

Simple Library Cataloging

By

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Assistant Professor of Library Science
Library School of the University of Wisconsin



CHICAGO
AMERICAN LIBRARY ASSOCIATION
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LIBRARY

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INTRODUCTION

The catalog is the index to the printed contents of the library. For instance if anyone has a general history of the United States and wishes to find something on the Battle of Gettysburg, he looks in the index under Gettysburg, finds the page reference and turns to it. If anyone wishes to find whether a book on a specific subject is in a library, e. g. one on banking, he looks in the catalog under banking, finds the number for the book, then goes to the shelf for the book itself.

The library index (the catalog) should index more than the subjects about which there is material. It should index all the authors of the books in the library, and the titles as well. Thus Terrell Croft, Edward Bok, H. G. Wells, Harry Emerson Fosdick, Henry Curtis and many, many others will be found in the catalog. And titles will be found also, e.g. *Little French girl*, *Saint Joan*, *Play and education*, and *Manhood of the Master*. Thus the catalog must answer such questions as these: "Have you anything on refrigeration? Have you a copy of *Where the blue begins?* Is Robinson's *Humanizing of knowledge* in the library? What books have you by O'Shea?"

The purpose of this manual is to give to the librarian, who lacks professional education and experience under expert guidance, the necessary directions for accessioning, classifying, and cataloging a collection of printed material, in order that it may be available for use. Furthermore, an effort has been made to avoid many of the technical terms commonly used in describing these processes, to define those which are used, and to state the necessary rules clearly and simply and as briefly as possible. These rules have been adapted from the authorities on cataloging.

In Chapter I classification is defined and described. Chapters II and III discuss the different forms of personal names and of anonymous classics. Chapter IV takes up the cataloging of fiction, which is treated more simply than non-fiction. Chapter V considers author catalog cards for non-fiction, e.g. a book on electric wiring. It goes into detail even to stating just how each item should be given on the card. Chapter VI is concerned with the choice of subject headings; i. e. with the word or phrase which is chosen to represent in the catalog the subject matter or content of the book. Chapter VII continues the discussion of the cataloging of non-fiction, considering all cards except those for

the author. Chapter VIII is concerned with the names of organizations, which are not encountered as frequently in a small collection as are personal names. Chapter IX discusses the cataloging of sets and continuations. Chapter X gives rules for the arrangement of cards in a dictionary catalog. Chapter XI deals with the printed catalog cards of the Library of Congress and how they may be adapted to a particular catalog. The accession record, though it is the first record to be made of a book, is not touched upon until Chapter XII, as it is a clerical record not necessarily done by the cataloger. Chapter XIII treats of cataloging supplies; i.e. catalog cards, catalog cases, etc. The appendixes are self-explanatory.

Chapter I

CLASSIFICATION

Definition. "To classify books is to place them in groups, each group including, as nearly as may be, all the books treating of a given subject, for instance, geology; or all the books on whatever subject cast in a particular form, for instance, poetry; or all the books having to do with a particular period of time, for instance, the Middle Ages. Its purpose is to make books more available."¹

Reasons for classifying. Given a miscellaneous collection of books, in order to use them with ease they must be arranged in some way. They could be sorted and put on the shelves in alphabetic order according to their authors or titles. A collection arranged in that way would be many times more useful than a collection without any arrangement. However, collections of books are consulted more frequently for material on a given subject than for any other purpose. People like to have the books on a given subject together as they much prefer examining the books to examining a list or catalog.

