**NON BOOK MATERIALS:**

From cataloguing point of view the distinction b/w book and non-books materials is artificial. Library is a place where documents are kept for the purpose to study, reference and research. The 2nd edition of AACR II solved many cataloguing problems of non-book materials. It is easier to define non-book materials. All the materials requiring special methods of acquisition, cataloguing, use and storage not described by the standard rules for books, serials, music scores, constitutes the working definition.

**NON BOOK MATERIALS:**

According to Dr.P.N Gour “materials other than books e.g. audiovisual materials, vertical file materials, globes, maps, newspaper clipping, graphic materials and pictures etc are called non book materials.

The non-book materials are:

1. Cartographic materials
2. Microforms
3. Sound recordings
4. Motion pictures and video recordings
5. Pictures

**WHY NBM ARE KNOWN AS SPECIAL MATERIALS:**

Non book materials are also given the status of special materials, because these are found in a special format and they need a special environment as well as special handling. These materials are organized, according to specific rules and regulations. E.g. CD’s, Cassettes, Globes, Maps, Atlases, etc. have their own shape (format), structure and size. Hence they are called as Special materials.

**PHYSICAL NATURE OF NBM:**

1. **Variation in shape:** Book materials have the same and single shape but NBM have their own specific shape e.g. maps, globes, A/V materials etc.
2. **Variation in size:** The NBM varies in size.
3. **Variation in temperature and humidity:** Each NBM needs a specific temperature and humidity for its maintenance and future use.
4. **Variation in material:** The materials used in NBM also vary.

**SCOPE OF NBM:** The scope of NBM is vast than Book materials because of;

1. **Durability:** NBM can be used and can be kept safe for a long period e.g. A/V materials; globes, maps, etc can be used for a long period.
2. **Time saving:** Due to more space available in the NBM more information can be recorded on them. Thus due to this facility more information can be consulted quickly and easily. So NBM save the time of readers.
3. **New Trends:** It gives the new trend in the historical world. One of the example is the whole Encyclopedia Britannica, HOLY QURAN MAJEED, DDC, is available on just three or four CD’s etc.
4. **Compatibility:** NBM such as CD’s or floppies Diskettes and Harddisks etc having mush space as compare to book materials. Therefore more information can be inserted and stored in it. E.g. now a day the whole Encyclopedia Britannica, DDC scheme, etc are available in CD’s.

**ORGANIZATION OF NBM:**

The NBM have their own format. It has its own specific format, size, structure, and it needs a special environment to maintain it for a long period. Thus due to its special qualities, its organization in the library is also different from book materials. During organization of book materials we only kept in view the subject matter of the books but in case of organizing NBM there are some essential points, which are;

1. **Who will use the Materials:** It means the users or readers which include;

(1) The students

(2) Teachers

(3) Researchers

Thus during organizing the NBM these different kinds of users and their special needs should be kept in view.

