
UNIT 1 LIBRARY CATALOGUE : OBJECTIVES PURPOSES AND FUNCTIONS

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1.0 OBJECTIVES

Library catalogue is an important tool in a library and cataloguing is one of the most important activities of a library. In this Unit, you are introduced to a few basic ideas on library catalogues and cataloguing.

After reading this unit, you will be able to:

- define and describe a library catalogue;
- explain the objectives and functions of a library catalogue;
- distinguish a library catalogue from other library records;
- know about bibliographies and trade catalogues; and
- explain the cataloguing process.

1.1 INTRODUCTION

Library catalogue is an essential and important tool for any library. This tool has been developed to facilitate the use of reading materials in a library. It is useful to both, the readers using the library and the library staff members who help the readers to use the library.

Library catalogue is a list of books and other reading materials available in a particular library. It discloses to the reader the contents of a library collection. Whereas, cataloguing is a technique of describing the documents in order to help the reader to identify the document in which he is interested.

In this Unit, we introduce you to some of the basic ideas relating to library catalogues and cataloguing.. The objective in the preparation and production of a library catalogue is to assist; the users in identifying the contents of a library. The library catalogue guides the users to identify, locate and access reading and reference materials in the library. Essentially a library



catalogue functions as a finding tool to know what a library has.

A library catalogue lets a reader know if the library has a document for which the author or the subject or the exact title is known. In addition, it gives information regarding all the other books on a given author or all other books in a subject or a publisher's series or the different editions or translations of a given title available in the library. In the preparation of such a tool, a standard code or rules and procedures for cataloguing different kinds of documents guide cataloguers.

Libraries also create a number of other records of documents acquired by them. Some of these are: accession register, the shelf register, current periodicals register, register for periodical holdings, etc. Much of the bibliographical data that go into these registers may be more or less the same as in a library catalogue. For instance, the accession register is an inventory of documents acquired by a library containing detailed information about the price, the vendor who supplied the document, size, in addition to the usual bibliographical data. The shelf register is a list of documents reflecting exactly the way documents are arranged on the shelves in different rooms or halls. It is useful for stock verification. They have some resemblance to a library catalogue but their functions are quite distinct and different.

Library catalogues are also different from the publishers' catalogues, booksellers' lists, bibliographies, etc. Each of these reference tools is useful to build up the collections for a library book selection, but they do not do what a library catalogue does.

All the above characteristics of a library catalogue are discussed in this Unit.

1.2 LIBRARY CATALOGUE

A modern library provides a number of facilities to its readers for making use of its collection. One such facility is the catalogue of the library which facilitates the readers to know what documents the library has, where they are located on library shelves, and how to access them. In this section, we shall discuss the definition, objectives and functions of a library catalogue.

1.2.1 Definitions

The word 'catalogue' has been derived from the Greek expression 'kata logos'. It means a list, register or complete enumeration of something. It has now come to mean a list of somethings, systematically arranged in alphabetical or other order, often with brief description of items listed. For example: A catalogue of items of furniture for sale in an auction; a catalogue of different kinds of pumps manufactured by a particular company.

The New English Dictionary defines a catalogue as follows: 'A catalogue is usually distinguished from a mere list or enumeration by systematic or methodic arrangement, alphabetical or other order and often by the addition of brief particulars, descriptive or aiding identification, indicative of locality, position, date, price or the like'.

In the context of a library, a catalogue is a list of books and other documents of a particular library. This list is arranged according to a definite order, containing specific bibliographic data for the purpose of identification and location of the documents catalogued.

A formal definition of a library catalogue is that it is an explanatory, logically arranged inventory and key to the documents and their contents and it is confined to the documents of a particular library. If the catalogue represents the collection of two or more libraries, the catalogue is termed as **union catalogue**.

Harrod's librarians' glossary and reference book 6th edition, has defined catalogue as 'a list of books, maps, or other items, arranged in definite order. It records, describes and indexes (usually completely) the resources of a collection, a library or a group of libraries. Each entry bears details of class number or call number to enable the item to be found (on the shelves of the library), as well as sufficient details (such as author, title, editorship, place of publication, publisher, date of publication, edition pages, illustrations) to identify and describe a book. To be distinguished from (1) a list, which may or may not be in any particular order and may be incomplete, and (2) a bibliography, which may not be confined to any one collection of books or to a particular group of libraries'.