Dewey Decimal classification scheme. If books are to be classified by subject some scheme or system of classification must be adopted. "Dr. Melvil Dewey's *Decimal classification* is more widely used in the United States than any other, and it has been adopted by many foreign libraries and booksellers. [It] is used in the *A.L.A. catalogs*, the *Booklist*, and many other library publications."² It is published in three forms: as an *Outline decimal classification*, 99 pages, 1921, to be used for very small general collections, which will remain small; an *Abridged decimal classification*, third edition, 184 pages, 1921; and the full *Decimal classification*, eleventh edition, 988 pages, 1922. For the general small library, the type for whose use this manual is primarily written, the *Abridged decimal classification* is the best. For the special library or special collection, which needs the minute subdivisions in the subjects on which it has material, the full *Decimal classification* is best. To quote further from Miss Bacon's pamphlet: "The system is based on Arabic numerals used decimally . . ." The ten main divisions of the *Decimal classification* are:

¹ Dana, J. C. *A library primer*. Bost. Library bureau, c1920.

² Bacon, Corinne. *Classification*; rev. A. L. A., 1925.

000 General Works	500 Science
100 Philosophy	600 Useful arts
200 Religion	700 Fine arts
300 Sociology	800 Literature
400 Philology	900 History (including biography, description and travel)

Figures are also used for form divisions (i.e. to show in what form the material is written, e.g. a dictionary) as follows:

01 Theory	07 Study and teaching
02 Outlines, compends, etc.	08 Polygraphy
03 Dictionaries, cyclopedias	09 History
04 Essays, addresses, lectures	Ex. 900=History
05 Periodicals	902=An outline of history
06 Societies, congresses, conferences	700=Fine arts
	703=A dictionary of fine arts

If a miscellaneous collection of books is classified according to the Decimal classification system it means that the books will be grouped according to their subject matter, as general books on all or many subjects, e.g. an encyclopedia; as philosophical books; as books about religion; about sociology. Thus, all the books on science will be brought together, all the books on history, and so forth.

This system is called the Decimal system because each class may be subdivided into ten subdivisions, each subdivision into ten further ones, and the numbers are considered decimally, not consecutively. For instance, the science books may be subarranged:

500 General science	550 Geology
510 Mathematics	560 Paleontology
520 Astronomy	570 Biology
530 Physics	580 Botany
540 Chemistry	590 Zoology

And in turn the books on mathematics may be divided as follows:

510 General mathematics	512 ^{alpha} Geometry
511 Arithmetic	513 ^{alpha} Trigonometry, etc.

And using the form divisions to show the form of the material on a given subject:

501 Theory, philosophy of science	503 Dictionary or encyclopedia of science
502 Outline or compend of science	504 Addresses, essays, lectures on science

Thus the books can be so arranged that all encyclopedias on music will be together; all handbooks on engineering; all books of English poetry; all histories of the French revolution.

How to classify. The book, which is to be classified, must be carefully examined to see *what it is about, what the author's purpose was in*

writing it, what class of readers will find it most useful. To do this, read the title-page, preface, all or part of the introduction, look over the table of contents as this spreads out before the examiner the skeleton of the book, and read parts of the book itself. Having determined to what class the book belongs, e.g. history, turn to the table for that class—in this case 900. An examination of the table shows that 900 is divided according to place and time, therefore the first question that arises is what country or section of a country is the book about; next, does it cover the entire history of that country or section or only a specific period? Of course if it covers the entire world from the creation to the present time, then it goes in the general number for history, 909. But if the book is limited to United States history it will go in 973; the figure 9 indicating that it is history, 7 that it is limited geographically to North America, and 3 that it is further confined to the United States. The 900 class, which includes history, travel, and biography is a good one with which to begin the work of classification. It is readily determined whether a book treats of history, travel, or biography; and if of history, for example, the country and period of time covered are clearly indicated.

If it is a book of pure literature the first deciding factor is the nationality of the author, the second the form; thus Masfield's poems are put with other books of English literature and in the section with poetry, 821. A book on the theory of electricity would go in the main class science, the division for physics and the section on electricity, 537.

The figures are the notation and the symbol of their respective class, e.g. 620 represents engineering and all general books on engineering would be so marked. If a book is on a specific kind of engineering the third figure changes to show that fact, e.g. 621, mechanical engineering. Having discovered what a book is about and its place in the classification scheme, the number representing that subject in the system (the notation) is put in the book and on its cover, so that all books may be kept together on the shelves in the order of their classes.

