

# CATALOGUING

Eric J. Hunter MA FLA AMIET MIInfSc

and

K. G. B. Bakewell MA FLA MBIM MIInfSc

Third edition  
revised and expanded by  
Eric J. Hunter



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## Author's note

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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. For example, libraries and other cataloguing agencies may well have teams of programmers constantly improving their software and therefore the computer screen displays associated with the various cataloguing systems are continually changing. Apologies are offered, in advance, for any omissions or errors but it is hoped that this will not detract from the work's general aim of providing an introductory overview of the current cataloguing scene. It is stressed that examples cited in the text are intended merely as illustrations of a wide range of activity. It should also be noted that reproductions of screen formats are not necessarily to scale, although display layouts do conform to the originals.

Because textbooks cannot possibly keep pace with progress, it is essential to read professional journals. A select list of some of the periodicals consulted whilst this work was being prepared is given below. It will be seen that this list includes not only dedicated cataloguing journals but also publications which relate to automation and more general periodicals which often contain news and information which is of relevance to the cataloguer.

*American libraries* American Library Association. Monthly/Bi-monthly.  
*Aslib proceedings* Monthly.

*BLAISE-LINE newsletter* British Library National Bibliographic Service.  
6 times a year.

*Cataloging and classification quarterly* Haworth.

*Catalogue and index* Library Association Cataloguing and Indexing Group.  
Quarterly.

*CD-ROM librarian* Meckler. Monthly except Jul/Aug.

*Electronic library* Learned information. 6 times a year.

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

- Information bulletin* Library of Congress. Bi-weekly.
- Information processing and management* Pergamon. Bi-monthly.
- Information retrieval and library automation* Lomond Systems Inc. Monthly.
- Information technology and libraries* Library and Information Technology Association, a division of the American Library Association. Quarterly.
- International cataloguing and bibliographic control* IFLA UBCIM Programme. Quarterly.
- Library journal* Bowker. 21 times a year.
- Library resources and technical services* Association for Library Collections and Technical Services, a division of the American Library Association. Quarterly.
- Library technology reports* American Library Association. 6 times a year.
- Program* Aslib. Quarterly.
- Select: National Bibliographic Service newsletter* British Library National Bibliographic Service. 3 times a year.
- Technical services quarterly* Haworth.
- VINE: a Very Informal NEwsletter of library automation* Library and Information Technology Centre, Polytechnic of Central London. At least 4 times a year.
- Wilson library bulletin* H. W. Wilson. Monthly except Jul/Aug.

## Abbreviations and acronyms used

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AA 1908	Anglo-American cataloguing code 1908
AACR	Anglo-American cataloguing rules
AACR 2	Anglo-American cataloguing rules 2nd ed. 1988 revision
ABN	Australian Bibliographic Network
AKWIC	Author and KeyWord In Context
ALA	American Library Association
ANB	Australian National Bibliography
APIF	Automated Process Information File
ASCII	American Standard Code for Information Interchange
ASI	Articulated Subject Index
ASSASSIN	Agricultural System for Storage And Subsequent Selection of INformation
AUSMARC	AUStralian MARC
AVMARC	Audio-Visual MARC
BALLOTS	Bibliographic Automation of Large Library Operations using a Time-sharing System
BEDIS	Book Trade Electronic Data Interchange Standards
BL	British Library
BLAISE	British Library Automated Information Service
BLCMP	formerly Birmingham Libraries Cooperative Mechanization Project
BLDSC	British Library Document Supply Centre
BLISS	British Library Information Sciences Service
BLMARC	British Library MARC, ie UKMARC
BLNBS	British Library National Bibliographic Service
BNB	British National Bibliography
BNBMARC	British National Bibliography MARC, ie UKMARC
BOSS	BLCMP Online Support Service
BUMS	Bibliotekstjänsts Utlanings-och Mediakontroll System