1. **What is the Function of NBM:**  It means the NBM existing in a library used for which purposes and what kinds of information they are providing to the readers of which type they include;
2. **Reference materials:** It includes those NBM, which are used for reference purposes such as maps, globes, Atlases etc.
3. **Teaching Aids:** It includes those NBM, which are used by teachers only for the purpose to enhance their teaching skills.
4. **Text Materials:** It includes those NBM, which are used by the member students such as different documentary films, plays, etc.
5. **What Special storage and maintenance problems a special material possesses:** Each NBM is a special material in which each one having its own specific format and each one required a specific temperature and environment for its maintenance. There are a number of problems creating during organizing or cataloguing a NBM in the library. They are;
6. **Title Problem:** Sometimes NBM do not have title, due to which problems may create during cataloguing them.e.g A/V materials if they do not have any label or container or sticker, it will create problems for the cataloguer during cataloguing. Similarly a map, globe, or any other NBM without label, sticker or accompanying materials will produce problems during cataloguing.
7. **Establishment of Author statement:** During organizing NBM in the library problems may create because many NBM do not indicate who is responsible for its designing, who edited it, who compiled it etc.
8. **Bibliographical Description:** In NBM sometimes bibliographical description such as date of publication or releasing, name of publisher or releaser, place of publication or releasing, cartographer, illustrator, compiler, editor, translator, producer, director etc. are missing or absent which are very essential for its cataloguing. Thus it also creates problems.
9. **Decision making:** In case of author, translator, editor, compiler, cartographer, producer, director, photographer etc. are not found on NBM then it is very difficult to decide under which access point it should be entered in the catalogue.
10. **Professional Knowledge:** Like book materials there are involved rules and regulations and techniques in the cataloguing of NBM .If a cataloguer or a professional librarian do not know how to catalogue them, how to place them, how to operate them etc, it will create problems during cataloguing. Apart from this there are also some technical terms using for NBM such as “VHS, DS, HD, VCR, VCP, AV, etc. Thus if the cataloguer does not know about these terms he cannot catalogue these materials exactly.
11. **Special auxiliaries and equipment:** NBM such as CD’s, A/V tapes, Microfilm, microfiches etc need special machines or equipment to be operated and to get the required information. If these equipments are not available in the library its auxiliaries are useless.
12. **Special cataloguing tools:** In case of book materials for cataloguing purposes there are various special tools available such as sear list of subject heading, Anglo American cataloguing Rules (AACR II), library of congress subject heading etc. These can be used during cataloguing of book materials in the library, but for NBM there is found no suitable and comprehensive tool to be used for cataloguing purpose.
13. **Forged Materials:** Forged or printed materials can also produce problems in organization of NBM e.g.; if the NBM are pirated one and copied ordinarily on low cost materials, it will break off the valuable equipment using for that purposes. Similarly such materials normally do not possess statement of responsibility which is most essential for cataloguing purposes.
14. **Materials of international characters:** There are various international characters ,signs, and symbols about which it is necessary for the cataloguer to know that for which purposes they are used.e.g ;
15. **+ The** plus sign (+) is an international symbol used for hospitality.
16. **+)** Hospitalization in Islamic Countries.
17. **Etc.**

**(10) Knowledge of Foreign Languages:** If a NBM made by a country whose language is other than English then in such case it will create problems for cataloguer that who made it? What are the precautions for its special handling? What is its name etc? E.g. if all the information is provided in Russian or Japanese, Chinese, French, Hindi, etc then it is very difficult for the cataloguer particularly in Pakistan o catalogue them exactly.

**(11) Description of NBM:** Description of NBM means when during cataloguing of NBM name of the designer, producer, director, cartographer, compiler, editor, translator, releaser, distributor, title, edition, subject, date of release or publication, type of material, series, ISBN, etc are all established and entered fully in the catalogue, then it is called description of NBM .The description of NBM include usually the following;

**(i)** Title

**(ii)** Statement of Responsibility (Author, Corporate Body, Joint Author, Compiler, Editor, Translator, cartographer, Designer, Producer, director, etc).

**(iii)** Edition Statement. It is entered rather than 1st edition.

**(iv)** Material (whether it is made from plastic, wood, tin, rubber, brass, copper, etc).

**(v)** Publication and distribution.

**(vi)** Physical description.

**(vii)** Series statement.

**(viii)** Notes.

**(ix)** Standard Number such as ISBN.

**SOURCES OF INFORMATION OF NBM:**

1. The item itself.
2. Container.
3. Accompanying materials.
4. Other sources.

**PROBLEMS OF NBM:**

There are numbers of problems creating during organizing and cataloguing of NBM in the library, which are;

