Chapter-2

Organization of Library Resources: Basics

Location	Learning Outcome	Knowledge Evaluation	Performance Evaluation	Teaching and Training Method
Unit-1 : Library Classification (Theory)				
Class room Library	Under standing **Library Classification:** • Need, Purpose and Types • Main Classes • APUPA Pattern Salient features: • DDC • CC	Meaning of: • Library Classification, **Need, Purpose and Kinds,** • Concept of Main Classes • APUPA • Steps of Classification	Chart out: • Need and Purpose • Main Classes • APUPA Pattern • Different steps of Classification	**Interactive Lecture:** Need and Purpose, Main Classes, APUPA Pattern, Different **steps of Classification.** **Activity:** Classification Practice

Location	Learning Outcome	Knowledge Evaluation	Performance Evaluation	Teaching and Training Method
		Unit-2 : Library Cataloguing (Theory)		
Classroom, Library / Computer-Laboratory	Understanding: • Library Cataloguing, Need and Purposes • Cataloguing of Books and Non-Books material • Salientfeatures of CataloguingCode • Forms of Library Catalogue	• Meaning of Cataloguing-Need and Purposes Identificationof: • Items of information-required for cataloguing of Books and Non-Books material • Salientfeatures of AACR2R and CCC. • Physical Forms of Catalogue and OPAC	Chart out: • Library Cataloguing Need and Purposes. • Items of information required for cataloguing of Books and Non-Books material • Salientfeatures of AACR2R and CCC. • Physical Forms of Catalogue and OPAC	Interactive Lectures: Under standing Library Cataloguing Need and Purposes, Books and Non-Book Materials, Features of AACR2R and CCC; Physical Forms of Catalogue and OPAC **Activity:** Identifying Books and Non Book Materials, Items of information required for Cataloguing and Cataloguing Practice.

Unit 1 — Library Classification Theory

2.1.0 Introduction

The word Classification comes from the Latin word "Classis". The term Classification in one sense applies to the process of arranging individual objects or ideas into groups according to their degrees of likeness and combining these groups into larger groups. The term divisions refer to the reverse procedure. Here a single group is subdivided according to some quality possessed, not possessed or shared in varying degrees by some of the individuals it contains. The sub-groups thus obtained may be further sub-divided in the same way, until further divisions is impossible.

In general, the above processes are referred to as classification, and it is said that classification is a separating as well as grouping process; it collects like things and separates unlike things.

Classification is a process of sorting; ideas or objects are collected into groups, and these groups stand for certain qualities which its members possess.

Classification not only assists the memory by arranging individuals into groups but expresses the relationships of things and ideas to the discovery of their laws. Classification is essentially a mental process; we group or separate according to our concepts or ideas of the individuals. The mental process of separation or grouping is called abstraction. It is an aid to the memory and reasoning power. Nothing can be identified without it, in fact all thought and reasoning may be said to consist of classification. When we recognize "a little black dog", we distinguish the dog as an animal from all other mammals and further identify it by recognizing size and colour.

The term 'Classification' is used in many senses. Ranganthan has recognized five senses. Thus, this term is a homonym. The following three out of five senses have been taken from Rangnathan's Prolegomena to Library Classification, 1967.

Classification in Sense 1:

Division:

"Process of sorting the entities of a universe into sub aggregates on the basis of a preferred characteristic or putting like entities into the same sub-aggregate and unlike entities into different sub- aggregates".

Classification in Sense 2:

Assortment:

"The process of the division of a universe into groups plus that of arranging the groups in a definite sequence - that is of ranking - that is, assigning a rank to each resulting group".

Classification in Sense 3:

Classification in Sense 2 plus representing each entity by an ordinal number taken out of a system of ordinal numbers, designed to mechanise the maintenance of the sequence,

(i)   Either when an entity has to be replaced after having been taken out of its position.

(ii)   Or when a new entity has to be interpolated or extrapolated in the correct place in the sequence.

Basis of Classification

Basis of classification is based on two views. One view is that classification is based on "Type". The second view is that it is based on "Definition". 'Type' is the representative member of a class possessing the characteristics dominantly. But classification by 'Type' presupposes knowledge of classification itself, because a type is found only by the knowledge of the general attributes of a class.

According to J.S. Mill, classification is based on 'Definition' which states the essential attributes or features of a class. The classifier is supposed to find out common and essential characters of objects and then he should classify according to those characters. It is presumed that scientific classification is always based on 'Definition'. Since classification by 'Type' is called general classification, the classification by Definition may be called specific classification.

Difference between Classification and Division:

(i)   Classification is the process of grouping individuals' items into classes; or grouping classes into higher classes. However, Division is a reverse process. It consists of dividing classes into sub-classes and sub-classes into further sub-classes and so on.

(ii)   In classification we move from less general to more general or from minor extension to greater extension of classes. In division, we move from more general to less general or from greater extension to smaller extension. Therefore, classification is inductive and division is deductive.

(iii)   According to S.R. Ranganathan, division is putting entities into many groups on the basis of characteristics, and classification is division plus ranking the groups and arranging the groups in a definite sequence.

Kind of Classification:

There are two kinds of classification:

(i)   Natural Classification and

(ii)   Artificial Classification

A Natural Classification is supposed to be one that exhibits the inherent properties of things classified. It depends on homology, the likeness that resides in the structure and function of the entities classified. Artificial Classification is based on analogy, where things are classified by their external likeness and apparent purpose like colour, shape, etc.

According to H. E. Bliss, "There are indeed two kinds of classification, on the one hand logical, natural and scientific, on the other hand the practical, the arbitrary, the purposive; but for library classification we should join these two hands; the two purposes should be combined".

A natural classification may be defined as one which group or separate a series of individuals according to the degree of their fundamental likeness or unlikeness. However, Artificial Classification is one which group or separates a series of individuals according to some external or accidental likeness or unlikeness. It is the result of reasoning by analogy, i.e. the likeness between individuals having a similar function, appearance, or purpose.

Differences between two:

Natural Classification	Artificial Classification
i. It is classification according to important and numerous points of similarity.	i. It is classification as per some un-important or less important points of resemblance.
ii. It is grouping of things according to nature's plan and order.	ii. It is grouping of things according to the purpose of the individual concerned.
iii. It is a more or less objective classification.	iii. It is more or less subjective classification.
iv. It is classification for general purpose.	iv. It is classification for specific purpose.

Differences between Knowledge and Book Classification:

Knowledge Classification	Book Classification
i. It arranges knowledge itself, its substances tangible and intangible.	i. It arranges the expression of this knowledge in written or other form.
ii. A knowledge classification is abstract, for ideas only are arranged.	ii. Book classification is concrete and concerned with ideas in their written representation - a much more complex form.
iii. Knowledge classification is based on preconceived ideas, essentially superficial, which depend upon personal or current theories and which a new doctrine might upset. Books are actual indivisible objects and their form and purpose - recreational, educational, and literary - demand special treatment in any attempt to arrange them systematically on the shelves of the library.	iii. Have the practical aspect of the purpose of book classification comes to the fore; it becomes a method not only of arranging ideas in the mind, but more essentially of collecting together, so that they may be found easily, actual things that are used together.

2.1.1 Library Classification: Need, Purpose and Types

The Library Classification has been defined by various classifiers. The aim of library classification is to arrange the available documents in the library in the most helpful and permanent order.

According to **N. C. Berwick Sayers,** Classification is "the arrangement of books on shelves, or descriptions of them, in the manner which is most useful to those who read". **Arthur Maltby** revises Sayers's definition as "the systematic arrangement of books and other material on shelves or of catalogue and index entries in the manner which is most useful to those who read or who seek a definite piece of information". **Margaret Mann** defines the classification as "the arranging of things according to likeness and unlikeness. It is the sorting and grouping of things, but in addition, classification of books is a knowledge classification with adjustments made necessary by the physical form of books".

According to **Ranganathan,** "it is the translation of the name of the subject of a book into the preferred artificial language of ordinal numbers, and the individualisation of several books dealing with the same specific subject by means of a further set of ordinal numbers which represent some features of the book other than their thought content".

2.1.1.1 Need of Library Classification

The problem of the arrangement of a collection of books first presents itself when specific works are likely to be sought by persons other than those who collected the books. The Librarian of a small library can lay his hand on any required title at will and requires no systematic arrangement to help him. However, users of the library, on the other hand will need to scrutinize the bookshelves to find the particular book they want, and the larger the collection the larger the search. Therefore, the Librarian must use the principle of orderly arrangement to reduce the cumulative loss of time to successive readers. Any grouping is better than none, but some are better than others, if only because it breaks down the whole collection into two or more parts according to some criterion which one can apply mentally to the book one is seeking: e.g. which colour group, which size group or which author group will contain it?

The foundation of the library is the book; the foundation of librarianship is classification, without classification no librarian can build up a systematic library; one, that is to say, which represents adequately the field of human learning as it is recorded in books.

Dr. Richardson has said, "The books are collected for use. They are administered for use. They are arranged for use; and it is use which is the motive of classification."

Library exist to provide the "right book to the right user," or, as Ranganathan puts it, "to every book its reader" with the greatest possible saving of time for both staff and reader. The classification of books should assist in the realization of this ideal.

Classification, thus perfected, has the obvious value of economizing time and energy.

2.1.1.2 Purpose and Importance of Classification

The primary purpose of classification is the arrangement of books in some order convenient of both the reader and the librarian.

J.S. Mill said that the purpose of classification is primarily "to facilitate the operations of the mind in clearly conceiving and retaining in the memory the characters of the objects in question". A general classification sets out to cover the whole field of knowledge; a special classification to classify the branches of one section of knowledge.

