

LIBRARY CATALOGUING (THEORY)

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PREVIEW

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UNIT I – FUNDAMENTAL CONCEPTS AND HISTORICAL DEVELOPMENT

1. Definition and Meaning of Library Catalogue
2. Objectives
3. Purposes and Functions
4. Library Catalogue and the Five Laws of Library Science
5. History and Development of Library Catalogue Codes
6. Physical Forms of Catalogues
7. Types of Catalogues

I. LIBRARY CATALOGUE : DEFINITION AND MEANING

- The word 'catalogue' has been derived from the Greek expression 'kata logos'. It means a list, register or complete enumeration of something.
- 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.
- Hence, a library catalogue:
 - i. is a list of books and other reading materials available in a particular library;
 - ii. contains entries prepared for all the documents according to rules prescribed in a catalogue code and organised in a systematic order;
 - iii. 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
 - iv. 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.



2. OBJECTIVES OF A LIBRARY CATALOGUE

- I. To inform the availability/non availability of a particular reading material in the library.
- II. To provide information about the entire collection of the library. 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.
- III. To ensure descriptive cataloguing whenever needed. 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.
- IV. 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.



3. PURPOSES AND FUNCTIONS OF A LIBRARY CATALOGUE

- The main purpose 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.

4. LIBRARY CATALOGUE AND THE FIVE LAWS OF LIBRARY SCIENCE

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/her book

The physical form as well as its internal structure of library catalogue 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. Provision for OPAC to ensure embracement of digital technology in the library.

5. HISTORY AND DEVELOPMENT OF LIBRARY CATALOGUING CODES

- In the early stages, cataloguing was a local and individual library practice.
- It lacked a system. It developed into a logical system by stages from its primitive beginnings.
- The 19th century marks the beginning of code making.
- Generally, codes comprise rules for description of materials (books, etc.) and choice of headings and their forms needed in making author, title, etc. bibliographical entries including cross references as may be warranted.

5.1 British Museum Cataloguing Rules

- In 1757, the Royal Library was transferred to the British Museum. The library's total stock of books at this time touched 5,00,000 mark.
- Since the previously compiled catalogues of the British Museum and the other collections were poorly planned and not well executed lists, the trustees wanted to have a fresh alphabetical catalogue along with an additional general classed catalogue compiled.
- Hence, Anthony Panizzi, the then librarian of the British Museum, along with his assistants, compiled the famed British Museum Cataloguing Rules, also known as Panizzi's 91 Rules.
- The code was certainly a pioneering attempt although it lacked guiding principles to ensure consistency as needed especially for any subsequent formulation and addition of new rules for treating new types of materials

5.2 Jewett's Rules

- In 1850, Charles C. Jewett's code for the catalogue of the Smithsonian Institution was accepted.
- His code, consisting of 39 rules, was published in 1852.
- This code may be considered a landmark in the history of cataloguing.
- Jewett acknowledged his debt to Panizzi.
- He extended the principle of corporate authorship further than Panizzi, entering all corporate bodies directly under their names.

5.3 Cutter's Rules

- In 1850, Charles Ammi Cutter published his *Rules for a Printed Dictionary Catalogue*.
- It was the first American code to receive recognition.
- The chief merit of the code lies in the pragmatism applied by the author in the making of the rules and in setting forth "what might be called a set of first principles" to govern the creation of rules and their practical application.
- Cutter declared that "cataloging is an art, not a science. No rules can take the place of experience and good judgment but some of the results of experience may best be indicated by rules."
- Rules for author, title, subject, as well as description and on filing of entries are included.
- Cutter was the first person to recognise and recommend corporate body as an author.

5.4 ALA Code of 1908

- In light of the similar work being done in USA and UK regarding development of cataloguing codes, Melvil Dewey suggested that there should be co-operation to produce an Anglo-American code. The American Library Association and the Library Association formally agreed to co-operate in 1904. Consultation between the two bodies occurred by correspondence.
- The first international cataloguing code was published in 1908 in an American edition (*Catalog Rules, Author and Title Entries*) and a British edition (*Cataloguing Rules, Author and Title Entries*)
- Both editions contained 174 rules covering both entry and heading for authors and titles, and description.
- Areas of disagreement between the two editions centred on authors and publications that changed names or titles.
- In both editions disagreements were explained either in a note or by printing two versions of the rule. Library of Congress supplementary rules were also included where necessary.
- It was an incomplete code without rules for description, subject cataloguing and filing, But it came into wide use in the libraries in both the countries including a few other nations where English was the library language.

5.5 Prussian Instructions

- the Prussian Instructions, i.e., Instruktionen für die Alphabetischen catalogue der Prussian Bibliotheken, were published in 1899. Its English translation rendered by A D Osborn was published in 1938.
- This code represented the German practice which differed from the Anglo-American tradition.
- It prescribed grammatical rather than mechanical title. In title entry, the first grammatically independent word instead of first word (other than article) as opposed to Anglo-American practice, was prescribed.
- The code did not accept the concept of corporate authorship. It treated corporate publications as a class of anonymous publications.

5.6 Vatican Rules

- The code was the result of a decision taken in 1927 to prepare a new catalogue of the printed books in the Vatican Library (Rome) which was in the process of reorganisation.
- Because of the involvement of the American experts and of American trained personnel, the code reflected American bias.
- Next to Cutter's rules, this was the other code that was a complete and comprehensive code, covering all the aspects of cataloguing.
- It provided for entry (author, title entries), description, subject headings and filing.
- The rules for subject cataloguing stated general principles and included instructions on forms and specific areas of application.
- It is also claimed as an international code.

5.7 Classified Catalogue Code

- The first edition appeared in 1934 and was continued through five editions, the last (i.e., the 5th edition) coming in 1964.
- The second edition (1945) demonstrated the symbiotic relationship between classification and cataloging and evolved chain procedure for subject cataloguing/indexing. Rules for style of writing and alphabetisation correlating the two through Gestalt theory of alphabetisation were other added features of this edition.
- After Cutter's rules and Vatican code, the CCC is the only other code which is complete to cover all the cataloguing procedures and to provide rules for entry, description, subject cataloguing/indexing and filing.

5.8 ALA Rules (prel 2nd ed, 1941)

- Within two decades of implementation of the joint code of 1908, libraries in America as well as in England began voicing dissatisfaction.
- In the 1930s committees of American Library Association and the Library Association discussed revision of the 1908 rules. The two bodies co-operated until 1939 when the Second World War ended British involvement.
- A preliminary second edition of the American edition of the 1908 rules was published by the American Library Association in 1941, and contained 324 rules in two parts: Part I, Entry and Heading; Part II, Description of book; as well as various appendices, including one on “authority cards.”

5.9 Library of Congress Descriptive Rules

- As the 1949 ALA code did not contain rules for descriptive cataloguing, the Library of Congress took responsibility for documenting rules of this nature. As Library of Congress catalogue cards were widely used by American libraries, there was interest in the rules used by the Library of Congress.
- *Rules for Descriptive Cataloging in the Library of Congress* was published in 1949, and the rules were adopted by the American Library Association [9]. Included were rules for separately published monographs, serials, and some non-book materials.
- Supplementary rules were subsequently issued for additional non-book formats.

5.10 ALA Rules (2nd definitive edition, 1949)

- The 1941 edition was criticised for being too detailed and complex, and in 1949 *A.L.A. Cataloging Rules for Author and Title Entries* was published. This edition contained only rules for entry and heading.
- American alternative rules in the 1908 code were reflected in the 1949 code.

5.11 AACR I (1967)

- In 1951 the American Library Association asked Seymour Lubetzky, of the Library of Congress, to analyse the 1949 ALA code. An approach was also made to the Library Association regarding co-ordination of revision of the 1949 code.
- In 1953 Lubetzky's report (Cataloging Rules and Principles) was published. This work advocated a move towards a principle-based rather than case-based code.
- In 1956 Lubetzky was appointed editor of the revised code, and in 1960 he produced the draft Code of Cataloging Rules; Author and Title Entry.
- The International Conference on Cataloguing Principles was held in Paris in 1961 to examine the choice and form of headings in author/title catalogues. The outcome was a statement of 12 principles known as the Paris Principles .
- In 1962 C. Sumner Spalding, of the Library of Congress, became the new editor of the code.
- In 1967 two versions of the Anglo-American Cataloguing Rules (AACR) were published, a North American text and a British text .

5.12 AACR 2 (1978)

- In 1974 the Joint Steering Committee for the Revision of AACR (JSC) was established, with membership from the American Library Association, the British Library, the Canadian Library Association (represented by the Canadian Committee on Cataloguing), the Library Association, and the Library of Congress.
- The JSC was charged with incorporating the North American and British texts into a single version.
- The *Anglo-American Cataloguing Rules, Second edition (AACR2)* was published in one version in 1978.
- AACR2 was divided into two parts:
 - Part I, Description
 - Based on the ISBD(G) framework.
 - Included a general chapter (chapter 1), and chapters for individual formats, including new chapters for machine-readable data files (chapter 9) and three-dimensional artefacts and realia (chapter 10).
 - The rules for non-book materials were based on alternative codes that were published in the 1970s.
 - Part II, Entry and Heading
 - Rules were brought more closely into line with the Paris Principles.

5.13 AACR 2, 1988 revised

- The 1988 Revision of AACR2 incorporated the 1982, 1983, and 1985 revisions plus subsequent unpublished revisions.
- The 1988 Revision was published in both book and loose-leaf format.
- One set of amendments was published in 1993.

5.14 AACR 2, 1998 revised

- The 1998 Revision of AACR2 incorporated the 1993 amendments, and revisions approved between 1992 and 1996.
- The 1998 Revision was published in book and CDROM format.
- Amendments packages were published in 1999 and 2001. The 2001 amendments included a complete revision of chapter 9 (renamed: Electronic Resources).

5.14 AACR 2, 2002 revised

- The 2002 Revision of AACR2 incorporated the 1999 and 2001 amendments, and changes approved in 2001, including complete revisions of chapter 3 (Cartographic Materials) and chapter 12 (renamed: Continuing Resources) [\[26\]](#).
- The revision of chapter 12 arose from a recommendation of the International Conference on the Principles and Future Development of AACR, and IFLA-led efforts to harmonize ISBD(CR), ISSN practice, and AACR2.
- In 2002 AACR was published only in loose-leaf format.

6. PHYSICAL FORMS OF LIBRARY CATALOGUES

- Meaning of physical forms of catalogues:-

The physical or outer form of the catalogue relates to its external shape, size, appearance of the stationery to be used for recording entries of documents (e.g., card) and furniture or equipment to stock the stationery of bibliographical entries of documents of the library.

- The physical forms of library catalogues can be broadly studied under two groups:
 - Conventional and
 - Non-conventional/Modern.

Physical Forms of Library Catalogues

Conventional Forms

Bound register / Ledger form

Printed book form

Sheaf or Loose-leaf form

Card form

Visible index form

Non-conventional/Modern Forms

Microform catalogue

Machine-readable catalogue

6.1 DIFFERENT PHYSICAL FORMS OF LIBRARY CATALOGUES

I. Conventional Forms

(i) Bound Register/ Ledger Form

- In this form, the entries of documents of a library are written by hand in a bound register or ledger, pages are set apart for different letters of the alphabets.
- These alphabet are arranged alphabetically.
- Minimum information about the document such as author, title, edition, accession number and class number is given for each book.
- There may be a separate register for authors or titles or subjects.

(ii) Printed Book Form

- In the nineteenth century, the most common physical form of a library catalogue was the printed book form.
- These types of library catalogues are prepared conforming to all the standard principles and rules of cataloguing, with cross references and multiple entries.
- Especially, some of the big libraries like British Museum Library (now renamed as the British Library), the Library of Congress, National Library Calcutta, printed their catalogues in the book form.
- To keep the catalogue updated, they used to issue supplements to these catalogues at regular intervals.

(iii) Sheaf or Loose-Leaf Form

- Sheaf form of library catalogue is also referred to as loose-leaf form.
- A sheaf form of catalogue is one in which slips of paper are put into a loose-leaf binder and bound by some mechanical device into a volume. This is a loose-leaf binder format, which provides the convenience of handling a book.
- In the sheaf form, each entry is made on a separate slip. But, there may also be more than one entry on each slip or page. The entries are either handwritten or typed.
- New slips can be inserted in appropriate places without disturbing the existing order of arrangement of entries. It is also possible to remove entries for specific documents in case such documents are withdrawn from the library stock.
- Roughly, each volume of a sheaf catalogue may contain about 500 to 600 leaves.
- The volumes so constituted may be displayed on special shelves with appropriate labels on their spines, indicating the order (either alphabetical or classified) of arrangement



(iv) Card Form

- Library catalogue in the card form is by far the most popular physical form. It is widely prevalent in libraries throughout the world including India.
- In this form the bibliographical elements of every document are recorded on a single card.
- This method of representing every document on a single card is known as the unit card principle.
- Because of its wide usage all over the world, many aspects pertaining to the card catalogue are standardised. For example, 12.5 x 7.5 cm. is the universally adopted size for a catalogue card.
- Similarly, the sizes of cabinets, trays for a card catalogue are all of uniform standard. Consequently, most of these items of furniture could be obtained readily from commercial vendors.



2. Non-Conventional/Modern Forms

(i) Visible Index Form

- This form of catalogue is extensively used in libraries attached to business and industrial houses.
- Visible index catalogue consists of strips mounted on a frame or cards held flat, hinged and with edge of each card protruding so as to make the heading visible.
- The cards are usually of the size 12.5 x 20 cm.
- The card is inserted into a hinged kraft pocket, exposing the top portion.
- These pockets are held in a specially prepared steel cabinet. Such steel cabinets are available in India under the trade name Kardex.
- Generally, Kardex is used in Indian libraries for maintaining records pertaining to current periodicals.



(ii) Microform Catalogue

- In microform catalogue, entries are greatly reduced and printed upon a film or fiche.
- The microform cannot be read by naked eyes. A suitable microform reader, magnifies the reduced images on the film or fiche and projects them on to a screen is necessary for consulting a microform catalogue.
- Microform catalogues are compact and occupy less space in libraries.
- They are portable and accessible to users depending upon the number of copies of catalogues and machines available.
- Multiple copies of these catalogues can be prepared easily and inexpensively.
- These films or fiches cannot be used without microform readers.
- They also require special care and protection.
- They are useful only in very large libraries where massive data has to be stored and retrieved.



(iii) Machine Readable Catalogue

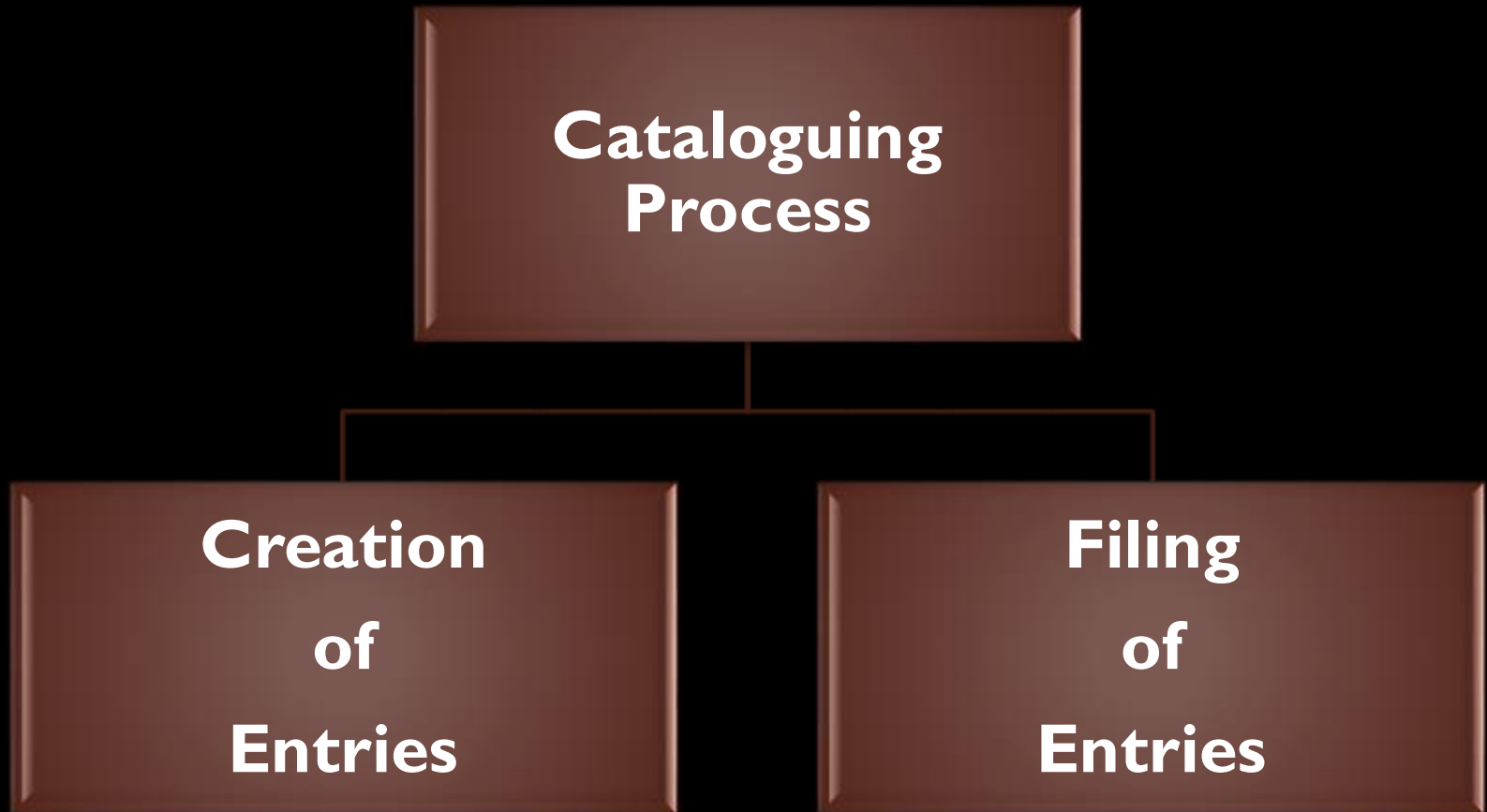
- The machine-readable catalogue is the most significant of these new forms of catalogue.
- In a machine-readable catalogue entries are rendered in a format which permits input and storage on magnetic tape or magnetic disc for manipulation in a computer.
- MARC 21 and Common Communication Format (CCF) are standard formats.
- Access to the catalogue entries may be 'off-line' or 'on-line'.
- 'Off-line' means that the computer can be used only at certain times. At the available computer time, search must be made for a collection or batch of enquiries.
- Online systems, however, are linked directly to the computers which can be used immediately or at any time for processing enquiries and searching.
- The computer configuration needed for machine-readable catalogue is:
 - i. A computer with keyboard and display units.
 - ii. Secondary storage facility.
 - iii. Terminals wherever necessary.