General rules for classifying. Sayers¹ gives the following general rules for classifying:

- “1. Classify books first according to their subjects . . . except . . . in pure literature where form is paramount.
2. Place a book in the most specific head that will contain it.
3. Avoid classifications which are in the nature of criticism.

¹ Sayers, W. C. B. Introduction to library classification; 2d ed. rev. Wilson, 1922.

4. Consider the predominant tendency or obvious purpose of a book.
5. When two headings clash make a decision as to which is to prevail.
6. When a book deals with 2 or 3 divisions of a subject, place it in the one which is most prominently dealt with; or, if the treatment is equal, in the one which is first treated; when with more than 2 or 3 place in the more general heading.
7. Always have a reason for placing a book where you do place it.
8. When a subject arises which has no place in the classification consider the heading to which it seems most closely allied, and make a place for it there.
9. Place a book where it will be most useful.
10. [Make note of] all decisions, or new headings, which are not already included in the index to the scheme which is being used."

When you are ready to classify a collection of books, first sort them by general groups, then examine those in any group carefully and see precisely what they are about. This is much easier than taking them as they come and switching one's thoughts from science to religion, to drama, to railroading, etc. The rules for classifying quoted from Sayers will be found very helpful. But one learns to classify by classifying. Keep in mind the purpose of classifying; namely, "to make books more available" to the readers for whose benefit classification is done. Be as consistent as possible; in deciding upon a certain class for a certain book see what other books are in that class. Should this book be with them? "Concrete well-defined subjects should be more closely classified than abstract ones." (Bacon)

Changes from the Dewey Decimal classification. To quote from Miss Bacon's pamphlet again: "Some deviations from the D. C. [Decimal classification] tables may often be employed to advantage, e.g. public libraries generally disregard the classification in fiction and arrange all fiction printed in English, whether original or translation, in a single group, alphabetically by authors . . . The average public library will find it best to arrange individual biography alphabetically by subject in a single group, marked either B or 92 [or 921] . . . Almost every library will find lives of artists and musicians more useful classed in art and music. Collective biography [may] be classified according to the D. C. divisions 920-928; or, [preferably] arranged alphabetically by authors in a single group under 920 . . . In any part of the classification the subdivisions may be disregarded and the material collected

under the general number. Similarly, American and English literature may be regarded as a single branch of literature and kept together under the divisions of either 810 or preferably (to correspond to 420) of 820."

Classification aids and how to use them. The *Booklist*, *Standard Catalog Bimonthly*, *Book Review Digest*, and *A.L.A. catalogs* give, among other items, the suggested classification number for each book which they list. The *Monthly Bulletin of the Carnegie Library of Pittsburgh*; the *Monthly Bulletin of the St. Louis Public Library*; the *Wisconsin Library Bulletin*, which contains in each number a "Selected list of current books" with their class numbers, are examples of library bulletins which give the Decimal classification numbers. These aids will be found very useful as a check on one's classification; if one is continually in agreement with these aids presumably he knows how to classify. In case of doubt always consult the aids. But having consulted the aids be sure to consult your own collection and see that the number suggested is in accordance with its usage and is the best place for that book in that library. An aid may change its policy as the *Booklist* has just done in regard to the use of 810 and 820. If a collection is to adopt such a change in its policy it must change all of its books and records involved in that change of policy.

Book numbers. It may be well to mention at this point that the majority of book collections are marked and arranged by a notation which consists of the classification number and within each specific group by a book or author number. This number is a combination of letters and figures taken from an author table, e.g. Cutter's *Three-figure alphabetic order table*. These tables are so worked out that when the first one or two letters from the author's name and one to three figures in the table are arranged in alphabetic and numeric order (considering the third figure as a decimal, thus AL22 follows AL212) the authors are in alphabetic order. If it is found necessary or advantageous to keep the books in a collection in exact order it is best to use book numbers as well as classification numbers. Fiction is best arranged on the shelves alphabetically by author and if two men named Allen have their works mixed up it makes no special difference. Few libraries use any notation on fiction, either classification or book numbers, though many of them use both for non-fiction. However, many libraries, both large and small, have found that they can keep their books in satisfactory order, by putting the classification number only on all non-fiction, then arranging it alphabetically by the author. Thus it is well, particularly in a small collection, to omit book or author numbers.