The basic purpose of classification is to individualise each subject within its relevant class. This individualisation is only possible if each subject is given its own special name or number and that no other subject shares this number. For individualising a subject in this manner, classification must be provided with an exhaustive scheme of notation.

The following features of classification shows the purpose of classification:

(i)   When a reader asks for a book (document) which is in a library, it must be located immediately, even though the library may have miles of shelves of books.

(ii)   When a book (documents) is returned to a library its correct place on the shelves must be easily determinable so that it can be replaced (and be ready) for the next user.

(iii)   When a new book is added to a library it must find its proper (helpful) place among the other books on the same subject.

(iv)   When the first book on a new subject arrives in a library, it must find a place among the books on such other already existing subjects which are related to it and in the degree of its relation to them.

Importance of library classification can be summarised as follows:

(i)   Library Classification helps to arrange documents in a systematic order, which is most convenient to the reader and the library staff.

(ii)   It helps to identify and locate a document on a given subject required by a user irrespective of size of the library collection.

(iii)   It helps to retrieve the documents from and replace the documents to the original position.

(iv)   It helps to identify the appropriate place of newly added documents among the other documents on the same subject.

(v)   It helps in compilation of statistics on issue, which reflect the pattern of use and demand of documents on different subjects. The feedback helps in the allocation of funds to various subjects and guides the book selection policy of the library.

(vi)   It assists user of the catalogue (through call number) to refer to the location of a document on the shelves.

2.1.2. Concept of Main Class

Dr. Ranganathan defined Main class as "the fairly homogenous conventional regions of knowledge, which together form the first order array of classes which are mutually exclusive and totally exhaustive of the field of knowledge".

The main classes in all the schemes of classification may not be the same. The classes which appear as the major divisions of the universe of knowledge are the main classes in that scheme. Once the knowledge is organized into a number of main classes, the next steps is to mark out for each main class the facets which are likely to be presented by subjects falling within it.

2.1.2.1 Facets of a Main Class

When we divide the universe of knowledge up to the stage of Main Classes, facets do not appear. But when we have to divide a Main Class, the concept of facets appears in the case of some main classes.

The purpose of facets is to divide a main class into its possible aspects. As a Main class contains a number of smaller units of ideas or entities within it, one method of their division is to group all of them only in one line.

Another possible method for division of a main class is to divide it first into its possible facets. The process can be termed as recognizing categories under a class. Therefore, any class enumerated in the first order array of a scheme of classification of the universe of knowledge is categorised as main class.

2.1.3. APUPA Pattern for arrangement of document

Dr. S. R. Ranganathan enunciated the APUPA pattern of helpful sequence. APUPA pattern is seen through Reader's point. The focal point of his interest at the moment will be a particular subject. But we must remember that his interest will not be exhausted by that focal point. It will spread out from there in different directions in different dimension. The reader would really like to have the subject forming his focal point, and also certain other subjects with different degrees of immediate neighbourhood Relation with it.

The focal point of his main interest is called Umbral Region. He would like to have fanned out on either side of the Umbral Region, the subjects partially relevant to the Umbral subject. The two regions on either side of the Umbral Region may be called his Penumbral Region; and the subjects in them are Penumbral Subject. The Penumbral Region will ultimately thin out into the Alien Region on either side. As he glances from one end to the other of his total Region, the reader will pass successively through the Alien, the Penumbral, the Umbral and again the Penumbral and the Alien Subjects. This is APUPA Arrangement.

This sequence puts the most relevant records in the centre. The records which are connected with it are placed before and after it; and those which are totally disconnected records are put at a distance from the Umbral. It is such an APUPA arrangement that will give that reader the greater satisfaction at the moment in full conformity to all the Five Laws of Library Science.
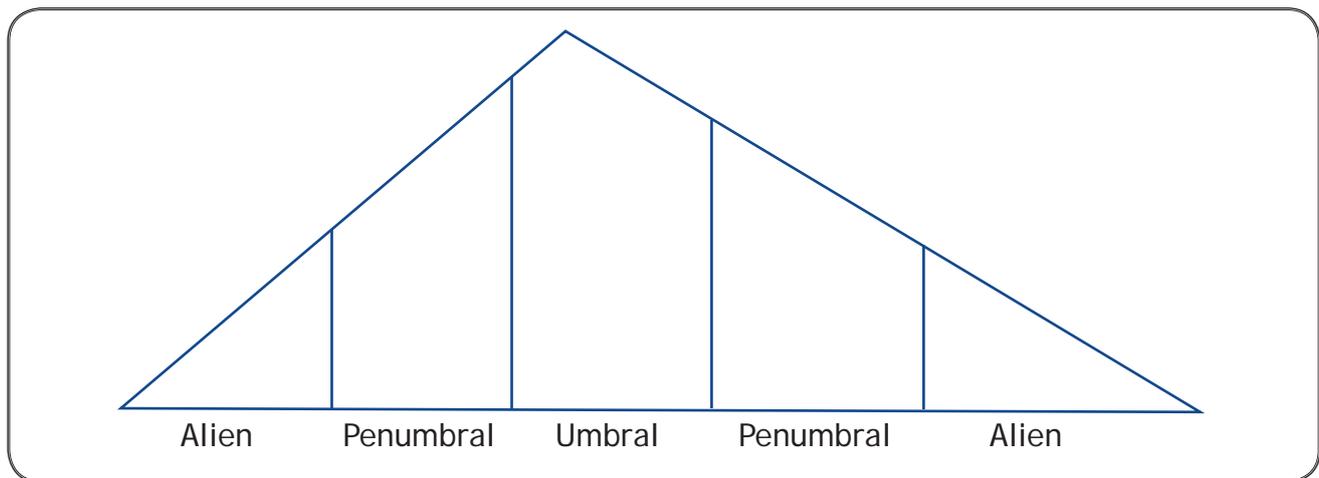
Figure 2.1 APUPA Arrangement

2.1.4. Salient features of Major Schemes of Library Classification

2.1.4.1 Dewey Decimal Classification (DDC)
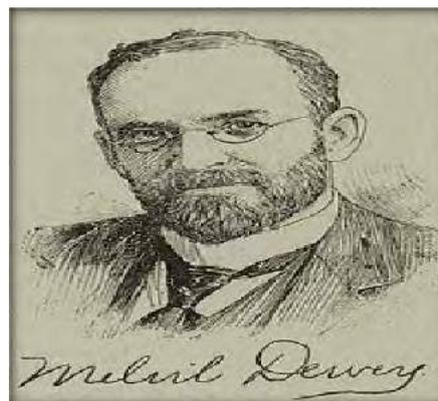
Figure 2.2. Melville Louis Kossuth Dewey (1851 – 1931)

Source:https://upload.wikimedia.org/wikipedia/commons/thumb/d/db/Melvil_Dewey -Portrait_ et_signature.jpg/220px-Melvil_Dewey-Portrait_et_signature.jpg Accessed on 12.08.2021 at 15:08 Hrs IST

The Dewey Decimal Classification (DDC) was formulated in 1873 by the late Melvil Dewey (1851-1931. **Melville Louis Kossuth (Melvil) Dewey** (December 10, 1851 – December 26, 1931) was an American librarian and educator. The first edition entitled "A classification and subject index for cataloguing and arranging the books and pamphlets of a library" was published in 1876. The first edition was consisted of 12 pages of preparatory matter, 12 pages of tables and 18 pages of index, a total of 42 pages. Edition after edition come out with additions and alterations till the 14th edition published in 1942. The 15th edition known as standard library edition came out in 1951.

The 19th edition of 3361 pages came out in 1979. The 19th edition was in 3 volumes: Introduction, Table (Volume 1), schedules (Volume 2) and Relative index (volume 3). The 20thedition of 3383 pages came out in 1989. The 20th edition was in 4 volumes. The subsequent editions were also published in 4 volumes. It is now in its 23rd edition published in 2011.

Source:
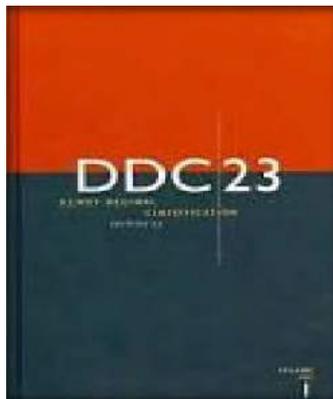
Figure: 2.3 DDC 23rd edition

https://images-na.ssl-images   amazon.com/images/I/41wx5mtWEFL._SX313_BO1,204,203,200_.jpg

Accessed on 12.08.2021 at 15:17 Hrs IST

Besides the editions of this scheme mentioned above, an abridged edition of the DDC was first published in 1894. At present, the abridged version is in its 15th edition published in 2012. This edition is meant primarily for use in schools and in small public libraries.
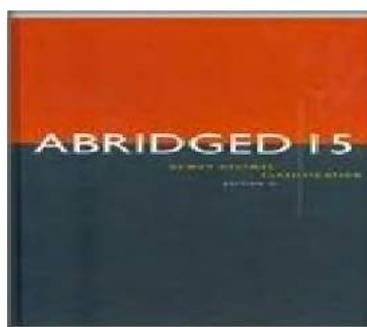

Figure 2.4 DDC – Abridged edition

Source:

https://images-eu.ssl-images-amazon.com/images/I/31FrWFsQ25L._SY264_BO1,204,203,200_QL40_FMwebp_.jpg

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Main Outline:

Dewey divided the field of knowledge into ten main classes as given below:

000	Generalities
100	Philosophy and related disciplines
200	Religion
300	Social Sciences
400	Language
500	Pure Sciences
600	Technology
700	Fine Arts
800	Literature
900	General Geography and history and their auxiliaries

The above main classes indicate that each main class represents either a major discipline or a group of related disciplines. However main class 000 includes varied subjects. Each main class has ten divisions. The divisions are "the second degree of subdivision in the classification (the first degree of subdivision of one of the ten main classes), represented by the second digit in the notation. There are 100 divisions".