'To catalogue' means to compile a list of documents according to a set of rules (i.e., according to a catalogue code) so as to enable the reader to know what items (documents) are available in the library, and where this document can be found on the shelves of the library with the help of the class number, call number or other means of identification given in the catalogue entry.

Dr. S. R. Ranganathan has defined the term library catalogue as a list of the documents in a library or in a collection forming a-portion of it. He further states, 'A catalogue may be printed, or it may be in manuscript form. It may be in cards or in loose leaves. It may be in the form of a continuous book or in the paste down form with gaps for the interpolation of new entries in between existing entries'. (Ch. FM, CCC, Ed 5).

In short, a library catalogue:

- a) is a list of books and other reading materials available in a particular library;
- b) contains entries prepared for all the documents according to rules prescribed in a catalogue code and organised in a systematic order;
- c) gives bibliographical information of the documents such as author, title, edition, place of publication, publisher, date of publication in each entry in order to describe and identify the document; and
- d) gives location number of the document, such as call number of *the document in order to locate the document on the shelves of the library.

Self Check Exercise

- 1) State the definition of a library catalogue.

Note: 1) Write your answer in the space given below.

- 2) Check your answer with the answers given at the end of this Unit.

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1.2.2 Purposes of a Library Catalogue

Libraries generally acquire reading and reference materials in various physical forms, which will be utilised by users for study, reference, research and other purposes.

These materials are constantly under consultation or in circulation and therefore, at any given point of time, some of these materials may not be available on the shelves in the library.

These reading and reference materials may also be in different physical forms such as printed documents, microfilms or machine-readable forms. They are located and shelved at different place such as sections, rooms, floors in the library, depending upon the most appropriate form of storage.

Because of these reasons, it is necessary that a library prepares and provides a public record of all the materials irrespective of their physical forms-acquired by it in order to give the readers an idea of the entire collection possessed by it.

So the main objective of a library catalogue is to aid readers in making use of the collection of the library by providing author, subject, title and other approaches to the collection. The primary purpose of a library catalogue is to serve as a guide to the collection of materials. Basically, it reveals to the users the document or non- document materials contained in the library and aids them in finding out whether the materials of their interest are available in the library or not. In other words, a library catalogue serves as a key to the library collection as well as location or as a retrieval tool.



Self Check Exercise

2) Explain in brief the basic purpose of a library catalogue.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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1.2.3 Objectives of a Library Catalogue

Charles Ami Cutter described the objectives of a library catalogue in 1876 when he published the first edition of his book Rules for a Dictionary Catalogue. His views on the subject are often quoted and are relevant even today.

According to him, a catalogue should:

- 1) enable a person to find a book of which
 - a) the author, or
 - b) the title, or
 - c) the subject is known
- 2) show what the library has
 - d) by a given author
 - e) on a given subject
 - f) in a given kind of literature
- 3) assist in the choice of a book
 - g) as to its edition (bibliographically)
 - h) as to its character (literary or topical).

All the above mentioned objectives are valid even today. As a library today acquires various types of reading and reference materials, it may be necessary to replace the word 'book' by 'document' representing paper-print material as well as microforms and machine-readable forms.

The first objective of a library catalogue is to inform the availability/non availability of a particular reading material in the library. The readers may approach the catalogue through the name of an author or title. The author or title entry should provide the reader all the pertinent information. In case the entry is under some other name or word, a cross-reference entry should be provided. The title entries in the catalogue cater to the title approach of the readers.

The name of a subject is another access point. In a great number of cases, the reader does not approach or search the catalogue through the name of an author or title of a document. His interest is in a particular subject. In such cases the subject entry in the catalogue furnishes him the requisite information. The concepts of a subject may be described in varied terms. Only standardised terminology is used in preparing subject entries in a library catalogue.

The second objective is to show what a library has. The catalogue lists all the works of a particular author available in the library collection, all the documents available in a given subject or in a given kind of literature.

The third objective is known as descriptive cataloguing. According to the rules of descriptive cataloguing, the characteristics of the documents are fully described so that one document can be identified and isolated from amongst several similar documents. This type of description is provided in the catalogue entries only in case of need. If the rules of descriptive cataloguing are applied indiscriminately, it would lead to large expenditure.

In brief, whatever may be the approach of a library user, the library catalogue should convey



full information regarding the items of the person's specific interest.