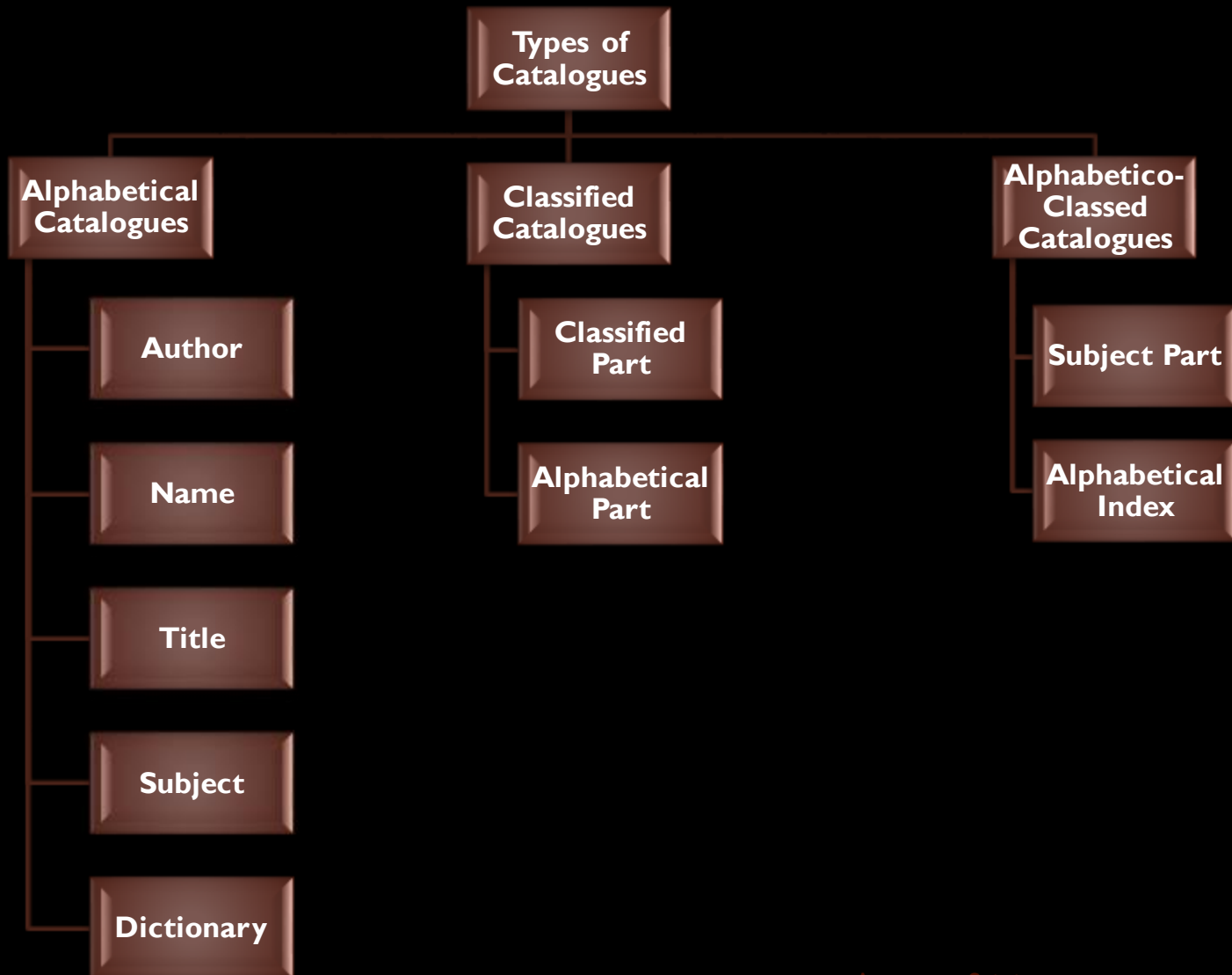
6.2 FEATURES FOR THE BEST PHYSICAL FORM OF LIBRARY CATALOGUE

1. It must be easy to use.
2. It must be easy to keep up-to-date.
3. It should enable browsing on scanning over a number of entries at a time.
4. Multiple copies must be easily produced.
5. It must occupy as little space as possible.
6. It should provide multiple access points.

7. TYPES OF CATALOGUE



7.1 DIFFERENT TYPES OF TO ARRANGE CATALOGUES CATALOGUE ENTRIES



7.1.1. ALPHABETICAL CATALOGUE

- Alphabetical catalogue can be separately designed and constructed for authors, titles, names recording works on and by authors, subjects or all entries of authors, titles, subjects, etc. in one single alphabetical file, known as the dictionary catalogue.

- Types of Alphabetical Catalogues :

- **Author Catalogue**

In an author catalogue, the entries of documents are under authors' name and are arranged alphabetically.

- **Name Catalogue**

A name catalogue is a mixed type of catalogue which combines the author and subject entries (the subject entries representing the author as a subject) into one alphabetical sequence. In this type of catalogue, biographies and other critical studies of an author, are arranged along with his original works.



- **Title Catalogue**

In a title catalogue, the titles of documents occupy at the leading section of entries, which are arranged in an alphabetical order. Queries of readers who remember only the exact title of the book can be answered with the help of a title catalogue.

- **Subject Catalogue**

In an alphabetical subject catalogue, entries are made under the name of the specific subjects of documents. Irrespective of their affiliations, specific subject entries are strictly arranged in an alphabetical order.

- **Dictionary Catalogue**

The dictionary catalogue derives its name from this general meaning of the word 'dictionary'. A dictionary catalogue gives information about documents available in a library with reference to their authors, titles, subjects, etc. All the entries getting arranged in a single alphabetical order.

7.1.2. CLASSIFIED CATALOGUE

- A classified catalogue is a form of subject catalogue, in which the entries are arranged by the class number which representing the subject of document, according to the classification scheme chosen for a library.
- The classified catalogue has two parts.
 - **The classified part**

The classified part has the arrangement of entries of documents by class number.
 - **The alphabetical part**

The alphabetical index to a classified catalogue; consisting of author, title (wherever necessary), subject entries and other entries for collaborators, series, editors of series, and a host of cross references, is meant to support the classified part of the catalogue. It can fulfil all the functions of a dictionary catalogue i.e., collect the works of an author together, bring all the different editions of a title, cross references for subjects, etc.

7.1.2.1. DICTIONARY CATALOGUE VS. CLASSIFIED CATALOGUE

Sr. No.	Dictionary Catalogue	Classified Catalogue
1	It follows alphabetical order in arranging entries	It follows classified order in arranging entries (in main or classified part)
2	It has only one part in which entries for author title, subject and cross reference entries are arranged in one alphabetical sequence according to the words or letters forming the headings	It has two parts : Classified and alphabetical. Alphabetical part is known as index part. Classified part contains number entries and alphabetical part word entries
3	It is easy to consult by a common reader. Any reader who can consult a dictionary can consult it with equal ease	It is comparatively difficult to consult it because readers may not be aware of the ordinal value of symbols etc. forming notation or class number of subjects

Sr. No.	Dictionary Catalogue	Classified Catalogue
5	Since it follows alphabetical arrangement entries for related subjects are normally placed far from each other due to accident of alphabets. This inconvenience may however be removed by providing sufficient number of cross reference entries	Since it follows classified arrangement under number, entries for related subjects are placed together. This curtails preparation of large number of cross reference entries
6	As a consequence of alphabetical arrangement, filiatory sequence among subjects cannot be maintained is arranging entries	It ensures filiatory arrangement of entries due to number (classified) arrangement
7	Liberal and excessive provision for cross reference entries makes the catalogue bulky	In it number of cross reference entries are restricted and thus the size and bulk of the catalogue remains under control
8	It does not depend for its success on the scheme of classification used in the library	Its success depends on the scheme of classification used in the library. Any defect in the scheme of classification can make the arrangement of entries defective

Sr. No.	Dictionary Catalogue	Classified Catalogue
9	It satisfies direct approach to specific subjects because subject entries are arranged under specific subjects	It can not satisfy direct approach to specific subject entries are arranged under their broader subject
10	It cannot serve as a bibliography on various subjects or as a book selection tool for smaller libraries	It serves as a bibliography on various subjects or as a book selection tool for smaller libraries
11	Entries of synonymous words starting with different alphabets will be placed far away from one another which is not desirable	This never happens in classified catalogue.
12	Entries of homonyms (words with same spelling but meaning different things) come together and create confusion	This never happens in classified catalogue.
	Conclusion: This is useful for small and medium size libraries, public libraries, and general libraries	Conclusion: This is useful for research libraries and very big libraries and specialized libraries

7.1.3.ALPHAETICO - CLASSED CATALOGUE

- The alphabetic-classed catalogue may be considered as a combination or mixture of the best points associated with dictionary and classified catalogue.
- The alphabetic-classed catalogue gets related subjects together in a way, but their alphabetical arrangement takes away the filiation of subjects.
- The rearrangement of Dewey Decimal Classification division of '600 Technology' in an alphabetical order would yield the following.
 - Agriculture and related technologies (630)
 - Building (690)
 - Chemical and related technologies (660)
 - Engineering and allied operations (620)
 - Home Economics and family living (640)
 - Management and auxiliary services (650)
 - Manufactures (670)
 - Manufacture of product for specific uses (680)
 - Medicine (610)
 - Diseases (616)
 - of blood - forming, lymphatic, glandular system (614.4)
 - cardiovascular system (616.1) digestive system (616.3)
 - of hiliary tract (616.36)
 - of mouth and throat (616.31)
- This type of catalogue must have an alphabetical index of specific subject for its successful operation.

7.2 CHOICE OF FORM FOR A LIBRARY CATALOGUE

The various factors that should be taken into consideration while choosing the type of catalogue for the library are :-

- i. Types and kinds of users, and their document and information needs.
- ii. Library collection, both with reference to range of subjects and their scope and size of the collection.
- iii. Open or closed access.
- iv. Staff
- v. Service
- vi. Finance
- vii. Technical soundness of particular inner form.
- viii. Other environment factors.



UNIT 2 – TYPES OF CATALOGUE ENTRIES

1. Kinds of Entries
2. Data Elements in Different Types of Entries
3. Filing of Entries in Classified and Alphabetical Catalogues

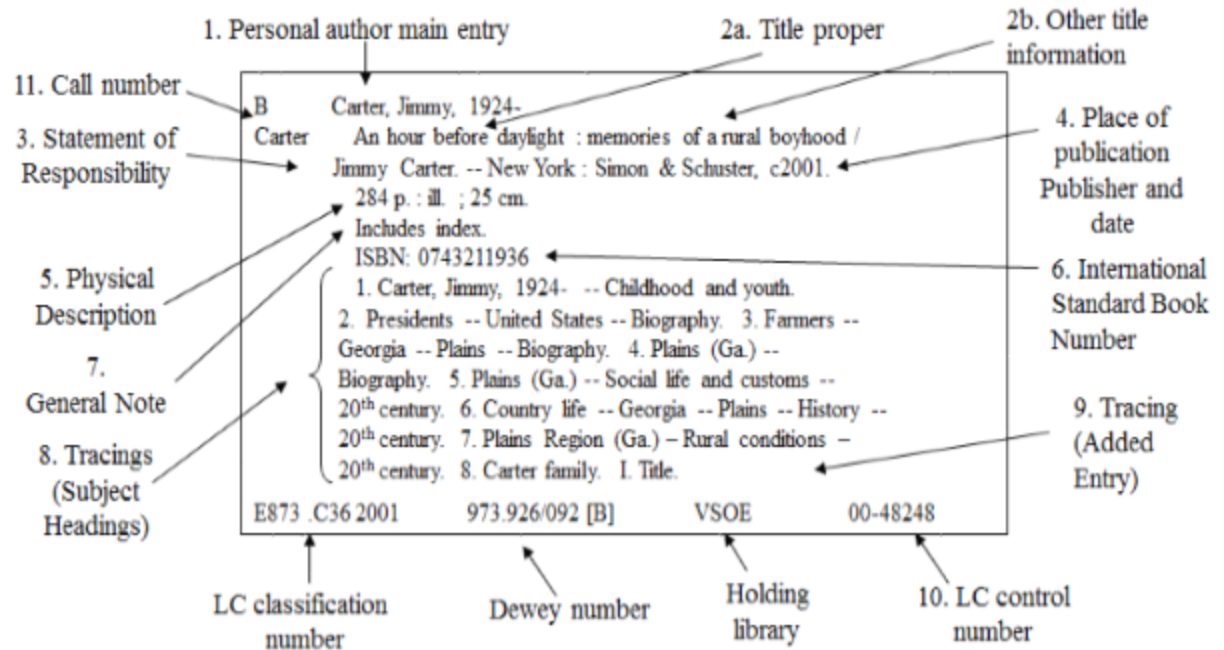
I. KINDS OF ENTRIES

- What is an 'Entry' ?
 - An entry is a record of information for a specific purpose.
 - The amount of information to be provided in an entry depends upon the nature of the entry and its purpose.
- **Catalogue Entry**
 - S.R. Ranganathan defined an entry as 'ultimate unit record in a catalogue or documentation list'.
 - In the case of a library catalogue you are providing information about a document that exists in the library.
- **Need for Catalogue Entries**
 - A library catalogue can just meet any one type of user's approach like author approach, title approach, etc.
 - A library catalogue is a useful search tool for the effective use of library.

I.I ENTRY FORMAT

- A library catalogue card is of a standard size 12.5cm x 7.5cm.
- It may be a white blank card or a card with lines printed on it.

Elements of a Catalog Card



1.2 MAIN ENTRY AND ADDED ENTRIES

- **Main Entry**

- Main Entry is the basic entry.
- It is the entry in which all the essential information useful and relevant for the identification of a document is provided.
- AACR-2 defines a Main Entry as "The complete catalogue record of an item, presented in the form by which the entry is to be uniformly identified and cited".
- Ranganathan in his CCC says that Main Entry is the entry, which gives maximum information about a document. All other entries relating to the document are usually derived from the main entry.



- **Added Entries**

- Added Entries are intended to help the user to find a document when his approach to the document is different from the one that the library has preferred for its Main Entry.
- These entries provide access points other than the main access point.
- AACR-2 gives a simple definition. It says an added entry is "An entry, additional to the main entry, by which an item is represented in a catalogue; a 'secondary entry'".
- Classified Catalogue Code simply states that an added entry is an "Entry other than main entry".

I.3 UNIT CARD SYSTEM

- In 'Unit Card' or 'Unit Record System', the Main Entry and the added entries carry the same information about the document.
- The only difference between them is that each added entry will have the approach element at the top of the entry starting from the second indentation.
- In such cases the Main Entry is known as 'Unit Entry'.

EXAMPLE OF ENTRIES IN UNIT CARD SYSTEM

Book

**WORKING AND
MANAGING IN THE
NEW AGE**

RON GARLAND

**IVY BOOKS – NEW
YORK
1990**

Main Card

Type I Main Entry Card

Call No.	Garland, Ron.	
Acc.No.:		Working and managing in a new age/ by Ron Garland. – New York: IVY Books, 1990. xii, 207p; illus. 18 cm. 1. Management. I. Title.

○

Title Added Entry (Unit Card System)

Call No.		Working and managing in a new age
	Garland, Ron.	
Acc. No.	Ron Garland.	Working and managing in a new age / by Garland. – New York: IVY Books, 1990. xii,207p,illus;18 cm.
		1. Management I Title.

Subject Added Entry (Unit Card System)

Call. No.		MANAGEMENT
	Garland, Ron	
Acc. No.	Ron Garland.	Working and managing in a new age / by Garland. – New York: IVY Books, 1990. xii,207p,illus;18 cm.
		1. Management I.Title.

I.4 CATALOGUE CODES

- When we prepare a catalogue for a library collection, we follow a set of principles and rules to prepare the entries and to arrange and file them. Sets of rules that prescribe the various types of entries, their format and contents are known as catalogue codes.
- Cutter's Rules for a Dictionary Catalogue, which was in its fourth edition at the time of his death in 1903, was the first complete code for a Dictionary Catalogue.
- The Library of Congress was publishing its LC Rules on Printed Cards from 1903 to 1930s.
- Dr. S.R.Ranganathan published his Classified Catalogue Code (CCC) in 1934. The Code went through five editions during his lifetime.
- The **Anglo-American Cataloguing Rules (AACR)** are a national cataloging code first published in 1967. AACR2 stands for the *Anglo-American Cataloguing Rules, Second Edition*. It is published jointly by the American Library Association, the Canadian Library Association, and the Chartered Institute of Library and Information Professionals in the UK.

I.5 KINDS OF ENTRIES

- **Entries in a Dictionary Catalogue**

1. **Main Entries** (under the author or title; if the author is not known; authorship is diffused; or if the item is produced under editorial direction that item will be entered under the heading for the title of the book)
2. **Collaborator Added Entries** (for persons or institutions, or organizations or societies, etc., associated with the creation of the work).
3. **Subject Added Entries** (for the subject or subjects dealt with in the document).
4. **Title Added Entries** (for title of the work and also for alternate title if there is one). Sometimes added entry is also provided for a sub-title of the work if there is a sub-title and it is so distinct that an added entry for it may be helpful.

In addition to these types of entries 'Reference Entries' and 'Analytical Entries' are also provided in a Dictionary Catalogue.



- **Entries in a Classified Catalogue**

1. **Main Entry - Specific Entry** giving maximum information about the whole of a document. All the other entries: specific or general relating to the document, are normally derived from the Main Entry.
2. **Cross Reference Entries - A Cross Reference Entry** enters a document under one or other of the classes other than the dominant focus or class.
3. **Class Index Entries - Class Index Entries** direct the user to the Classified Part of the catalogue where materials on different subjects are arranged in a filiatory sequence with an indication of the relevant Class Number. The Class Index Entries are derived from the Class Number through the 'Chain Procedure' method.
4. **Book Index Entries - Book Index Entries** are specific Added Word Entries provided for a document. These entries are given under the names of authors, editors, translators etc., under the name of series and in certain cases under the title.
5. **Cross Reference Index Entries - The purpose of Cross Reference Index Entry** is to invite the attention of a reader from the term he brings upto the catalogue to its equivalent term or some other term under which he can find his information. This is because the catalogue uses in all Specific Entries only the term found on the title page and its overflow of the document catalogued.

2. DATA ELEMENTS IN DIFFERENT TYPES OF ENTRIES

- Data mean facts given or information provided about a thing or object or person.
- In a library catalogue we provide data about the document.
- Different elements constitute the data about a document, like, information about the authorship of the work, the title, the publisher, the year in which the work is published, the number of volumes the number of pages of the work .
- On the basis of an understanding between the International Federation of Library Associations and Institutions (IFLA) and the committee that revised the Anglo-American Cataloguing Rules, a standard bibliographic description, known as International Standard Bibliographic Description (ISBD) is adopted in AACR-2.
- In Ranganathan's Classified Catalogue Code, the nature of description is different. Ranganathan feels that a catalogue entry need not give information about the place of publication, name of publisher, etc. Similarly, there is no need for physical description of the kind number of pages, illustrations in the work, size of the work, etc.