The ten division of the main class 100 are given below:

100	Philosophy
110	Metaphysics
120	Other Meta Physical topics
130	Mind and Body
140	Philosophical system and doctrines
150	Psychology
160	Logic, Dialectics
170	Ethics
180	Ancient, medieval, Oriental Philosophy
190	Modern Western Philosophy

Each division has ten sections. The digit representing section numbers are allocated third position in the notation. A section is "the third degree of subdivision in the classification (the second degree of subdivision of one of the ten main classes, and the first degree of subdivision of one of the 100 divisions), represented by the third digit in the notation. There are 1000 sections".

Thus 170 represent Ethics in general. The ten sections of 170 are given below:

170	Ethics
171	Systems and doctrines
172	Political ethics
173	Ethics of family relationships
174	Economic, professional, occupational ethics
175	Ethics of recreation and leisure
176	Ethics of sex and reproduction
177	Ethics of social relations
178	Ethics of consumption
179	Other ethical norms

Classification Number (DDC) Figure 2.5 Assigned Class Number

Source: NITI Aayog Library

Salient Features

DDC has following features:

(i) **Relative location**: According to Dewey's principle of relative location, subjects are ordered in a sequence, by assigning a notation to them and marked book not shelves, with this notation. By this, each book in a library secured a position relation to other books in the same subject.

(ii) **Subdivision of Classes:** Each main class has ten divisions; each division has ten sections, each of which may be further subdivided ten times and so on. Provision is thus made for an unlimited number of subjects. Wherever practicable, heads have been so arranged that each subject is preceded and followed by its most nearly allied subjects.

(iii) **Notation**: Dewey used Arabic numbers for the following reasons:

◆ They are written more quickly and

◆ With less danger of mistake

◆ They are easier to remember then letter combinations.

◆ It is difficult to catch the eye with such combination and they are more difficult to keep in mind.

◆ Some combinations of letters are odd or ridicules.

The notation is thus a pure one, consisting of Arabic figures used decimally. A "three-figure minimum" is used consistently. The notation is infinitely expansible. If there is no blank number available, any new topic is combined with the nearest allied head, or when important enough, a place can be made by the addition of another decimal.

Hospitality is achieved to a great extent by the character of the notation itself. Every one of main class number is divisible by 0/9 and this again by 0/9 and so on to any extent

(iv) **Mnemonics**: The Decimal Classification is rich in systematic mnemonics. The systematic mnemonics reflect a constant order i.e. provision is made to get the same number wherever it may occur e.g. in literature class poetry is always 1, Drama 2; throughout the scheme India is always 54. These methods are called Form divisions and Geographic divisions.

(v) **Relative index**: The most important feature of the scheme is its index which is relative one. Arranged in alphabetical order, it aims to include all topics expressed or implied in the main tables together with every likely synonym. It is very elaborate also and is constructed with fair economy of the chain procedure. Dewey's scheme was truly modern in many respects. He anticipated many of today's developments including the principle of synthesis and facet structure, even though he did not recognize them explicitly.

In addition to the above-mentioned features, DDC also contains other features. These are synthetic devices, add to device, special topics for general applicability, optional provisions and above all, efforts towards universality. These features are important because they have made DDC more synthetic, mnemonic, versatile and universal.

2.1.4.2 Colon Classification (CC)

Figure 2.6 Dr. Shiyali Ramamrita Ranganathan (1892-1972)

Source: https://image.slidesharecdn.com/ranganathanbiography-090808110100- phpapp01/95/ranganathan-biography-8-728.jpg?cb=1249729275 Accessed on 12.08.2021 at 15:30 Hrs IST

The Colon Classification was developed by Dr. S. R. Ranganathan. The Colon Classification was first published in 1933 with 127 pages of rules, 135 pages of schedules and an index of 106 pages. The 6th edition was published in 1960.
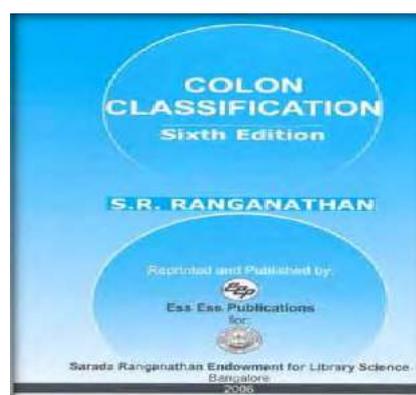

Figure 2.7 Colon Classification

Source:https://rukminim1.flixcart.com/image/416/416/kb89ea80/book/2/3/3/colon-classificiation-original-imafsmgzm2renzc7.jpeg?q=70

Accessed on 12.08.2021 at 15:35 Hrs IST

The 7th edition of the Colon Classification released in 1987. It brings many more changes than ever contained in any previous revision of this world-famous classification system. The many fold increase in the number of basic subjects; recognition of the three varieties of the category matter; use of new notational symbols, and introduction of many new basic concepts, have all ushered in many complexities in the system.

It is the first scheme entirely based on analytico-synthetic principle. This aims at analysing first the subject field into constituent elements or facets and then constructing the class number by synthesis. Ranganathan said that in the Colon Classification, ready-made class numbers are not assigned to topics. The schedules in the Colon Classification may be said to consist of certain standard unit schedules. These standard unit schedules correspond to the standard pieces of meccano apparatus. Even a child knows that by combining these standard pieces in different objects/ways many different objects can be constructed. So also, by combining the classes in the different unit schedules in assigned permutation and combinations, the class numbers for all possible topics can be constructed. In this scheme, the function of the colon (:) is like that of the bolts and nut in a Meccano set.

The rules of classification given at the beginning of the Colon Classification appear complex, until the construction of the scheme is understood, when they are seen to be concerned with explaining the difficulties likely to be encountered in each main class.

Ranganathan provides a set of independent tables for subjects, for relations, form and other classification factors. These tables like the parts of a Meccano set can be used for many constructions. The colon (:) acts as the nuts and bolts.

The purpose of adopting the synthetic method is to secure co-extensiveness of subject and class-mark, minuteness of classification in most of the subjects, individualization of every book in a library by assigning to each a specific class mark, infinite hospitality to new subjects and maximum autonomy for the classifier.

2.1.4.2.1 Fundamental Categories

According to Ranganathan, in any given subject, there may be a maximum of five fundamental categories. There can be less, but in no case more than five. To classify any subject, it is required that the fundamental categories in a given subject may be identified. These are Personality (P), Matter (M), Energy (E), Space (S) and Time (T). In short it is PMEST. The detail of PMEST is given below:

(i) **Time (T):** This is primarily used for devoting period as it has been used in other schemes e.g. Economic Condition of India in 19th century. Here, the 19th Century represents Time. The Connecting symbol in a single inverted comma (').

(ii) **Space (S):** This is also primarily used for devoting geographical characteristics e.g. Economic Condition of India in 19th century. Here, India represents Space. The Connecting symbol in a dot (.).

(iii) **Energy (E):** Ranganathan calls it a problem facet. It presents itself as a problem or a mode of work or approach. It is through the problems or approaches; one is to recognize the division of the Energy concept. e.g. Teaching of classification in the University of Delhi. Here, teaching represents Energy. The Connecting symbol is a colon (:).

(iv) **Matter (M):** This reflects the forms it takes in various subjects. If we were classifying books on the manufacture of paper, we should require some divisions based on raw materials, these would relate to the concept matter. e.g. use of esparto in paper making. Here, esparto represents Matter. The Connecting symbol is a semicolon (;).

(v) **Personality (P):** Ranganathan found a way out to recognize personality by the method of residue, i.e. when it cannot be any other fundamental category it is assigned to personality. This is used for the wholeness of any subject. e.g. Human body in Medicine is the Personality.

Main Outline

The list of main classes recognized in CC 6th edition is given below:

Z	Generalia	Δ	Spiritual experience and mysticism
1.	Universe of knowledge		
2.	Library Science	MZ	Humanities and social science
3.	Book Science		
4.	Journalism	MZA	Humanities
A	Natural Science	N	Fine Arts
AZ	Mathematical Science	NZ	Literature and language
B	Mathematics	O	Literature
BZ	Physical Sciences	P	Linguistics
C	Physics	Q	Religion

D	Engineering	R	Philosophy
E	Chemistry	S	Psychology
F	Technology	Σ	Social Science
G	Biology	T	Education
H	Geology	U	Geography
HX	Mining	V	History
I	Botany	W	Political Science
J	Agriculture	X	Economics
K	Zoology	Y	Sociology
KX	Animal husbandry	YX	Social Work
L	Medicine	Z	Law
LX	Pharmocognosy		Illustrative
M	Useful Arts	(:g)	Criticism technique
		(p)	Conference technique
		(r)	Administration report technique
		(P)	Communication theory
		(X)	Management

Ranganathan divides knowledge into 26 branches.

Salient features

The Colon Classification has following features:

1. **Notation**: Colon classification uses a mixed notation. It consists of

   ◆ Arabic numerical (0 and 1to 9)

- Roman Alphabets (26 capital)

- Roman Alphabets (24 small) except i & o

- Various symbol such as (Δ), (:), (-)

The notation of CC is distinguished by the following features:

- The notation is **faceted**. That means it takes cognizance of change of characteristics and separates the various facets of subjects.

