

Cataloguing

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AUTHORS' NOTE

Developments in cataloguing are taking place at such speed that, inevitably, any work dealing with the subject is dated in some respects as soon as it is written. Because textbooks cannot possibly keep pace with progress, it is essential to read professional journals. Among those that are particularly relevant are the following. The journals marked with an asterisk are concerned specifically with automation but usually include items of interest to cataloguers.

Catalogue and index: The periodical of the Library Association Cataloguing and Indexing Group. Quarterly.

The indexer: The journal of the Society of Indexers and of the affiliated American, Australian and Canadian Societies. Twice a year.

Information technology and libraries:* The official publication of the Library and Information Technology Association, a division of the American Library Association. Quarterly. Formerly *Journal of library automation*.

International cataloguing: The bulletin of the IFLA International Office for UBC. Quarterly.

Library of Congress: *Information bulletin*. Weekly.

Library of Congress. Processing Department: *Cataloging service bulletin*. Irregular.

Library resources and technical services: The publication of the Resources and Technical Services Division of the American Library Association. Quarterly.

Online:* The magazine of on-line information systems published by Online, Inc. Quarterly.

Online review:* The international journal of on-line information systems. Published by Learned Information. Six issues per year.

Program:* An Aslib publication which provides information and news of computers in libraries. Quarterly.

VINE: a Very Informal Newsletter of library automation:* Produced by the Information Office for Library Automation which is based at The Library, University of Southampton and supported by a grant from the British Library Research and Development Department. At least four times a year.

ABBREVIATIONS AND ACRONYMS USED

AA 1908	Anglo-American cataloguing code 1908
AACR	Anglo-American Cataloguing Rules
AACR 1	Anglo-American Cataloguing Rules 1967
AACR 2	Anglo-American Cataloguing Rules 1978
ABN	Australian Bibliographic Network
AKWIC	Author and KeyWord In Context
ALA	American Library Association
AMRS	Australian MARC Record Service
APIF	Automated Process Information File
ASI	Articulated Subject Index
ASSASSIN	Agricultural System for Storage And Subsequent Selection of INformation
BALLOTS	Bibliographic Automation of Large Library Operations using a Time-sharing System
BASYC	Benefit Assessment for SYstem Change
BIBDES	BIBliographic Data Entry System
BL	British Library
BLAISE	British Library Automated Information Service
BLBSD	British Library Bibliographic Services Division
BLCMP	formerly Birmingham Libraries Cooperative Mechanization Project
BNB	British National Bibliography
BOSS	BLCMP On-line Support Services
BUCCS	Bath University Comparative Catalogue Studies
BUMS	Bibliotekstjänsts Utlånings-och Mediekontroll System
CAG	Cooperative Automation Group
CATSS	CATalog Support System of UTLAS
CBI	Cumulative Book Index
CIFC	Centre for InterFirm Comparison
CIP	Cataloguing-In-Publication

CLAIM	Centre for Library And Information Management
CLRU	Cambridge Language Research Unit
COM	Computer Output Microform
COMARC	COoperative MARC
COMP	Computer Output Microfiche Peek-a-boo
COMPENDEX	COMPUterized ENGINEERING inDEX
CONSER	CONversion of SERIALS
COPOL	Council Of POLYTECHNIC Libraries
CPM	Critical Path Method
DC	(DEWEY) Decimal Classification
DIANE	Direct Information Access Network for Europe
EMMA	Extra MARC Material
EPSILON	Evaluation of Printed Subject Indexes by Laboratory investigatiON
ERIC	Educational Resources Information Center
EURONET	EUROpean NETwork system
GMD	General Material Designation
ICCP	International Conference on Cataloguing Principles
IFLA	International Federation of Library Associations and institutions
ILEA	Inner London Education Authority
ISBD(CP)	International Standard Bibliographical Description (Component Parts)
ISBD(G)	International Standard Bibliographical Description (General)
ISBD(M)	International Standard Bibliographical Description (Monographs)
ISBD(NBM)	International Standard Bibliographical Description (Non-Book Materials)
ISBD(S)	International Standard Bibliographical Description (Serials)
ISBN	International Standard Book Number
ISI	Institute for Scientific Information
ISO	International Organization for Standardization
ISSN	International Standard Serial Number
JSC	Joint Steering Committee (for the revision of AACR)
KWAC	KeyWord And Context
KWIC	KeyWord In Context
KWOC	KeyWord Out-of Context
LA	Library Association