Self Check Exercise

3) Give the functions of a library catalogue as stated by C.A. Cutter.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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1.3 LIBRARY CATALOGUE AND THE FIVE LAWS OF LIBRARY SCIENCE

The Five Laws. of Library Science are a set of basic guiding principles for designing and operating a library or a library system. In fact, each one of the activities of a library may be deduced from these Five Laws. For the preparation and production of a library catalogue, a number of useful guidelines are implied in these Five Laws.

The First Law `Books are for use' indicates the necessity of organising the collections of a library for maximum use, by providing a number of physical facilities and introducing readers services. One such facility is the provision of library catalogue, which throws open to the users the entire collections of a library.

Physical form of the library catalogue should be such that it is flexible, can be kept upto date by adding entries for new document added to the library from time to time. Similarly, information about the document in the entry should be adequate to identify a document. An annotation and various notes are given to help the readers to make a choice among documents possessed by the library. Obviously without this essential and indispensable tool, users would find it difficult to use the collection. Therefore, a library catalogue is a must.

The Second and Third Laws `Every reader his book'; `Every book its reader' imply the way a library catalogue should provide access to the collections of a library, to meet the requirements of users as children, specialist users, physically handicapped persons. Special kinds of analytical entries of documents are to be prepared to reveal the basic contents of documents. For instance, an excellent chapter on information storage and retrieval, forming part of Handbook in Special Librarianship is likely to be missed by a student of library science, if there are no analytical entries for the document.

The Fourth Law `Save the time of the reader' places great emphasis on time. A catalogue should not only be simple in its design and construction but also should save the time of a reader. Every approach to a document, that is author, title, subject, series, etc. must be provided in a catalogue. Cross-reference entries (i.e., see and see also entries) should be provided for change of names of persons, countries, subjects and institutions. Similarly guidance in the use of library catalogue should be provided by organising orientation courses for newcomers in the., library. Speed is the essence of service.

The Fifth Law `A library is a growing organism' enjoins a library to view the catalogue in its widest perspective, keeping in view changes and growth in the nature and variety of



publications, other forms of documents, needs of users, and such other environmental factors. The advent of the computer and communication technologies has introduced far-reaching changes both in the physical forms of library catalogues and in their internal structure.

Terminals of computers are located at distant parts of the library. Only one main entry is adequate to access the documents and added entries are replaced by access points. Library networks provide access to resources of other libraries.

Change is inevitable and a library should always remain alive to changes.

Self Check Exercise

4) Against each of the five laws of library science, state the implied guidelines to a library catalogue.

Note: 1) Write your answer in the space given below.

2) Check your answer with the answers given at the end of this unit.

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1.4 LIBRARY CATALOGUE VIS-A-VIS OTHER LIBRARY RECORDS, BIBLIOGRAPHIES AND TRADE CATALOGUES

We have so far discussed the definition, purpose and functions of a library catalogue. We have learnt that a library catalogue serves as a finding tool and it also enables users to find out important information about all the works of a given author or on a given subject, or edition, and so on.

There are other records and tools in a library, which also serve as finding lists of reading and reference materials. But they differ in many ways when compared to a library catalogue. Let us discuss such records and tools in three groups as given below.

- i) Library records, like accession register and shelf list, etc.
- ii) Bibliographies such as national bibliographies and subject bibliographies, etc.
- iii) Trade catalogues like publishers and booksellers' catalogues,

All these records and tools carry bibliographical data of documents such as author, title, edition; year of publication just as a library catalogue but they perform different functions.

1.4.1 Library Records

A number of records are created in a library for its collections to serve different purposes. Some of these records are accession register, shelf list, periodical holdings register, etc.

An **accession register** of a library is a date wise record of reading and reference materials acquired by a library either by purchase, exchange or through gift. Details of information



pertaining to the date of acquisition, the serial number of the item, i.e., the accession number, author, title, edition, publisher, date of publication, price, mode of acquisition, supplier, etc. are recorded in the accession register. It serves as an authentic inventory of items acquired by the library. As it is a date-wise record of the collections and arranged according to the serial number of the items, it cannot serve as a finding tool for documents available in the library from the point of view of author, title or subject. To locate or find out a particular item, the entire accession register has to be searched serially, which is a very time consuming operation. One needs to know the accession number of an item to search in the accession register. The accession register is used to find out every bit of information on an item, which is not available in any other record. It is also a permanent record of the library and fulfils the function of a stock register.