- It uses **fraction principle** for both numbers and letters.

- It is **Expressive**. That means it reflects order of the subjects in their subordination and coordination i.e. expresses the hierarchy by making numbers for coordinate topics.

- It is **synthetic** in representing a subject by analyzing it into its fundamental constituent elements synthesizing a class symbol for the subject out of the elements linked.

2. **Hospitality:** The most distinctive feature of CC is its hospitality. It is the only scheme to achieve this, because Ranganathan could use successfully the decimal fraction principle and faceted notation. CC has achieved hospitality both in array and chain.

    Hospitality in array: It permits extrapolation and interpolation in an array. Ranganathan uses several devices to increase hospitality in array. These are as follows:

    - **Octave Device**: According to this, when the classes of any array are numbered with Arabic numerals, only numbers 1 to 8 are to be used. 9 is not used ordinarily to individualize any class. The number next in order after 8 is 9 1 and not 9.

    - **Subject Device:** it is used to form or sharpen a facet by adding to it (facet) another class number from elsewhere in the scheme. This device has been used in several main classes. The part of the number derived by the subject device should be enclosed in parenthesis (circular bracelets) ex: Medical College Library is 2, J3 (L).

    - **Alphabetical Device**: It is used taking the first or the first two or three letters of the names of persons, or objects or products. The device can be used wherever warranted.

      Ex: J,381 B – Basmati Rice. (J,381 is rice and B is for Basmati).

- **Chronological Device**: The purpose of this device is to sharpen a facet number. It can sharpen an isolate or form a new isolate. This is done by employing a chronological number from the schedule of time isolate. This device can be used wherever warranted. Ex. 2:51 M76 represents Dewey Decimal classification.

- **Geographical Device**: The purpose of all these devices is to form or to sharpen an isolate number in a schedule. Geographical number may be taken from the schedule of space isolate. Ex. Z 44, 2 Indian Law of property.

  Hospitality in Chain: This may be defined as the quality of a notation which permits arrangement of classes in successive subordination, each one being subordinated to the preceding one. It permits simultaneous specification of all the facets of a subject if necessary and the ability to specify new facets in their correct sequence. The hospitality in chain is achieved by the following:

- **Decimal Fraction Notation**: Decimal fraction notation gives infinite extrapolation and interpolation. Similarly, letters are also used as fraction. Any class can be divided indefinitely.

- **Faceted Notation**: Faceted notation provides for the complete exhaustion of each characteristics in turn and the marking off in the notation of each successive facet.

3. **Mnemonics**: Mnemonics are produced by using the following:

- **Common Isolates**: Anteriorising and Posteriorizing isolates are indicated by using lower case letters. eg.

  a   bibliography

  m   periodical

  v   history.   And etc.

- Geographical Divisions or space isolates are denoted by number eg.

  44   India

  441 Madras. etc.

- Language divisions or language isolates are for use mainly in the linguistics and literature class eg.

111 English

15 Sanskrit

157 Bengali

◆ Chronological division or Time isolates are specified as follows:

N   20th century (1900 to 1999AD)

N3 1930

N54   1954. Etc.

4. **Index**: The index of CC is the shortest index found in any classification consisting of only 45 pages. It is relative though the relative aspects of a subject are given in the form of class numbers. Some indexes of the schedules are shown under the schedule instead of enlisting them in index e.g. Botanical names after Botany class, Geographical schedules after Geography class and so on. The index has been desired entirely for the classifier and not for the readers.

2.1.5. Comparison between DDC and CC:

1. **Main Outline**

   DDC: It has 10 main classes with 9 sub-classes and 9 sections of each subclass. That is to say beginning with most general subjects produced to more specific.

   CC: Main classes are comprised of Generalia (1to 9) and twenty-six main classes on both science and humanities. The first thirteen classes comprise the sciences and their applications, while the last thirteen comprise humanities.

2. **Notation**

   DDC:

   ◆ It uses Arabic numerals

   ◆ Three figure minimum notation has been used.

   ◆ Notation is expensive, but not in array.

   CC

   ◆ Notation is extremely mixed consisting of Arabic numerals, roman alphabet (both capital & small) and symbol & sign including colon.

- Notation is faceted.

- It is synthetic.

- It uses fraction principle for both numbers and letters.

- It achieves hospitality both in array and chin.

3. **Form Divisions:**

   DDC:

   - Used series of nine common form divisions.

   - These with minor alternatives are used with the same meaning throughout the scheme.

   CC:

   - For common sub-divisions, used lower case letters.

4. **Mnemonics:**

   DDC:

   It makes full use of the mnemonic principle. The principal mnemonic features are:

   - Form divisions

   - Geographical divisions

   - Language divisions.

   CC:

   The scheme is a faceted one and enjoys a considerable mnemonic quality by the use of the same facets and common facets.

5. **Index:**

   DDC:

   - DDC has Relative index. CC:

   - Shortest index found in any classification scheme. The index to the scheme is entirely a tool for the classifier and not for the readers. Index of some subjects have been given under schedules instead of enlisting them in the index.

2.1.6 Summary

The main aim of librarianship is to bring the user in contact with the document or information. Various techniques are adopted by a librarian to achieve the aim. Library classification is one such technique, which helps in the organization of documents and information so that the user can use sources of information efficiently. Therefore, library classification is a necessity in a service library. A classification scheme is designed for the arrangement of books or other material by subject or form or both or by any recognizable logical order. The Dewey decimal classification fulfills the criteria of a good classification scheme. Its inclusiveness and receptiveness to new subjects are well illustrated by the increased number of pages of tables and relative index. The notation is exceptionally simple, clear and expensive with excellent mnemonic feature. In the Colon Classification, the basic classification is logical in most of its divisions, scientific in its details and scholarly in its elaboration. The facet formula helped in securing helpful order in library classification, in individualizing every subject.

2.1.7 Exercise:

(i)   Define classification by Dr. S.R. Ranganathan?

(ii)   Differentiate between classification and Division.

(iii)   Differentiate between Natural and Artificial Classification?

(iv)   Differentiate between knowledge and book classification?

(v)   Explain the need of library classification?

(vi)   Write the purpose of Library Classification?

(vii)   Write the salient features of DDC?

(viii) Write the salient features of CC?

(ix)   Compare the DDC & CC scheme of Library classification?

2.1.8. References

(i)   Krishan Kumar (2013), Library Manual. 4th Revised ed. New Delhi: Vikash Publishing House, 2013, 386 P.

(ii)   Dutta, D. N. (1962) – Library Classification: theory & practice. Nagpur: The western Book Depot, 1962. 320 p.

(iii)   Phillips, W. Howard (1955). A Primer of Book Classification. London: Association of Assistant Librarians, 1955. 235P.

(iv)   Sayers, W. C. Berwiek (1955). A manual of Classification for librarians and bibliographers. London: Crafton, 1955. 346 p.

(v)   Raju, AAN (1984). Decimal. Universal Decimal & Colon Classification. Madras: Ajanta Publication, 1984. 270 P.

2.1.9. Glossary

Dewey Decimal Classification (DDC): The Dewey decimal classification fulfills the criteria of a good classification scheme. Its inclusiveness and receptiveness to new subjects are well illustrated by the increased number of pages of tables and relative index.

Colon Classification (CC): the basic classification is logical in most of its divisions, scientific in its details and scholarly in its elaboration. The facet formula helped in securing helpful order in library classification, in individualizing every subject.

Unit 2 — Library Cataloguing (Theory)

2.2.0 Introduction

The term "Catalogue" has been formed from the Greek phrase, Katalogos. Kata means "according to" and "logos" means "order" or reason.

The library catalogue is a list of books and other reading materials in the holdings of a library or a group of libraries. The list contains details about the book and other reading material. Which are useful for the users of catalogue. The details are author, title, the person or body assisting in bringing out the book, edition, place of Publication, Publisher, Year of Publication, information regarding physical details like pages, size, illustrative materials etc. Besides this information, the catalogue also bears some location mark, usually in numerical form, by which documents can be located on the shelves. According to J. H. Shera (1956), "the library catalogue does not or should not exist as an end in itself. It is one part of the total bibliographic system and must be responsive to changes that take place in other parts of the system".

Cataloguing denotes the various processes adopted in preparing the entries of the reading material in a catalogue and its maintenance. Library catalogues are different from the publishers' catalogues, booksellers' lists, bibliographies etc. Each of these reference tools is useful to build up the collections for a library book selection, but they do not do what a library catalogue does.

2.2.1 Library Catalogue: Need, Purpose and Importance

2.2.1.1 Definitions

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

According to C A. Cutter, a catalogue is "a list of books which is arranged on some definite plan. As distinguished from a bibliography, it is a list of books in some library or collections".

According to Margaret S. Taylor, "Bibliography is a list of books or manuscripts on a particular subject or subjects. A catalogue is also a list but its scope is limited to a particular collection".

James Duff Brown in his Manual of Library Economy has defined a catalogue as "an explanatory, logically arranged inventory and key to the books and their contents and it is confined to the books in a particular library".

According to Dr. S.R. Ranganathan, "a library catalogue is methodically arranged record of information about its bibliographical resources".

Therefore, 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 organized 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.

2.2.1.2 Need

A library acquires books, periodicals, serials, pamphlets, dissertations, manuscripts, maps, and other printed and non-printed materials to serve them to their users. If these documents are not organized properly then it is very difficult or impossible to locate the document. Even if they are organized on shelves properly, no persons either user or staff, will be able to know and remember what books are available in a library. It will also be difficult to ascertain, if a particular document as asked for by the user, is available in the library. Thus, the very purpose for which the library has been established will get defeated.