LASER	London And South Eastern library Region
LC	Library of Congress
LCSH	Library of Congress Subject Headings
LIBRIS	LIBRARY Information System
LOCAS	Local Cataloguing Service
MARC	MACHine Readable Catalogue (Cataloguing)
MASS	MARC-based Automated Serials System
MBO	Management By Objectives
MEDLARS	MEDical Literature Analysis and Retrieval System
MEDLINE	MEDlars on-LINE
MERLIN	MachinE Readable Library INFORMATION system
MeSH	MEDical Subject Headings
MIDLNET	MIDwest regional Library NETWORK
MOPSI	Manual On Printed Subject Indexes
MUMS	Multiple Use MARC System
NAF	Name Authority File
NCLIS	National Commission on Libraries and Information Science
NEMROC	NEwcastle Media Resources Organization Committee
NEPHIS	NEsted Phase Indexing System
NOTIS	Northwestern On-line Totally Integrated System
NRCd	National Reprographic Centre for documentation
NTIS	National Technical Information Service
NUC	- National Union Catalog
OCLC	formerly Ohio College Library Center (now Online Computer Library Center Inc.)
OSUL	Ohio State University Library
PAC	Public Access Catalog
PERT	Program Evaluation and Review Technique
POPLINE	POPulation information onLINE
POPSI	POstulate-based Permuted Subject Indexing
PRECIS	PREserved Context Index System
RLG	Research Libraries Group
RLIN	Research Libraries Information Network
RTSD	Resources and Technical Services Division of the ALA
SCOLCAP	SCottish Libraries Cooperative Automation Project
SCONUL	Standing Conference On National and University Libraries
SCORPIO	Subject Content Oriented Retriever for Processing Information On-line

SDC	System Development Corporation
SERLINE	SERials onLINE
SHEMROC	SHEffield Media Resources Organization Committee
SLIC	Selective Listing In Combination
SOLINET	SOuth eastern LIBrary NETwork
SWALCAP	South West Academic Libraries Cooperative Automation Project
UBC	Universal Bibliographic Control
UDC	Universal Decimal Classification
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNIMARC	UNiversal MARC format
UTLAS	University of Toronto Library Automation System
VDU	Visual Display Unit
WADEX	Word and Author inDEX
WLN	Washington Library Network

GLOSSARY

In this glossary are defined some difficult terms mentioned in the text without definitions and also some particularly important terms which are also defined in the text.

Access point: a term under which an item is likely to be sought in a catalogue or bibliography.

Added entry: any entry in a catalogue other than the main entry.

Alphabetic-classed catalogue: a subject catalogue consisting of alphabetically arranged broad subject headings with alphabetically arranged subdivisions.

Alternative headings: a system of cataloguing whereby each heading is added in turn above the description and the entries are regarded as of equal status rather than one being designated 'main entry' and the others 'added entries'.

Analysis: 'the process of preparing a bibliographic record which describes a part or parts of a larger item' (AACR 2).

Analytical entry: an entry in a catalogue or bibliography for part of an item for which a comprehensive entry has been made.

Anonymous: of unknown authorship.

Area of description: a section of the description of an item dealing with a particular category such as 'title and statement of responsibility' or 'publication, distribution, etc'.

Artificial language: a set of terms (eg subject headings lists, thesauri) or digits (eg classification notation) specially compiled to represent the subject content of items in a catalogue or index, as opposed to the *natural language* which a user might be expected to use in everyday speech.

