

## UNIT 1

### Library Cataloguing - Introduction, Need and Purpose

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#### 1.0 Overview & Description

This unit will provide information about need and purpose of cataloguing. It will help to understand the description of cataloguing according to AACR2 and formation of catalogue card.

This unit will impart following knowledge and skill:

- Overview of need and purpose of catalogue
- Need and purpose of cataloguing.
- Description and format of cataloguing structure of AACR-2.

#### Resource Material:

1. Khan, M.A. (1997). Cataloguing in Library Science. New Delhi: Sarup & Sons. 227p.
2. Krishan Kumar (1998). Theory of Cataloguing. New Delhi: Vikas Publishing House. p.9-23.

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

### Duration: 20 Hours

#### Learning outcomes

Unit - 1: Library Cataloguing- Introduction need and purpose	Outcomes
1.2 Definition of Cataloguing 1.3 Objective of the Library Catalogue 1.4 Need and purpose of Cataloguing	<ul style="list-style-type: none"> <li>● Understand various definition of catalogue</li> <li>● List objective of library cataloguing</li> <li>● List function of catalogue</li> <li>● Identify how catalogue searches documents</li> <li>● Understand how the user get the right book at right time</li> </ul>
1.5 Forms of Library Catalogue 1.6 Description of Catalogue 1.7 Structure of Catalogue card 1.8 Guide Card 1.9 Computerised Catalogue display	<ul style="list-style-type: none"> <li>● List forms of library catalogue</li> <li>● Understand format of AACR-2</li> <li>● List structure of main entry with their parts</li> <li>● Identify outcome of a main entry</li> <li>● Demonstrate outcome of a computerized catalogue</li> </ul>

#### Assessment Plan (for the teachers)-

Unit - 1	Topic	Assessment Method	Time Plan	Remarks
1.2-1.4	Definition, Objective and Need & Purpose of a Library catalogue	Activity Exercise Question & Answer		
1.5-1.9	Forms, Description & structure of a Catalogue card	Activity Exercise Question & Answer		

## 1.1 Introduction

The word 'Catalogue' comes from the Greek phrase Kata logos. Kata means “according to” or “by”. Logos has different meanings. Sometimes it simply means “word”, sometimes “order” and at the same times “reason”.

A library catalogue is a record or a list of the collection of particular library, or of the collection of many libraries that are connected electronically. Union catalogue or shared catalogue is the combined list of the holding of many libraries.

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

### Review question

- i. Write the phrase from where the word catalogue is derived?

## 1.2 Definition

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

In the context of the library “A Library Catalogue is an organized list of information resources arranged in logical, prescribed order”.

“Catalogue” as a work in which the contents are arranged in a “reasonable” way - in a particular “order” or according to a set “plan”.

According to James Duff Brown “an explanatory, logically arranged inventory and key to the books and their contents”.

According to Dr. S. R. Ranganathan, the term library catalogue has been defined as a list of the documents in a library or in a collection forming a-portion of it. Further he added, 'A catalogue may be in various forms viz. printed form, manuscripts, cards and in loose leaves. It may be in the form of a continuous book or in the paste down form with gaps for the interpolation of new entries in between existing entries'.

### Review question

- i. Define Library Catalogue according to Dr. S.R. Raganathan

## 1.3 Objective of the Library Catalogue

To locate the document in the Library, a record must be prepared so that the user may able to locate it without difficulty. The following objectives help in the preparation of the record / catalogue of a document.

- i. The first objective of library catalogue is thus to locate and identify 'the bibliographic features' of the books etc. in a library for the purpose of selection for study and research.
- ii. A library catalogue helps the rapid location of a particular item or group of items. The location in the shelves of each specific volume is made possible jointly by the catalogue and the system of classification followed.
- iii. A library catalogue helps to group books together by author, translator, subject etc.

#### Review question

- i. State two Objectives of the Library Catalogue.

### 1.4 Need & Purpose of the Library Catalogue

A library catalogue is an essential and important tool in a library. It is a must for a library, especially when the collection becomes large. Without it, it would not be possible to know what is available and where. It is a key to the resources of a library.

The basic functions of a catalogue are first, the accurate and speedy determination of whether or not an item known by author or title is in the collection or in the library, and if so, where it may be found; and secondly what materials the library contains upon a given subject, where they may be found and how they are related to one another. To meet the purpose of the Library catalogue, following points must be kept in mind during the preparation of the catalogue:

- i. In order to provide information concerning all works by a given author as far as they exist in the library, the catalogue should arrange author entries in such a way that all works of the same author will, as far as practicable, be found together under the same name.
- ii. In order to make provision for information concerning all editions, translations, etc. of a given 'work' as far they exist in the library, the library catalogue should record each book in the library by author, translator, editors, compiler and series or by any other person, body, or name under which a reader might look.
- iii. In order to show the subject coverage of a library, a catalogue should record each work and even parts of a work or composition of a composite work under the subjects treated of.
- iv. The catalogue should also arrange the subject entries by cataloging the topics that will fall together and related topics that can be correlated.
- v. In order to help readers who know the exact titles of books, a library catalogue should record titles of works when necessary.
- vi. In order to guide readers, whose approaches to author names, titles, specific subjects etc. may be different from those used in the catalogue, a catalogue should employ cross references by which a reader may be guided from one entry in the catalogue to another.
- vii. To aid identification of the materials in the library, a catalogue should provide a description of each book by giving author's full name, title, edition, imprint and collation, also notes when necessary.