1. **Title:** As we know that in case of book materials, title page is the chief source of information. But in case of NBM sometimes NBM doesn’t have a title, due to which problem may be created during cataloguing them. For example A/V materials, if they don’t have any label or sticker on container, it will create problem for cataloguer during cataloguing, similarly a map, globe, or any other NBM without label is or accompanying material will produce problem during cataloguing.
2. **Physical details:** Every NBM has its own physical appearance (shape), structure, or size. So it becomes very difficult for a cataloguer to produce physical details to each and every NBM as per its nature. Thus it is also a problem created by NBM.
3. **Professional Knowledge:** Due to rapid changes in information technology new sort of devices for retrieval and storage purposes have been developed by the expertise such as CD’s, VCP, VCR, microfiche, microfilm, etc. So this rapid change in technology create problem for cataloguer to keep himself up to date with the professional knowledge.
4. **Auxiliary Tools:** NBM such as CD’s, A/V tape, microfilm, microfiche, etc. need special equipment and machine to be operated and to get the required information. If these equipment auxiliaries are useless.
5. **Storage Problem:** As we know that each and every NBM has its own shape, structure, size as per its nature, so there must be a problem regarded to its storage. So the storage problem of NBM has to be identified by the cataloguer.
6. **Forged Materials:** Forged materials or pirate materials can also produce problems in organizing the NBM.For example if the NBM is pirated one and copied ordinarily on low cost material. It will break off the valuable equipment used for that purpose.

Similarly such material does not possess any statement of responsibility which is most essential for cataloguing purposes.

**(7) Materials of international characters:** There are various international characters, sign, and

symbols about which it is necessary for the cataloguer to know that for which purposes these are used.e.g + for hospitalization, +) for hospitalization in Islamic counters. Etc

**(8) Knowledge of Foreign Languages:** If a NBM made by a country, whose language is different

from English, Urdu, etc. So it will create a problem for a cataloguer regarded to its bibliographical description while cataloguing such sort of NBM i.e. Japanese, Turkish, etc are not understandable for a Pakistani cataloguer.

**(9) Cataloguing Tools:** While cataloguing a book material, there are various special tools such as

Sear’s List of Subject Headings, AACR-II, L.C Subject Headings, but in case of NBM no comprehensive and suitable tool is available which is also a problem in cataloguing of NBM.

**(10) Decision Making:** In case of Author, translator, editor, compiler or any other bibliographical

description is not provided on NBM.Then it become very difficult for a cataloguer to decide under which access point it should be entered in the catalogue. These were the few problems which cataloguer faced while cataloguing NBM.

**KINDS OF NBM:** Basically there are two types of NBM.

1. **Projected NBMs:** Those materials, which are prepared by a machine and a machine, are used for it to retrieve the required information. Or those materials which are produced by a machine and then a machine is used as media to utilize the information is called projected NBM .Here media means any device or machine used to consult or prepare a NBM .e.g computer is used as media to consult a Floppy Disk or a CD Projected NBMs are, Filmstrips, Microfiche, Microfilms, Films or Motion Pictures, Floppy Diskettes, CD’s etc.
2. **Non Projected NBMs:** Those materials, which do not need any device to be used to retrieve or to consult the required information, is called non-projected NBM. In other words for consultation of such type of materials there is no need of media. These are: Maps, Globes, Kits, Charts, Dioramas, etc.

**CARTOGRAPHIC MATERIALS:**

AACR –II defines cartographic materials as…all materials that represent in whole or part the earth or any celestial body. Or any material representing the whole or a part of the earth or any celestial body in any scale including map, glob, chart, space, photographs, Atlases etc is called cartographic materials. These include 2 or 3 – dimensional maps and plans (including maps of imaginary places); Aeronautical, Navigational and Celestial charts; atlases, globes, block diagrams, sections, aerial photographs, with a cartographic purpose, birds – eye views (map views) etc.

1. **MAP:** The most common variety of cartographic material is a map which is a kind of graphic representation of any place in the universe, on the earth or in the heavens, real or imaginary.

**Definition:**

1. A graphical representation normally to scale and on a flat medium.
2. A representation of the earth’s surface indicating physical features, political boundaries etc also showing heavenly bodies like stars, planets, etc (Dr.P.N Gour).
3. A graphical representation of the earth or universe as a whole or as a part called map.
4. A graphical representation of the earth, universe or heaven, imaginary or real is called map.

**Examples of Maps:**

1. **Navigational Map:** It shows structure of the oceasion and motion of the waves.
2. **Celestial Map:** Shows motion/position/structure etc of the moons, starts, planets i.e. celestial bodies.
3. **Geo Map:** It shows locality of any country of the world. It may be at national level or at international level.