It is, therefore, essential that each document is enlisted in the catalogue in a manner that users◻ approach is met with. The catalogue thus created serves as a key to the holdings of a library.

2.2.1.3 Objectives

Charles Ami Cutter described the objectives of a library Catalogue in 1876 in his book titled "Rules for a Dictionary catalogue".

According to him a catalogue should:

1. To enable a person to find a book of which either

    a. the author,
    b. the title, or ⎤ is known
    c. the subject

2. To show what the library has

    a. by a given author
    b. on a given subject, or
    c. in a given kind of literature

3. To assist in the choice of a book

    a. as to its edition (bibliographically)
    b. as to its character (literary or topical)

Figure 2.8 Charles Ami Cutter

Source:

https://upload.wikimedia.org/wikipedia/commons/thumb/f/f2/CharlesAmmiCutter_ BostonAthena eum.png/220px-CharlesAmmiCutter_BostonAthenaeum.png

Accessed on 12.08.2021 at 15:37 Hrs IST

The first objective of a library catalogue is to inform the availability of a particular document in the library. The readers may access the catalogue by the name of author or title or subject.

The second objective is to show what a library has. The catalogue helps in bringing together books by the same author and on the same subject or in a given kind of literature.

The third objective is known as descriptive cataloguing. The catalogue helps to identify a document from several similar documents.

Therefore, a library catalogue is an instrument equipped to deal with the several ways of enquiry, and of identification and retrieval of the books and other materials.

2.2.1.4 Purpose

The purpose of cataloguing is to put order into a collection of books so that the volumes may be located and used for reference and circulation. The classifier makes it possible for the books to be arranged in an orderly manner on the shelves. The cataloguer must supplement that work by listing books in the catalogue under their author, title, or subjects to provide additional lines of approach for readers and staff members alike.

The main purpose of a library catalogue is to serve as a guide to the collection of the materials acquired for the library. Primarily the library catalogue reveals to users of a library, the document in a library and helps the person in finding out whether documents of the person's interest are available in the library or not. It also serves users as a retrieval tool.

2.2.1.5 Functions

The main function of a library is to provide the required documents to the readers, and it is the catalogue that performs this function by bringing the needs of the reader into the relation with the resources of the library.

According to Dr. S.R. Ranganathan, the function of a library catalogue is "to help the exploitation of resources of the library in conformity with laws of library science".

According to Shera and Egan, two important functions of a library catalogue are:

- ◆ Accurate and speedy determination of whether or not an item known by author or title is in the collection, and if no, where it may be found.

- ◆ What materials the library contains upon a given subject and where they may be found. In addition to the above, the catalogue should provide the following functions:

- ◆ It guides the user in selection of a document of his interest.

- ◆ It can be used as a reference tool for answering many questions of users of documents.

◆ It saves the time of the reader.

◆ It provides other valuable information on documents besides bibliographical data for accessing and locating documents.

◆ It displays the library record before the reader;

◆ It gives the total account of the collection of a library, of an author, title and the subject; and etc.

2.2.1.6 Difference between Catalogue and the Bibliography:

A library catalogue and a bibliography are distinct from each other as they serve different purposes. The differences between them are given as below:

Catalogue	Bibliography
• It covers the reading material of particular library.	• It is not limited to any one collection of books.
• It's scope is limited to the collection of a library or a group of libraries.	• It's scope is unlimited. It may be limited to a library but also covers the whole universe on a particular collection of a country or the locality.
• There is a location symbol.	• Location symbol need not be given.
• It is found on card.	• It is found in book from.
• There is sequence which is applied in uni-formity.	• There is sequence, but it may differ.

There is a definite distinction between bibliographies and catalogues but there is an equally definite link between them. Bibliographers need library catalogues to help them in their research, and cataloguers use bibliographies for identification of publications and fact finding.

2.2.2 Items of Information required for cataloguing a document (Book and Non-Book material)

2.2.2.1 Items of Information required for cataloguing a document (i.e. Book Material)

The items of information required for cataloguing of a book are the data elements. A group of data elements arranged in a prescribed order constitutes an area of description. The items required are as follows:

(i) Title and subtitle of the Book

(ii) Author / Corporate Author of the Book

(iii)   Editor /translator of the Book if any

(iv)   Edition, if any

(v)   Name of Publisher

(vi)   Place of Publication

(vii)   Year of Publication

(viii)   Physical Description (includes pagination, size and illustration if available)

(ix)   Series statement with number and series editor (if available)

(x)   **Call no. given by the Classifier (I.e., Library Staff)**

(xi)   Accession No.

(xii)   Volume information (if available)

(xiii)   ISBN and etc.

The maximum information may be found at Title page and back of the title page. One example is given below:
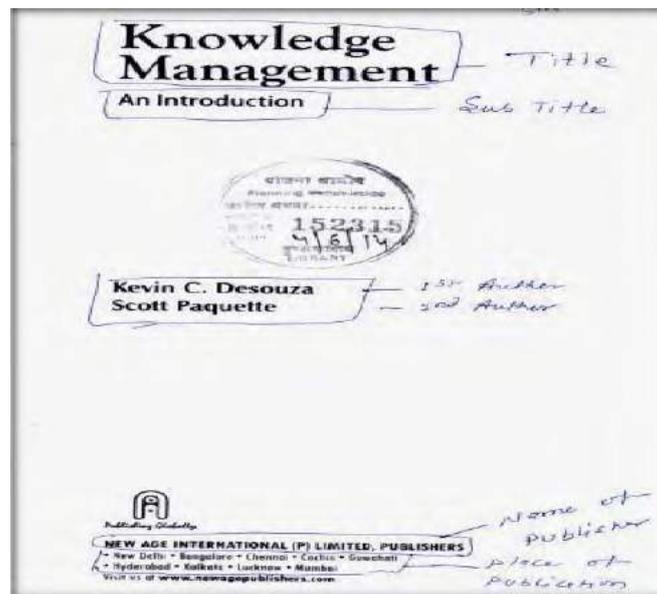
Figure 2.9 Title Page of a Book
Source NITI Aayog Library
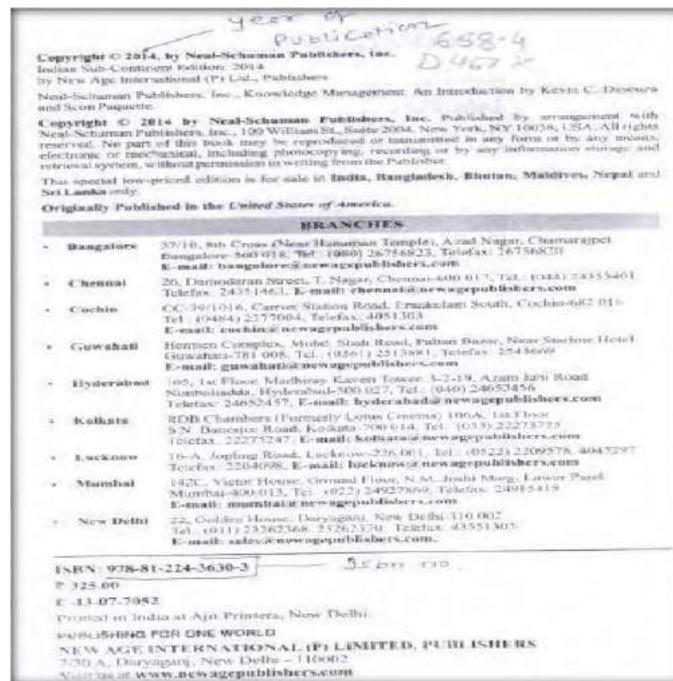
Figure 2.9 b Back of Title Page Source NITI Aayog Library

2.2.2.2 Non-Book Materials: Non Book Materials are those materials which don't falls under the printed book but supports in the learning process. The different types of Non-Book Materials are as follows:

◆ Cartographic Materials (i.e. Atlas; Map; Globes, etc.)

◆ Motion pictures and Video Recordings (i.e. Cassette; CD; VCD, etc.)

◆ Graphic Materials (i.e. Art print; Photograph; Slide, etc.)

◆ Manuscript

◆ Music

◆ Sound Recordings (i.e. Sound cassette; Sound Disc; etc)

◆ Microform (i.e. Microfiche; Microfilms; etc.)

Items of Information required for cataloguing a document (i.e. Non Book Material)

(i)   Title information

(ii)   Author/Creator/ Cartographer/ Director/Composer (i.e. responsible for the work)

(iii)   Edition (if any)

(iv)   General Material Designation

(v)   Place of publication

(vi)   Name of Publisher

(vii)   Date of Publication

(viii)   Physical details; Dimensions

(ix)   Series information

(x)   ISSN no. (if any) and etc.