2.1 DATA ELEMENTS

- The different elements that provide information about the document in the catalogue entry are the data elements.
- A group of data elements arranged in a prescribed order constitutes an area of description.
- The International Standard Bibliographic Description (ISBD) identified the following eight areas for the description of a document:
 - i. Title and statement of responsibility area
 - ii. Edition area
 - iii. Material(or type of publication) specific details area
 - iv. Physical description area
 - v. Series area
 - vi. Note area
 - vii. Standard number and terms of availability area



- **Levels of Description**

- Even though AACR-2 provides for the eight areas of description and for certain elements of information in each area, it is not necessary that every document catalogued should be provided with all the areas of description. Nor is it necessary to provide all the data elements in any area of description.
- AACR-2 specifies three levels of description at Rule 1.0D.

- **First Level of Description:**

For the first level of description the following elements are the minimum. Guidance is to be taken from the General rules 1.1B, 1.1F, 1.2B, 1.3, 1.4D, 1.4F, 1.5B, 1.7 and 1.8B for this purpose.

Title proper/first statement of responsibility, if different from main entry heading in form or number or if there is no main entry heading. - Edition statement. - Material (or type of publication) specific details. - First publisher, etc., date of publication, etc. – Extent of item.- Note(s). - Standard number.

2. Second Level of Description:

For the second level of description the following is the schematic illustration of the minimum elements:

Title proper (general material designation) = parallel title: other title information/first statement of responsibility. - Edition statement/first statement of responsibility relating to the edition.

-Material (or type of publication) specific details. First place of publication, etc.: first publisher, etc., data of publication, etc. Extent of item: other physical details: dimensions. - (title proper of series/statement of responsibility relating to series, ISSN of series: numbering within the series. Title of sub-series, ISSN* of sub-series; numbering within sub-series).

- Note(s). Standard number.

(*ISSN =International Standard Serial Number).

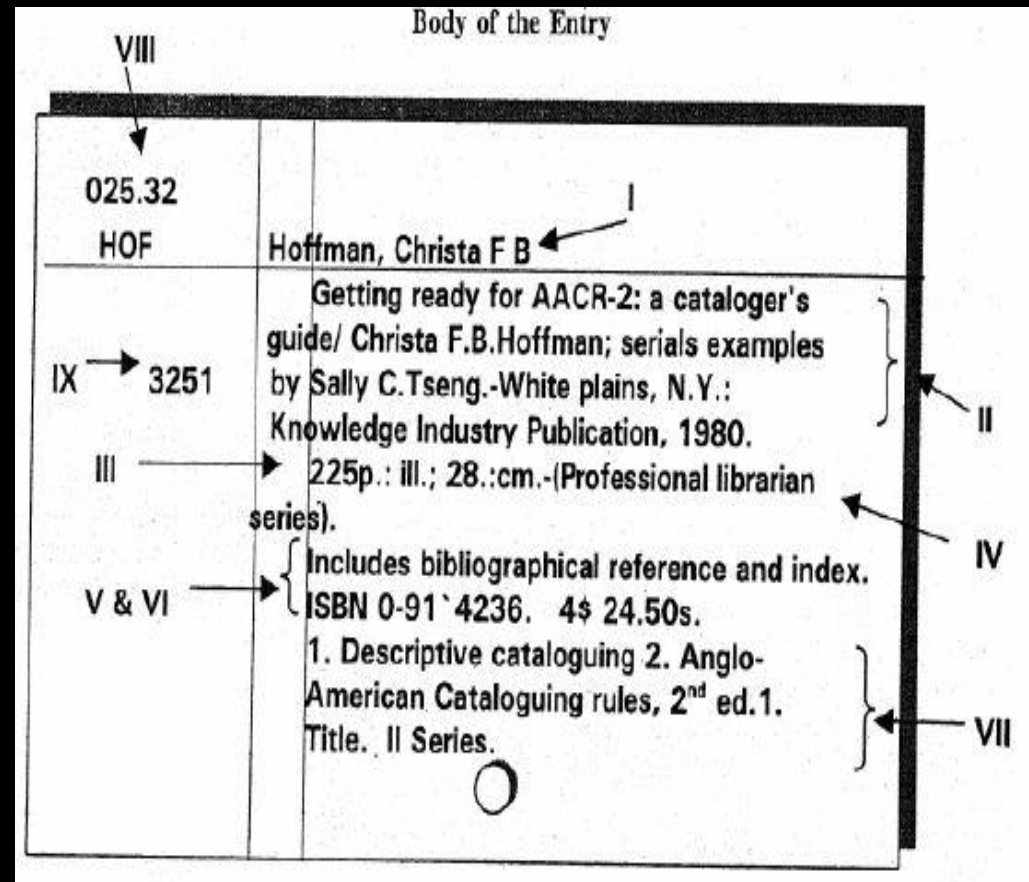
3.Third Level of Description:

In this level of description all elements set out in the rules of AACR-2 which are applicable to the particular item that is being catalogued are to be included.

2.1.1 DATA ELEMENTS IN A DICTIONARY CATALOGUE

- **Parts of a main entry**

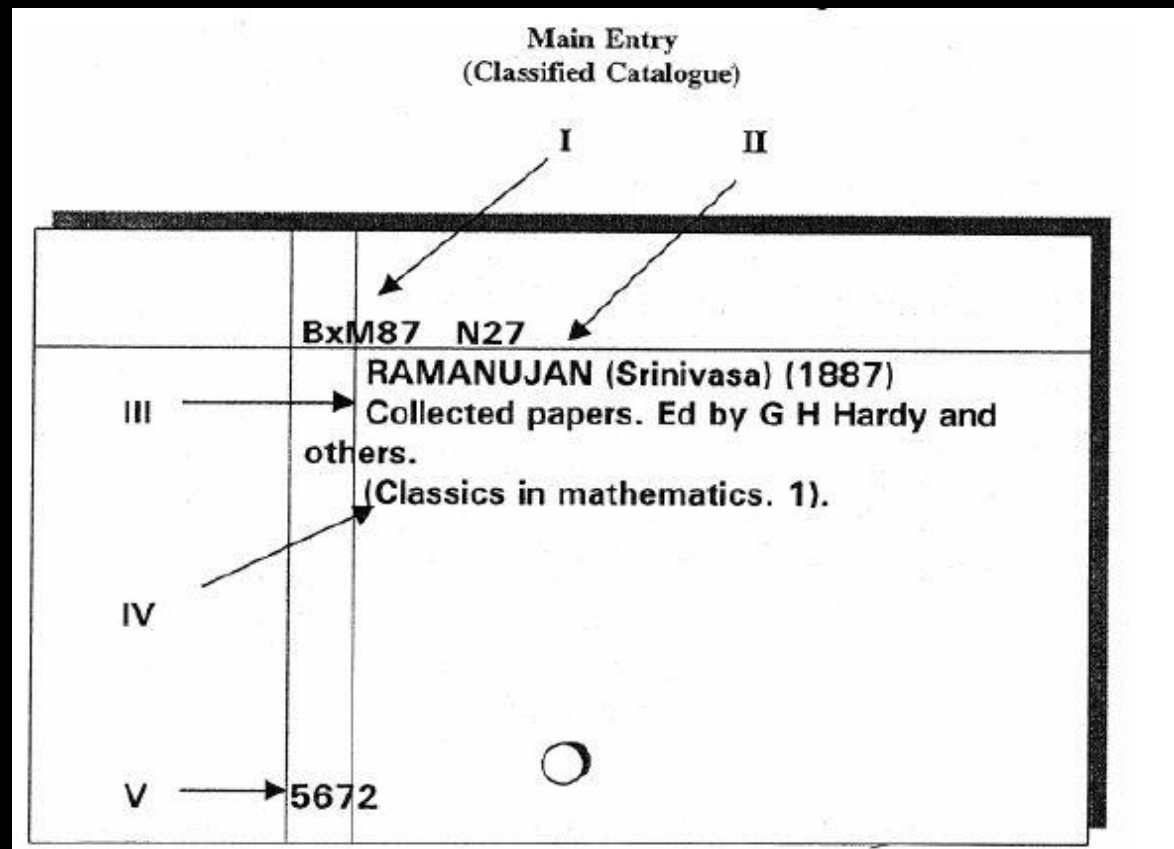
- I. HEADING
- II. BODY OF THE ENTRY (first paragraph).
- III. PHYSICAL DESCRIPTION AREA (second paragraph)
- IV. SERIES AREA, if any (following physical description area as continuation of second paragraph).
- V. NOTE AREA (each note is a separate paragraph). Necessary data that can not be incorporated in the above parts of the record.
- VI. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA (paragraph following last note).
- VII. TRACING (Separate paragraph)
- VIII. CALL NUMBER (formatted in upper left corner of entry or on line following tracing)



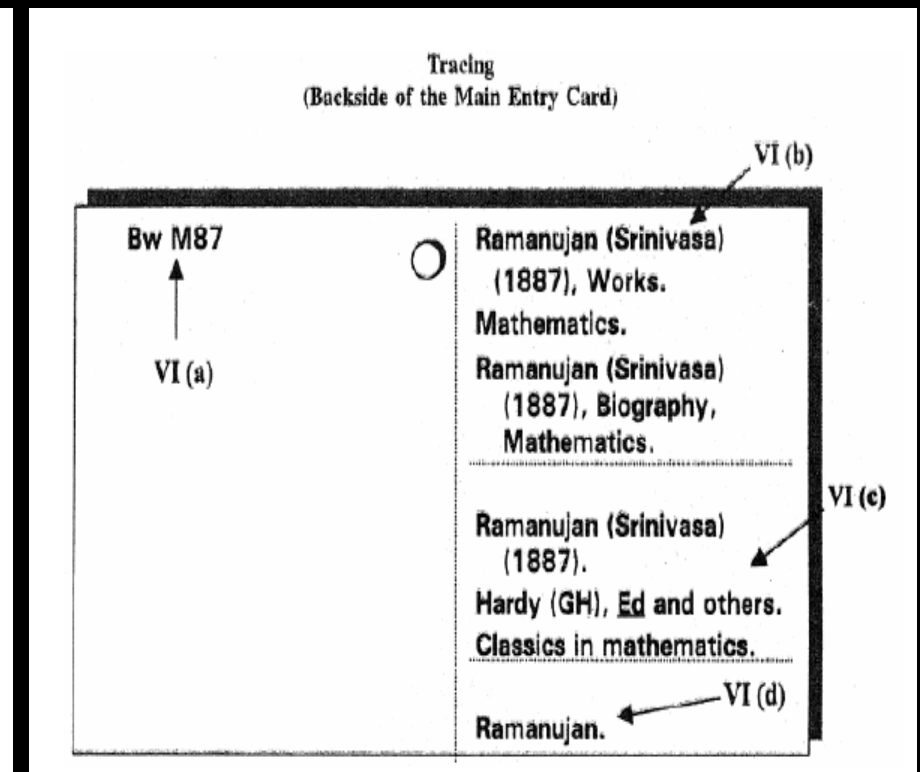
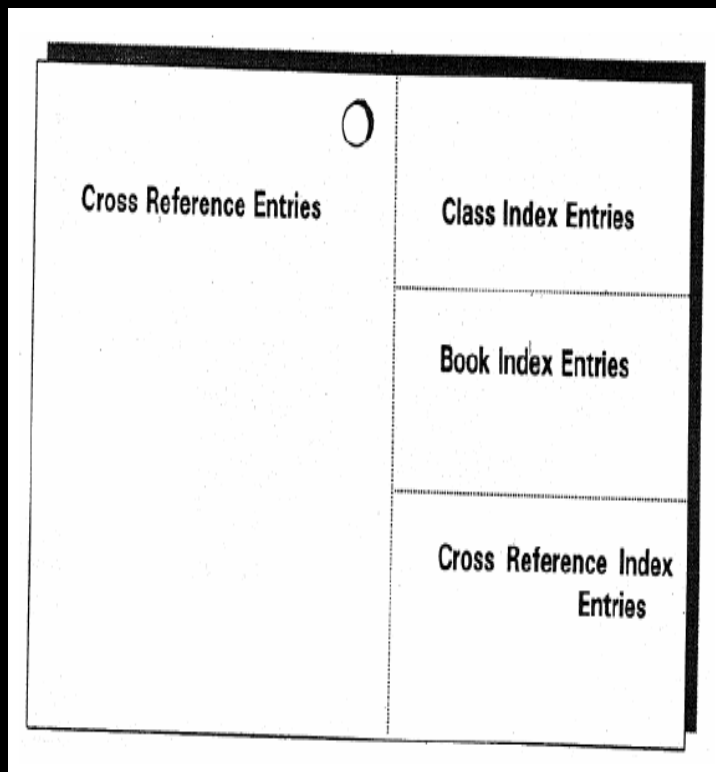
2.1.2 DATA ELEMENTS IN A CLASSIFIED CATALOGUE

Parts of a main entry

- I. Leading Section: occupied by the Call Number
- II. Heading : records authorship or its substitute element
- III. Title Section: gives the title of the work
- IV. Note Section, if any;
- V. Accession Number;and
- VI. Tracing Section. Tracing Section is given on the reverse of Main Entry card.



- Tracing Section is given on the reverse of Main Entry card.
- The space on the reverse is imagined to be divided vertically into two halves first.
- Then the right half is again divided into 3 parts by two imaginary horizontal lines.
- In the left half on the card the Cross Reference Entries that can be given for the document are listed and in the right half Class Index Entries; Book Index Entries and Cross Reference Index Entries are listed.



3. FILING OF ENTRIES IN CLASSIFIED AND ALPHABETICAL CATALOGUES

- **Filing**

- Filing helps to find a place for everything and also helps in bringing order among things.
- Filing serves both the purposes of preservation and ready use of things preserved through a logical approach.
- It saves time in using a collection and also brings together closely related things when filing is done scientifically.

- **Need for Filing of Catalogue Entries**

A good system of filing of entries in a catalogue will

- i. save the time of filing of the people who use it;
- ii. bring together related entries at one place,
- iii. expose the items about which the user may not know till the time of the search; and
- iv. facilitate manipulation and handling of the catalogue with ease, once the logic behind the arrangement is known.

3.1 NATURE OF ENTRIES TO BE FILED

- Catalogue entries are either word entries or notational entries.
- In a dictionary catalogue they are word entries.
- In a classified catalogue there are both word entries and entries under Class Number.
- Further, the shelf-list of a library is generally filed in the sequence in which the books are arranged on the shelves according to their call number.
- Filing of catalogue entries would therefore mean filing entries in a
 - i. Shelf list;
 - ii. Classified Catalogue; and
 - iii. Dictionary Catalogue.
- Filing of word entries is known as 'Alphabetization' and filing of numerical and/or symbol entries is known as classified arrangement.

3.2 HISTORY OF FILING SYSTEMS

Filing systems for catalogue entries evolved over a period of time,

- **Berghoefffer System**

Towards the end of the 19th century Christian W. Berghoefffer introduced this filing system. This system suggests the division of the catalogue into three sections as-a personal section, a geographical section, and a title section.

- **ALA Filing Rules**

The American Library Association published in 1942 the A.L.A. Rules for Filing Catalogue Cards.

- **Library of Congress Filing Rules**

Published in 1980, these rules are more elaborate than the ALA Filing Rules. Emphasis in these rules is on the practical adaptability of the rules for computer processing of the entries.

- **Computer Filing**

The first code to deal specifically with computer filing was published in 1966 by Theodore C. Hines and Jessica L. Harris under the title Computer Filing of Index Bibliographic and Catalogue Records.

- **BLAISE Filing Rules**

Automated information service provided by the British Library is known under acronym BLAISE (British Library Automated Information Service). These rules for computer filing were prepared on the basis of the principles developed by the International Organisation for Standardization (ISO).

- **Ranganathan's Principles**

Classified Catalogue Code Ed. 5 Chapter EG and EH deal with the filing of entries in Classified Part and in Alphabetical Part respectively.

3.3 FILING CLASSIFIED ENTRIES

- Filing of number entries will be easy when a simple scheme of Classification like Dewey Decimal Classification is used. The numerals and their sequential value is quite familiar to us. So the arrangement is simple.

- For example when numbers like 030; 360; 130; 505; 330; 720; etc., are to be arranged we an-arrange them in the sequence

030

130

330

360

505

720

- Similarly, when Class Numbers are based on pure notation using letter of alphabets like ABCD we can conveniently arrange them in a sequential order

AAC

AAH

AAL

ABC

ABG

ABK

ACD

ACM and so

- If both capital letters and small letters are used and in addition both Arabic numerals and Roman numerals are also mixed up, then again some guiding principles of preference and sequence are needed.

3.3.1 Entries in Classified Part of Ranganathan's Classified Catalogue at per CCC

- Ranganathan provided the rules to be followed while arranging entries in the classified part of the Classified Catalogue in Chapter EG of his CCC. Some of these rules are quoted below.
 - EG 1 "The entries in the Classified Part are to be arranged by the Class Numbers in their - respective Leading Sections".
 - EU 21 "Among the entries with the same Class Number in their respective Leading Sections, those with one or more Book Numbers are to have precedence over those without them".
 - EU 22 "Entries with Book Numbers in their respective Leading Sections are to be arranged among themselves by the Book Numbers",
 - EU 24 "Entries with the same Class Numbers as well as Book Numbers in their respective Leading Sections will be a sequence of "Continued" entries and they are to be arranged among themselves its numerical sequence":
 - EC 11 "Etudes with the same Class Numbers and without Book Numbers in their respective Leading Sections are to be arranged by the Book Numbers, if any, in their respective Third Sections".
 - EU 32 "Such of the entries coming under rule 11 of this Chapter as have the same Book Numbers in their respective Third Sections, are to be arranged among themselves by the Class Numbers occurring in their respective Third Sections",

3.3.2 Class Number Arrangement

- Unlike the Class Numbers of Dewey Decimal Classification the Colon Class Numbers have not only Arabic Numerals but also capital letters of the Roman alphabet and also punctuation marks and other symbols.
- So, arrangement of entries according to class numbers in the classified part will be difficult unless the order of precedence is given for the various digits.
- Ranganathan suggested the order of precedence for these digits.
- The Seventh Edition (1987) of Colon Classification provides the following ascending value of digits.