CAG	Cooperative Automation Group
CANMARC	CANadian MARC
CATSS	CATalog Support System of UTLAS
CBI	Cumulative Book Index
CD-I	Compact Disc-Interactive
CD-ROM	Compact Disc-Read Only Memory
CIFC	Centre for InterFilm Comparison
CIG	Cataloguing and Indexing Group of the Library Association
CIP	Cataloguing-in-Publication
CLAIM	Centre for Library and Information Management
CLR	Council on Library Resources
CLRU	Cambridge Language Research Unit
COM	Computer Output Microform
COMARC	COoperative MARC
COMPASS	COMPUter Aided Subject System
COMPENDEX	COMPUterized ENgineering iNDEX
CONSER	Cooperative ONline SERIALs
COPOL	Council Of POLytechnic Libraries
CPM	Critical Path Method
DALNET	Detroit Area Library NETWORK
DATASTAR	DATA STorage And Retrieval
DBMS	DataBase Management System
DC	[Dewey] Decimal Classification
DIANE	Direct Information Access Network for Europe
EARN	European Academic Research Network
EEC	European Economic Community
EMMA	Extra MARC MAterial
EPSILON	Evaluation of Printed Subject Indexes by Laboratory investigation
ERIC	Educational Resources Information Centre
ESA-IRS	European Space Agency-Information Retrieval System
ESTC	Eighteenth century Short Title Catalogue
EURONET	EUROpean NETwork system
GLIS	Geac Library Information Systems
GMD	General Material Designation
HMSO	Her Majesty's Stationery Office
IBM PC	IBM (International Business Machines) Personal Computer
ICCP	International Conference on Cataloguing Principles
IFLA	International Federation of Library Associations and institutions
IPSS	International Packet Switching Service
ISBD(G)	International Standard Bibliographic Description (General) – <i>also</i>



ISBD(A)	Antiquarian books
ISBD(CF)	Computer Files
ISBD(CM)	Cartographic Materials
ISBD(M)	Monographs
ISBD(NBM)	Non-Book Materials
ISBD(PM)	Printed Music
ISBD(S)	Serials
ISBN	International Standard Book Number
ISI	Institute for Scientific Information
ISO	International Organisation for Standardization
ISSN	International Standard Serial Number
ISTC	Incunable Short Title Catalogue
J-BISC	Japan MARC on disc
JANET	Joint Academic NETwork
JSC	Joint Steering Committee [for revision of AACRI]
KWAC	KeyWord And Context
KWOC	KeyWord Out-of Context
LA	Library Association
LASER	London And South Eastern Region
LC	Library of Congress
LCSH	Library of Congress Subject Headings
LIBRIS	LIBRARY Information Service
LOCAS	LOCAL Cataloguing Service
LSP	Linked Systems Project
MARC	MACHINE Readable Catalogue
MBO	Management By Objectives
MEDLARS	MEDICAL Literature Analysis and Retrieval System
MEDLINE	MEDlars onLINE
MeSH	MEDical Subject Headings
MOPSI	Manual On Printed Subject Indexes
MRAP	Management Review and Analysis Program
MUG	MARC Users Group
MUMS	Multiple Use MARC System
NACO	Name Authority COoperative
NACSIS	National Center for Science Information Systems
NAF	Name Authority File
NAFS	Name Authority File Service
NCLIS	National Commission on Libraries and Information Science
NEPHIS	NEsted PHase Indexing System
NLM	National Library of Medicine
NOTIS	Northwestern Online Totally Integrated System
NSDC	National Serials Data Centre
NTIS	National Technical Information Service
NUC	National Union Catalog