Chief source of information may vary for different types of NBM
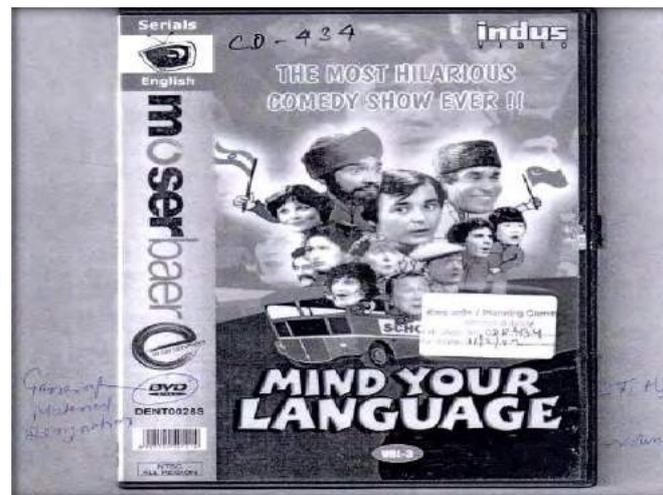
Figure 2.10 a Non-Book Material Source NITI Aayog Library
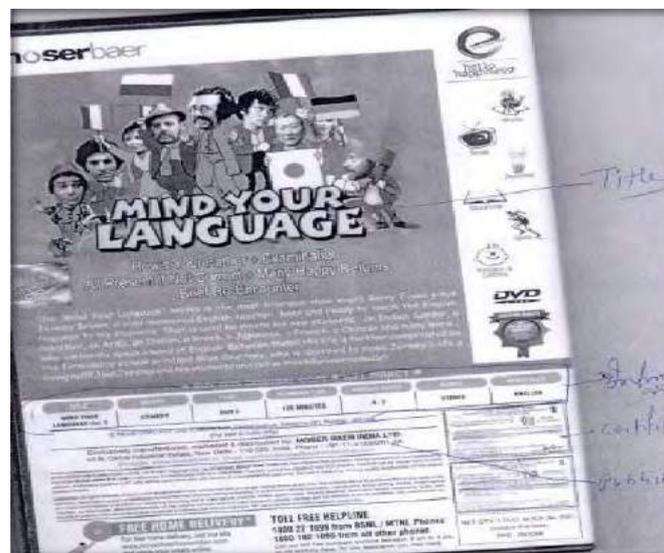
Figure 2.10 b Non-Book Material Source NITI Aayog Library

2.2.3 Salient features of Catalogue Codes

The catalogue must be constructed on a scientific basis. It must be founded on rules and regulations that ensure uniformity and accuracy so that it will be a dependable tool. Therefore, a Library catalogue code is a set of rules for guidance of cataloguers in the preparation of entries in catalogues for documents so as to maintain uniformity.

2.2.3.1 Anglo – American Cataloguing Rules – 2nd Ed.

The Anglo-American Cataloguing rules was first appeared in 1967. The rules were given in two parts. Part 1 covered entry and heading consists of four chapters and part 2 covered description presented in 10 chapters.

Anglo – American Cataloguing Rules, second edition, i.e. AACR-II, has been jointly prepared by the American library Association, the British Library Association and the Canadian Library Association and the Library of Congress. It was published in 1978. There are two main parts and four appendices in the code. Part one deals with Description and Contains 13 Chapters. Part two is concerned with Headings; uniform Titles, and References and it Consists of 6 Chapters numbering 21-26. The Four appendices given at the end of the code deal with Capitalization,

Abbreviations, Numerals, and glossary. A Comprehensive index has also been provided at the end.
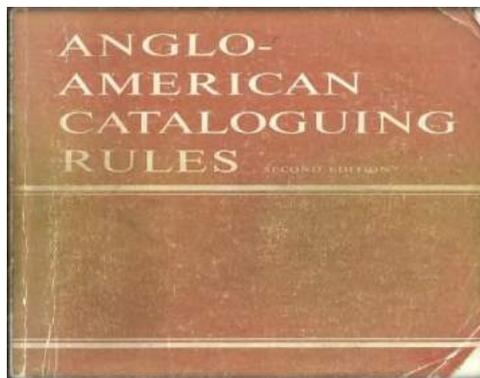

Figure 2.11 Anglo American Cataloguing Rules

Source:

https://images-na.ssl-images-amazon.com/images/I/31PzXgp1D0L._SX333_BO1,204,203,200_.jpg

Accessed on 12.08.2021 at 21:05 Hrs IST

Features of AACR-II

◆ **Structure of the Rules**

The rules for description is given is part one. The rules for the choice and rendering of various access points is given in part two. In both parts the arrangement of rules is from general to specific.

◆ **Contents of Part -1**

The rules of part 1 contain instructions on the formulation of description of documents. The following types of documents have been included for the rules of their description in part 1:

i. General Rules for Chapter 1 Description

ii. Books, Pamphlets and Chapter 2 printed sheets

iii. Chapter 3: Cartographic materials

iv. Chapter 4: Manuscripts

v. Chapter 5: Music

vi. Chapter 6: Sound Recording

vii. Chapter 7: Motion pictures and video Recordings

viii. Chapter 8: Graphic Materials

ix. Chapter 9: Machine Readable data files

x. Chapter 10: Three Dimensional Artefacts and Radio

xi. Chapter 11: Microforms

xii. Chapter 12: Serials

xiii. Chapter 13: Analysis

Chapter 14-20 of part 1 are left blank for future development.

Chapter 1 contains those rules that apply to all documents as it provides brief guidance. The Cataloguer will find specific treatment of certain elements in the appropriate specific chapter numbered in between chapter 2 to 13.

◆ **Contents of Part -2**

Part 2 provides necessary rules for headings, uniform titles, and references. It consists of 6 chapters, as mentioned below:

i.   Chapter 21:   Choice of Access points

ii.   Chapter 22:   Headings for persons.

iii.   Chapter 23:   Geographic names

iv.   Chapter 24:   Headings for corporate Bodies

v.   Chapter 25:   Uniform Titles

vi.   Chapter 26:   References

The arrangements of the rules in part 2 is also from general to specific. If no specific provision exists in a particular case, the more general rules should be adhered to. The rules in this part are to be applied for all types of documents, irrespective of their physical feature.

Appendices:

Abbreviations, Capitalization, and numerals are given in the appendices in the code. The code provides the instructions in the appendices as the rules contained in part 1 and 2.

Glossary:

A glossary of most of the technical, bibliographic, and cataloguing terms, including those relating to the field of non-book materials has been given at the end of the code preceding the index. The terms contained in the Glossary have been defined in the context of the rules.

Examples:

It has been mentioned clearly that the examples used throughout the code are illustrative and not prescriptive. Therefore, neither the examples nor the form in which they are presented in the code should be taken as instructions unless the accompanying text specifically states that they should.

Index:

A comprehended index has been provided at the code. The index covers the rules and appendices, but examples have been excluded.

Organisation of AACR-II

AACR 2 divides the description into the following areas:

- Title and Statement of responsibility area (Area1)

- Edition Area (Area 2)

- Material specific details area (Area 3)

- Publication, distribution etc. area (Area 4)

- Physical description area (Area 5)

- Series Area (Area6)

- Standard number and terms of availability area (Area7)

Precede each area, other than the first area or each occurrence of a note or standard number, etc. area by a full stop, space, dash, space (.-) unless the area begins a new paragraph.

2.2.3.2 Classified Catalogue Code (CCC)

The Classified Catalogue Code (CCC) was developed by Dr. S. R. Ranganathan and first published in 1934. The 5th edition of the Catalogue code with additional rules for Dictionary Catalogue appeared in 1964. It is a code which can be used for the preparation of classified catalogue as well as dictionary catalogue.

Figure 2.12 Dr. Shiyali Ramamrita Ranganathan (1892-1972)

Classified Catalogue Code: With Additional Rules for Dictionary Catalogue Code
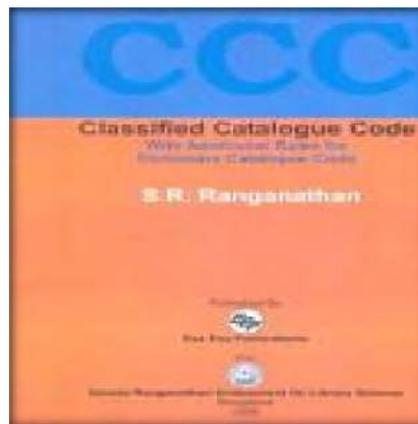
Figure 2.13 Classified Catalogue Code

(Source:

https://images-na.ssl-images-amazon.com/images/I/31LjA63yIbL._SX339_BO1,204,203,200_.jpg

Accessed on 12.08.2021 at 21:10 Hrs IST)

Features

◆ The classified catalogue code is free from the restriction of language unlike the other codes despite their non-local nature. The CCC has achieved this by taking into account basic concepts: (a) Language of the Library, (b) Scale of languages, in which the language of the library comes first, and the others come in the descending sequence of forcedness.

◆ CCC is altogether a distinct Cataloguing code based on Canons and principles evolved by Dr. S. R. Ranganathan.

◆ There is special provision of rules for compilation of unions catalogues, periodical publications, National bibliographies, Indexing and abstracting periodicals.

◆ The chain procedure is the unique device in CCC which is a most important contribution of Dr. Ranganthan to the art of Cataloguing. This is a mechanical device to device the subject headings from class number either for class index or for subject headings to be used for a dictionary catalogue.

◆ CCC attaches much importance to the title page and its overflow pages in order to get details to be incorporated in catalogue entries.

◆ Another feature of CCC is its economy. CCC does not allow the use of imprint and collation in the Catalogue entry which are considered to be part and facet of an entry for identification of the documents.

◆ The book number constructed in accordance with colon classification of Dr. Ranganathan indicates the years of publication of the document. An additional information to the title statement of the entry in CCC is the edition of the books.

Limitations

◆ It lacks in providing complete bibliographical information which sometimes causes confusion and difficulties.

◆ No rules for cataloguing of non-book materials have been provided that are essential for cataloguing purposes of such materials.

CCC recognizes the following kinds of entries in a classified catalogue: Main entry

Book index entry Class index entry Cross reference entry

Cross reference index entry

The main entry and cross reference entry are number entries. Therefore, these form part of the classified part.