* <- " & ' .:;, - = ab ...Z 12 ...9A ...Z

The following Class Number arrangement illustrates the precedence of Numbers:

B*Z

B <- C

B "a

B

B&C

B 'N65

B.44

B: 36

B; 4

B, 5

B-9N

B=9R

3.3.3 Shelf List Filing

- Shelf list reflects the arrangement of documents in the library. That is to say, the classificatory arrangement of the documents in a library can be seen through the entries in its shelf list. Entries in a Shelf list are, therefore, Class Number and Call Number entries.
- Some examples of filing shelf list entries when Dewey Decimal Classification (DDC) scheme is used, are given below:
- **Example 1: DDC Class Number Order**

001 Knowledge

001,424 Operations research

001.43 Research

001.5 Information and Communication

001.51 Communication Theory

001.534 Perception theory.

001.575 Artificial Intelligence

017 Subject Catalogues

018 Author Catalogues

027 Central Libraries

3.4 FILING ALPHABETICAL ENTRIES

3.4.1 ALA Rules for alphabetical arrangement give a number of clear-cut directions forming a set of guidelines. These relate to:

(a) Letter by letter arrangement

The letters are taken in their sequence irrespective of their word division. For example New York and Newark are arranged in the order

Newark

New York

(b) Word by word arrangement

This form of filing is also called "Nothing before something" method. Each word is taken as a unit in this form of filing. Between word and word there is 'nothing'. That is to say the space that we leave between word and word we treat as nothing. So "something" should follow only after "nothing" is filed.

For the two terms we considered earlier, namely, New York and Newark the filing under this system would be

New York

Newark

The first three letters are common for both. Then by the principle of 'nothing before something' the term New York with 'nothing' immediately after the three letters has to come first.

(c) Initial articles at the beginning of headings

- Initial articles at the beginning of headings, titles, etc.; when taken into consideration may disperse similar and closely related headings in alphabetisation.
- For example:

‘A Manual of Technical Drawing’ will be filed under letter ‘A’ if the initial article is also taken. But if it is omitted or ignored in filing, the same title entry will be filed under the letter ‘M’ and filed by the side of similar manuals. Further, the user may be searching the catalogue under ‘M’ since he may be remembering the title of the book only as ‘Manual of Technical Drawing’ rather than ‘A Manual of Technical Drawing’.
- Filing rules usually prescribe omission of initial articles unless they form an integral part of a proper name heading.

(d) Filing of initials and acronyms

- BLAISE files them as words whether they contain full stops or not. But if the initials are separated by spaces they file as letters.
- ALA Rules and LC file them as words whether they contain full stops or not. But if the initials are separated by spaces they file as letters. ALA Rules and LC file them as letters if they are separated by spaces or marks of punctuation.

3.4.2 Ranganathan's Alphabetisation Principles • Gestalt Alphabetisation

- For the alphabetical part of the classified catalogue according to CCC, Ranganathan has provided the Rules in Chapter EH.

- Rule EH 70 says:

"The following ascending scale of ordinal values is to be borne in mind in arranging the entries in the Alphabetical Part:

1. Section Space;
2. Full stop;
3. Comma;
4. Numerals in their natural sequence;
5. Bracket;
6. Words in Roman;
7. Words in italics or underlined words;
8. The word "and", or its substitution semicolon;and
9. Etc.

- In Gestalt alphabetization ordinal values are given to "Word Space", "Sentence Space" and "Paragraph Space". Different ordinal values are also given to "Capital Letters", "Small letters" and "Letters in Italics".

- Ranganathan was following the Gestalt Alphabetisation to a severe degree in the earlier editions of CCC up to the 3rd edition published in 1951.

- In the fourth edition of CCC, he preferred All-through alphabetisation, which is the other extreme of Gestalt alphabetisation.

- But in the 5th edition he preferred midway position. For this purpose the code itself provided the Rules on the style of writing in Chapter ED and they are so coordinated with the Rules in Chapter EH to implement the midway position.



UNIT 3 – CHOICE AND RENDERING OF HEADINGS

1. Personal Authors : Western and Indic Names
2. Corporate Authors
3. Pseudonyms, Anonymous Works and Uniform Titles
4. Non- Print Resources

I. PERSONAL AUTHORS : WESTERN AND INDIC NAMES

- Author Catalogue
 - A cataloguer presumes that generally, a library user has three ways of approaching the collection - author, title, or subject.
 - Of the three approaches, author approach is most common. There are several reasons for it.
 - i. the author's name is an easily identifiable element, as it is very clearly stated on the title page of a book.
 - ii. an author is "the person chiefly responsible for the creation of the intellectual or artistic content of a work" (AACR-2). This gives rise to the concept of intellectual responsibility coming down to use from the historical tradition of scholarship.



- Authorship

- In cataloguing, it is not only the principle of intellectual responsibility that operates but one is required to go beyond it. The term `author' is taken in a much broader sense by a cataloguer.
- For a cataloguer, author is not just a person who writes a book, but also one who is otherwise responsible for the creation of the intellectual or artistic content of a book/work.
- This explains the existence of entries such as editors, commentators, compilers and translators under `authors'.
- Authorship can be of the following types:
 - i. single,
 - ii. shared responsibility and
 - iii. works produced by compilation or under editorial direction.



- **Choice of Heading**

- In cataloguing, a heading is a name (in an author catalogue) or a term (in a subject catalogue) appearing at the head of an entry and may consist of one or more words or phrases. For a catalogue user, a heading acts as an access point to a source of information or bibliographical item.
- In an author catalogue, therefore, all headings will be in the form of names of personal authors.
- A cataloguer preparing an author catalogue chooses the author's name as it appears on the title page of a book. Thus, the author's name is the natural choice of a heading in an -author catalogue.

- **Form of Heading**

- Having made the choice of a heading which, in the context of this topic, is the personal name, the next step involved in author cataloguing is to render it in such a way as to conform to the customary usage of the linguistic community to which the author belongs.
- Personal names consist of several parts and one of these is selected to form the entry element in a heading. The part of the name that initiates the heading is called entry element. It is the cataloguer's responsibility to choose the appropriate part of the name to start the heading of an entry.

I.1 RULES FOR CHOICE OF HEADING

I.1.1 AACR-2R

In AACR-2R following basic rules talk about choice of name in case of personal authors:-

- i. The name by which an author is commonly known should be chosen 'as the basis of the heading'. This is determined from the chief sources of information of works by that person. Bibliographies and biographical dictionaries like Books in Print and Who's Who of Indian Writers are obviously such chief sources of information of works. For example, Homer, Kalidasa, George Bernard Shaw, R.K. Narayan.
- ii. Title of nobility or honour, or words or phrases that commonly appear in association with the name are included in the name chosen. For example, Duke of Marlborough, Sir John Suckling, Munshi Premchand, Acharya Rajnish.
- iii. Accents and diacritical marks and hypens in the name are to be retained. For example, John Le Carre, Charlotte Bronte, Winifried Gerin, Ange-Pierre Leca

1.1.2 CCC

- Classified Catalogue Code lays down general principles about the choice of personal names as the basis of the heading.
- These principles are embodied in the Canons (general laws governing the treatment of a subject) formulated in the Code.
- For example, CCC states that "the safest course to determine the choice of the heading is to rely on the Canon of Ascertainability." 'Canon of Ascertainability' states that the information found in the title page and its overflow pages of a document should be the guide for a cataloguer.
- Rule FC31 is a basic rule. According to it, "Person as author, the responsibility for the thought and the expression constituting the work resting solely on his private capacity and not on the capacity body, nor on the capacity of that body".
- By and large there is no difference between AACR and CCC with regard to the choice of personal names as the basis of the heading.

I.2 RULES FOR FORM OF HEADING

I.2.1 AACR-2R

- AACR-2R prescribes rules for determining the entry element of Western and Indic names and rendering the full heading.
- We can separate these relevant rules into three groups, viz.,
 - i. general,
 - ii. those relating to Western names and
 - iii. those concerning Indic names.

(i) General Rules

- If a person's name consists of several parts, select as the entry element that part of the name under which the person would normally be listed in authoritative alphabetic lists in his or her language or country. Thus:
 - from William Butler Yeats to Yeats, William Butler
 - from Manohar Malgonkar to Malgonkar, Manohar

In all these cases, the names are entered under the surname, e.g., Yeats and Malgonkar

- In several Indian languages, however, authors are known by their forenames. Again, forename may be the first element in the name as is often the case in North Indian (Indo-Aryan) names or the last as in the South Indian (Dravidian) names.
- If the entry element is the first element of the name, enter the name in direct order.
 - Krishna Chandra (Hindi)

Note that there is no need to put a comma in between Krishna and Chandra when you are writing the name in its direct order.

- Tanguturi Prakasam (Telugu)

If the entry element is not the first element of the name, transpose the elements preceding the entry element.

Prakasam, Tanguturi

(ii) Western Names

1. English names consist of forename (s) and a surname, and as such, the surname is the entry element.

W. Somereset Maugham to Maugham, W. Somereset

2. There are surnames with separately written prefixes such as De, Le, Du and De la. All such names are entered under the prefix.

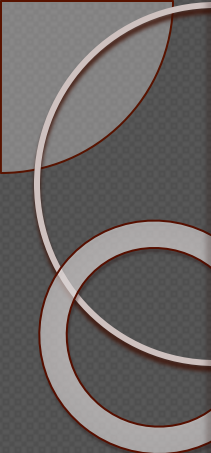
Thomas De Quincy to De Quincy, Thomas

3. Compound surnames, with or without a hyphen, are entered under the first element of the compound.

Cecil Day – Lewis to Day – Lewis, Cecil

4. The rule for the names with titles of nobility reads as follows: Enter under the proper name in a title of nobility, if the person is commonly known by that title. Follow the proper name in the title by the personal name in direct order and the term of rank.

Lord Byron to Byron, George Gordon, Baron



If an author is more commonly known by his title, the entry is made under the last part of the title.

Duke of Wellington to Wellington, Arthur Wellesley, Duke of

However, if an author is not commonly associated with his title, his surname becomes the entry element.

Disraeli, Benjamin, Earl of Beaconsfield

5. British titles of honour, Sir, Dame and Lady, are added, if they commonly appear with the names of authors in their works.

Sir John Suckling to Suckling, Sir John

Note these titles of honour precede the forename.

6. If the territorial designation (place) is an integral part of the title, include it. Russell of Liverpool, Edward Frederick Langley Russell, Baron.

(territorial designation + full name in direct order + term).

(iii) Indic Names

- **Early Indic Names** (before the middle of the nineteenth century)
 1. Enter an Indic name borne by a person under the first word of the personal name, ignoring honorifics and religious terms of address that may precede it (Sri,Shri,Swami,Acharya, Muni, Bhikku, etc.)

Kalidasa

2. Enter an ancient or medieval Sanskrit author under the Sanskrit form of the name and refer from any significantly different form.

Aryabhata *not* Arya Bhata

3. A title is included as an integral part of the name, if it appears with the name in reference sources.

Narain Swami

4. Enter the name of a Buddhist author of a Pali text under the Pali form of the name. Refer from a significantly different form.

Dhammakitti *not* Dharmakirti

- **Modern Indic Names (from the mid-nineteenth century)**

- It is more convenient to treat modern Indic names language wise.

1. Assamese, Bengali, Gujrati, Sindhi names consist of forename (s) and surname. Assamese, Bengali and Oriya forenames have the appearance of compound names. Gujrati, Marathi and Sindhi names consist of a given name, father's name and surname.

Assamese : Birinchi Kumar Barua *to* Barua, Birinchi Kumar

Bengali : Romesh Chunder Dutt *to* Dutt, Romesh Chunder

Oriya : Bhanja Kishore patnaik *to* patnaik, Bhanja Kishore and

Gujrati : Govindbhai Sukhabhai patel *to* Patel, Govindbhai
Sukhabhai

Marathi : Gopal Krishna Gokhale *to* Gokhale, Gopal Kirshna

Sindhi : Jethanand Bhagwandas Lalwani *to* Lalwani, Jerthanad
Bhagwandas

2. Kashmiri Hindu names consist of forename and surname and are entered under the surname of an author.

Jayalal Kaul *to* Kaul, Jayalal

3. Kannada, Malayalam, Tamil and Telugu names are entered under the given name (forename like Ramachandran). Given names in these languages are usually preceded by a place name and occasionally by the father's given name and may be followed by a caste name.

(i) Place name and given name: transposed (for Telugu names it is better to refer it as Surname(house name) and given name: transposed)

Vavilala Gopala Krishnaiah to Gopala Krishnaiah, Vavilala

(ii) Place name, father's name and given name: transposed

Shiyali Ramamrita Ranganathan to Ranganathan, Shiyali Ramamrita.

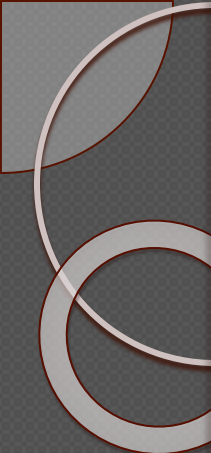
(iii) Place name, given name and caste name: under the given name followed by the caste name.

Chettur Sankaran Nair to Sankaran Nair, C.

(iv) Place name, father's name, given name and caste name: under the given name followed by the caste name

Chetpet Pattabhirama Ramaswamy Ayyar, C.P.

Usually place names and father's name are initialed
Ranganathan, S.R.



4. Punjab/Sikh names: Enter a Punjabi or Sikh name under the first or given name.

Trilok Singh

Occasionally these names contain a surname or name that appears, and is used, as a surname. In all such cases, enter it under that name e.g.,

Bedi, Rajinder Singh

5. In North India, names occasionally consist of only given names, like,

Bhuvan Prakash

These are entered in direct order.

Many Hindi personal names, however, contain a surname or proper name that is used as such. All such names are entered under the surname.

Agarwal, Chandra Prakash

6. Enter a modern person of religious vocation (Hindu, Buddhist or Jain) under the religious name and add the religious title.

Chinmayananda, Swami

1.1.2 CCC

- As in the earlier case (Choice of Entry), there are no articulated rules in Classified Catalogue Code for rendering a heading.
- But tables have been provided in this Code (CCC) in parts H and J, for different categories of names to give the directions to a cataloguer.
- CCC also discusses compound surnames in Indic languages not discussed in AACR-2. These compound surnames are either hyphenated or left split into two. All such compound surnames are entered under the first part of the compound
 - Bengali:DAS GUPTA (Samaresh).
 - Kannada:MOKASHI-PUNEKAR (Shankar R).

1.1.3 Other Indic Names: Muslim Names

- The structure of Muslim names varies and usage is very fluid.
- Muslim names variously consist of simple personal names; compounds connected by -ud, -ur, -us, -uz and -al; and both occasionally with caste names and honorific.
- The order of elements also varies.
- In the following cases, the last part of the name is the entry element.
 - i. CHAUDHRI (Anwarul Haque).
 - ii. KHAN (Abdur Rahim).
 - iii. MUSTAFA, (A T M).
- Compound names joined by a hyphen are entered under the first part.
 - i. SHAMUS-UD-DUHA. (A H Motel).
- Names composed of two given names are entered under the first name.
 - i. MUHAMMAD HUSAIN

I.1.4 Christian Names from Goa

- Christian names in Goa are Portuguese in origin.
- However, unlike in Portuguese, the surnames with a prefix are entered under the prefix.
 - i. D' CUNHA, (Stany).
 - ii. DE SOUZA (Robert).

2. CORPORATE AUTHORS

- The AACR-2R defines corporate body as an organisation or a group of persons that is identified by a particular name and that acts, or may act, as an entity.
- The AACR-2R lists associations, institutions, business firms, non-profit enterprises, governments, government agencies, projects and programmes, religious bodies and conferences as typical examples of corporate bodies.
- A corporate body is chosen as author for the following categories of Works:
 - a) All works of an administrative nature dealing with the corporate body itself
its policies, procedures and/or operations;
Its finances;
its staff; and
its resources like catalogues, inventories and directories.
 - b) Legal and governmental works like laws; decrees having the force of law; treaties; court decisions; and legislative hearings.
 - c) Works recording the collective thought of the corporate body, e.g., reports of commissions and committees and official statements of position on external policies.
 - d) Works reporting the collective activity of a conference; e.g., proceedings, collected papers, etc., of an expedition, e.g., exploration, investigation, etc.; or of an event, e.g., exhibition, fair, festival, etc.



- **Shared Responsibility**

1. A work which is the result of the responsibility shared by two or more corporate bodies should be entered under the body for which principal responsibility is attributed by the wording or the layout of the chief source of information.
2. If the principal responsibility is attributed to two or three bodies the entry shall be under the first named.
3. If in such a shared responsibility between two or three corporate bodies the responsibility is not attributed to any one of them, the entry shall be under the first named.
4. If the responsibility is shared among more than three corporate bodies and the responsibility is not attributed to any one, two or three, enter under the title.
5. These rules for shared responsibility are also, applicable to persons sharing responsibility for a work.
6. A work of a subordinate unit of a corporate body is entered under the subordinate unit, if its name is prominently stated in the work.

2.1 FORM OF HEADING IN AACR-2R

2.1.1 Governments and Government Agencies

- A government is entered under its conventional name, unless the official name is in common use.
- The conventional name of a government is the geographic name of the area (country, state, county, municipality, etc.) over which the government exercises jurisdiction (political and administrative authority).

Conventional

India

United States

Official

Republic of India

Unites States of America

Government bodies or agencies entered subordinately

The next rule concerns government bodies or agencies that are entered subordinately, meaning, under the name of the government creating it. The AACR-2R lists eleven types of such bodies.

1. An agency with a name containing a term such as department, division, section, branch, etc., which implies subordination, is entered under the name of the government of which it is a part.

India. Department of Atomic Energy

Agencies subordinate to bodies such as the above are entered directly under the name of the government and not under the departments to which they are attached.

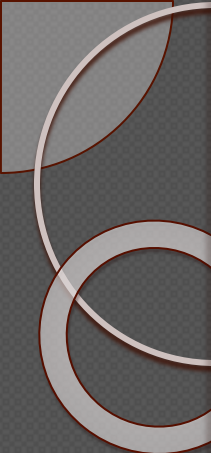
Direct Sub-headings

India. Nuclear Power Board

not India. Department of Atomic Energy. Nuclear Power Board

2. An agency with a name containing a word that implies administrative subordination, e.g. committee or commission, is entered under the name of the government creating it. The name of the government is necessary for identification of the agency.

India. Atomic Energy Commission



3. An agency with a name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered sub-division of the government or of one of its agencies entered subordinately.

United States. Public Health Service. Region XI (Name: Region XI)

4. An agency with a name that does not convey the idea of a corporate body and does not contain the name of the government.

Canada. Ocean and Aquatic Sciences
(Name: Ocean and Aquatic Sciences)

5. An agency that is a ministry or similar executive agency is entered under the government of which it is a part.

India. Ministry of Human Resource Development

6. When a legislature has more than one chamber, enter each as a sub-heading of the heading for the legislature.

India. Parliament. Rajya Sabha

7. Courts are entered under their jurisdiction.

India. Supreme Court

Bombay. High Court

Maharashtra. Sessions Court (Pune)

8. Armed forces. A service of the armed forces of a government is entered as a direct sub-heading of the name of the government.