**Sources of Information:** The information for cataloguing purposes is obtained from the following sources in the order as:

1. **Item itself:** is the chief source of information. Item itself provides useful information to the cataloguer during cataloging process of the maps. Its format, structure and shape automatically indicate that it is a map. E.g if we say “Map of Himalayan Range” we easily understand that it is a map representing the mountains in Himalayan Range. Also the title “Map of Himalayan Range” is given on the map which gives full information for cataloguing purposes.
2. **Container or Case:** Container or box or case or bag in which the map is packed for the purpose to keep it safe and to save its life, is also a source of information for cataloguing purposes.
3. **Accompanying Materials:** is usually a book, a manual a video or audiocassette, a sticker, a label, a CD, Floppy Diskette etc. If found with the map, they also provide useful information to the cataloguer, because these includes the method or produce that how to consult the map.
4. **Other sources:** Other sources for cataloging purposes include bibliographies, other identical or alike materials that have been catalogued already; professional cataloguer; who have the professional knowledge that how to catalogue a map etc.

**Rules for Cataloguing of a Map:** AACR II provides the useful and important information about the cataloguing of a map in the form of rules and regulations. These are;

1. **Authorship (Main Entry):** AACR II does not change Cutter’s Rule that the cartographer is the author of maps. But it brings about changes in rules for corporate authorship. However historical maps and maps of technical nature are often entered under the name of cartographers.
2. If authorship is provided on the map then during its cataloguing the entry will be made under author’s name. The author may be a single person or a corporate body.

**(b)** If author is not provided on the map then the entry will be made under title and this

Entry will be hanging entry. Hanging entry means when an entry starts from the 1st indention and continue form the second indention till that of publication on the catalogue card then at that time the 1st indention is known as hanging entry.

**(2) Title Proper:**

1. If title is not provided on the map then the cataloguer can use a suitable title during cataloguing of the map according to his professional knowledge, experience and techniques. The title provide by the cataloguer should be enclosed in square brackets e.g. [ ] .
2. If more titles are provided on the map, preference should be given as ;
3. The most appropriate title
4. The title inside the borderline of map
5. Title provided inside the margins (left and right).

If the title includes scale of map, it will be transcribed as part of the title proper .e.g;

Bartholomen one inch map of the Lake District.

If the title information does not indicate a geographic area, supply as other title information a word or phrase in brackets stating the region covered in the map.

**(3) GMD:** (General Material Designation). It means that NBM (Map) is of what type whether it is a map, globe, sound recording, video-recording etc. The cataloguer should use the general material designation “map” or “globe” in brackets [ ] as appropriate immediately after title proper followed by colon e.g.;

Explore it [map]: Philadelphia Style…

Pakistan [map]

Pakistan [atlas]

 GMD

The general material designation [GMD] appears in square brackets following the title proper and alternative titles, but before parallel titles and other title information including subtitles. The placement of the GMD for non-print materials insures an early indication to the catalogue user of the document format.

**(4) Statement of responsibility:** The statement of responsibility includes names of all persons or

Corporate bodies that have some responsibility other than for simple publication or distribution of the item, as long as these names appear prominently in the chief source of information.

**(5) Edition Area:** If a cartographic item includes an edition statement it is recorded following

general rules for descriptive information.

**(6) Mathematical data Area:** Following the title, edition area (if any) or other designation area, the cataloguer should record “mathematical data area”.

**(a) Scale:** It shows the locality and identification of a place in the map. It is usually provided in ratios.e.g 1/125,00 or 1: 125,000 or it may be a linear scale e.g. 1 mile = inch. If the scale is not provided in the Map then it is mentioned in the cataloguing card by the phrase scale,

: Not determined. In the absence of scale in the Map the cataloguer can use a suitable scale by himself but it should be mentioned in the Note Area that the cataloguer has provided the scale itself as: Scale determined by the cataloguer.