- viii. In order to facilitate speedy location of a work, the catalogue also should mention the Call number and book number including author mark etc. by which books may be requisitioned, located and obtained.

### Review question

- i. Write two basic functions of a catalogue.
- ii. What are the different points must be kept in mind during the preparation of the catalogue? Write four points.

## 1.5 Forms of Library catalogue:

Library catalogues originated as manuscript lists, arranged by format (folio, quarto, etc.) or in a rough alphabetical arrangement by author. Printed catalogues, sometimes called dictionary catalogues, began to be published in the early modern period and enabled scholars outside a library to gain an idea of its contents. Copies of these in the library itself would sometimes be interleaved with blank leaves on which additions could be recorded, or bound as guard books in which slips of paper were bound in for new entries. Slips could also be kept loose in cardboard or tin boxes, stored on shelves. The first card catalogues appeared in the late 19th century after the standardization of the 5 in. x 3 in. card for personal filing systems, enabling much more flexibility, and towards the end of the 20th century the Online public access catalogue was developed.

### Review question

- i. Name the different forms of a library catalogue?

## 1.6 Description of Cataloguing

The catalogue of the school library, if constructed on scientific lines, should unfold the book stock. A borrower should be able to locate a book in the catalogue whose (i) author, (ii) title, or (iii) subject is known. This prescription suggests that a catalogue must provide access to books through all these approaches. The prepared cards are kept in the card cabinet.



Fig.1. Catalogue Card Cabinet

The entries for 'author', 'title' and 'subject' approach may be filed under one single sequence following dictionary order i.e. A to Z. While 'author' and 'title' approaches are specific in nature and resorted to only if the name of the author and the title of the book is definitely known. The subject approach reveals the whole array of books on the subject and is not limited to a particular author or title name. Different colour cards can be used for 'author', 'title' and 'subject' entries.

The main entry is the basic record for each book and in its simplest form includes the following information:

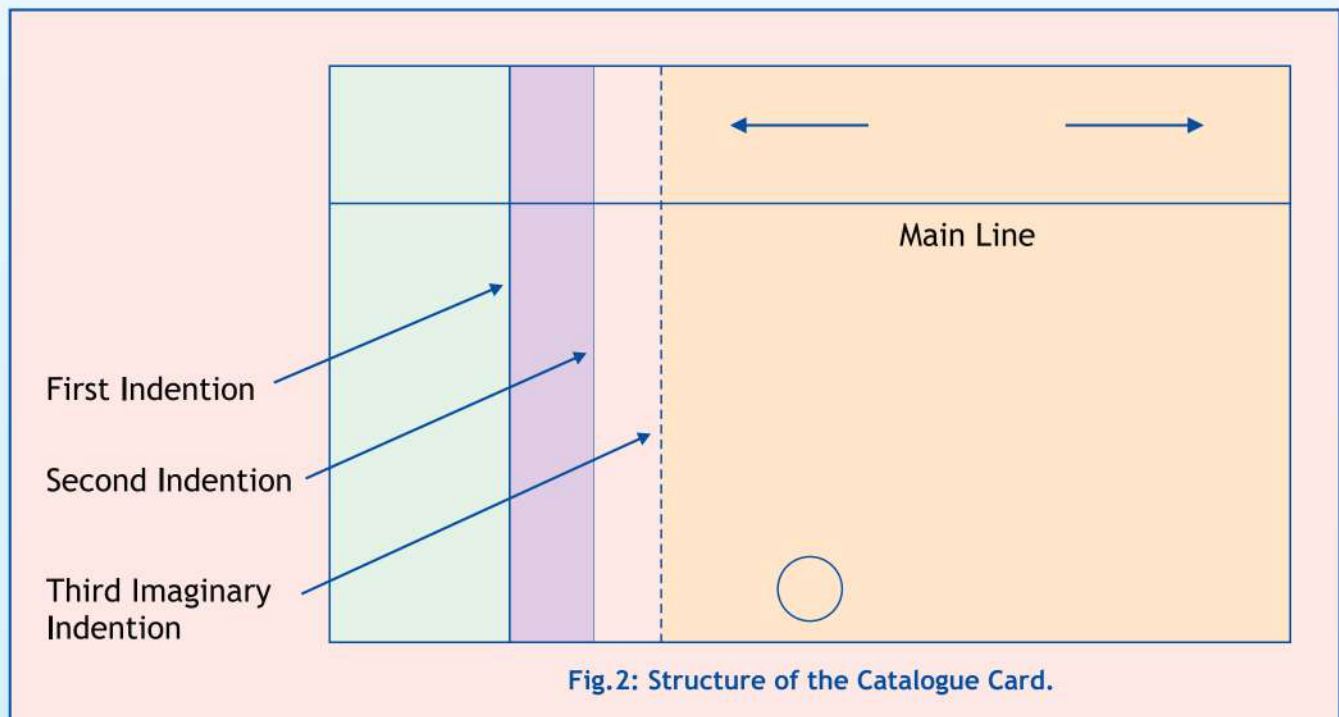
- Call Number comprising class number, book number, and sequence number;
- Author's name beginning with surname and followed by forenames;
- Title of the book (Imprint & collation: place of publication and publisher's name; date of publication; size, pages and illustrations, if any, may be provided if desired).