Author: the person chiefly responsible for the creation of the intellectual or artistic content of a work.

Batch mode: a method of processing data in which transactions are input to a computer for processing as a single unit, meaning that there will always be some delay between the occurrence of an event and the transaction recording it.

Bibliography: a list of documents and other materials.

Catalogue: a list of documents and other materials in a collection or collections.

Cataloguing-in-publication: the provision of cataloguing information within a published document.

Citation: a bibliographical reference.

Classified catalogue: a subject catalogue arranged in systematic order, normally that of the classification scheme used for the shelf arrangement of a library.

Component part: 'any document that for the purpose of bibliographic identification or access requires reference to a host document of which it forms a part' (ISBD(CP)). Examples of component parts include articles in journals, individual papers in conference proceedings or symposia, and music scores issued with sound recordings.

Computer: a machine, normally electronic, which will carry out complex calculations or 'clerical' operations at fantastic speeds. 'Minicomputers' are more compact, lower priced computers which nevertheless still supply a high degree of versatility. The recent development of the 'microcomputer', which physically consists of only a few 'chips' or even one chip, of semi-conductor material which can accommodate very complex circuitry, has revolutionized the computer industry.

Corporate body: 'an organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, non-profit enterprises, governments, government agencies, religious bodies, local churches and conferences' (AACR 2).

Cost-benefit analysis: a consideration of the *cost* of an activity in relation to the value or *benefit* of that activity.

Critical path: in network analysis (qv) the *critical path* refers to the critical jobs or activities which control the completion date of an overall project.

Data base: a collection of records or units of information, normally stored in a computer system. A data base may consist of *one* or more files (qv).

Diagnostic: a printout from the computer for checking.

Dictionary catalogue: a catalogue in which entries under authors, titles and subjects are arranged in one alphabetical sequence. When subject entries are separated from other entries then the result is referred to as a 'divided' catalogue.

Divided catalogue: *see under* Dictionary catalogue.

Efficiency audit: *see* Management audit.

Ergonomics: the relationship between the worker, his environment, and the equipment he uses.

Exhaustivity: the extent to which the subject content of a document is analysed by the indexer.

Extent: the part of the physical description area of a catalogue entry relating to the number of pages or parts, dimensions, etc.

Extra-MARC material: records created by outside agencies input to MARC data bases.

Field: a subdivision of a record, eg the title of an item in a cataloguing record.

File: a collection of related and usually similarly constructed records treated as a unit, eg the catalogue of a library. A data base (qv) may consist of one or more files.

Fixed field: a field of a specified length, ie limited to a certain number of characters.

Flow chart: a diagrammatic representation of a flow of operations.

Format: the arrangement or presentation of data in a machine-readable record. In a more general sense, any physical presentation of an item.

General material designation: the indication in a catalogue entry of the broad class of material to which an item belongs.

Hardware: the physical components of a computer system.

Heading: a name or word or (in a classified catalogue) notation placed at the head of an entry in a catalogue or bibliography to provide an access point.

Host document: a document containing component parts (qv) which require individual description.

Human engineering: *see* Ergonomics.

Input: the data to be read into a computer system *or* the process of reading the data into the system.

Inter-library comparisons: comparison of cost and other data in libraries with a view to assessing and improving efficiency.

International standard book number: *see* Standard number.

International standard serial number: *see* Standard number.

Key title: a unique name assigned to a serial by the International Serials Data System.

Limited cataloguing: a generic term covering selective cataloguing (qv) and simplified cataloguing (qv).

Machine-readable: a record capable of being read by a machine, normally a computer.

Main entry: the principal entry in a catalogue, containing the fullest information.

Management audit: a systematic evaluation of the effectiveness and efficiency of an organization's objectives, policies and performance.

Management by exception: a management technique whereby only exceptional issues are referred to higher management and others are dealt with according to precise instructions or general principles in accordance with an organization's objectives.