**/Pakistan Geological Survey. - Scale 1:500,00. –**

Weihs suggests the following method for converting graphic scales to fractions: If scale is given in terms of miles to an inch, multiple the number of miles per inch. For example number of inches in a mile: 1760 x 3 x 12 = 63360.The number of 43 miles converted into inches: 43 x 63360 = 2724,480 inches. This can be recorded as statement in catalogue entry as scale 1: 2724,480.Other ways to determine scale are to use a bar graph (rectangle) or a grid or to compare with a map of known scale and to show the result as approximately e.g. “scale ca. 1:63,360.When there is no way to approximate, use the phrase “scale indeterminable”. The “Scale Varies” or “Scale Vary” are also given when appropriate. Use brackets when the scale has been derived from a source other than the chief source of information. If desired additional scale can be given in note. In 3 dimensional items such as relief models, the vertical scale is listed after the horizontal. But it is optional.

**iv) Publication, Distribution or Imprint Statement etc Area:** It includes place of publication, name of publisher and date of publication. If the map is entered under the publisher as author then the publisher statement in the imprint is omitted.

**(v) Physical Description Area:**

1. **Extent of Item/Number of item:** Instead of pages the physical description area consist of the number of items and the appropriate terms e.g.,

1 Map. Or Map

But if there are more maps then it is entered as,

4 Maps.

5 Maps. Etc.

If one map is printed on several sheets, then it is described as a single map.e.g,

Map on 4 sheets.

If more maps are printed on one single sheet, then it is described as:

1 Map (3 in one).

1. **Colour and Material:** Colour means whether the map is coloured or not. Material means from which thing the map is made ,whether from wood, plastic, metal, brass, mud, paper, rubber, copper, etc. For example there is a map which is coloured and it is made on plastic then it can be entered in the catalogue card as:

1 Map: Col., plastic,

But if the map is black and white then during cataloguing of map, col is ignored or provide B & W e.g.,

1 Map: B & W., plastic,

**(c) Dimension:** In case of map height and width are measured. The height and width of the map is always given in centimeters. The height is provided 1st and then width.e.g; 28 x 27 cm. If a map is printed on more sheets of different dimensions such as:

 28 x 27 cm

 30 x 20 cm

 50 x 40 cm

Then the entry will be made under the sheet of greatest dimension. Thus in given example 50 x 40 cm. If a map is circular then its diameter will be measured and it will be described as in diam.

**(9) Note Area:** It includes detail information regarding to media and those which not be accommodated in any other area of the card, it will be listed or provided in Note Area.Apart from this note area also covers some other important items such as surveyor, engraver, cartographer, date etc. If material issued with a map (accompanying material) is intended to be used with it is too complex in nature to be added at the end of the physical description area, it is quite appropriate to add this information in the note area.

**(10) Tracing Statement:** In tracing statement the description regarding to the subject heading related to the map is provided and all these are designated by Arabic Numerals i.e. 1,2,3,4,etc. All other information for which more or added entries are required are provided here and they are designated by Roman Numbers i.e. I, II, III, IV, etc.

**Title [GMD] Statement of Responsibility. -**

**Edition Statement. -** **Statement of Scale;**

**Statement of Projection. -Place of publication:**

**Publisher, Date of Publication.**

**X**

**Number of maps: col., or B and W., Material;**

**Size (Series)**

 **X**

 **Notes**

 **X**

 **Tracing**

 **Survey of Pakistan**

 **Pakistan [map]: showing political Division/Survey of**

 **Pakistan. -2nd ed.-Scale 1:3,18,000;Modified Conical**

 **Projection. -Muree: the body, 1953.**

 **1 map: col., paper; 82 x 115 cm**

 **X**

 **1st ed. published in 1950**

 **ISBN (if given) if not then skipline**

 **1.Pakistan – map 2.Pakistan map – political division.**

 **3.Political division – Pakistan I.Title.**

**(2) GLOBE:**

A globe is a spherical model of earth, of some other celestial body, or of the celestial sphere

A model of a celestial body usually the earth or the celestial sphere depicted on the surface of a sphere.