Book index entry, class index entry and cross reference index entry are word entries. Therefore, these are included in the alphabetical part.

A main entry in CCC consists of the following sections:

◆ Leading section.

◆ Heading section.

◆ Title section.

◆ Note section; if any

◆ Accession number; and

◆ Accession number; and

◆ Tracing section.

The Leading section consists of call number of the document and is always written in pencil. The Heading section consists of authorship.

The Title section consists of title, edition and collaborators. Other information is provided in the note section, if required.

The tracing section is given on the book of the main entry. It indicates which entries is addition

to the main entry have been prepared for the given book. The purpose is to enable the removal of catalogue cards related to a main entry at the time of the weeding of a book from a library.

2.2.4 Forms of Library Catalogue

The first thing to consider in beginning a catalogue is what form it is to take.

2.2.4.1 Physical forms of catalogue

The different physical forms of catalogue are:

(i)   **Bound Register Form**

The catalogue of a document prepared / written by hand in a bound Register. The information of each document is provided, and separate register is formed for Author, Title and subjects.
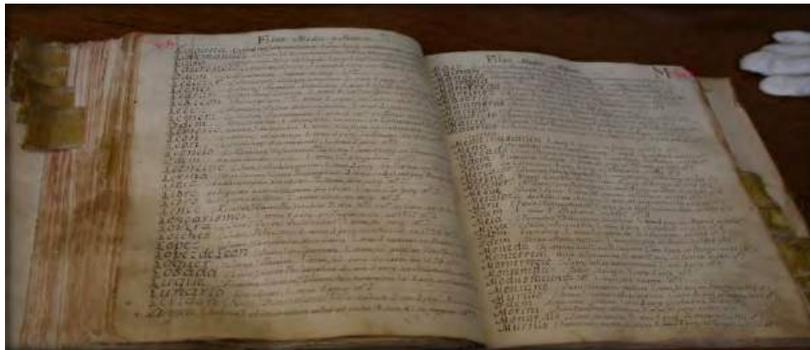
Figure 2.14 Bound Register Form

(Source:

https://lh3.googleusercontent.com/Ve1d0pGVK_iK3_LnypZSeeeaHe2jwDdWteghY5cdR9Z D7KA2y2mXfTwRsiKTwvkwUCLkbQ=s128 Accessed on 14.8.2021 at 18:10 hrs)

(ii)   **Printed Book form**

Here entries/catalogues are printed on pages and then bound and make available in volumes to the reader.

(iii)   **Sheaf form (Loose-leaf Form)**

In this form, slips of paper are put into a loose-leaf binder and bound by some mechanical device into a volume.

(iv)   **Card Catalogue**

A catalog in card form is one in which each entry appears on a separate card; in other words, each entry is a unit which can be shifted, sorted and arranged in any way

desired. The card catalogue is the most widely used form throughout the world. It has got the qualities of flexibility, ease of use and economy in production and maintenance. Another advantage with this form is that it is suited to unit entry cataloguing. The standard catalogue card measuring 12.5 cm X7.5 cm (roughly 5"x3") is used in this form. The entries are prepared on these cards in desired quantity, and they are then arranged in catalogue cabinet.

Figure 2.15a Card Catalogue Filed

(Source:https://lh3.googleusercontent.com/LTrejmCChGavpzMVbeCq3xwhsA9C8Iyx3lR_FyId rj1HrCLdEmDiG0MAdkKxXq8IVT3QMg=s128 Accessed on 14.8.2021 at 18:20 Hrs IST)
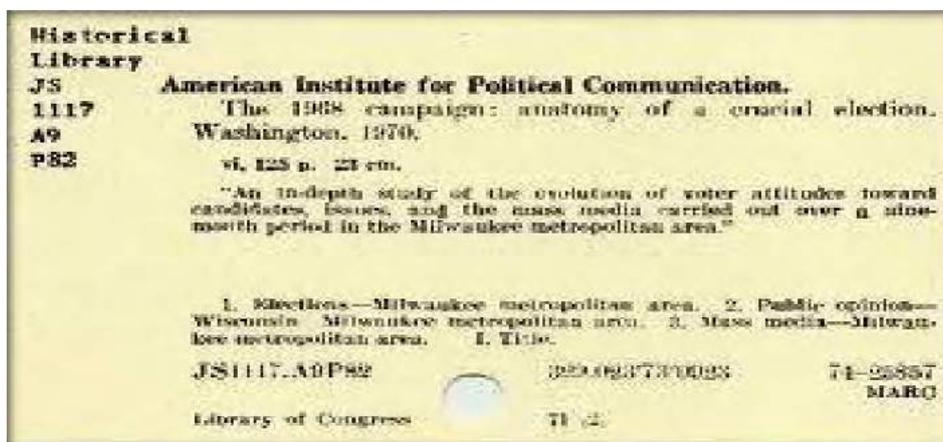

Figure 2.15b Card Catalogue

(Source: https://www.libraryhistorybuff.org/catalog-cards.htm Accessed on 14.8.2021 at 18:40 hrs)

Cards arranged in alphabetical or classified order are field in a catalogue card tray, designed to hold at least 1400 cards in upright position which are housed in card cabinets. At the bottom of the cards there are punched holes through which passes a locking rod holding them secured together and in order they can be shifted to and fro along the rod for consultation. The card cabinets are made of steel or wood containing any number of trays in accordance with the design. Generally, cabinets are based at a height of 3' or 3' 6" above the floor.

Figure 2.15c Card Catalogue Cabinet

Source:

https://en.wikipedia.org/wiki/Library_catalog#/media/File:2010_Manchester_UK_4467 481691. jpg Accessed on 14.8.2021 at 18:30 Hrs IST

Merits:

- The greatest advantage of the card catalogue lies in the fact that it is far from growing obsolete or congestion except by carelessness or inadvertence.

- The arrangement allows flexibility and maximum ease of insertion of new entries and withdrawal of such entries of books as are lost or weeded out.

- The card is a single and self-contained unit, capable of infinite expansion and manipulation without any hindrance. Cards can easily be produced by a mechanical reproduction process or cards produced by a centralized service may be used.

- The card can be easily changed at any time by replacing new ones and the same cards can be arranged in any order.

- The card catalogue maintained in the card cabinets is easier to consult and handle, and many readers can use it at a time.

- It can be easily guided.

Limitations

- The card cabinet occupies much space and as such it creates the problem of space. Thus the biggest disadvantage of the card catalogue is its bulk which can cause a serious accommodation problem as the catalogue grows.

- It is not portable and so it cannot be consulted like the book form, at every place.

- In a busy library when a single reader monopolizes the whole tray or section of the cabinet, he kills the time of other readers.

◆ The cards can be easily removed or distracted by errant readers who can create problems.

◆ Only one title can be located by the reader at a time and for others he has to see all entries. Thus, it is not economical in saving time and labour of the users.

◆ These days cards are too expensive.

◆ For a single book, many cards are needed to be prepared. Therefore, it is not economical in time, labour and money to the library staff.

The two most generally accepted are the card and the OPAC form.

2.2.4.2. Online Public Access Catalogue (OPAC)

An online Public Access catalogue is an online database of holdings of a library or group of libraries. Readers search OPAC to find the documents available in the Library. OPAC is accessible through Intranet and over Internet. The readers may search the bibliographic database and find specific information online. The search facility provides information about the status of each item available in the library.

OPAC provides search results from the following search points:

◆ Title search point

◆ Author search point

◆ Subject search point

◆ Class number search point

◆ Publisher search point

◆ Place search point

◆ Keyword search point

OPAC also provides the Boolean search facility in the combinational search. The Boolean search uses following logical connectors:

'OR', 'AND' and 'NOT'

The following screen shows the OPAC dialog box through LS Premia software of Libsys in the Planning Commission Library, New Delhi.
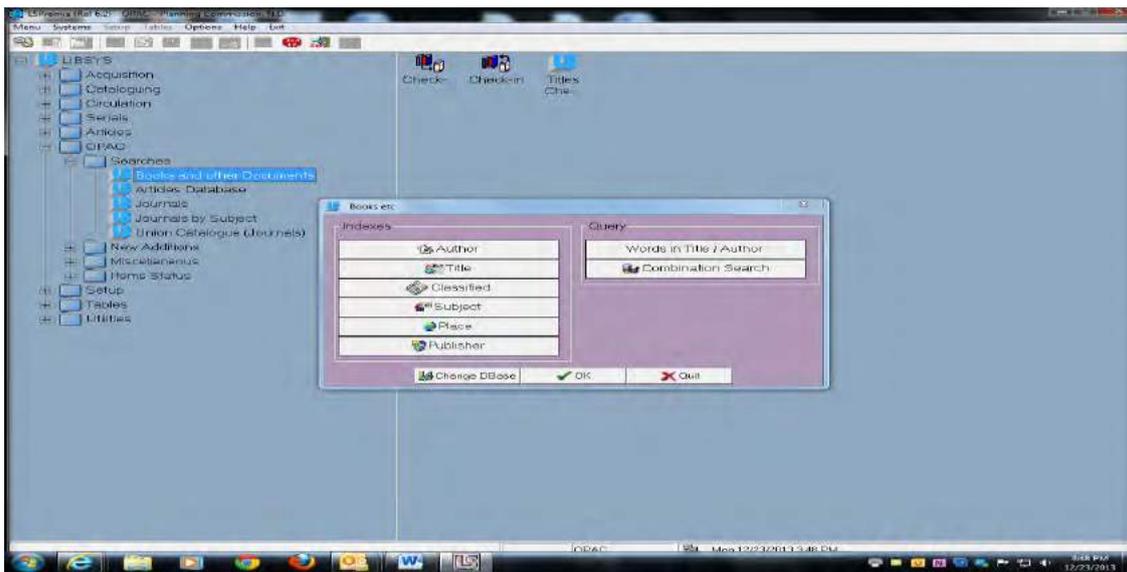
Figure 2.16a OPAC Source: NITI Aayog Library