Chapter II

CHOICE OF PERSONAL NAMES

Introduction. Offhand it seems simple to make catalog cards for the authors of all the books and it is not difficult, if one knows how to meet the problems which are presented. Even in cataloging the smallest collection it will soon be discovered that all authors do not have simple names, such as William Jennings Bryan; and that if they have they may publish one book as William Bryan, another as W. J. Bryan, and yet another as W. Jennings Bryan. In that case the obvious thing to do is to learn the author's full name—William Jennings Bryan—and use that form for all his books; then they will be found together in the catalog.

An investigation of any miscellaneous group of books will show quite a variety of kinds of names; but further investigation will show a limited number of groups of types of names, thus indicating the possibility of introducing a system. The names may be complicated but catalogers have sought to simplify the task of locating the names in the catalog by framing rules to cover the points most often encountered.

There are two general rules about authors: (1) List an author under the best known form of his name, putting the surname first, then the given names; (2) *Always use the same form* of an author's name.

Authors' names fall into the following groups: simple surnames, compound surnames, surnames with prefixes and suffixes, noblemen with both family name and title, married women's names, and pseudonyms.

Rules for authors' names.

1. *Simple surnames with one or more given names:*

"Enter under the family name followed by the [given names]."
(A. L. A.¹ 24, adapted)

Ex. Young, Francis Brett
Belloc, Hilaire
Wells, Herbert George
Tarkington, Booth (this form is better known than Newton Booth
Tarkington, and is the one he always uses).
Milne, A. A.
Smith, E. Boyd
E., M.

¹ American library association. Catalog rules; author and title entries; comp. by committees of the American library association and [British] Library association. A. L. A., 1908.

2. *Compound surnames:*

"Enter compound surnames under the first part of the name and refer from the other parts." (A. L. A. 25)

Ex. Lloyd George, David
Forbes-Robertson, Sir
Johnston
Baring-Gould, Sabine
Seton Thompson, Ernest

3. *Surnames with prefixes:*

"In English under the prefix, no matter from what language the name is derived." (Cutter¹ 29b)

Ex. Van Vechten, Carl
De Quincey, Thomas
De la Mare, Walter

"Naturalized names with prefixes are to be treated by the rules of the nation adopting them." (Cutter 29d)

Ex. Van Dyke, Henry

"In French and Belgian under the prefix when it is or contains an article, *Le, La, L', Du, Des*; under the word following when the prefix is a preposition, *de, d'.*" (Cutter 29a)

Ex. La Fontaine, Jean de
La Ramée, Louise de
Du Chaillu, Paul B.

"In all other languages under the name following the prefix." (Cutter 29c)

Ex. Goethe, Johann Wolfgang von
Beethoven, Ludwig van

4. *Noblemen with family name and title:*

"Enter a nobleman under his latest title unless he is decidedly better known by the family name or an earlier title." (A. L. A. 33)

Ex. Walpole, Horace, 4th earl of Orford (entered under family name)
Avebury, John Lubbock, 1st baron (entered under title)

5. *Married women's names:*

"Enter a married woman under her latest name unless she has consistently written under . . . her maiden name or the name of a former husband." (A. L. A. 41)

Ex. Morrow, Mrs. Honoré (McCue) Willsie (latest name)
Wiggin, Mrs. Kate Douglas (Smith) (former husband's name. She became Mrs. Riggs later, but kept her writing name as Wiggin)

¹Cutter, C. A. Rules for a dictionary catalog; 4th ed. rewritten. Wash. Govt. print. off., 1904.