India. Air Force

9. Chiefs of states and heads of governments are entered under the heading for the area of their jurisdiction;

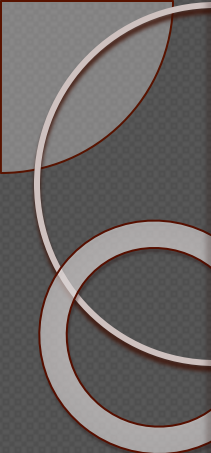
India. President

Bihar. Governor

For a head of state (sovereign, president, governor or other head of state) the sub-heading consists of the title of the office, the inclusive years (the beginning and the end of office) of region or office and the name of the person in a brief form.

India. President (1950-1962: Rajendra Prasad)

Maharashtra. Governor (1986-1987: S.D.Sharma)



10. Embassies and Consulates; The order of elements in the heading for an embassy or consulate the name of the country represented, (2) the term embassy or consulate, and (3) the name of the country or city where located.

India. High Commission (United Kingdom)

India. Embassy (France)

11. Delegations to international and intergovernmental bodies. These are entered, as sub-headings of the headings for the countries represented.

India. Delegation to the United Nations.

Inter - governmental Corporate Bodies

1. The name of an international intergovernmental body should be entered in the English form, if given on the items issued by it. Thus,

European Economic Community

not Communauté Economique Européenne

2. If variant forms of the name of an inter-governmental body appear in the chief sources of information, use the predominant form. If there is no predominant form, use a brief form.

UNESCO

not United Nations Educational, Scientific and Cultural Organisation.

2.1.2. Societies

Societies include, besides those commonly so named, such bodies as political parties, firms and associations.

1. The basic rule in the case of societies is to enter them directly under the name, omitting an article and a term indicating incorporation, if any.

American Ethnological Society

(Without inc.)

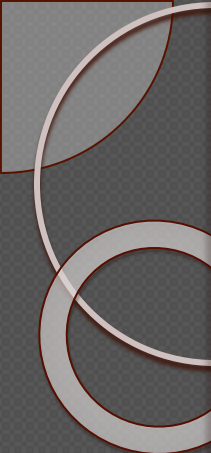
American Philosophical Society

Library Association

(Without The)

2. A term of incorporation is not omitted when it is an integral part of the name and is needed to make it clear that the name is that of a corporate body:

Larsen Toubro Limited



3. If the name of a society consists of initials, omit or include full stops according to the predominant usage of the body:

Aslib

4. If the name of a society appears in different languages, use the form in the official language of the body;

Society Historique Franco-Americaine

not Franco-American Historical Society

5. If there is more than one official language and one of these is English, use the English form.

United Nations.

not Nations Unies

6. Political parties are entered directly under their official names with the name of the country added, if necessary.

Labour Party (Great Britain)

but Indian National Congress

Subordinate Bodies of Societies:

1. Societies may have subordinate bodies under them. These subordinate bodies are entered as sub-headings of the societies.

International Federation of Library Associations and Institutions.
Section on Cataloguing.

2. A subordinate body may have a subordinate unit under it. For identification of this unit, it is necessary to add the name of the subordinate body between the name of the society and the name of the unit.

American Library Association. Cataloguing and Classification
Section. Policy and Research Committee.

2.1.3 Institutions

1. AACR-2R does not make a distinction between societies and institutions. Therefore, the basic rule for societies applies to institutions as well. Institutions are entered directly under their official name:

University of Oxford

Yale University

University of Delhi

2. There are institutions with more than one campus. Add the name of the campus after the name of the institution to distinguish it from another.

University of Delhi (South Campus)

3. Similarly, to distinguish institutions of the same name located at different places, add the name of the place:

Indian Institute of Technology (Powai)

Subordinate Bodies under Institutions:

1. A subordinate body is entered as a sub-heading, if it is a department, college or school.

Stanford University. Department of Civil Engineering

2. When the name of a subordinate body includes the entire name of the institution, the subordinate body is entered as a sub-heading of the institution:

University of Southampton. Mathematical Society

Name: Mathematical Society of the University of Southampton.

3. However, a subordinate body is entered directly under its own name when it is commonly so identified;

Harvard Law School.

Refer from Harvard University. Law School

2.1.3 Conferences, Congresses, Meetings, etc.

1. Since conferences etc. are regarded as corporate bodies, they are entered directly under the name by which they are predominantly identified.

World Methodist Conference

2. When the name of an international conference is firmly established in an English form in English language usage, use this English form for entering it.

Casablanca Conference

3. Omit from the name of a conference, words that denote its number, frequency or year of convocation.

Conference on Coordination of Galactic Research

not Second Conference on Coordination of Galactic Research

4. Add to the name of a conference the number, the year and the place in which it was held, if it was in a series of meetings.

International Marketing Congress (14th: 1987: New Delhi)

5. If it was a single meeting, add only the year of meeting:

Conference on Library Services (1965)



6. Add the name of the place or institution:

Conference on Machinability (1965: London)

7. Do not add the name of the place, if the heading is for a series of conferences;

Hybrid Corn Industry Research Conference

8. If the place is part of the name of the conference, do not repeat and add it to the heading again.

Paris Symposium on Radio Astronomy (1958)

9. If the sessions of a conference were held in two places, add both:

World Peace Congress (1st: 1949: Paris and Prague)

If the sessions of a conference were held in three or more places, add the first named place followed by etc.

International Geological Congress (15th: 1929: Pretoria, etc)

10. Conferences of Political parties are entered under the name of the party:

Labour Party (Great Britain) Conference (72nd: 1972: Blackpool)

2.2 FORM OF HEADING IN CCC

- According to Classified Catalogue Code, a work is of corporate authorship, if
 - i. it indicates somewhere in itself the name of a corporate body,
 - ii. there is internal evidence of corporate authorship, (iii) the title page mentions the name of a corporate body and
 - iii. the content is of deliberative, legislative, directive, judicial, administrative or routine character.
- Governments and government organs (agencies, according to AACR-2R), institutions and their affiliates, and delegations to conferences are viewed as corporate bodies by CCC.

2.2.1 Governments and Government Agencies

1. The name of a government is the geographic name of an area over which that government exercises jurisdiction.

INDIA

INDONESIA

2. The CCC does not make any distinction between official and conventional names of governments. It only uses one of the known forms:

UNITED STATES OF AMERICA

not UNITED STATES

GREAT BRITAIN

not UNITED KINGDOM.

2.2.1.1 Executive Bodies

3. An administrative department or ministry of a government is entered as a sub-heading of the heading for the government. Further, the sub-heading for an organ is inverted to start with the 'word denoting the sphere of work.

INDIA, EDUCATION (Department of -)

INDIA, FINANCE (Ministry of -).

UNITED STATES OF AMERICA. COMMERCE (Office of-)

4. If a department of a government has several area offices, or functional divisions, each of these is indicated by adding an appropriate differentiating term. Thus:

INDIA, ARCHAEOLOGY (Department of -) (Northern Circle)

5. An organ of a government may have a subordinate body under it and if its name is not unique, it is necessary to add the name of an immediate superior agency between the name of this body and the heading for the government.

UNITED STATES OF AMERICA, TREASURY (Department),

6. An Ad hoc committee or commission appointed by a government is entered under the name of the government followed by the name of the committee/commission, the date and the name of the chairman.

INDIA, TAXATION ENQUIRY (Commission)(1953)(Chairman: John Mathai)

- **Heads of States**

7. The order of elements for heads of states is: the name of the state, the title of office and the name of the incumbent, e.g.

INDIA, PRESIDENT (Zail Singh).

GREAT BRITAIN, CROWN (Elizabeth II).

- **Embassies, Consulates, etc**

8. The order of elements in a heading for embassies, consulates etc is the country represented, the name of office and the place:

GREAT BRITAIN, HIGH COMMISSIONER (New Delhi).

GREAT BRITAIN, CONSUL-GENERAL (Cairo).

2.2.1.2 Legislative Bodies

9. A legislative body is entered as a direct sub-heading of the heading for the government.

INDIA, LOK SABHA.

GREAT BRITAIN, HOUSE OF COMMONS.

UNITED STATES OF AMERICA, SENATE.

10. Similarly, joint committees appointed by a legislature having two houses are entered under a compound sub-heading, unlike in AACR

INDIA, LOK SABHA and RAJYA SABHA, PUBLIC ACCOUNTS
(Committee)

but INDIA, LOK SABHA, ESTIMATES (Committee).

2.2.1.3 Judiciary

11. Courts are entered directly as sub-headings under the name of the government;

GREAT BRITAIN, COURT OF APPEAL

INDIA, SUPREME COURT.

TAMIL NADU, HIGH COURT

12. If two or more courts of the same government have similar names, they are differentiated by adding a jurisdictional term. Thus,

TAMIL NADU, DISTRICT COURT (Coimbatore)

TAMIL NADU, DISTRICT COURT (Salem)

MAHARASTRA, HIGH COURT

MAHARASTRA, HIGH COURT (Nagpur Bench)

2.2.2 Institutions Including Societies

Classified Catalogue Code puts societies, academic and religious bodies under a generic term institutions.

1. Enter them directly under their names, omitting articles and honorifics. Thus:

ANDHRA UNIVERSITY
ASIATIC SOCIETY OF BENGAL
BODLEIAN LIBRARY
CHURCH OF ENGLAND

2. In rendering the name of an institution, beginning with a numeral, the numeral is to be spelt out.

TWENTY EIGHTH JANUARY 1948 MEMORIAL SOCIETY
not 28 JANUARY 1948 MEMORIAL SOCIETY.

3. When it is not possible to identify a specific institution because of its very general name, add location:

LABOUR PARTY (Canada)
LABOUR PARTY (Great Britain)

4. If the name of a place is an integral part of the name of the institution, add the year of foundation to distinguish it from another institution of the same name:

CINCINNATI MEDICAL SOCIETY (1819)
CINCINNATI MEDICAL SOCIETY (1837).

2.2.3 Conferences, Congresses, etc.

1. Conferences, congresses, meetings, etc., are matterd directly under the name by which they are known. The place and the year of a conference are to be added when the conference is not held periodically .

CONFERENCE OF ORIENTALISTS (Shimla) (1911)

INTERNATIONAL PEACE CONFERENCE (The Hague) (1899)

2. A periodical conference is catalogued according to the rules for periodical publications in which case the place and the year are omitted from the heading.

3. The name of the place of a diplomatic conference is prefixed to the name of the conference, if it is not already in its name. The year is added at the end of the heading:

GENEVA SUMMIT CONFERENCE (1956)



3. PSEUDONYMOUS AND ANONYMOUS WORKS AND UNIFORM TITLES

3.1 PSEUDONYMOUS WORKS

- Pseudonym, according to AACR-2R is a name assumed by an author to conceal or obscure his or her identity.
- Pseudonymous works exist in all literatures of the world.
- AACR-2R identifies four basic kinds of pseudonymous works. A cataloguer is, thus, likely to come across:
 - i. works of a person known predominantly by a single pseudonym;
 - ii. works of a person using two or more pseudonyms;
 - iii. works of a person intermittently using his real name as well as a pseudonym; and
 - iv. works of two or more persons jointly using a single pseudonym.

3.1.1 Treatment in AACR-2R

i) Works of a person known predominantly by a single pseudonym :

- If all works by a person appear under one pseudonym, or if the person is predominantly identified in reference sources by one pseudonym, **choose the pseudonym for heading.**
- If necessary, make a reference from the real name to the pseudonym.

e.g. The famous author Mark Twain is known predominantly by his pseudonym and not his real name. Hence, entry for his works will be made with his pseudonym as the heading.

Mark Twain (Pseudonym) - Twain, Mark
not Samuel Langhorn Clemens (Real Name)

Reference for the above heading from real name to Pseudonym (heading)

Clemens, Samuel Langhorn
see Twain, Mark

ii) Works of a person using two or more pseudonyms :

- If the works of a person appear under several pseudonyms, **choose the one by which the person has come to be identified predominantly** in later editions of his or her works, in critical works, or in reference sources, in that order.
- Make references from the other names.

e.g. The author William Warner Bishop has written under two pseudonyms - Emmett Holt and Edward Elleyn. But in the modern editions of his works and reference sources, he is identified predominantly by the real name. Hence, the heading for the main entry will be in his real name and not pseudonym.

Bishop, William Warner

not Holt, Emmett

not Elleyn, Edward

Reference from pseudonym to real name will be given for both pseudonyms.

Holt, Emmett

see Bishop, William Warner

Elleyn, Edward

see Bishop, William Warner

(iii) Works of a person intermittently using his real name as well as a pseudonym

- If a person is intermittently using his or her real name and one or more pseudonym and is not known predominantly by one name, **choose for each item the name appearing in it.**
- Make references to connect the names.

e.g. John Creasey has used different names in different editions of the same work and also more than one name in the same edition. In such a case, therefore, the name appearing in an item should be chosen as the basis of heading. Further, as prescribed by the rule, all names have to be connected using 'see also' references, e.g.

Creasey, John

see *also* Ashe, Gordon

Halliday, Michael Marris, J.J.

Morton Anthony

York, Jeremy

(iv) Works of two or more persons jointly using a single pseudonym

- If two or more persons collaborate and use a single pseudonym, use the pseudonym as the heading for the works produced by their collaboration.
- Refer to the pseudonym from their names.
- Refer also from the pseudonym to the headings under their names, if the latter already exist in the catalogue.

e.g. T.W.O is likewise the joint pseudonym of Virginia C. Young and Mary C.Hungerford. The entry should, therefore, be under the initials T.W.O. with references to it from Young and Hungerford:

Young, Virginia C.
see T.W.O

Hungerford, Mary C.
see T.W.O

3.1.2 Treatment in CCC

1. When the title page of an item bears only a pseudonym, the item should be entered under the pseudonym, e.g.,

TWAIN(Mark), Pseud.

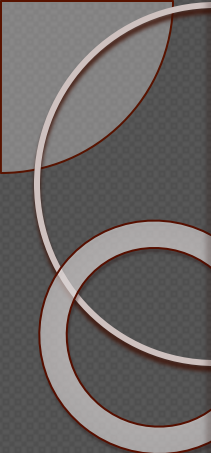
2. If the real name of an author also appears on the title page along with his pseudonym, it is to be added in direct order. Thus:

TWAIN(Mark), Pseud (i.e. Samuel Langhorne Clemens).

Conversely, if a pseudonym appears subordinately after the real name, the pseudonym becomes the sub-heading of the heading:

SHARMA (Omprakash), (i.e. Prakash, Pseud)

3. If the second name (either real or pseudonym) is taken from outside sources other than title page and its overflow pages it should be added to the heading within square brackets "[]"



4. When a pseudonym represents two joint authors, the names of both the authors, if known, are to be added to the pseudonym in direct order. For example

TWO BROTHERS, Pseud. (i.e. Alfred Tennyson and Charles Tennyson).

5. If there are two or more pseudonyms of an author occurring in a work, they are treated as a joint pseudonym and the work is entered under the joint pseudonym as in the following case:

Jayne Ann Krentz and Amanda Quick, Pseud. (i.e. Jayne Castle).

6. If a pseudonym does not have the appearance a personal name, it is entered in direct order, e.g.

AN AMERICAN

7. If a pseudonym is the entry element in a heading, refer to it from the real name and vice versa:

CLEMENS (Samuel Langhorne).

See

TWAIN (Mark)

3.2 ANONYMOUS WORKS

- An anonymous work is of uncertain or unknown authorship, or by an unnamed group.
- Most of the sacred books and many old and medieval texts are anonymous works; meaning they cannot be ascribed anonymous works under five different situations.

3.2.1 Treatment in AACR-2R

(i) If a work is of unknown or uncertain personal authorship, or if it emanates from a body that lacks a name, enter it under title:

Personal

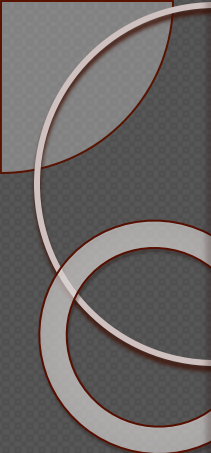
The secret expedition: a force (in two acts) as it has been represented upon the political, theatre of Europe
(Author unknown. Entered under the title)

Corporate

A memorial to Congress against an increase of duties on importation's. (by citizens of Boston and vicinity)

Orthogonal expansions and their continuous analogues: proceedings of a conference held at Southern Illinois University;

Edwardsville. April 27-29, 1967 (edited by Deborah Tapper Haino)



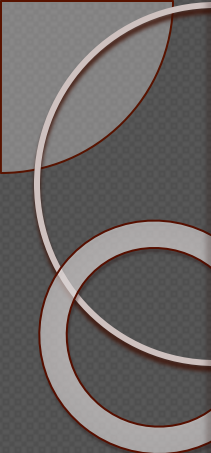
(ii) If such a work has been attributed to one or more persons or corporate bodies, enter it under title and make added entries under the headings for these persons or bodies:

The law of serutiny; or, Attornies' guide
(variously attributed to Andrew Carmichael and William Noreott)

Main entry under the **title** and added entries under

Carmichael, Andrew

Noreott, William



(iii) If reference sources indicate that a person is the probable author of such a work, enter it under the heading for that person; and make an added entry under title:

Portrait of Andrew Jackson

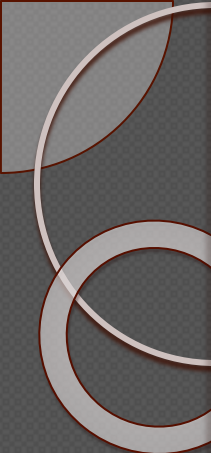
(Once attributed to Mathew Brady, but generally thought to be by Edward Anthony)

Anthony, Edward (**Main entry**)

Added entries under Brady, and title as

Brady, Mathew

Portrait of Andrew Jackson



(iv) If the name of a personal author is unknown and the only indication of authorship is the appearance in the chief source of information of a characterising word or phrase or of a phrase naming another work by the person, enter it under that word or phrase; and make an added entry under title:

The unveiled heart: a simple story

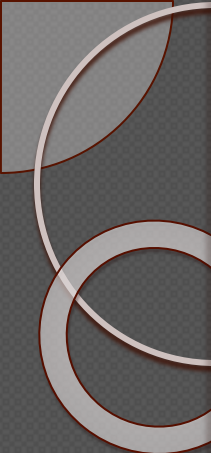
(by the author of Early impressions)

Enter under the phrase 'Author of Early impression'

Early impressions, Author of

Added entry under title

The Unveiled heart: a simple story



(v) If the only indication of authorship is a predominantly non-alphabetic and non-numeric device, enter it under title. Do not make an added entry under the device:

Angry thoughts\by x!x!x!

Enter under title as,

Angry thoughts

Enter anonymous works in scripts other than Greek or Roman, under their established titles in English.

