 2. Sound recordings
- 3. Motion pictures and video recording
- 4. Graphic materials
 - (a) Art original

- (b) Charts.
- (c) Filmstrip
- (d) Flash Card
- (e) Pictures
- (f) Study Prints
- (g) Slides
- (h) Transparency

(5) Microforms

9.2 Objective

This unit will enable you cataloguing of serials and non-book materials according to AACR2.

9.3 Compulsory Readings

Anglo American Cataloguing rules. 2nd ed. Rev. 1988. (Concerned pages)

Edgar, Neal L. ed. AACR2 and serials. New York: The Haworth Press, 1983.

Muhammad Riaz. Cataloguing: theory and practice. Lahore: Nadeem Book House, 1995. (Chapter 19)

9.4 Suggested Readings

Nancy G. Thomes. Notes for serials cataloguing. Colorado: Libraries unlimited, 1986.

Ranganathan, S.R. Cataloguing practice. 2nd ed. Banglor: SREELS, 1989.

9.5 Exercise

Prepare proper entries of the following types of non-book materials according to AACR2 (Rev. ed.).

1. Entry for phonographic record pearl by Janis Joplin. 1970. Records. Columbia: C-4902.
2. Entry for videocassette.
"Gone with the wind. 1939 color, 186 min. by clork Lable, height-MGM.
3. The second edition of "Pakistan Map" was prepared by survey of Pakistan Rawalpindi office in 1984. Scale 1: 1,500,000 or 1cm: 15 Kilometers. Col. 120x105cm.

4. The cartographic centre Karachi has prepared the "world map" in 1980. Scale 1:30,00,000. 1 relief wall map: col: 89x50cm
5. Second recording of Bayride "The Doctor talks to you about understanding phobias has been prepared by Harley C. Shands and published by soundwords New York. Mono. 1 cassette (30 min.) 17/8IPS.
6. Motion Picture "Happy Birthday/ M Bruno Bozzetto.-his distributor is Janus Films New York. 1980. The timing of one film reel 10min. sd. col: 16mm.
7. The microform titled The assesment of "Self-concept" in early childhood education prepared by Alan R. Collier in 1971. Published by computer Microfilm international. Arlington. 2. Microfiches: negative: 11x15cm.- (Ericreport: ED57910
8. The First edition of Annexed Publication "Yearbook of special education published by Marquis Academic Media. Chicago in 1975. Size of this yearbook is 29cm.
9. Library Promotion Bureau Karachi has Published quarterly Pakistan Library Bulletin, v.b no1 (Jan. 1968v.; 24cm 1968.
10. What references should be made to or from the subject heading motion picture plays?

PC