OCLC	formerly Ohio College Library Center (now Online Computer Library Center Inc)
OPAC	Online Public Access Catalogue
OSI	Open Systems Interconnection
OSTI	Office for Scientific and Technical Information
PAC	Public Access Catalogue
PERT	Program Evaluation and Review Technique
PICA	Project for Integrated Cataloguing Automation
POPSI	POstulate-based Permuted Subject Indexing
PSS	Packet Switching Service
PRECIS	PREserved Context Index System
REMARC	REtrospective MARC
RLG	Research Libraries Group
RLIN	Research Libraries Information Network
ROM	Read Only Memory
RTSD	Resources and Technical Services Division of ALA
SCOLCAP	SCOtish Libraries Cooperative Automation Project (now defunct)
SCONUL	Standing Conference On National and University Libraries
SCORPIO	Subject Content Oriented Retriever for Processing Information Online
SDC	System Development Corporation
SLIC	Selective Listing In Combination
SNI	Standard Network Interconnection
SOLINET	SOuth eastern Library NETwork
SWALCAP	South Western Academic Libraries Cooperative Automation Project (now SLS)
UBC	Universal Bibliographic Control
UBCIM	Universal Bibliographic Control and International MARC
UDC	Universal Decimal Classification
UKLDS	United Kingdom Library Database System
UKMARC	United Kingdom MARC
UKOP	United Kingdom Official Publications [CD-ROM]
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNIMARC	UNIversal MARC format
USBC	Universal Standard Bibliographic Code
UTLAS	formerly University of Toronto Library Automation System
VDU	Visual Display Unit
VISCOUNT	Viewdata and Inter-library Systems COmmUnication NETwork
VTLS	Virginia Tech Library System

**WADEX**

**WLN**

**WORM**

**Word and Author inDEX**

**formerly Washington Library Network and then  
Western Library Network**

**Write Once Read Many Times (optical disc)**

## Glossary

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In this glossary are defined selected terms which are also explained in the text and some other terms which are not referred to in the text but for which the cataloguer may at some time require an explanation. The glossary is not intended to be exhaustive.

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

**Access time:** the time taken by a computer system to retrieve requested data or information.

**Accession number:** a sequential number allocated to an item when it is added to stock.

**Acronymic key:** *See* Derived key

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

**Alphabtico-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'.

**Analog:** the representation of data by measurements, e.g. voltages. Sound was usually encoded in this way before the advent of the digital (q.v.) disc.

**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 items (e.g. subject headings lists, thesauri) or

- letters/digits (e.g. 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.
- ASCII:** in order that text, e.g. catalogue entries, may be processed by a computer, each character or other symbol must be represented by a number. ASCII, or the American Standard Code for Information Interchange, is a common method of ranking characters in a numeric order of value.
- Author:** the person chiefly responsible for the creation of the intellectual or artistic content of a work.
- Authority control:** connects the various forms of names or subject terms within a catalogue. *See also* Authority file.
- Authority file:** a file which indicates the accepted form of an access point (q.v.). When, in a particular catalogue, it is established that Beethoven, Ludwig van is always entered in that way and never as Van Beethoven, Ludwig, an *authority file* is being established. In such a file, the references which should be made from alternative forms of the name should also be indicated.
- Backup:** to make a reserve copy of data or a file held in machine-readable (q.v.) form.
- Batch processing:** jobs held back until there are sufficient to process in a group or batch. *See also* Offline.
- Baud:** a measurement of the speed at which data can be transmitted by a terminal (q.v.). Slow terminals operate at speeds up to 300 baud, faster terminals at 1,200 baud or even more. A baud can be roughly equated to one bit per second which means that 300 baud is approximately 30 characters per second.
- Bibliographic utility:** an agency which assumes responsibility for the production of cataloguing data which is then made available, together with other services, e.g. retrospective conversion, etc., to any library willing to pay the related subscription(s) or other costs. Such utilities may be profit or non-profit making.
- Bibliography:** a list of documents and other materials.
- Binary system:** a numbering system with a base of two which when written appears as a series of 0's and 1's. The computer can only 'recognize' two states 'on' or 'off', i.e. a 'pulse' or 'no pulse', a 'hole' or 'no hole'. The binary system therefore forms the basis of computer operation. A **binary digit** is one of the characters from the set 0 and 1. A binary digit is also known as a **bit**.
- Bit:** a binary digit. *See under* Binary system.
- Book number:** similar to call number (q.v.).
- Boolean logic:** an information retrieval, the use of the Boolean operators AND, OR or NOT to combine search terms in order to produce a more precise statement of the search requirement.
- Boot:** to start up a computer system.
- Byte:** the number of bits (q.v.) needed to store a single character (usually