Arabian Nights

Book of the Dead

When an anonymous work is known to be written by a particular author, enter it under the name of the author;

A Tale of a Tub

(Published anonymously by Jonathan Swift)

Enter under Jonathan Swift as,

Swift, Jonathan

Added entry under title

A Tale of a Tub

3.2.2 Treatment in CCC

- In CCC an anonymous work is defined as 'work' of unknown authorship either personal or corporate.
- Many of the sacred books, old classics are anonymous. A few pedestrian books also occasionally come out anonymously.
- The general prescription in CCC for choice and rendering of bibliographical data in catalogue entries is that they are to be determined by the information given on the title page and the overflow pages of a document. This prescription is based on the Canon of Ascertainability.
- An anonymous work is treated in two ways in CCC viz.,
 - a) those that are with collaborators and
 - b) those without collaborators.



a) Those that are with collaborators

In the first type the name of the collaborator is chosen as the heading, if the title page of a document gives the name of the collaborator.

For examples:

(i) HUXLEY (Aldous),Td.

(ii) Texts and pretexts, an anthology with commentaries.

MUKHERJI (Dhana Gopal),Tr.

Song of God,Tr of the Bhagawad Gita.

b) Those without collaborators.

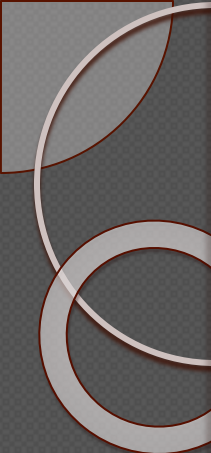
In the second type, the title page does not carry any name; the heading gives the title of the book.

Example :

ANGLO ASSAMESE (dictionary, etc.) Ed 10.

3.3 UNIFORM TITLES

- In AACR-2R, the term uniform title is used in respect of two kinds of works.
 1. A uniform title is the particular title by which a work that has appeared under varying titles is to be identified for cataloguing purposes.
 2. It is also a conventional collective title used to collocate (bring together in a catalogue) entries for publications of an author, or corporate body, containing several works, or extracts from several works, e.g. complete works in a particular literary form.
- Purpose of using uniform title:-
 1. Uniform title helps to avoid dispersal in a catalogue of the entries of the various editions of the same work due to their varying titles.
 2. It helps to collocate the entries of publications of an author containing several works in a particular literary form.
 3. Uniform titles also facilitate identification of a work when the title by which it is known differs from the title proper of the item being catalogued.

- 
- Use of uniform titles depends upon:
 1. how well the work is known;
 2. how many manifestations (editions, translations, etc.) of the work are involved;
 3. whether another work with the same title proper has been identified; a whether the main entry is under the title;
 4. whether the original work was in another language; and
 5. the extent to which the catalogue is used for research purposes.

3.3.1 Treatment in AACR-2R

- The basic rule about uniform titles in AACR-2R prescribes selection of one title of a work, if its manifestations have appeared under several titles.
- The uniform title is to be enclosed in square brackets and given before the title proper.
- In the following example, the uniform title is used as heading:
Blind date
Chance meeting
(Motion picture issued in Britain as: Chance meeting later issued in the U.S. as Blind date).
- Thus, the two manifestations of the same work—in this case, Blind date—are brought together under the uniform title.
- When a work is entered under a uniform title, it is necessary to make an added entry under the title proper of the item being catalogued. Thus, in the above case,
Chance meeting
see Blind date

- If a work is entered under a personal or corporate heading and a uniform heading is used, make a name-title (author's name and title) reference from variants of the title;

Dickens, Charles

The life and adventures of Martin Chuzzlewit. 1868

see Dickens, Charles

Martin Chuzzlewit...

- If a later manifestation of a work is a revision or updating of the original work, a uniform title is not to be used. Instead, on the entry for the revision or updating a note should be provided, giving the title of the earlier edition. For example,

Scott, Franklin D

The United States and Scandinavia- 1950

Scott, Franklin D.

Scandinavia... Rev. & enl. ed... 1975

Note: previous ed. published in 1950 as: The United States and Scandinavia

- While cataloguing works created from 1501 A.D., the title of a work in the original language by which it has become known through use in its manifestations is to be used. For, example, Jonathan Swift's Travels into several remote nations of the world by Lemuel Gulliver has become known as Gulliver's travels,

Swift, Jonathan

[Gulliver's travels]

Travels into several remote nations of the world by

Lemuel Gulliver... 1726

- If no one title of the several titles of a work is best known, use the title proper of the original edition, omitting introductory phrases and articles.
- If a work is published simultaneously in the same language under two different titles, use the title of the edition published in the home country where the cataloguing is being done. If it is not published in the home country, use the title of the edition received first in the library.
- Use the title, or form of title in the original language by which a work created before 1501 is identified in modern reference sources.
- Use as well-established English title for a work originally written in classical Greek. If there is not English title, use the Latin title. If neither exists, use the Greek title.

Homer

[Odyssey]

not Odyssea

not Odysseia

- Add in brackets an explanatory word, brief phrase, or other designation to distinguish between two identical uniform titles

Genesis(Anglo-Saxon poem)

- If the item being catalogued is a translation, add the name of the language of the item to the uniform title:

Goncourt, Edmond de

[Les freres Zemganno, English]

The Zemganno brother...

(An English translation of a French novel)

- If the item being catalogued is in two languages, name both. If one of the languages is the original language, name it second:

Caesar, Julius

[De bellis Gallicis. French & Latin]

- If the item is in three or more languages, use the term Polyglot, unless it is originally in three or more languages in which case name all languages;

United States

[The Declaration of Independence. Polyglot]

The Declaration of Independence of the United States in ten languages.

- If a separately catalogued part of a work has a title of its own, use the title of the part by itself as the uniform title. Make a `see reference from the heading for the whole work. Make an explanatory reference, when necessary.
- If the item being catalogued consists of consecutively numbered parts of a work, use the designation of the parts in the singular as a sub-heading of the title of the whole work.

Homer

[Iliad. Book I-6]

- For non-consecutive parts, the title of the first part becomes the uniform title for the item:

Homer

[Iliad. Book I English]

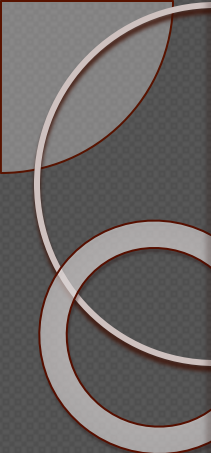
Iliad. Books I and VI

Added entry under: Homer; Iliad: Book 6 English

- If an item being catalogued contains two works of an author, use the uniform title of the work that occurs first in the item. Make a name-title added entry using the uniform title of the second work .
- Use as the uniform title for a sacred scripture the title by which it is most commonly identified.

3.3.2 Treatment in CCC

- Uniform title in CCC is described as follows:
"Title uniformised by popular or cataloguing usage in lieu of listless, and often unintended, variants of the title of one and the same work in different editions or the titles of different volumes of one and the same work."
(CCC page 121)
- Bible, Vedas, and Talmud are examples of such Uniformised Titles.
- The same thing happens also in the case of Classics and Works of Literature.
- Many governmental and annual reports change their titles routinely. For example, it may be Administrative report on agriculture in one year, Annual report on agriculture in a still another year.

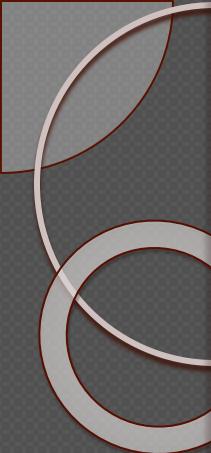
- 
- Sacred works of religions, such as Vedas, Upanishads, Bible. New Testament, Kuran, etc., are treated as if they were a class or subject. To distinguish them from a normal class or a subject, they are called a quasi-class or quasi-subject.
 - Similarly, works of literature such as Ramayana, Sakuntala, Iliad, Hamlet, etc., are also treated as if they were a quasi-class or quasi-subject.
 - Classical works such as Aristotles' Poetics, Newton's Principia, Marx's Capital are also treated as a quasi-class or quasi-subject.
 - Works which cannot be considered as classics, or work of literature or sacred books of religion, are known in CCC, as pedestrian works. Yet these works are treated as quasi-classes or quasi-subjects and given title entries in heading.
 - In CCC cataloguing of translations, parts of a work, extracts, two works together, complete work, selections, legal publications, are not discussed under uniformised titles. They are treated under the respective heads in different chapters, unless such works come under the categories mentioned in this section.

4. NON-PRINT RESOURCES

- DEFINITIONS OF NONBOOK MATERIALS
 - Materials that are not totally dependent on the printed words to transmit data or information.
 - Materials that are not in book format.
 - Materials that require some sort of equipment, such as projectors, computers, players, etc. to provide the data, sound, and visual images contained in them.
 - Also known as nonprints, audio-visual materials, and special materials.

- **CATEGORIES OF NONBOOK MATERIALS**

Category	Example
Cartographic Materials	Map, globe
Manuscripts	Typescript, hand writings
Music	Piano score, vocal score
Sound Recordings	Cassette tape, CD, MP3
Motion Pictures and Video recordings	Films, VHS, VCD, DVD
Graphic Materials	Chart, picture, slide, filmstrip
Electronic Resources	Computer data, computer program

- 
- **Problems in cataloguing of Non-Print Materials**
 1. The characteristics of the materials.
 2. The diverse nature of non-print collections.
 3. The characteristics and needs of the users.
 4. Cataloguing practices and procedures.
 - **Things to be taken into consideration while cataloguing non-print materials :**
 1. The classification scheme to be adopted.
 2. The numbering system for the call number.
 3. Subject heading system to be followed.
 4. The extent and detail of descriptive cataloguing and added entries.

Sources of Catalogue Information

- The chief source of information for non-print materials is the item itself, including any labels that are permanently attached to the item.
- If the item described consists of two or more separate physical parts, the chief source of information is as follows:
 - the “first part” that gives meaning to the various parts
 - the part that gives the most information
 - the container

Areas of Description

1. Title and Statement of Responsibility Area (with GMD)
2. Edition Area
3. Material Specific Details Area (Applicable only to cartographic materials, continuing resources, electronic resources and published music)
4. Publication, Distribution, etc. Area
5. Physical Description Area
6. Series Area
7. Note Area
8. Standard Number and Terms of Availability Area

- Example of Catalogue for Sound Recording as per AACR2

Backstreet Boys

Backstreet Boys [sound recording].— Philippines: Universal Records, 1996.

1 sound cassette (60 min., 21 sec.): analog, stereo.

Original sound recording by Zomba Recording Corp.

Contents: We've got in goin'on – Anywhere for you- Get down (you're the one for me)-I'll never break your heart-Quit playing games (with my heart)- Boys will boys-Just to be close to you- I wanna be with you- Everytime I close my eyes-Darlin'- Let's have a party- Roll with it- Nobody but you-Lay down beside me.

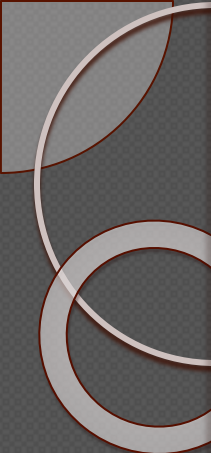
1. Music, Popular (songs, etc.). I. Title.

Cassette



UNIT 4 – SUBJECT CATALOGUING

- 1. Subject Cataloguing : Concept, Purpose and Problems**
- 2. Chain Indexing**
- 3. Subject Headings Lists : LCSH, SLSH**



I. Subject Cataloguing : Concept, Purpose and Problems

- The entries that indicate the inclusion of documents in classes defined by subject content are known as 'subject entries'.
- The process of preparing subject entries for documents and organising them for subsequent retrieval is known as Subject Cataloguing.
- Also, the vast increase in the number of documents in every sphere of human activity, clubbed with the increased complexity of the pattern of knowledge, calls for a full proof method of access to records on any subject.
- Thus, subject cataloguing is concerned with subject description of documents.

1.1 Objectives of Subject Cataloguing

1. To provide access by subject to all relevant material;
2. To provide subject access to materials through all suitable principles of subject organisation such as matter and applications;
3. To bring together references to materials, which treat substantially the same subject regardless of differences among groups of subject specialists, and/or from the changing nature of the concepts with the discipline itself,
4. To show such affiliations among subject fields, which may depend upon use or application of knowledge;
5. To provide entry through any vocabulary common to a considerable group of users, specialists or laymen;
6. To provide formal description of the subject content of any bibliographic unit in the most precise, or specific terms possible: whether the description is in the form of a class, number or symbol; and
7. To provide means to the users to make a selection from among all terms in any particular category, according to any chosen set of criteria such as, most thorough, most recent, etc.

1.2 Subject Approaches

- A subject may be defined by
 - a) an area of interest,
 - b) an area in which an individual researcher or professional works,
 - c) an area in which an individual writes, and
 - d) an area of knowledge being studied.
- A subject device normally seeks to fulfill two functions
 - a) To show what a library or information centre has on a particular subject;and
 - b) To show what a library or information centre has on related subjects.
- When a subject is expressed through words chosen to describe the different subjects, it is called a subject heading.
- When a subject is expressed through notation based on a scheme of classification, it is called a class number.

1.3 Types of a subject catalogue

1. Alphabetico-Direct Catalogue:

It uses direct form of headings, i.e. natural form of a phrase, taken from ordinary usage as opposed to indirect headings like,

EDUCATIONAL SOCIOLOGY (direct heading)

not SOCIOLOGY, EDUCATIONAL (indirect heading)

2. Alphabetico-Indirect Catalogue:

It uses indirect form of headings, i.e. headings taken from lists of subject headings as opposed to direct headings like,

SOCIOLOGY, EDUCATIONAL (direct heading)

not EDUCATIONAL SOCIOLOGY (indirect heading)

3. Alphabetic-Classed Catalogue:

In this form of catalogue, terms are listed in the form of indirect heading. Every heading belonging to a main subject is brought together. Hence, limited collocation is achieved. Within the main subject, there is alphabetical scattering. Example,

EDUCATION

EDUCATION,ADULT

EDUCATION,POST-GRADUATE

EDUCATION,SECONDARY

EDUCATION,SECONDARY,MANAGEMENT

4. Classified Catalogue:

This catalogue uses notational symbols to arrange entries. The arrangement achieved is systematic and provides maximum degree of collocation. For example, below, the entries have been arranged on the basis of notation used in Colon classification.

S1 CHILD PSYCHOLOGY

S2 ADOLESCENT PSYCHOLOGY

S3 POST - ADOLESCENT PSYCHOLOGY

1.4 Theory and Rules Governing Subject Headings

- There is certainly a need to develop an agreed body of theory or principles upon which the practice and method to derive subject headings for the preparation of subject catalogue can be based.
- We also require a comprehensive manual for practical application of subject catalogue on the basis of body of principles.
- Although Sears List of Subject Headings and Library of Congress Subject Headings are useful manuals, yet they are not fully satisfactory.
- Ranganathan did make an attempt to develop principles, but there is an urgent need to develop a comprehensive manual of subject headings based on chain procedure for practical application.
- The alphabetical subject catalogues in most libraries are based on Cutter's Rules for a Dictionary Catalogue.
- Many codes have been formulated after Cutter, but except Ranganathan's CCC to some extent, all derive from and indicate the influence of Cutter's rules.

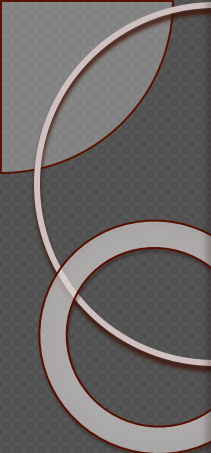


1.5 Problems in Determining a Subject Heading

- The subjects often overlap in their extension and intension and hence, it is difficult to categorise them separately.
- Subjects shift their scope and coverage, and change their nomenclature.
- Subject may have no specific name, because it is not always possible to find a single term or phrase to represent a specific subject.
- Subject may have more than one name.
- The document may deal with no precise subject or it may cover more than one subject.

2. CHAIN INDEXING

- Ranganathan designed a new method of deriving verbal subject headings in 1934 to provide subject approach to documents through the alphabetical part of a classified catalogue.
- He discerned that classification and subject indexing were the two sides of the same coin.
- Classifying a document is the translation of its specific subject into an artificial language of ordinal numbers which results in the formation of a class number linking together all the isolate ideas in the form of a chain. This chain of a class number is retranslated into its verbal equivalents to formulate a subject heading that represents the subject contents of the document.
- Although Chain procedure was intended initially to provide class index entries to a classified catalogue, rules and procedures were formulated for deriving subject headings for a dictionary catalogue also.
- In fact this method can be extended to formulate subject entries to bibliographies, documentation lists, abstract bulletins and also query analysis to formulate search strategies to retrieve documents from any bibliographic file.

- 
- Chain indexing includes of following four types links:
 1. Sought Link (SL) - A link in a chain representing a subject which is likely to be sought by the user. Only this link will receive index entry.
 2. Unsought Link (UL) - A link in a chain representing a subject on which reading material is not likely to be looked up by any user. This link will not receive any index entry.
 3. Missing Link (ML) - A link in a chain-with-gap is the missing isolate in the chain.
 4. False Link (FL) - A link, which does not represent a subject with definite name. For example, digit (s) representing connecting symbol or indicator digit, time and phase relation.



2.1 Formation of Subject Heading through Chain Indexing

1. Classification of the subject of the document:

The Class Number of a document according to Colon Classification is obtained by the application of postulates of Basic Subject, Fundamental Categories, Rounds and levels and Principles of Facet Sequence.

For example, 234:7.44`N9t

A report on reference service in University libraries in India during 1990s

2. Representation of the Class Number in the Form of a Chain

Class number is to be represented then in the form of a chain in which each link consists of two parts: class number and its verbal translation into standard terms used in the preferred classification scheme.

The representation of this class number in the form of a chain would be as follows

2	⇓	Library Science (Sought Link)
234	⇓	University Library (Sought Link)
234:	⇓	(False Link)
234:7	⇓	Reference Service in University Library (Sought Link)
234:7.	⇓	(False Link)
234:7.4	⇓	Reference Service in University Library in Asia (Sought Link)
234:7.44	⇓	Reference Service in University Library in India (Sought Link)
234:7.44	⇓	(False Link)
234:7.44'N	⇓	20th Century (False Link)
234:7.44'N9	⇓	Reference Service in University Library in India during 1990s (False Link)
234:7.44'N9t	=	A Report on Reference Service in University Library in India during 1990 (Sought Link)

3. Digit by Digit Interpretation of Class Number

- I. Make the first link from first digit.
- II. Make the second link out of two digits and so on, upto the last link which is to be made of all digits.
- III. Write the links one below the other in succession.
- IV. Write against each link its translation into natural language.