Note that the husband's surname is used first, but her own given names follow; and that her maiden name is enclosed in parenthesis.

6. *Pseudonyms:*

"Enter under the best known form, whether pseudonym or real name. In case of doubt use real name." (Fellows¹ 86a)

Ex. Eliot, George, pseud. (pseudonym best known)
 Brontë, Charlotte (real name best known)
 Clemens, Samuel Langhorne, or Twain, Mark, pseud. (both equally well-known, therefore choose one and enter all his books under it)

7. *Combination of the preceding:*

Compound surname, as family name, and a title. First apply rule as to whether to enter under family name or title. If under family name apply rule in regard to compound surnames. Do likewise for prefix names.

Ex. Bulwer-Lytton, Sir Edward George, 1st baron Lytton

Conclusions. It will be seen from these rules that all authors' names will fall into one of the preceding groups. The only loophole seems to be where the rule is not definite, but says "best known," or, as in the rule for pseudonyms, the rule reads "real or pseudonym." "Best known" form would be the one used on the title-page of most of his or her books; or the one given in most biographical dictionaries, encyclopedias, the *Booklist*, *A. L. A. catalogs*, Mann's *Subject headings for use in dictionary catalogs of juvenile books*, and other standard authorities. Where there is a local inclination to use one form or another follow the local choice. Where there is no choice—and one is as well known as the other—choose one form and always use it. There may be cases where the librarian does not know whether it is the real name or a pseudonym. Consider it a real name. If later it proves to be a pseudonym, add the abbreviation "pseud." to the name as given in the catalog.

Though authors may use different forms of their names on the title-pages of their books, a catalog must adopt one form and always enter books under it, referring from any other forms with which the public may be familiar.

¹ Fellows, J. D. *Cataloging rules*; 2d ed. Wilson, c1922.

Chapter III

FORMS OF NAMES OF ANONYMOUS CLASSICS

Anonymous classics and sacred books. "Under the term 'anonymous classics' are included epics, national folk tales and some other works whose authors are unknown and which have appeared under various forms of title, either in the original or by translation (e.g. *The Arabian nights' entertainments*, *The thousand and one nights*, *Stories from the Arabian nights*, *Book of the thousand and one nights*, *Tales from the Arabic*, etc.) so that entry under the first word of the title . . . would result in the scattering of editions. To prevent this, the name by which, in the cataloger's judgment, the book is best known, is adopted as an author heading and thus treated on all cards. The Bible and similar sacred books are cataloged on the same principle." (Fellows)

"Enter the Bible or any part of it (including the Apocrypha) in any language, under the word 'Bible'. Treat in like manner the Talmud, Koran, and similar sacred books, using the English name." (A. L. A. 119)

Ex. Bible

The holy Bible containing the Old and New Testaments.

Bible. New Testament

The New Testament of our Lord and Saviour, Jesus Christ.

Koran

The Koran commonly called the Alkoran of Mohammed; tr. into English from the original Arabic by George Sale.

"Enter epics, national folk tales, and the like under the English name by which they are known and refer from the [other names]." (A. L. A. 120)

Ex. Arabian nights

The Arabian nights' entertainments.

Song of Roland

The song of Roland; tr. by Isabel Butler.

Mother Goose

The real Mother Goose.

Use the following list¹ of best known forms as author headings:

Arabian nights
Beowulf
Domesday book
Eddas
Kalevala
Koran
Mabinogion

Mother Goose
Nibelungenlied
Njals saga
Reynard the fox
Song of Roland
Talmud
Vedas

¹ Wisconsin. University. Library school. Cataloging rules on cards. Democrat prtg. co.

Anonymous books. Anonymous books are books whose authors are not known or at least the books were published anonymously. "Enter anonymous works under the name of the author when known, otherwise under the first word of the title not an article." (A. L. A. 112)

- Ex. The log cabin lady.
 Charles, Mrs. Elizabeth Rundle.
 The chronicles of the Schönberg Cotta family.