An accession register is distinct from a library catalogue. Although it also carries all bibliographical data of documents, yet it cannot serve the functions of a library catalogue.

The **shelf list** is an inventory record of a library which records bibliographical data of items arranged exactly the way the items are arranged on the shelves of a library in various rooms, halls or floors. Each item is represented by a card, giving call number, author's name, title, edition, volume number, copy number, accession number and such other details as deemed necessary for a particular library. The call number represents the class number, the book number and the location symbol. The reader can easily obtain the needed book from the shelf by this number. However, this order of arrangement just reflects the order of arrangement of items on the shelves. A shelf list, thus, primarily, serves as an inventory and controls the movement of the collection. It is the most important tool for checking the stock of a library. A shelf list resembles a library catalogue in many ways. It may also serve as a classified catalogue when such a catalogue does not exist in a library. But its function is different from that of a library catalogue. It does not provide approaches by author, title or subject.

The periodicals holdings register which gives detailed information of the volumes of journal titles available in bound or unbound form, is another useful finding tool in a library. Quite often the information in this register is transferred to the library catalogue. But a separate register is also maintained. This register cannot serve as a library catalogue as it is confined to periodicals only.

Thus, a library catalogue is an unique and distinct tool to fulfil some of the most important functions in using a collection of a library. It helps to locate a document even if it is demanded either by author, or title or subject of the book.

Self Check Exercise

- 5) State in six lines why an accession register or a shelf list cannot fulfil the functions of a library, catalogue.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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1.4.2 Bibliographies

A library catalogue and a bibliography are distinct from each other as they serve different purposes. A bibliography is an organised list of documents compiled for some purpose. The purpose is usually to bring to the notice of the reader an exhaustive or select list of documents relevant to the pursuit of his enquiry or study. A bibliography may be of books such as Cumulative Book Index, or journal articles such as Indian Education Index (1947-1978) edited by K. G. Tyagi, 1980 or of doctoral theses and dissertations such as Bibliography of Doctoral Dissertations in India compiled by Association of Indian Universities, New Delhi. The



bibliography may be of documents published in a language such as Hindi Grantha Kosha 1976-1980 and 1981-1985, of publications of a country such as Indian National Bibliography. Details of varieties of bibliographies have been given in the Course BLIS-05. The bibliography may be on a particular subject or documents pertaining to a specific period of time, in one or more languages. A bibliography may either be comprehensive in its scope and coverage or selective.

These bibliographies cater to all the approaches of readers such as author, subject, and title and also may be annotated. Such bibliographies are generally prepared either by scholars or by technically qualified library staff. They may be prepared by individual libraries at local level to assist their users. In such cases, they comprise select list of items, which are of specific interest to the users. Bibliographies are expected to be authentic and are mostly used as reference tools in literature search. Preparation of bibliographies calls for scholarship and critical faculties of assessment and evaluation of documents, on the part of their compilers. The basic difference between a bibliography and a library catalogue is that a bibliography tells us what publication have been published but does not tell us where (in which library) these publications will be available for reading.

Bibliographies do not contain call numbers of books and names of libraries possessing those books. In order to consult the book, a reader has to consult a library catalogue which tells the reader, whether the required book is available in the library along with the call number of the document. This call number directs the reader to the hook on library shelves.

A library catalogue, however, records, describes and indexes the bibliographical resources of a particular library. Nonetheless, the printed catalogues of some of the biggest national libraries of the world such as the Library of Congress, The British Library, The National Library, Calcutta, serve as excellent bibliographical tools for literature search, reference and cataloguing work. The volume, variety and the quantity of materials built up in these national libraries of eminence and the scholarly and meticulous way the catalogue entries are prepared and presented, invest these catalogues with unquestionable authority as reference tools.

So, while a library catalogue is a key to a library's collection, a bibliography is merely a list of documents, comprehensive or selective in its scope and coverage, etc. and hence does not serve the functions of a library catalogue.

Very often, the terms 'catalogue' and 'index' are used synonymously. In other words, they are taken to mean one and the same thing but they are not. A catalogue, more particularly, a library catalogue is a record describing the documents acquired by a library, whereas an index provides access to any of bibliographical entries of the catalogue through author, subject or title index. In the context of a library catalogue, the generally accepted difference between a catalogue entry and index entry is that the former includes some descriptive specification of a document, whereas an index entry merely locates an author or a subject or title.