Globes represent the earth, celestial bodies or the Universe.

**Sources of Information:**

1. **Item itself.**

**(2) Cradle and stand:** Cradle – The scale on which Globe circulates. Stand – holds the globe and attached with cradle.

**(3) Container.**

**(4) Accompanying Materials.**

**(5) Other Sources.**

**Rules for Cataloguing:** AACR-II provides the most useful and important information about the cataloguing of a globe in the form of rules and regulations. These rules about the globe are:

1. **Authorship:** If the author (designer, cartographic etc) is provided on the globe then during its cataloguing the entry will be made under author’s name. The author may be a single person or a corporate body.
2. **If Author is not Provided:** If the author is not provided on the globe then the entry will be made under title and this entry will be hanging entry. Hanging entry means when an entry starts from the 1st indention and continues from the 2nd indention till that of publication on the catalogue then at that time the 1st indention is known as hanging entry.
3. **If Title is not provided:** If title is not provided on the globe then the cataloguer can use a suitable title during cataloguing of the globe according to his professional knowledge, experience and techniques. The title provided by the cataloguer should be enclosed in square brackets e.g. [].
4. **If more titles are provided:** In case of more titles provided on the globe, preference should be given to the one, which is most appropriate or suitable or significant title.
5. **GMD:** World [Globe]
6. **Scale:** It shows the locality and identification of a place in the globe. It is provided in ratios e.g. 1/155,000 or 1:155,000 or it may be a linear scale e.g. 1Mile = 1 Inch. If scale is not provided in the globe then it is mentioned in the cataloguing card by the phrase, Scale: Not determined. In the absence of scale in the globe the cataloguer can use a suitable scale by himself but it should be mentioned in the note area that the cataloguer has provided the scale itself as: Scale determent by the cataloguer.
7. **Imprint or Publication and Distribution:** It includes place of publication, name of publisher and date of publication. If the globe is entered under the publisher as author then the publisher statement in the imprint is omitted.
8. **Physical Description:** includes
9. **Extent of Item / Number of Item:** In this area the number of item is provided e.g. ,if there are only one item or only one globe then it is entered in the catalogue card as ,

Globe or 1 Globe

But if there are more globes then,

4 Globes

6 Globes

If one globe is printed on several sheets then it is described as a single Globe e.g.

Globe on 4 Sheets

If more globes are printed on one single sheet, then it is described as;

1 Globe (3 in one).

**(b) Colour And Material:** Colour means whether the globe is Colour or not. Material means wood, plastic, metal, brass, paper, rubber, copper etc. For example there is a globe, which is coloured, and it is made on plastic then it can be entered in the catalogue card as:

1 Globe: col., plastic

But if the globe is black and white then during cataloguing of globe ignore it or provide B & W. e.g. 1 Globe: B & W., plastic,

**(c) Dimension:** In case of globe height, width and depth are measured .The length, width and depth of the globe is always measured in centimeter. If a globe is printed on more sheets of different dimensions such as:

28 cm

30 cm

40 cm

50 cm,

then the entry will be made under the sheet of greatest dimension .Thus in above example the entry will be made under the 50 cm and with dimensions the phrase “in diam” should be provided.

E.g. 22 cm. in diam.

**(d) Mount:** In this area list the material on which globe is mounted or stand e.g.;

1 Globe; col., plastic, mounted on metal stand.

**(10) Note Area:** It includes information regarding to media and those, which cannot be accommodated in any other area or main body of the card, it will be listed or provided in note area. Similarly if standard number is found on cartographic material it will be listed after note area leaving one line blank, as per instruction given on chief source of information e.g ISBN (CM). CM means cartographic materials.

**(11) ISBN:** Each and every sort of globe, if posses a standard number and term of availability it will also be listed in standard number and term of availability area, which is specified specially for cartographic material.

**(12) Tracing Statement:** In tracing statement the description regarding to the subject heading related to the globe is providing and all these are designated by Arabic Numerals i.e. 1,2,3,4 etc. All other information for which more or added entries are required are provided here and they are designated by Roman numbers i.e. I, II, III, IV, etc.

