

BOHDAN S. WYNAR

INTRODUCTION
TO CATALOGING
AND
CLASSIFICATION

seventh edition by

ARLENE G. TAYLOR

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AND
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1985

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Littleton, Colorado

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Preface to the Seventh Edition

During the course of its six previous editions, this text has become widely known and used both as an introductory text for library science students and as a handy reference volume for practicing catalog librarians. In this seventh edition I have attempted to maintain the previously set standard for quality, accuracy, and timeliness.

Much has changed in the world of bibliographic control since the publication of the sixth edition in 1980. Cataloging via computer using the MARC format has become commonplace in all sizes and types of libraries—not just in academic libraries. Online catalogs are becoming more common. AACR 2 has been implemented, and the changes it brought have been, for the most part, absorbed. The controversy over closing card catalogs has died down as it has become apparent that closing card catalogs is the natural outgrowth of opening online catalogs. The *Library of Congress Subject Headings (LCSH)*, ninth edition, has been published and is about to be superseded by the tenth edition. *Sears List of Subject Headings* is in its twelfth edition. The *Dewey Decimal Classification* is being supplemented with new schedules for a few notations at a time instead of waiting for a new edition to implement new schedules. New editions of several volumes of the LC classification schedules have been published. New filing rules have been published by both the American Library Association and the Library of Congress. Research into use of online catalogs has given us new insights about the importance of a subject approach to library materials, which has spurred new developments in the area of subject analysis. All of these changes, and more, have been incorporated into or have had an influence upon this edition.

In part I the chapters have been updated and examples have been expanded to include records in MARC format and displays from online catalogs. Part II, "Description and Access," no longer quotes heavily from *AACR 2*. Instead, the rules are explained and discussed. Part II now has fewer chapters than did part II in the sixth edition. Discussion of the rules for cataloging cartographic materials, manuscripts, music, sound recordings,

motion pictures, graphic materials, machine-readable data files, and realia are combined into one chapter because of the great amount of repetition from chapter to chapter for each separate type of material. Examples of the different forms are still given, and problems peculiar to given types of material are still discussed. Also in part II the published revisions to AACR 2 are taken into account, and the many LC rule interpretations are discussed and illustrated. In addition, MARC coding information is given with many rules, and there are examples of fully coded MARC format records for each type of material.

Part III, "Subject Analysis," is somewhat rearranged from what it was in the sixth edition. Chapter 15 is new. It contains a general introduction to subject analysis as a whole, including aspects of both classificatory and verbal approaches. An effort has been made to concentrate in part III on the fact that this text is intended to be, as titled, an introduction. Therefore, some of the more in-depth discussions of classification theory have been omitted. This is evident in chapter 16, "Classification of Library Materials," for example, although because the concept of faceting is entering more and more into subject analysis, a discussion of it is included in this chapter. The discussion of Universal Decimal Classification is completely updated and has been moved to chapter 17 with discussion of Dewey Decimal Classification, because these systems are so closely related. Discussion of LC Classification is also completely updated. There is a new chapter, "Creation of Complete Call Numbers." This is an effort to reflect the reality that "cutting" is separate from the process of classification, and cutting systems do not have to be tied to any particular classification scheme. The discussion of other classification schemes has been shortened, again reflecting the introductory nature of this textbook. (Those who wish a more extended treatment of these schemes should keep a copy of the sixth edition at hand.) However, because of the importance of special classification schemes in special libraries, an introduction to them has been added.

The verbal analysis section of part III remains structurally the same but reflects considerable updating. Because of many changes in LC subject heading policy, there is much new material in chapter 22. Even though the tenth edition of *LCSH* is anticipated within a year of publication of this text, the policies discussed will not be too out-of-date because of the use of the latest additions and changes to *LCSH* and use of the LC policy manual in writing this chapter. The *Sears* chapter has been updated to reflect the twelfth edition. Much new material replaces outdated material in the discussion of other types of verbal analysis.

Part IV, "Organization," is largely rewritten to reflect the tremendous changes that have come with automation. New material is given about networks and online systems. The new filing rules from ALA and LC required almost complete rewriting of that chapter. A new interest in authority work and advances in automated authority control, along with the new concepts brought about by online catalogs, are reflected in the chapter on catalog management.