#### Review question

- i. What are the basic elements included in the main entry?

### 1.7 Structure of the Catalogue Card

A more complete catalogue entry for a book may also include information if the book forms part of any 'series'. In the last line of the catalogue, information about the various entries prepared for the book should also be provided so as to correlate different entries for future reference. This section of the catalogue card is called 'Tracing Section' in library terminology. The use of AACR2 catalogue code is suggested. A sample entry prepared using this code is given below to serve as a model on a 5" x 3" card:



1<sup>st</sup> indentation: 9 spaces from left margin  
2<sup>nd</sup> indentation: 13 spaces from left margin  
3<sup>rd</sup> indentation: 15 spaces from left margin

Class No. Book No.		Added entry Second line of added entry (if necessary) Main entry heading
Acc. No.		Title proper [GMD] = Parallel title: other title/ statement of responsibility. - Edition/statement of responsibility relating to edition. - Place of publication, distribution, etc. Date of publication. Extent of item; other physical detail: dimensions + Accompanying material.-(Series; numbering). Notes. ISBN. Tracing

Fig3: Sample card showing three indentions.

Class No. Book No.		Title : subtitle /first statement of responsibility; each subsequent statement of responsibility.-edition statement.-First place of publication, etc.: First publisher, etc., date of publication
ACC. No.	(Series)	Extent of item; other physical details; Dimensions. Note. Standard Number Tracing

Fig 4

1. The main entry heading begins on the fourth line from the top of the card.
2. Card is typed with single space with the exception of double spaces before the first note and before the tracing.

The skeleton card (Fig.5) illustrates the form commonly used for author as main entry.

### Main entry

Class No. Book No.	Author's name
Accession Number	Title proper [GMD]; other title information / statement of responsibility.-Edition statement.-Place of publication; publisher, date of publication. Extent of item: Other physical details; dimensions. -(Title proper of series; series numbering) Notes as required Standard number: Price Tracing

Fig.5: Skeleton card for author main entry

### Review question

- Prepare a sample catalogue card entry.
- What is the size of the catalogue card?

## 1.8 Guide Card

The guide cards should be inserted in the catalogue tray at a distance of every inch. Care should be taken that the catalogue tray is not much congested. The number of catalogue cards in a catalogue tray should be between 1000-1500.

### Review question

- What is a Guide Card?

## 1.9 Computerized Catalogue Displays

For computerized catalogues, the information may be presented in a different style, a slightly different order, or some information may be omitted in the display seen by the patron. Here is an example of how the same information may look on one type of computer catalogue display.

AUTHOR	Tripp, Valerie
TITLE	Happy birthday Josefinal! : a springtime story / by Valerie Tripp ; illustrations, Jean-Paul Tibbles
EDITION	1 <sup>st</sup> ed.
PUBLISHER	Middleton, WI : Pleasant Co., 1998.
DESCRIPT	69 p. : col. ill. ; 22 cm.

<b>SERIES</b>	The American girls collection
<b>SUMMARY</b>	Josefina hopes to become a "curandera" or healer like T`ia Magdalena, and she is tested just before her tenth birthday when a friend receives a potentially fatal snakebite.
<b>SUBJECTS</b>	1) Healers—Fiction 2) Ranch life—New Mexico—Fiction 3) Mexican Americans—Fiction

Depending on the abilities of the cataloguing program and the choices specified for display in the parameters set up when the program was installed in the library, the style of display may vary considerably from library to library. The basic information that should always be shown is the call number, author, title, publication information, series and/or edition, and ISBN number.

### Review question

- i. Why Computerized Catalogue displays vary from library to library?

## 1.10 Glossary or Terminology

The following terms are generally used in the cataloguing

- Cataloguer - Who make the entry in Catalogue Card by using any system (AACR-2, CCC).
- Accession Number - An entry number in the accession register after receiving in acquisition section of the library giving serially.
- Document - Recorded graphic thought information for communication preserved through time.

## 1.11 Summary

In this chapter we have studied what is library catalogue and cataloguing and what are the basic purposes and objectives of library cataloguing.

### 1.12 Exercise:

1. Define Library catalogue.

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2. What is the basic purpose of Library Catalogue? Explain in brief.

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3. Write the objectives of a library catalogue?

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4. Sketch the skeleton card for Author as main entry?