E.g. (PTO)

 Geographic Society

 Geosphere [globe] / by Geographic Society. - 3rd edition. -

 Scale1: 31,630,000; leatho projection. - Chicago: The geo-

 Graphic World, 1973.

 1 Globe: col., plastic; 41cm in diam.

 X

 Show political and physical data.

 X

 1.Earth Sciences – globe 2. Geo – Sciences – Globe.

 I.Title.

**(3) ATLASES:** Atlases are special materials. They are described both as cartographic materials and

as a book.

1. According to Krishan Kumar “ a volume consisting of a collection of maps, is called as Atlas.
2. When different maps are combined in one volume or in book form, then it is called atlas.

It may be independent publication or it may have been issued to one or more volume.

**Sources of Information:**

1. **Item itself**
2. **Title page**
3. **Container**
4. **Accompanying materials**
5. **Other sources**

**Cataloguing Rules of Atlases:** AACR – II provides the rules for the cataloguing of atlases;

**(1) Authorship:** If author (designer, cartographic, compiler, editor, translator, etc) is provided on the Atlas then during cataloguing the entry will be made under author’s name .The author may be a single person or corporate body.

**(2) If Author is not provided:** On the Atlas, then the entry will be made under title and this entry will be hanging entry.

**(3) If title is not provided:** On the atlas then the cataloguer can use a suitable title during cataloguing of the atlas according to his professional knowledge, experience and techniques. The tile provided by the cataloguer should be enclosed in square brackets e.g. [].

**(4) If more titles are provided:** then preference should be given to the one, which is the most appropriate or suitable or significant title.

**(5) GMD:** World Atlas [atlas]

**(6) Imprint statement or Publication, Distribution etc Area:** List place of publication, distribution, name of publisher or distributor, date of publication or distribution, publication or distribution area. If the atlas is entered under the publisher as author then the publisher statement in the imprint is omitted.

**(7) Mathematical Data Area:** If appropriate list a scale and projection related to an atlas in mathematical data area. If various scales are given list scale varies. If scale in not provided in the Atlas then it is mentioned in the cataloguing card by the phrase;

Scale: Not determined.

**(8) Physical Description:**

1. **Extent of Item / Number of Item:** In this area the number of maps are provided with pages including in the atlas.

E.g. 1 Atlas (300p): 200 maps.

300p = pagination

List number of pages in parentheses.

1. **Colour:** If an atlas possess 40 maps in which 20 are coloured and 20 are black and white then it should be mentioned as ;

20 col. And 20 B&W maps.

If all maps are coloured then;

40 col.maps.

If some maps are folded the;

40 cl.maps (some are folded).

1. **Dimension:** The dimension of the atlas is measured in centimeters.e.g 30cm.

If any accompanying material is found with the atlas then list after the dimension e.g.;

30cm. +1 CD.

If the series statement if found then it should be listed.e.g

30cm. +1 CD. -(Series statement).

1 atlas (300p); 200 col maps; 30cm. +1 CD.

**(9) Note Area:** It includes detail information regarding to media and those, which can’t be accommodated in any other area, or in main body of the card, it will be listed in Note Area.

**(10) Standard Number and Term of Availability:** Similarly if standard number is found on cartographic material it will be listed after note area leaving one line blank as per instruction given on chief source of information.e.g ISBN (CM)

**(11) Tracing Statement:** Like other cartographic materials atlases are also assign subject heading, these subject headings are listed in tracing statement for proper classification and managerial purposes. Subject headings are identified by Arabic numerals .If some more added entries are required these are also listed in tracing statement and identified by Roman Numerals (I, II, III, IV etc).

Oxford Atlas of the World / prepared by the intelligent unit and the

 Cartographic Department of the Clarendon Press. - 3rd edition. -Scale

 Varies; equal area projection. -London: Oxford University Press, 1995.

 1 Atlas (viii, 200p): 100.col maps; 28cm.

 X

 Includes statistical index

 X

Geography – atlas I. Intelligent Unit – Clarendon Press, Cartographic department.