4. Determination of Different Kinds of Links

Each link of the chain is required to be identified by any one of the following kinds of links :

- I. Sought Link (SL): A link in a chain representing a subject which is likely to be sought by the user. This link only will receive index entry.
- II. Unsought Link (UL) : A link in a chain representing a subject on which reading material is not likely to be looked up by any user. This rule admits of local variation in its application. This link will not receive any index entry.
- III. Missing Link (ML) : A link in a chain-with-gap corresponding to the missing isolate in the chain. Class number for a particular component idea may not be available in a preferred classification scheme and this will result in ML in a chain. In representing the class number in the form of a chain, every ML is to be inserted at the proper place by means of verbal extension whenever there is such a need.
- IV. False Link (FL) : A link, which does not represent a subject with definite name. For example, digit (s) representing connecting symbol or indicator digit, time and phase relation.

In the above example, the different kinds of link are determined on the basis of the Canon of Sought Heading and they are indicated within parentheses for each link. This is a principle, which regulates the inclusion or exclusion of a particular component of the heading on the basis of the users' approach.

5. Derivation of Subject Heading

Subject heading for the Specific Subject Entry is to be derived from the last SL and moving upwards by taking the necessary and sufficient upper SL (s) in a reverse or backward rendering process.

*Specific
Subject
Heading*

Report, India, Reference Service, University Library, Library Science.

*Subject
References*

- i) India, Reference Service, University Library, Library Science.
- ii) References Service, University Library, Library Science.
- iii) University Library, Library Science.
- iv) Library Science.

6. Construction of Subject Heading

The specific subject entry or subject reference entry is to be constructed with minimum number of terms of upper links as are necessary and sufficient to make the subject heading meaningful and individualised.

The above mentioned Specific Subject Heading and Subject References, as drawn by chain procedure, (known as Class Index Entries) are arranged in a single alphabetical sequence in the subject index part of the Classified Catalogue (as shown below). Subject Index part may be referred to classified part by the class number.

INDIA, REFERENCE SERVICE, UNIVERSITY LIBRARY, LIBRARY SCIENCE.	234:7.44
LIBRARY SCIENCE.	2
REFERENCE SERVICE, UNIVERSITY LIBRARY, LIBRARY SCIENCE.	234:7
REPORT, INDIA, REFERENCE SERVICE, UNIVERSITY LIBRARY, LIBRARY SCIENCE.	234:7.44'N9
UNIVERSITY LIBRARY, LIBRARY SCIENCE.	234

In Dictionary index or catalogue, bibliographical details of the documents(s) dealing with the subject represented in the specific subject heading are provided under that specific subject heading. Cross reference entries are prepared for subject references. They are linked to their specific subject heading by the "See also " references:

INDIA, REFERENCE SERVICE, UNIVERSITY LIBRARY, LIBRARY SCIENCE.

See also

REPORT, INDIA, REFERENCE SERVICE, UNIVERSITY LIBRARY, LIBRARY SCIENCE.

LIBRARY SCIENCE.

See also

REPORT, INDIA, REFERENCE SERVICE, UNIVERSITY LIBRARY, LIBRARY SCIENCE.

REFERENCE SERVICE, UNIVERSITY LIBRARY, LIBRARY SCIENCE.

See also

REPORT, INDIA, REFERENCE SERVICE, UNIVERSITY LIBRARY, LIBRARY SCIENCE.

REPORT, INDIA, REFERENCE SERVICE, UNIVERSITY LIBRARY, LIBRARY SCIENCE.

Bibliographical Details/Citation of the document(s) dealing with the subject

UNIVERSITY LIBRARY, LIBRARY SCIENCE.*

See also

REPORT, INDIA, REFERENCE SERVICE, UNIVERSITY LIBRARY.

2.2 Merits of Chain Procedure

1. It is a systematic, consistent and almost mechanical method of deriving subject entries;
2. With its postulational approach and principles, Chain Procedure is based on a fairly strong theoretical foundation of classification which gives it a logical syntax;
3. It economises on the number of subject entries;
4. It provides for exhaustive, at the same time pin-pointed retrieval efficiency;
5. It is an useful method not only for deriving subject entries for documents in libraries but also for retrieval in bibliographies and micro level documents;
6. Its classificatory approach makes it possible for deriving subject entries for documents in languages other than English.
7. Class numbers need not limit its application for subject retrieval; once the chain of isolate ideas are formed by facet analysis and synthesis, subject headings can be derived from the verbal chain;
8. With further research and refinement in faceted classification, particularly with reference to computer retrieval, Chain Procedure could be further strengthened to be a powerful tool for subject retrieval.

2.3 Limitations of Chain Procedure

1. Classification has its own limitations as it provides only for a linear approach to subject retrieval, whereas many other approaches may be desirable. Therefore, these limitations are reflected in any system of subject indexing based on such classificatory principles.
2. In Chain Procedure only one entry is equivalent to the subject.
3. Chain Procedure operates quite well backed by a faceted classification system which has a well regulated and modulated schedule. With other systems of classification such as Dewey Decimal Classification, its efficiency suffers.
4. For selection of sought links, a cataloguer is expected to use his/her flair. This may not work at all times.

3. Subject Headings Lists : LCSH, SLSH

3.1 Subject Indexing Systems

Subject indexing systems have been designed and developed with their own standard rules and procedures for constructing subject headings.

3.2 Need and Purpose of Subject Indexing Systems

The main purposes of providing standard rules and procedure for deriving subject headings are:

- I. to provide standard methodology for constructing subject headings;
- II. to be consistent in the choice and rendering of subject headings;
- III. to enable readers to access any desired document through subject approach;
- IV. to decide the optimum number of entries which would ensure optimum size of the bulk of the catalogue and at the same time minimize cataloguing.

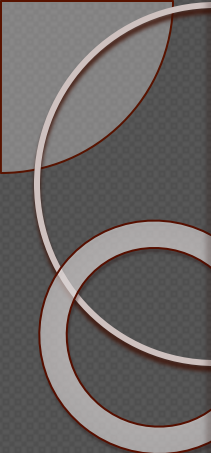


3.3 Factors Governing Subject Indexing Systems

- i. content analysis of documents to select the right key words that represent their specific subject;
- ii. rendering the selected key words in a logical sequence according to prescribed principles and postulates;
- iii. establishing main and added entries in standard formats;
- iv. provision of cross references to subject concepts to obtain as many relevant documents as are available in the library through catalogue or index file; and
- v. arrangement of entries.

3.4 LIBRARY OF CONGRESS SUBJECT HEADINGS

- The Library of Congress Subject Headings (LCSH) is one of the widely accepted subject indexing devices in the English language for providing subject approach in a dictionary catalogue.
- The Library of Congress began printing its subject heading in parts in 1909.
- However, a complete list covering all areas of knowledge was issued in 1911.
- The list is in its thirty seventh edition published in 1966.
- The list includes terms which can be used as subject headings for a library catalogue.
- The list records the practices of Library of Congress.
- Each subject heading included in it was chosen from the dictionary catalogue of the library.

- 
- Principles followed in LCSH:
 - Cutter's percepts are followed in many respects.
 - The list includes terms, which can be used as subject headings as well as those from which references should be prepared.
 - Terms have been given in various forms – single nouns, adjective form of nouns, complete phrases, compound nouns to express relations, paired terms, etc.
 - Revision :
 - Supplements are issued every month, listing new and revised headings.
 - Approximately 9,000 new subject headings are established every year.

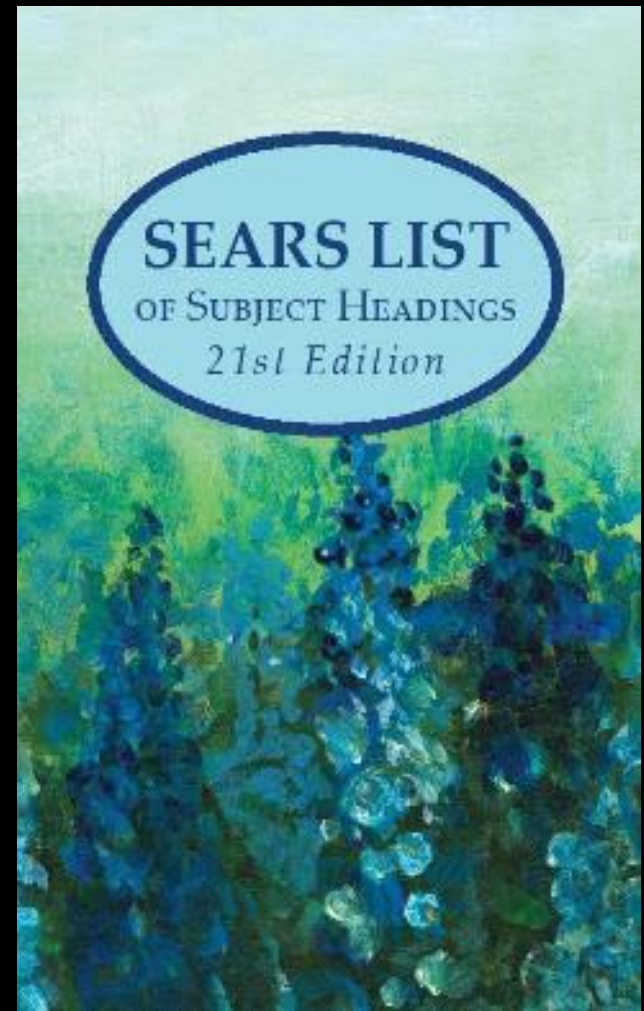


- Usage:

- The headings from this list appear in the tracing on printed cards issued by the Library of Congress and H.W.Wilson Company.
- Hence, this list is followed extensively by those libraries which use the above card services.
- As the list includes more terms and provides comprehensive subject coverage, it is therefore, considered more suitable for larger libraries than Sears list of subject headings.

3.5 SEARS LIST OF SUBJECT HEADINGS

- Sears List of Subject Headings (SLSH) is an abridged version of the Library of Congress Subject Headings, named after the first compiler Minnie Earl Sears.
- It was in response to a demand from small and medium-sized libraries for a list of subject headings that Sears compiled this list to be less comprehensive and more suited to the needs of all medium-sized public and school libraries that were known to be well catalogued.
- Presently it is in twenty first edition, published by the well known bibliographic publishers H.W.Wilson Company.



3.6 SEARS LIST OF SUBJECT HEADINGS AND LC LIST OF SUBJECT HEADINGS

- Sears is based on LC, but it is smaller than LC because of the elimination of many specific headings.
- Sears List makes use of more combined subject heading forms and provides for fewer sub-divisions.
- Both have similar headings, references, and terminology, thus making it possible for a library to change from Sears to LC, in case it becomes sufficiently large.
- However, Sears contains fewer specific headings and subdivisions.
- In many cases, specific headings found in LC is rejected by Sears and put under broader headings. For example, PLANE GEOMETRY.
- Both have similar limitations, but they have set a high standard.
- Great care should be taken while applying them.



UNIT 5 – TRENDS IN LIBRARY CATALOGUING

1. Centralised and Cooperative Cataloguing
2. Bibliographical Standards : ISBD, MARC, CCF, etc.
3. ISBN and ISSN

I. CENTRALISED AND COOPERATIVE CATALOGUING

I.1 Library Cooperation

- When two or more libraries come together to share their resources or exchange their services or agree to cooperate with each other, then such an understanding is known as library cooperation.
- The following are some of the areas in which there can be cooperation among libraries:
 1. Selection of documents.
 2. Acquisition documents.
 3. Processing of documents.
 4. Inter-lending of documents.
 5. Preparation of bibliographies, acquisition lists, union lists and catalogues, etc.
 6. Helping users through information services like translation service, on-line search, etc.
- In such cases of cooperation, there can be central cooperating library or coordinating body which monitors and oversees these activities.
- Sometimes, without any such coordinating body the libraries themselves may agree to cooperate with each other following certain broad guidelines and principles.
- Library co-operation can be not only within a group of libraries or library systems but also within the main library and its branch libraries of the same library system. These activities can be accomplished through library networks.

1.2 Centralised Cataloguing

1.2.1 Meaning

- By centralized cataloguing, we mean the provision of cataloguing service from a central point to several clients.
- In simple terms Needham defines centralized cataloguing as "the cataloguing of documents by some central organisation".

1.2.2 Objectives

1. To avoid duplication of work;
2. To achieve -uniform and standard cataloguing practices;
3. To minimize the cost of cataloguing; and
4. To help member libraries provide better and more effective library services.

1.2.3 Advantages of Centralised Cataloguing

1. Duplication of work can be avoided.
2. Cost of cataloguing can be minimised.
3. Uniform and standard cataloguing practices can be adopted.
4. Cataloguing can be qualitatively improved.
5. Some of the professional staff who are relieved of cataloguing work can be utilised for other useful professional service:
6. Preparation of union catalogues will become easy.

1.2.4 Drawbacks

1. Pooling up the necessary funds to opt for centralized cataloguing may be difficult for some libraries.
2. Because of local variations it may be difficult to go in for centralized cataloguing.
3. Centralized cataloguing system may cause delay. A library with a lower number of accessions can complete the job of cataloguing much earlier.
4. Similarly such libraries may not need all the catalogue cards prepared by the central organisation. It may not buy all the books because of its limited funds and requirements. Excess cards will be a waste then.

1.2.5 Forms of Centralisation

In centralised cataloguing we observe that there are several forms of centralisation like:

1. Card (or Sheaf) Service

- This is the type of centralised cataloguing where the unit entries are prepared by a central organisation.
- The individual libraries can buy these cards in multiple numbers.
- One card is retained as main entry and other cards are used for preparing added entries by adding the appropriate access points like names of the collaborator(s), title(s), subject(s), etc.

2. MARC Service

- In this service cataloguing data is prepared for documents in machine readable form on magnetic tapes, etc.
- Client libraries can either directly search the information from the tapes or use the service for the creation of conventional forms of catalogues and bibliographies.

3. Information Service

- In this type of centralised service a central organisation produces a bibliography from which libraries can prepare their own catalogues.
- These catalogues can be prepared either by using the catalogue information from the bibliography for the books they have to catalogue or by cutting and pasting on cards the appropriate entries from the bibliography.
- The British National Bibliography (BNB) and the Indian National Bibliography (INB) are such types of tools.

4. Cataloguing-in-Source

- A publisher of a book, if he can provide the catalogue entry in the book itself, will be helping the purchasing libraries. Their processing work is reduced to a large extent.
- What is needed in such service is that the catalogue code followed should be the one which is universally acceptable. The entry should also carry class number according to a popular and acceptable scheme of classification.
- Such a service is known as Cataloguing-In-Source (CIS).
- Ranganathan made a plea for such cataloguing of a book even before its release. He termed it as 'Pre-natal Cataloguing'. There is yet another term for similar service; namely, Cataloguing-in-Publication (CIP).

5. Cataloguing-in-Publication

- Cataloguing-in-Publication (CIP) began in July 1971 at Library of Congress.
- The entries were prepared from galley proofs and data returned to publishers within ten working days. Subtitle, imprint and collation were not given.
- However, the LC includes this information later in the MARC.
- The MARC is made available four to six months before the book's publication.
- There are three products of Cataloguing-in-Publication (CIP). Namely;
 1. Record of CIP cataloguing data on MARC tape made available before the final cataloguing copy appeared on the MARC tape.
 2. The LC cards made available before the publication date of the book.
 3. Cataloguing data printed in the book itself.
- The success of CIP depends on the cooperation extended by the publishers.

6. Pre-Natal Cataloguing

- Ranganathan mooted the idea of cataloguing and classification of a book prior to its release by the publisher. Since the cataloguing is to be done before it is delivered (released) for sale or use he called the process 'Pre-natal Cataloguing'.
- Pre-natal technical work is to be undertaken by the National Central Library of each country.
- The publisher is obliged to send a copy of the formed proof of the book to the National Central Library under a legal provision.
- The National Central Library then prepares a master stencil of the catalogue cards for the book before its release.
- The catalogue cards are later made available for distribution to various libraries which acquire the book.
- Ranganathan suggested even providing the call number for the book before it is published and released. The class number can be printed in the back of the title page.
- Ranganathan had said there would be a saving of 79 per cent if such centralised cataloguing is done.

1.3 Cooperative Cataloguing

1.3.1 Meaning

- In cooperative cataloguing a group of independent libraries share the cataloguing work.
- Needham says that cooperative cataloguing refers to "a situation where a number of independent libraries share the work of producing a catalogue for their mutual benefit"

1.3.2 Objectives

1. Better use of resources:
2. Standardization of cataloguing practices:
3. Economy in expenses:
4. Improving the quality of library services; and
5. Preparation of union catalogues with relative ease.



1.3.3 Forms of Cooperative Cataloguing

1. The Library of Congress (LC) is running a cooperative program under which other libraries are expected to contribute catalogue cards for printing. LC edits and correlates each copy to correlate it with other entries provided on LC cards. These edited copies are printed and distributed to subscribers.
2. Since 1965, the LC has established a global network of national and regional offices. Each office is now responsible for the selection and dispatch of materials published locally.
3. Creating of union catalogue.

1.3.3.1 Union Catalogue

- A library catalogue, we know, is a list of all or some of the holdings of a library. If two or more libraries make out such a list we call it a Union Catalogue.
- Ranganathan defines a union catalogue as a "List of all the documents in two or more libraries giving the names of all the libraries where copies of each document can be found. A union catalogue may cover all kinds of documents or any restricted kind of them".
- Union catalogue is a very good example of cooperative cataloguing where two or more libraries cooperate with each other in listing their holdings partially or fully.
- Union catalogues can be prepared at local, regional, national and international levels.



- **Functions of Union Catalogue**

1. To serves as a tool which can reveal the document resources available in libraries in a geographical region.
2. To reveals the strength and weaknesses of library collections.
3. To indicates the probable areas of collection specialisation and cooperation.
4. To helps in coordination of collection development activities of the libraries.
5. To serves as a tool for bibliographical information.
6. To provides useful information for document selection.

- **Pre-requisites for a Union Catalogue**

Compilation of a union catalogue is possible only through library cooperation. Any such compilation should be very clear in the beginning itself about the

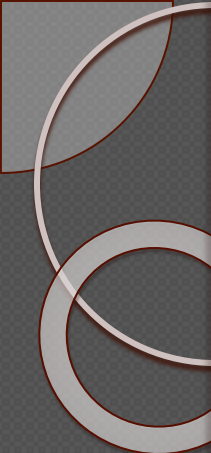
1. purpose of the Union catalogue to be compiled,
2. region to be covered,
3. materials to be covered; (decision as to the type of reading materials, language, period, subject, etc),
4. physical form of the catalogue,
5. catalogue code to be followed,
6. type of entries,
7. level of description,
8. arrangement of entries, and
9. The method of compilation and revision.