From the above, if we open the Author indexes and put the word 'Kumar' in search area and after selecting the author 'Kumar Sanjay' and click on the details we will get the following screen:
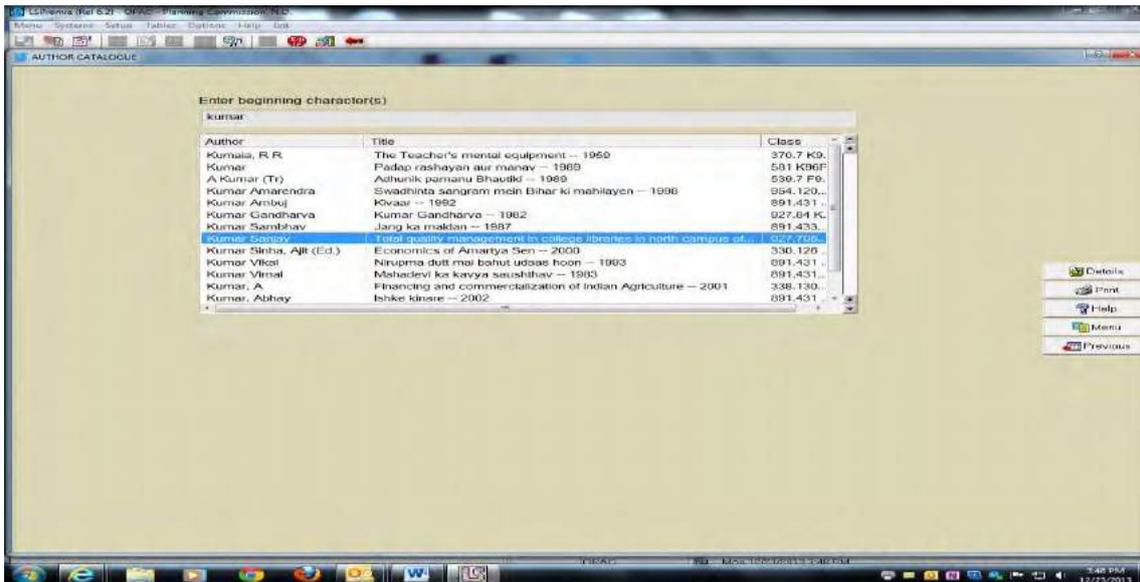

Figure 2.16b OPAC
Source: NITI Aayog Library
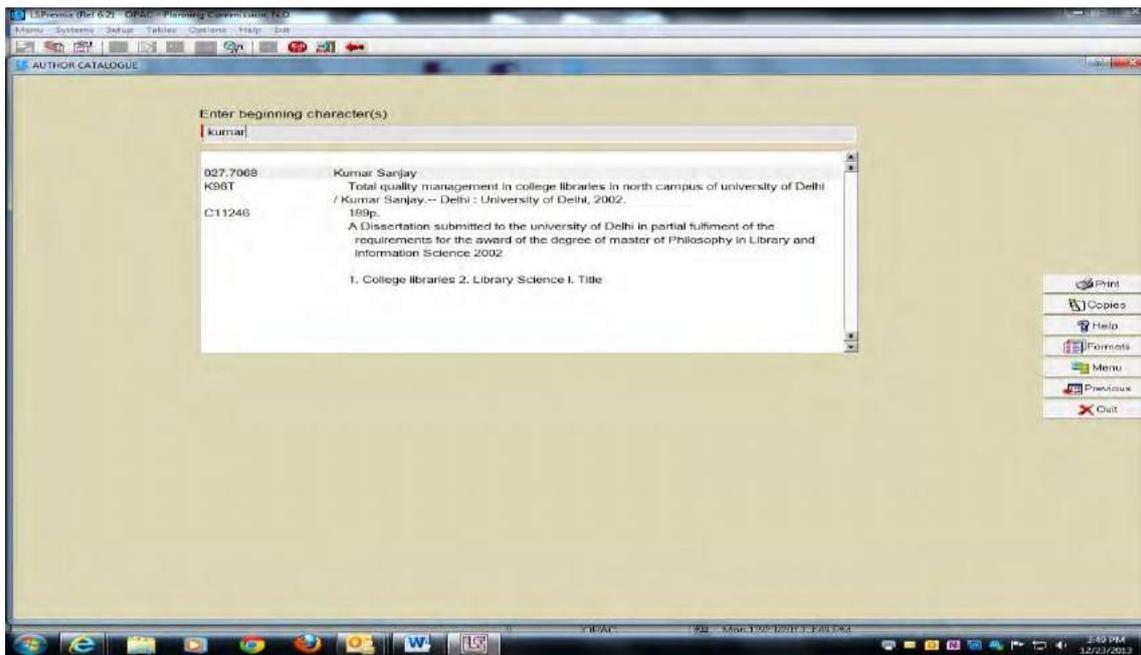
Figure 2.16c OPAC

Source: NITI Aayog Library

If we search the OPAC of Planning Commission Library on the Internet the following screen appears:

Figure 2.16d OPAC

Source: Planning Commission Library

The Web OPAC screen of Jawahar Lal Nehru University System appears as follows
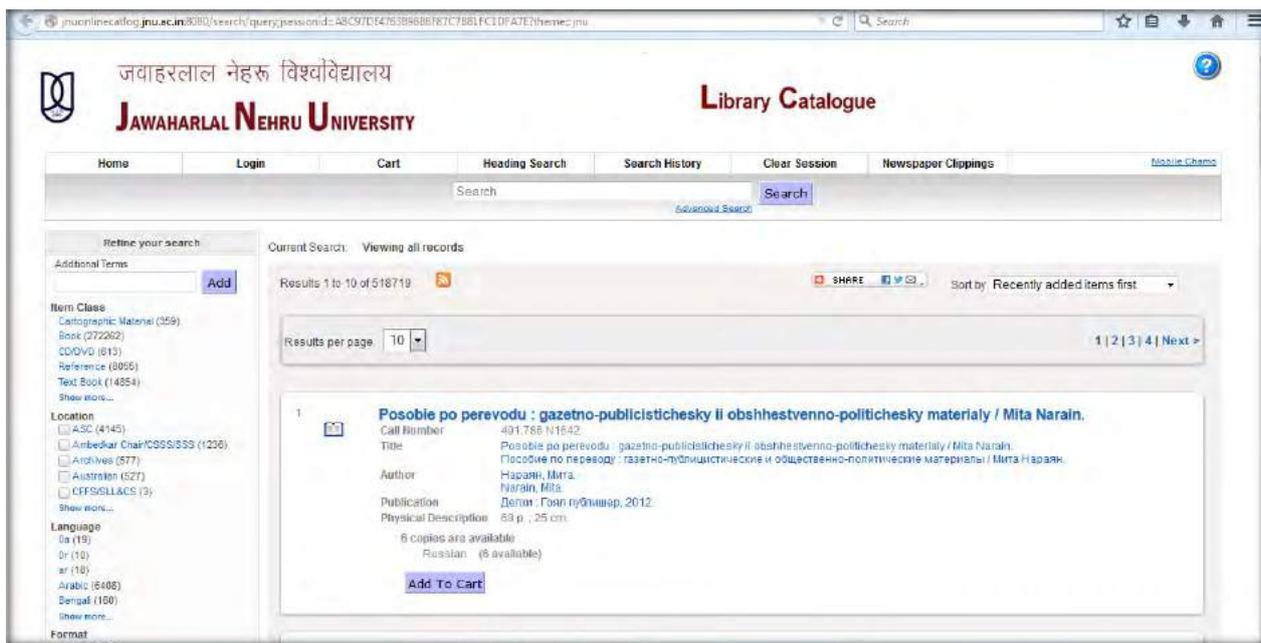
Figure 2.16e OPAC

Source: Jawaharlal Nehru University

2.2.5 Summary

In this chapter, we have studied definition, objective/purpose, the different functions of a library catalogue. The difference between catalogue and bibliography is also explained. The salient features of two different cataloguing codes i.e. AACR2 (Anglo American Cataloguing Rules-2) and **CCC (Classified Catalogue Codes)** are also explained. Two different forms of catalogue i.e. Card catalogue and OPAC (Online Public Access Catalogue) are also dealt with photographs.

2.2.6 Exercise:

1. **Define a Library catalogue?**

2. Enumerate the objective of a library catalogue as described by C A Cutter?

3. Discuss the need and purpose of a Library catalogue?

4. What are the different functions of a Library catalogue?

5. Differentiate between Catalogue and Bibliography?

6. Write the salient features of AACR2?

7. Write the salient features of CCC?

8. Write the limitations of CCC?

9. What are the different kinds of entries in CCC?

10. What are the different sections in the main entry of CCC?

11. Explain the card form of catalogue?

12. Write the merits and demerits of Catalogue card?

2.2.7. References

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2.2.8. Glossary

Online Public Access Catalogue (OPAC): An online Public Access catalogue is an online database of holdings of a library or group of libraries. Readers search OPAC to find the documents available in the Library.

Card Catalogue: A catalogue in card form is one in which each entry appears on a separate card; in other words, each entry is a unit which can be shifted, sorted and arranged in any way desired. The card catalogue is the most widely used form throughout the world.