Self Check Exercise

6) What is the distinct characteristic of a library catalogue that differentiates it from a bibliography? Give your answer in five lines.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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1.4.3 Trade Catalogues

Publishers and booksellers produce catalogues periodically and send them to libraries as a routine sales promotion activity. These catalogues may be either in printed form or in the form of mimeographed sheets. They generally contain the latest publications of the publishers. The catalogues of booksellers, however, contain publications of different publishers – old and new



- available with them. These catalogues are also cumulated at periodical intervals, to aid libraries in their selection of books.

These catalogues comprise entries arranged in an alphabetical order of authors and titles, under broad subject groups and are not expected to meet the different approaches of users, as a library catalogue is expected to do. They are mainly used by libraries as sources for their collection building activity. Professional associations and institutions also bring out catalogues periodically, mostly selective, on different subject groups, to aid libraries in their book selection activity.

These catalogues are obviously different from library catalogues, though they carry bibliographical data of documents. They inform the readers about new books published but do not tell where (in which libraries) these can be found.

Examples:

Friend's Publications (India) New Delhi. Book list of own publications, 1994-1995. McGraw Hill International Editions, 1994. '

Orient Longman College Catalogue, 1995.

Concept Publishing Company, New Delhi. Subject List, 1996.

Catalogue of IGNOU Course Material (Print, Audio- and Video), 1994.

Self Check Exercise

7) State in three sentences what purpose do trade catalogues serve in a library.

Note: 1) Write your answer in the space given below.

2) Check your answer with the answers given at the end of this unit.

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1.5 CATALOGUING PROCESS

A library catalogue consists of various entries prepared for the documents acquired for the library. There are two types of entries in the library catalogue. These consist of main entry and added entries. Main entries give detailed information about the documents in various sections or areas of main entry. Added entries are prepared under various access points such as author, title, subject and usually certain brief information of the document. Thus, cataloguing is the process of making entries for a catalogue.

Following operations are to be carried out for making entries:

- 1) Choice and rendering of headings of main entries, added entries and sections of main as well as added entries.
- 2) Recording of information in the sections of entries.
- 3) Determination of style of writing, punctuation marks, capitalisation, etc.
- 4) Preparation of entries.
- 5) Writing call numbers on all the entries.
- 6) Filing of catalogue cards.
- 7) Preparation of guide cards.
- 8) Maintenance and updating of entries in a catalogue.

All these processes and procedures are included in cataloguing.

In simple terms, cataloguing is the art of preparing records in such a way that a document is quickly identified and located by the reader. Only after identification and location of a document the reader will be in a position to examine it as to its suitability for their purpose. Certainly, the catalogue provides information pertaining to the title, sub-title, contents and the series of



a document. These details help the reader in determining its suitability for a particular need, which they have in mind.

Cataloguing is a practical art and is learnt by practice alone. Over the years, codes describing the rules enlisting the ways and means by which library catalogues are constructed, have been evolved. The history relating to the evolution of cataloguing codes forms a fascinating study. The Anglo-American Code of 1908, American Library Association (ALA) Codes of 1941 and 1949, the Classified Catalogue Code of S. R. Ranganathan, the Anglo-American Cataloguing Rules (AACR) edition 1 and 2 are some of the widely known cataloguing codes. The codes provide guiding principles for the preparation of entries required for the construction of a library catalogue. Reference to the rules contained in these codes leads to consistency and accuracy in the production and maintenance of library catalogues. Standardisation can be achieved by following a catalogue code. Standardisation facilitates exchange of catalogue entries amongst various libraries. Compatibility is one of the important aspects in the context of application of computers for library activities and establishment of resource sharing networks. All cataloguing codes except the Classified Catalogue Code (CCC) of Ranganathan provide rules for the preparation of author and title catalogue with additional rules for descriptive cataloguing. CCC is the only cataloguing code that provides rules for subject entries, in addition to rules relating to the choice and rendering of bibliographical items for descriptive cataloguing. Libraries that do not use CCC for cataloguing usually provide subject approaches using standard subject headings list such as Library of Congress Subject Headings or Sears List of Subject Headings.