A final change in this edition is worth noting here. A section called "Suggested Reading" has been added to each chapter. It is hoped the suggestions will assist those who wish to learn more about a particular topic.

There are a number of people whose assistance I wish to acknowledge. First, I would like to acknowledge the work done on the subject analysis and catalog management sections of the sixth edition by Jeanne Osborn. Although rapid change has dated some of her material, much of it is still in use in this edition.

Dr. Hans H. Wellisch, professor at the College of Library and Information Services, University of Maryland, provided immeasurable assistance in the revision of the subject analysis section of the text. Many of the suggestions for reorganization were his. In addition Dr. Wellisch wrote the following sections: the introductory paragraph to "Library Classification," page 369; "Faceted Classification," pages 372-374; "Universal Decimal Classification (UDC)," pages 399-401; "Special Classification Schemes," pages 441-444; "The NEPHIS Indexing System," pages 515-516; and "Automatic Indexing Methods," pages 516-520.

Professors of cataloging and classification were invited to make suggestions for this edition, and a number responded. Not all of these suggestions could be taken because some were in direct opposition to each other! But every suggestion was thoughtfully considered, and many were followed. Those who wrote and whose comments are greatly appreciated are Ann Allan, Associate Professor, School of Library Science, Kent State University; Esther G. Bierbaum, Assistant Professor, School of Library Science, University of Iowa; Larry G. Chrisman, Assistant Professor, Department of Library, Media and Information Studies, University of South Florida; Richard J. Hyman, Professor, Graduate School of Library and Information Studies, Queens College; Diane Podell, Adjunct Assistant Professor, Graduate School of Library and Information Studies, Queens College; Ted Samore, Professor, School of Library and Information Science, University of Wisconsin—Milwaukee; Mary Ellen Soper, Assistant Professor, Graduate School of Library and Information Science, University of Washington; and Francis J. Witty, Professor, Graduate Department of Library and Information Science, Catholic University of America.

I would like also to acknowledge the assistance of two people who answered many questions: Mary K. D. Pietris, Chief, Subject Cataloging Division, Library of Congress, who answered questions about LC practice; and Richard P. Smiraglia, Associate Professor and Music Catalog Librarian, University of Illinois at Urbana-Champaign, who taught me all I know about music cataloging.

OCLC's permission to reproduce MARC format records from the OCLC system is greatly appreciated.

I would like especially to thank Bohdan S. Wynar for his confidence in me in choosing me to complete this edition, and for his encouragement, advice, and patience throughout a project that took much longer than either of us anticipated.

I thank my children, Deborah and Jonathan, for their patience and understanding during the many hours that Mom spent seemingly glued to her desk or to the computer.

Finally, I wish to express appreciation to the editorial and production staffs of Libraries Unlimited for their valuable assistance.

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Part I

INTRODUCTION

1

Principles of Cataloging

The purposes of this chapter are to introduce the basic concepts of cataloging and to provide a preliminary discussion of descriptive cataloging. The first section of the basic concepts part of this chapter defines some basic terms. The next section, "Characteristics of a Catalog," describes the differences between library catalogs and bibliographies and/or indexes. The physical formats and characteristic qualities of various types of catalogs are compared. This is followed by an examination of the concept of the unit record, with examples. The discussion of basic concepts of cataloging continues with a discussion of the ways to arrange entries in a catalog. Finally, there is a discussion of the purposes of a catalog.

The second part of this chapter serves as a basic introduction to descriptive cataloging. After a definition of descriptive cataloging and an explanation of its purpose, there is a section on how to examine the parts of an item that are essential to a catalog description—that is, how to read "technically" the item to be cataloged. The chief source of information and its component parts—the title proper and its various forms, the statement of responsibility, the edition, and the publication and distribution information—are all defined and described. This is an extremely important section, because it contains many technical definitions that are needed for an understanding of descriptive cataloging rules. The next section discusses the form of the catalog record and its eight separate parts: heading, body of the entry, physical description, series, notes, standard number, tracing, and call number. The last section of this first chapter is a preliminary introduction to the formats to be followed in typing catalog cards or creating MARC records.

BASIC CONCEPTS

DEFINITIONS

In order to provide access to the holdings of a library, an index or list of the materials in the collection must be maintained. In libraries the principal index or list of available materials is called the catalog. A catalog is a list of