- eight). Computer storage capacity is often presented in terms of bytes, e.g. 640K = 640,000 bytes (K being roughly equal to one thousand). A 30 megabyte disc will hold 30 million bytes or characters. A CD-ROM will hold 550 megabytes.
- Call number:** a unique identifier for a particular item, which usually comprises the classification number together with an alphabetical code identifying the responsible person/body (or the title for works entered in that way).
- 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. CIP data may also appear in machine-readable form to give early warning of the document's publication, e.g. in an online database.
- Character string:** a sequence of characters, e.g.: 'computer', or 'comput', or 'PR5647', or '823.91'.
- 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.
- Command mode:** a method in which the user interacts with a computer system by entering appropriate commands, e.g. FIND or DISPLAY.
- Communication format:** See Exchange format.
- Compact disc:** Compact Disc-Read Only Memory (CD-ROM) is a small, digital, optical disc (See Optical disc system) which can store enormous amounts of data (550 megabytes on one 4¼ inch diameter disc). It is primarily used as a publishing medium for the distribution of machine-readable reference works, databases, cataloguing data, etc. The 'read only' feature is a disadvantage but other types of compact disc, e.g. WORM (Write Once Read Many times) and eraseable re-writable discs are now available. A further evolution of CD-ROM is CD-I (Compact Disc-Interactive), which provides a complete format for the interactive handling of music and sound, speech, computer data and programs, graphics, still and animated pictures.
- 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. Examples of component parts include articles in journals, individual papers in conference proceedings or symposia, and music scores issued with sound recordings.
- Computer:** an electronic machine capable of receiving, storing, processing and presenting data such as entries in a catalogue.
- Connect time:** the amount of time that elapses whilst a user is connected online (q.v.) to a computer system.
- Control number:** a unique number used to identify an item, e.g. the ISBN (q.v.), or an LC (Library of Congress) or BNB (British National Bibliography) number.

**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 (q.v.) the *critical path* refers to the critical jobs or activities which control the completion date of an overall project.

**Data:** the information to be processed by the computer.

**Database:** a collection of records (q.v.) is referred to as a file (q.v.) and a database consists of one or more files.

**Dedicated line:** a telephone line which is reserved for the connection of a terminal directly to a computer.

**Default:** a predetermined value or option automatically assumed by the machine when none has been supplied by the operator.

**Derived key:** a search key formed from the characters in a particular field in a record, e.g. HUNT,ERI,J could be a coded '4,3,1' key for HUNTER, ERIC J. derived from an author field.

**Descriptor:** an index term used to 'describe' the subject content of a document.

**Diagnostic:** 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.

**Digital:** the representation of data by digital numbers, usually binary digits, i.e. 0 or 1.

**Display format:** the format in which a record is displayed on the computer screen or printed out in hard copy.

**Distributed catalogue:** a system in which the catalogue is made available at numerous remote locations, thus placing the data nearer to the user. The online (q.v.) catalogue offers great potential in this area, with access being possible even from the comfort of one's own home. CD-ROM also facilitates the placing of catalogues in various locations.

**Divided catalogue:** *See under* Dictionary catalogue.

**Down:** a computer is said to be 'down' when it ceases to function for some reason.

**Download:** to capture data online from a remote host computer and transfer it to the store of an in-house stand-alone system, e.g. a microcomputer, for processing. This can save connect and telecommunication costs. The reverse is to **upload**.