Guidelines to Cataloguers

- i) The information furnished in the catalogue entries should be accurate. Generally, the title page is the chief source for cataloguing information. The information taken from the title page should be correctly transcribed. Sometimes, the information contained in the overflow of the title page such as the preface, foreword, table of contents, introduction and the body of the text, etc. is also utilised for cataloguing purposes. Now-a-days this information is given on the back of title page.
- ii) The information contained in the library catalogue entries should be sufficient to provide access points from such aspects as the author, title, subject, names of other collaborators, name of the series, etc. for every document. This is necessary to prepare lists of reading materials for library users.
- iii) Catalogues should always endeavour to keep the library catalogues up-to date. To achieve this objective, it is imperative that the processing aspects pertaining to filing of the catalogue entries, etc. should be accomplished expeditiously.

Arrangement and pattern of entries in the catalogues should be such that a reader is able to comprehend them easily and be able to use the catalogue without much difficulty.

Salient features of the catalogues and the methods of finding information from it should be prominently displayed by means of guide.

Self Check Exercise

8) Name four important cataloguing codes.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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1.6 CATALOGUING AND CLASSIFICATION

Cataloguing and classification are two interrelated processes that are performed in a library.



The basic purpose of these two operations is to aid the readers (users) of the library in locating and selecting appropriate library materials (documents as well as others) required for their study and research, in case such materials- are present in the library. To a large extent, these two processes are complementary and supplementary to each other.

Classification decides the subject of the book and hence books are arranged according to class numbers on the shelves of the library. As books are physical entities these can be placed only at one location on the shelves of the library. When books deal with only one subject (e.g., An Introduction. to Mathematics) then this scheme is useful to the readers.

But when a book/document deals with two or more main subjects or subdivisions of a main subject, we cannot keep the book (physical entity) at two places/locations on the library shelves. Ideally this book should be kept at two places, one at cataloguing and another at classification in order to reveal the subject of the book. But this is not possible. This book can be kept at only one place i.e. Library Cataloguing. The second subject library classification is brought to the notice of the reader by preparing analytical entry under the class number for classification. Such analytical entries prepared for all books dealing with two or more subjects or for multidisciplinary subject or subjects representing phase relations. Thus, cataloguing supplements - classification. Similar is the case for books of anthologies and readings where contributions are made by various authors. In these situations, author analytical entries are prepared in order to bring to the notice of readers the authors of different contributions. Thus, we find that cataloguing and classification are supplementary and complementary to each other. Both these activities jointly bring to the notice of the readers the whole contents of the documents possessed by the Library. Consult the sections on Analytical Entries from the Block 3 of BLIS-4P and Block 4 Subject Indexing of this Course, for further explanation of the interrelationship between cataloguing and classification.

A library catalogue can also be used as a reference tool for answering many questions of users of documents. In fact, the library catalogue is used on most occasions as the starting tool for answering enquiries related to information on documents.

For example readers `queries on books written by a particular author, books on a subject or full name and year of birth of an author, real name of a pseudonym or a full name of an Institution, etc. can be answered with the help of a library catalogue.

A library catalogue usually contains other valuable information on documents, besides bibliographical data for accessing and locating documents. The Notes Section, Collation (which includes illustrations and related data), etc., provide useful starting points for a search for documents on subjects.

Self Check Exercise

9) Explain briefly complementary nature of classification and cataloguing.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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1.7 SUMMARY

In this Unit, we have studied some of the basic ideas of library catalogue and cataloguing. The definition, objective/purpose, the different functions of a library catalogue are explained with reference to the various approaches of readers in using the collection of a library. The implication



of the five laws of library science are explained in relation to a library catalogue and cataloguing. The five laws not only provide useful guidelines for the preparation and production of library catalogue but also emphasize the need for saving the time of readers in the use of the Library. The catalogue vis-a-vis other library records such as accession register, shelf list, bibliographies, and trade catalogues are highlighted with illustrative examples. Cataloguing as a process in organising a library collection has been briefly explained along with provision of some guidelines to cataloguers. The complementary and supplementary nature of the twin library operations of cataloguing and classification is indicated. The usefulness of a library catalogue as a reference tool is also briefly mentioned.