1.4 Cooperative and Centralised Cataloguing

SR.NO.	COOPERATIVE CATALOGUING	CENTRALISED CATALOGUING
1	Services are not expected to go beyond the cooperative libraries.	In some cases., the services can be used by libraries which are out of the network.
2	Jobs are completed by the participating libraries by sharing the work.	Central agency does the work on the behalf of other libraries which are a part of the network.
3	Cataloguing takes place at different libraries.	Cataloguing takes place at a central place.
4	Cataloguing work is coordinated.	Cataloguing work is centralised and controlled.
5	Participating libraries continue to perform their own technical work.	Participating libraries have minimal technical work as the major portion of work is done by central agency.
6	It is not a commercial preposition and the expenses are shared by the participating libraries.	There is an option to make it a commercial preposition and other participating libraries can pay for services.

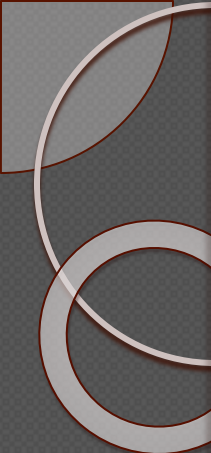
2. BIBLIOGRAPHICAL STANDARDS

- Bibliographic record is set of bibliographical information for characterizing and identification of the bibliographic item.
- Bibliographic record can be created for any independent bibliographic item (book, journal, newspaper, audio cassette, video cassette, cartographic publication etc.) and for analytical bibliographical item or component part (article from the journal or newspaper, chapter from a book, map, sheet, illustration etc.).
- Depending on the particular bibliographic item one distinguishes 2 types of bibliographic records:
 1. record of an independent bibliographical unit - which identifies the bibliographic unit itself;
 2. record of component part - which identifies both the analytical bibliographical item and the source where it is located.

- 
- The *goal* of bibliographical record standard is:
 1. To ensure the international exchange of records;
 2. To overcome the language barrier in the perception of the records;
 3. To promote the conversion of bibliographic records into machine-readable format.
 - The standard of bibliographic records enumerates all components necessary for describing and identification of all possible library materials, as well as defines the system of record zone, sequence of components and punctuation.
 - Some popular bibliographical standards are :
 1. ISBD
 2. MARC
 3. CCF

2.1 International Standard Bibliographic Description (ISBD)

- The **International Standard Bibliographic Description (ISBD)** is a set of rules produced by the International Federation of Library Associations and Institutions (IFLA) to create a bibliographic description in a standard, human-readable form, especially for use in a bibliography or a library catalogue.
- The International Standard Bibliographic Descriptions date back to 1969, when the IFLA Committee on Cataloguing sponsored an International Meeting of Cataloguing Experts. This meeting produced a resolution that proposed the creation of standards to regularize the form and content of bibliographic descriptions.
- As a result, the first of the ISBDs was the International Standard Bibliographic Description for Monographic Publications (ISBD(M)), which appeared in 1971.
- It was followed by a series of specialised ISBDs for various forms of documents and the final integrated general format for all sorts of documents, called General International Standard Bibliographic Description, ISBD (G) was developed.

- 
- Development of ISBD may be termed as the greatest achievement contributing to the standardisation of bibliographic records for the following reasons
 1. It facilitates records from various sources to be interchangeable.
 2. It assists in the interpretation of records across language barriers.
 3. It assists in the conversion of bibliographic records to machine-readable form.
 4. It enhances interoperability with other content standards.
 - The types of resources covered by the ISBD include the following:
 1. cartographic resources
 2. electronic resources
 3. moving images
 4. multimedia resources
 5. notated music resources
 6. printed texts
 7. sound recordings
 8. still images

- **Structure of an ISBD record**
 - The ISBD defines nine areas of description.
 - 0: Content form and media type area
 - 1: Title and statement of responsibility area, consisting of
 - 1.1 Title proper
 - 1.2 Parallel title
 - 1.3 Other title information
 - 1.4 Statement of responsibility
 - 2: Edition area
 - 3: Material or type of resource specific area (e.g., the scale of a map or the numbering of a periodical)
 - 4: Publication, production, distribution, etc., area
 - 5: Material description area (e.g., number of pages in a book or number of CDs issued as a unit)
 - 6: Series area
 - 7: Notes area
 - 8: Resource identifier and terms of availability area (e.g., ISBN, ISSN)
 - Each area, except area 7, is composed of multiple elements with structured classifications.
 - Elements and areas that do not apply to a particular resource are omitted from the description.
 - Standardized punctuation (colons, semicolons, slashes, dashes, commas, and periods) is used to identify and separate the elements and areas.
 - The order of elements and standardized punctuation make it easier to interpret bibliographic records when one does not understand the language of the description.

- **Example**

A typical ISBD record looks like this:

Text : unmediated

A manual for writers of research papers, theses, and dissertations : Chicago style for students and researchers / Kate L. Turabian ; revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press editorial staff. — 7th ed. — Chicago : University of Chicago Press, 2007. — xviii, 466 p. : ill. ; 23 cm. — (Chicago guides to writing, editing, and publishing). — Includes bibliographical references (p. 409-435) and index. — ISBN 978-0-226-82336-2 (cloth : alk. paper) : USD35.00. — ISBN 978-0-226-82337-9 (pbk. : alk. paper) : USD17.00

2.2 MARC Standards

- **MARC (Machine-Readable Cataloging) standards** are a set of digital formats for the description of items catalogued by libraries, such as books.
- It was developed by Henriette Avram at the US Library of Congress during the 1960s to create records that can be used by computers, and to share those records among libraries.
- By 1971, MARC formats had become the national standard for dissemination of bibliographic data in the United States, and the international standard by 1973.
- There are several versions of MARC in use around the world, the most predominant being MARC 21, created in 1999 as a result of the harmonization of U.S. and Canadian MARC formats, and UNIMARC, widely used in Europe.
- The MARC 21 family of standards now includes formats for authority records, holdings records, classification schedules, and community information, in addition to the format for bibliographic records.



- **Record structure and field designations**

- The MARC standards define three aspects of a MARC record: the field designations within each record, the structure of the record, and the actual content of the record itself.

- 1. Field designations**

- Each field in a MARC record provides particular information about the item the record is describing, such as the author, title, publisher, date, language, media type, etc.

- 2. Record structure**

- MARC records are typically stored and transmitted as binary files, usually with several MARC records concatenated together into a single file. MARC uses the ISO 2709 standard to define the structure of each record.
- In 2002, the Library of Congress developed the MARCXML schema as an alternative record structure, allowing MARC records to be represented in XML; the fields remain the same, but those fields are expressed in the record in XML markup.
- Libraries typically expose their records as MARCXML via a web service, often following the SRU or OAI-PMH standards.

3. Content

- MARC transmits information about a bibliographic item, not the content of that item; this means it is a metadata transmission standard, not a content standard.
- The actual content a cataloger will place in each MARC field is usually governed and defined by standards outside of MARC, except for a handful of fixed fields defined by the MARC standards themselves.
- The Anglo-American Cataloguing Rules, for example, define how the physical characteristics of books and other items should be expressed.
- The Library of Congress Subject Headings (LCSH) provides a list of authorized subject terms to describe the main content of the item. Other cataloging rules, subject thesauri, and classification schedules can also be used.



- **MARC Formats**

- I. MARC 21**

- MARC 21 was designed to redefine the original MARC record format for the 21st century and to make it more accessible to the international community.
 - MARC 21 has formats for the following five types of data: Bibliographic Format, Authority Format, Holdings Format, Community Format, and Classification Data Format.
 - Currently MARC 21 has been implemented successfully by The British Library, the European Institutions and the major library institutions in the United States, and Canada.
 - MARC 21 is a result of the combination of the United States and Canadian MARC formats (USMARC and CAN/MARC).
 - MARC21 is based on the ANSI standard Z39.2, which allows users of different software products to communicate with each other and to exchange data.
 - MARC 21 allows the use of two character sets, either MARC-8 or Unicode encoded as UTF-8.

2. MARCXML

- MARCXML is an XML schema based on the common MARC21 standards.
- MARCXML was developed by the Library of Congress and adopted by it and others as a means of facilitating the sharing of, and networked access to, bibliographic information.
- Being easy to parse by various systems allows it to be used as an aggregation format, as it is in software packages such as MetaLib, though that package merges it into a wider DTD specification.
- The MARCXML primary design goals included:
 - i. Simplicity of the schema
 - ii. Flexibility and extensibility
 - iii. Lossless and reversible conversion from MARC
 - iv. Data presentation through XML stylesheets
 - v. MARC records updates and data conversions through XML transformations
 - vi. Existence of validation tools

2.3 Common Communication Format (CCF)

- CCF is a structure format for creating bibliographical records and for exchanging records between groups of information agency and libraries.
- An international symposium in Taormina, Sicily conducted by UNESCO was held in April, 1978. On the recommendations of the symposium UNESCO / PGI formed the adhoc group on the establishment of a Common Communication Format (CCF).
- The first edition of CCF was published in 1984 under the editorship of Peter Simmons and Alan Hopkins and its second edition was published in 1988 in two volumes called CCF/B and CCF/F.
- Several countries have adopted this standard for exchange and creation of bibliographic records at national level.



- **Structure of CCF:**

- The structure of CCF is the implementation of ISO-2709. It consists of the following-

- a) Record Labels:**

- Each CCF record begins with a fixed record label of 24 characters and consists of data element which contains the record.
 - Each data element is identified by its relative character positioning the label.

- b) Directory:**

- The directory is a table containing a variable number of 14 characters entries i.e the length of each directory entry is of 14 characters terminated by a fixed separator character.
 - Each directory entry corresponds to a specific variable.
 - Data fields in the record are divided into four sub sections or parts, containing data for the following data element-
 - i. Tab
 - ii. Length of the data field
 - iii. Starting character position
 - iv. Implementation defined section

c) Data Fields:

In the CCF a data field is defined as consisting of-

i) Indicator

ii) Sub Fields:

A sub field consists of a subfield identifier followed by a data string which is terminated by either another sub field identifier or a field separator.

iii) Field Separator:

The field separator is that character which constitutes the final character of every data field except for the final data field in the record.

iv) Record Separator:

The record separator is that character which makes the end of the final data field in the record and constitutes the final character of the record.



- **Limitation of the CCF:**

- CCF is not designed to meet the requirement of all types of libraries and information organizations for local implementation.
- It is also not expected that institutes will use CCF record format for internal storage and processing purpose.

The major limitations of CCF are-

a) It is not sufficiently detailed in its definition and coverage of all data elements necessary for creating a bibliographical database for an individual library.

b) It does not include its cataloguing rules nor does it align itself with any particular cataloguing code or set of rules oriented towards a specific or fixed type of information output form.

c) Except for standard CCF fields CCF recommends the use of alphanumeric code for tags but it may not be possible to use alphanumeric code for tags in all cases (eg when library system uses CDS/ISIS, this recommendation cannot be implemented).

d) Though in CCF further addition of the new data elements and their respective content designator is possible, the unrestricted interpolation by different users can create complication for exchanging data among libraries. In such cases, the content designators of newly added data elements are likely to vary which may cause inconvenience for exchanging data from one database to another.

3. ISBN and ISSN

3.1 ISBN

- The International Standard Book Number (ISBN) is a unique numeric commercial book identifier.
- An ISBN is assigned to each edition and variation (except reprintings) of a book. For example, an ebook, a paperback, and a hardcover edition of the same book would each have a different ISBN.
- The ISBN is 13 digits long if assigned on or after 1 January 2007, and 10 digits long if assigned before 2007.
- The method of assigning an ISBN is nation based, and varies from state to state often depending on how large the publishing industry is within a state.
- The initial ISBN configuration of recognition was generated in 1967 based upon the 9-digit Standard Book Numbering (SBN) created in 1966.
- The 10-digit ISBN format was developed by the International Organization for Standardization (ISO) and was published in 1970 as international standard ISO 2108 (the SBN code can be converted to a ten digit ISBN by prefixing it with a zero).
- Occasionally, a book may appear without a printed ISBN if it is printed privately or the author does not follow the usual ISBN procedure; however, this can be rectified later.



- An International Standard Book Number consists of 4 parts (if it is a 10 digit ISBN) or 5 parts (for a 13 digit ISBN):

1. for a 13-digit ISBN, a prefix element - a *GSI prefix*: so far 978 or 979 have been made available by GSI,
2. the *registration group element*, (language-sharing country group, individual country or territory)
3. the *registrant element*,
4. the *publication element*, and
5. a *checksum character* or check digit.



- A 13-digit ISBN can be separated into its parts (prefix element, registration group, registrant, publication and check digit), and when this is done it is customary to separate the parts with hyphens or spaces.
- Separating the parts (registration group, registrant, publication and check digit) of a 10-digit ISBN is also done with either hyphens or spaces.
- Figuring out how to correctly separate a given ISBN number is complicated, because most of the parts do not use a fixed number of digits.



- **How ISBNs are issued**

- ISBN issuance is country-specific, in that ISBNs are issued by the ISBN registration agency that is responsible for that country or territory regardless of the publication language.
- The ranges of ISBNs assigned to any particular country are based on the publishing profile of the country concerned, and so the ranges will vary depending on the number of books and the number, type, and size of publishers that are active.
- Some ISBN registration agencies are based in national libraries or within ministries of culture and thus may receive direct funding from government to support their services.
- In other cases, the ISBN registration service is provided by organisations such as bibliographic data providers that are not government funded.
- The Raja Rammohun Roy Library Foundation (RRRLF), part of the Ministry of Culture, is responsible for registration of Indian publishers, authors, universities, institutions, and government departments that are responsible for publishing books.

Calculation of Check Digits

- A check digit is a form of redundancy check used for error detection, the decimal equivalent of a binary check bit. It consists of a single digit computed from the other digits in the message.
- **ISBN-10 check digits**
 - The 2001 edition of the official manual of the International ISBN Agency says that the ISBN-10 check digit – which is the last digit of the ten-digit ISBN – must range from 0 to 10 (the symbol X is used for 10), and must be such that the sum of all the ten digits, each multiplied by its (integer) weight, descending from 10 to 1, is a multiple of 11.
 - For example, for an ISBN-10 of 0-306-40615-2:

$$\begin{aligned} s &= (0 \times 10) + (3 \times 9) + (0 \times 8) + (6 \times 7) + (4 \times 6) + (0 \times 5) + (6 \times 4) + (1 \times 3) + (5 \times 2) + (2 \times 1) \\ &= 0 + 27 + 0 + 42 + 24 + 0 + 24 + 3 + 10 + 2 \\ &= 132 = 12 \times 11 \end{aligned}$$

- **ISBN-13 check digit calculation**

- The calculation of an ISBN-13 check digit begins with the first 12 digits of the thirteen-digit ISBN (thus excluding the check digit itself). Each digit, from left to right, is alternately multiplied by 1 or 3, then those products are summed modulo 10 to give a value ranging from 0 to 9. Subtracted from 10, that leaves a result from 1 to 10. A zero (0) replaces a ten (10), so, in all cases, a single check digit results.
- For example, the ISBN-13 check digit of 978-0-306-40615-? is calculated as follows:

$$\begin{aligned} s &= 9 \times 1 + 7 \times 3 + 8 \times 1 + 0 \times 3 + 3 \times 1 + 0 \times 3 + 6 \times 1 + 4 \times 3 + 0 \times 1 + 6 \times 3 + 1 \times 1 + 5 \times 3 \\ &= 9 + 21 + 8 + 0 + 3 + 0 + 6 + 12 + 0 + 18 + 1 + 15 \\ &= 93 \\ 93 / 10 &= 9 \text{ remainder } 3 \\ 10 - 3 &= 7 \end{aligned}$$

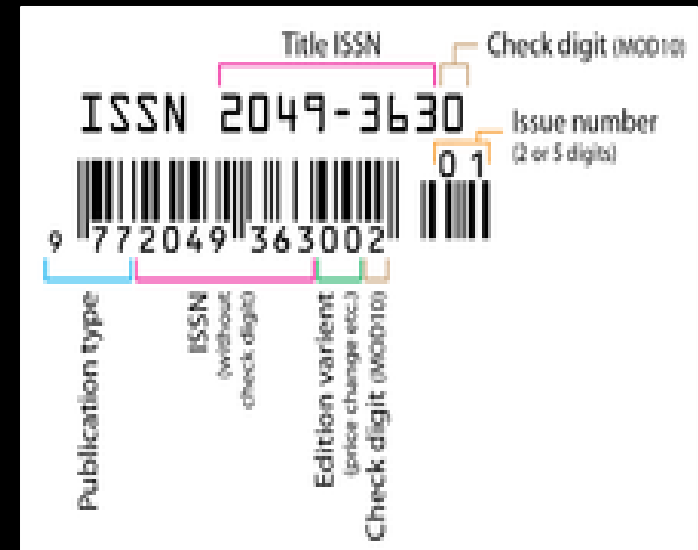
Thus, the check digit is 7, and the complete sequence is ISBN 978-0-306-40615-7.

3.2 ISSN

- An International Standard Serial Number (ISSN) is a unique eight-digit number used to identify a periodical publication at a specific media type.
- It is internationally accepted as a fundamental identifier for distinguishing between identical serial titles and facilitating checking and ordering procedures, collection management, legal deposit, interlibrary loans etc.
- When a periodical is published, with the same content, in two or more different media, a different ISSN is assigned to each media type – in particular the print and electronic media types, named print ISSN (p-ISSN) and electronic ISSN (e-ISSN or eISSN).
- If a periodical/journal has been assigned with ISSN it does not mean it is an International publication.
- ISSN is a number that identifies periodicals worldwide, whether in printed form or other media (including online).
- It does not denote the level of coverage, connectivity and circulation of the journal.



- The ISSN system was first drafted as an ISO international standard in 1971 and published as ISO 3297 in 1975.
- The ISO subcommittee TC 46/SC 9 is responsible for the standard.
- To assign a unique identifier to the serial as content, linking among the different media, "linking ISSN (**ISSN-L**)" must be used, as defined by *ISO 3297:2007*.



- ISSN codes are assigned by a network of ISSN National Centres, usually located at national libraries and coordinated by the ISSN International Centre based in Paris.
- The International Centre is an intergovernmental organization created in 1974 through an agreement between UNESCO and the French government.
- The International Centre maintains a database of all ISSNs assigned worldwide, the ISDS Register (International Serials Data System) otherwise known as the ISSN Register.
- At the end of 2013, the ISSN Register contained records for 1,749,971 items.

3.3 Difference Between ISBN and ISSN

1. “ISBN” is “International Standard Book Number” and “ISSN” is “International Standard Serial Number.”
2. One of the main differences between the ISBN and ISSN is that the former one identifies the publisher whereas the latter one does not identify the publisher.
3. International Standard Book Number is given for monographs or books whereas International Standard Serial number is given to a series of monographs or books.
4. In the case of the ISSN, it is only optional, which means that the publisher is not legally bound to use it. On the other hand, the ISBN is obligatory if the book falls under the ISBN application.