Management by objectives: a management technique which involves formulating objectives, setting realistic targets to allow these objectives to be met, and identifying and removing any obstacles to the achievement of these targets. The objectives should be regularly and systematically reviewed.

Material (or type of publication) specific details area: in AACR 2, an area of the description which is only used in the description of serials and cartographic materials. In the case of serials, it is the numeric and/or alphabetic, chronological, or other designation area. In the case of cartographic materials, it is the mathematical data area (including the statement of scale).

Mixed responsibility: a work is said to be of mixed responsibility when different persons or corporate bodies have made different kinds of intellectual contribution, eg a work containing text and illustrations or words and music.

Name catalogue: a catalogue which contains entries for works by and about persons and/or corporate bodies and/or places.

Natural language: the opposite of Artificial language (qv).

Network: in library and information science a group of libraries and/or information service points connected together for the purpose of satisfying specified requirements. This might include the derivation or exchange of cataloguing information.

Network analysis: a generic term referring to a group of related techniques for use in the planning and control of complex projects. The best known of the many network analysis techniques are critical path method (CPM) and program evaluation and review

technique (PERT). Although used primarily in civil engineering, the techniques may be used in library management for such projects as recataloguing and reclassification.

Off-line: relates to 'batch mode', operating without direct and continuous communication with the main computer system.

On-line: an on-line system is one in which there is direct communication with the central processing unit of a computer, allowing an operator to 'converse' directly with the computer and receive an almost immediate response to a message or instruction.

Operations audit: see Management audit.

Other title information: any title other than a title proper or parallel title, including a subtitle and any phrase used with a title to convey an item's character, contents or purpose.

Output: the data transferred from the computer system to the user or the process of transferring the data.

Parallel title: the title proper of an item in another language or script.

Physical description area: an area of the description containing such information as number of pages or parts, specific material designation, running time and dimensions.

Post-coordinate indexing: a system of indexing in which a compound subject is analysed into its basic concepts by the indexer but these concepts are not combined until the search stage.

Pre-coordinate indexing: a system of indexing in which a compound subject is analysed into its basic elements by the indexer, who then combines these elements in a predetermined order. Examples are entries in conventional classified and alphabetical subject catalogues.

Precision: a measure of the relative efficiency of a system by a comparison of the number of *relevant* documents retrieved with the *total* number of documents, relevant or irrelevant, produced by the search.

Principal author: the main author in a work of shared responsibility.

Program: a sequence of instructions to enable the computer to carry out a particular task.

Pseudonym: an assumed name used by an author.

Recall: the number of documents produced in answer to an enquiry which are relevant to the user's requirements.

Record: the complete set of information relating to a particular item in a data base.

Reference: a direction from a heading which is not used in a catalogue or index to one which is used ('see' reference) or from a heading which is used to a related heading ('see also' reference).

Related work: a work which has some relationship to another work, such as an index or a concordance.

Scope note: an explanatory note indicating the way in which a term is used in a thesaurus.

Selective cataloguing: the omission of catalogue entries for certain items or the use of simplified cataloguing (qv) for some material.

Shared responsibility: a work of shared responsibility is one in which two or more persons or corporate bodies have collaborated to perform the same kind of activity. This book is an example.

Simplified cataloguing: overall simplification of catalogue entries within a library system, eg by using initials instead of full names of personal authors or by omitting parts of the physical description area.

Software: the programs used to instruct the computer and the other associated documentation.

Specific material designation: a term indicating the precise class of material to which an item belongs. For example 'sound cartridge' and 'sound disc' are specific material designations within the general material designation 'sound recording'.

Specificity: the degree to which an information system allows the exact subject to be specified.

Standard number: a number which uniquely identifies an item, such as an International Standard Book Number (ISBN) or International Standard Serial Number (ISSN).

Statement of responsibility: the statement of person(s) responsible for the intellectual content of an item, corporate body(ies) from which the item emanates or person(s) or body(ies) responsible for the performance of an item.