**Dumb terminal:** opposite of intelligent terminal (q.v.)

**Entry:** details relating to an item entered in a catalogue. *See also* Record.

**Ergonomics:** the relationship between the worker, his environment, and

- the equipment he uses.
- Exchange format:** a standard format which can be used by different cataloguing agencies for the exchange of records. Usually relates to a machine-readable format.
- Exhaustivity:** the extent to which the subject content of a document is analysed by the indexer.
- Expert system:** a computer system which acts in a similar way to a human expert in a particular subject field.
- 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 databases.
- Field:** a subdivision of a record, e.g. the title of an item in a cataloguing record.
- File:** a collection of related and usually similar constructed records treated as a unit, e.g. the catalogue of a library. A database (q.v.) may consist of one or more files.
- Fixed field:** a field of a specified length, i.e. limited to a certain number of characters.
- Form:** (1) a printed form with blank areas to be filled in by the user. (2) a computer screen laid out and completed in a similar way.
- Format:** the arrangement or presentation of data in a machine-readable record. In a more general sense, any physical presentation of an item.
- Free text searching:** searching a field or entire record not by the full content of a field but by significant character strings or terms. For example, the search term might be found in a field containing an abstract of an item.
- Full text database:** a database which contains the full text of a document or documents rather than bibliographic citations.
- General material designation:** the indication in a catalogue entry of the broad class of material to which an item belongs.
- Hard copy:** eye-readable output on paper, card, etc.
- Hard disc:** a rigid disc fixed permanently into a disc drive. An efficient method of storing large amounts of programs and data.
- 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.
- Hit:** the finding of a record which matches a search request.
- Host:** a main computer, being accessed via terminals (q.v.) and/or mini/micro-computers.
- Host document:** a document containing component parts (q.v.) which require individual description.
- Housekeeping:** looking after a particular system.
- Human engineering:** *See* Ergonomics.
- Hypertext:** a method of presentation of information which reflects the manner in which the user of the information system might wish to browse



rather than the more usual linear pattern of searching. For example, choosing a particular bird from a database of birds could provide the user with a picture of a bird and its habitat and a soundtrack of its song. Another option would let the user see a map of its range or an animation of its flight pattern.

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

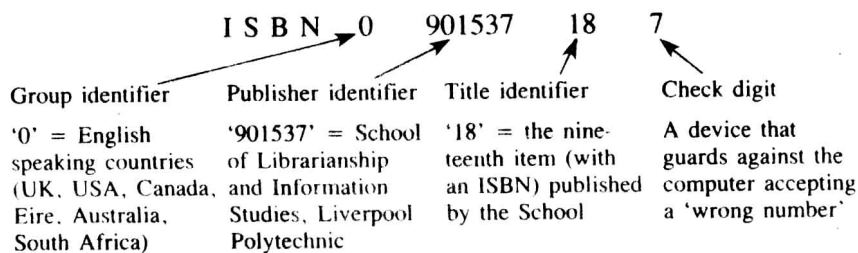
**Intelligent terminal:** a terminal (q.v.) equipped with a separate data processing capability.

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

**Interactive:** a mode of online (q.v.) interaction between the user and a computer system.

**Interface:** the connection between two systems or two parts of the same system.

**International standard book number:** a unique number allocated to each book published so that computerization in the book trade is facilitated.



**International standard serial number:** a unique number allocated to a serial.

**Inverted file:** a sequential, e.g. alphabetical, index of some or all of the various fields in the records of a file, e.g. an alphabetical author index.

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

**Keyword:** similar to character string (q.v.) but usually comprises a complete word, e.g.: 'computers' is a keyword in the title *Using computers*.

**Known item search:** a search for an item of which the bibliographic details are known.

**Limited cataloguing:** a generic term covering selective cataloguing (q.v.) and simplified cataloguing (q.v.)

**Logical operators:** See under Boolean logic.

**Logon/Logoff:** the procedure for gaining access to or leaving a host computer system.

**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.