1.8 ANSWERS TO SELF CHECK EXERCISES

- 1) A library catalogue may be defined as a list of documents and other materials organized in a systematic order, available in a library.
- 2) The basic purpose of a library catalogue is to serve as a guide to the collection of materials acquired for the library. Primarily the library catalogue reveals to users of a library the documents in a library, and helps the person in finding out whether documents of the person's interest are available in the library or not. It also serves users as a retrieval tool.
- 3) According to C.A. Cutter, a library catalogue should:
 - 1) enable a person to find out a document of which
 - a) the author, or
 - b) the title, or
 - c) the subject is known
 - 2) show to users what the library has
 - d) by a given author
 - e) on a given subject
 - f) in a given kinds of literature
 - 3) assist users in the choice of a document
 - g) as to its edition (bibliographically).
 - h) as to its character (literary or topical)
- 4) Laws of library Science / Implication for a library catalogue
 - a) Books are for use
Accessibility to library collection through a well designed physical form of a catalogue as well as the inner structure of catalogue entries and their organization.
 - b) Every reader his book
The physical form as well as its internal structure of library should be designed to help every type or category of users, such as children, specialists or physically handicapped persons.
 - c) Every book its reader
Provision of analytical entries for documents to reveal the hidden contents of documents.
 - d) Save the time of the reader
All possible approaches to the catalogue through author, title, and subject indexes, cross reference entries, and guidelines in the use of the catalogue, all these provide speed of service.
 - e) Library is a growing organism
Provision to adopt a library catalogue to changes in publications (both paper-print and electronic) and changing needs of users and other environmental factors.
- 5) An accession register and a shelf list are essentially management records of a library and are not meant for public use. Accession register is a data-wise record of reading materials acquired by the library, giving all details about the documents, arranged in the serial order



of documents. A shelf list reflects the arrangement of documents on the shelf. Their purposes are different and hence they cannot be used as a substitute for a library catalogue.

- 6) A bibliography is an organized list of reading materials of a particular author or a particular subject or a particular geographical region. It is not limited to the collections of any particular library. A library catalogue is a list of reading and reference materials acquired by a library. This feature differentiates a library catalogue from a bibliography.
- 7) Trade catalogues are useful in a library for building up its collections. They provide current information on latest publications (the cumulated lists of trade catalogues help to fill the gaps).
- 8) The four important cataloguing codes are as follows:
 - a) Anglo-American Cataloguing Rules, 1908.
 - b) American Library Association Cataloguing Rules, 1949.
 - c) Anglo-American Cataloguing Rules, edition 2, 1978.
 - d) Classified Catalogue Code of Dr. Ranganathan, edition 5, 1965.
- 9) Cataloguing and classification are two interrelated processes that are performed in a library. The basic purpose of these two operations is to aid users in locating and selecting appropriate reading materials required for study, research or any other organization of documents on the shelves of library while a catalogue serves the purpose of a retrieval tool and also projects the contents possessed by a library. All these mechanisms are to a large extent complementary to each other and together they serve the users in an effective manner to use the library collection. Between themselves, they rectify the shortcomings or limitations of each other.

1.9 KEY WORDS

Analytical Entries:	Entries that go into a catalogue for parts or chapters of a document.
Bibliographical Data:	Data comprising author, title, edition, publisher, place of publishing, year, number of pages, illustrations, etc.
Cross Reference Entries:	Directing elements connecting two related entries, one of which leads to the other, also called see and see also entries.
Inventory:	A detailed, often a descriptive list of something.
Law of parsimony:	The principle that between two or more possible alternatives bearing on a particular aspect or a thing, the one leading to overall economy in terms of manpower, material, money and time considered together with proper weightage, is to be preferred.
Linear Arrangement:	Arrangement one after another, as in a line on library shelves.
Machine-Readable Form:	A form of document, readable only by a machine such as a computer or microform reader.
Microform:	A greatly reduced photographic copy of a printed page or the like.
Standard Format:	Recognized and accepted organization of bibliographic data of a document.

1.10 REFERENCES AND FURTHER READING

- Kishan Kumar (1993). Cataloguing. New Delhi: Har-Anand. p.9-23.
- Hunter, E.J. and K.G.B. Bakewell. (1993). Cataloguing 2nd ed. London Clive Bingley. Chapter 1, p.1-9.
- S. R. Ranganathan (1964). Classified Catalogue Code with Additional Rules for a Dictionary Catalogue 5th ed. Bombay : Asia Publishing House. Chapter DA.