Tag: a symbol used to identify a particular field or other element in a record.

Terminal: a device used to communicate with a computer system.

Terms of availability: details of the price or hire terms of an item or other information regarding its availability.

Thesaurus: a list of terms for use in an indexing system.

Title proper: the chief title of an item.

Uniform title: a title by which an item which has appeared under varying titles is identified for cataloguing purposes. Also, a collective title used to collocate complete works, selections, etc, of an author or composer.

Unit entry: an entry for a document which, with or without the addition of an appropriate heading, may be used for entries under all access points. *See also* Alternative headings.

User-friendliness: the ability of a computer to allow interaction with a user without difficulty for the user.

Variable length field: a field which may contain a varying number of characters; its beginning and end must be indicated by specified tags.

Visual display unit: a unit used to display data from a computer on to a screen. It may have a keyboard attached, so that data may be input, output or edited.

Word processor: a computer used to facilitate the setting up, manipulation, editing and correcting of text, where this text may be an article, report, letter, etc, or possibly a series of catalogue entries.

CONTENTS

Author's note	vii
Abbreviations and acronymns used	ix
Glossary	xiii
1 Catalogues and bibliographies	1
<i>Definitions and functions: Arrangement of catalogues and bibliographies (inner form): The place of cataloguing in the local library: Is the catalogue indispensable?</i>	
2 History	10
<i>Chronological chart</i>	
3 Standardization and AACR 2	22
<i>AACR 2: description, headings for persons, headings for corporate bodies, geographic names, uniform titles, references, examples, adoption of AACR 2</i>	
4 The subject approach	52
<i>Pre-coordinate indexing: classified catalogues, indexing the classified catalogue, chain procedure, PRECIS, keyword indexing, alphabetical subject catalogues, subject headings used in the LC dictionary catalogues, Sears' List of subject headings, dictionary catalogues, chain procedure in the dictionary catalogue, advantages and disadvantages of dictionary and classified catalogues, the alphabetico-classed catalogue, alternative forms of cataloguing, more about pre-coordinate indexing methods, articulated subject indexing,</i>	

The subject approach (continued)
POPSI, Current technology index; Post-coordinate indexing: advantages and disadvantages of post-coordinate indexing; Automatic indexing: Keywords and clumps; Citation indexing: Thesauri: Intermediate lexicon: Search strategy

- | | | |
|---|---|-----|
| 5 | Analysis
<i>AACR 2: ISBD(CP): Subject analysis: Policy</i> | 101 |
| 6 | Filing
<i>AACR 2: Berghoeffter: The computer and filing: Filing rules: ALA filing rules, LC filing rules, BLAISE filing rules; Filing problems: 'word by word' v 'letter by letter', order of characters, initial articles, initials and acronyms, M', M^c, Mc and Mac, other abbreviations, same word as author, title, subject, etc, arrangement of subject headings, 'see also' references, unit entries; Conclusion</i> | 108 |
| 7 | Physical forms of catalogue
<i>Printed, guardbook, card, sheaf, visible index, microform, machine-readable</i> | 120 |
| 3 | Using a computer
<i>Data, files and records: MARC: Input: BLAISE EDITOR system; Storing the records: Manipulating the data: Outputting the data: Microcomputers: Word processors: Integration</i> | 127 |
| 9 | Networks
<i>Centralized and cooperative cataloguing: the Library of Congress, commercial services, British National Bibliography; Cooperative cataloguing: Contemporary networks: Networks of the US: OCLC, WLN, RLIN, the role of LC and NAC, MEDLARS/MEDLINE, Lockheed and SDC; Networks and the UK: BLAISE, LOCAS, the Selective Record Service, the Exchange Tape Service, microprocessor systems, BLCMP, LASER, SWALCAP, SCOLCAP, CAG, other networks in the UK; Networks outside the US and UK: UTLAS, LIBRIS, BUMS, EURONET/DIANE</i> | 141 |