*Chapter-*5

Theory of Cataloguing

After studying this section, students will be able to:

◆ *Understand the meaning and definition of a library catalogue;*

◆ *Gain knowledge about the need, objective, purpose and functions of a library catalogue;*

◆ *Gain knowledge about the salient features of AACR-2 and CCC cataloguing codes;*

◆ *Understand the two forms of catalogue used by most of the libraries throughout the world;*

◆ *Gain knowledge about the difference between Catalogue and Bibliography.*

Content

5.1 Introduction

The term "Catalogue" was derived from the Greek phrase, Katalogos. Kata means "according to" and "logos" means "order" or reason.

The library catalogue is a list of books and other reading materials in the holdings of a library or a group of libraries. The list contains bibliographic details about the book and other reading material, which are useful for the users of catalogue. The details are author, title, the person or body assisting in bringing out the book, edition, place of publication, publisher, year of publication, information regarding physical details like pages, size, illustrative materials, etc. Besides these information, the catalogue also bears a location mark, usually in numerical form, by which documents can be located on the shelves. According to J. H. Shera (1956), "the library catalogue does not or should not exist as an end in itself. It is one part of the total bibliographic system and must be responsive to changes that take place in other parts of the system".

Cataloguing denotes various processes adopted in preparing entries of the reading material in a catalogue and its maintenance. Library catalogues are different from the publishers' catalogues, booksellers' lists, bibliographies, etc. All of these reference tools are useful in building up the collections through library book selection.

5.2 Library Catalogue

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, data, price or the like'.

5.2.1 Definitions of a library catalogue

According to C A. Cutter, a catalogue is "a list of books which is arranged on some definite plan. As distinguished from a bibliography, it is a list of books in some library or collections".

According to Margaret S. Taylor, "Bibliography is a list of books or manuscripts on a particular subject or subjects. A catalogue is also a list but its scope is limited to a particular collection".

James Duff Brown in his Manual of Library Economy, has defined a catalogue as "an explanatory, logically arranged inventory and key to the books and their contents and it is confined to the books in a particular library".

According to Dr. S. R. Ranganathan, "A library catalogue is methodically arranged record of information about its bibliographical resources".

Therefore, a library catalogue:

i.   is a list of books and other reading materials available in a particular library;

ii.   contains entries prepared for all the documents according to rules prescribed in a catalogue code and organised in a systematic order;

iii. gives bibliographical information of the documents such as the author, title, edition, place of publication, publisher, date of publication in each entry in order to describe and identify the document; and

iv.   gives location number of the document, such as call number of the document in order to locate the document on the shelves of the library.

5.2.2 Need for a library catalogue

A library acquires books, periodicals, serials, pamphlets, dissertations, manuscripts, maps, and other printed and non-printed materials to serve them to their users. If these documents are not organised properly, then it will become very difficult, rather impossible, to locate the document. Even if they are organized on shelves properly, no person either user or staff, will be able to know and remember what books are available in the library. It will also be difficult to ascertain, if a particular document as asked by the user, is available in the library. Thus, the very purpose for which the library has been established, will be defeated.

It is, therefore, essential that each document is listed in the catalogue in a manner which is close to users' approach. Thus, the catalogue serves as a key to the library holdings of a library.

5.2.3 Objectives of a library catalogue

Charles Ami Cutter described the objectives of a library catalogue in 1876 in his book titled "Rules for a Dictionary Catalogue".

According to Cutter, a catalogue should:

1.   Enable a person to find a book of which either

   a.   the author is known

   b.   the title is known

   c.   the subject is known

2. Show what the library has
   a. by a given author,
   b. on a given subject,
   c. in a given kind of literature

3. Assist in the choice of a book as to its
   a. edition (bibliographically)
   b. character (literary or topical)

Figure 5.1: Charles Ami Cutter

The first objective of a library catalogue is to inform the availability of a particular document in the library. The readers may access the catalogue by the name of author or title or subject.

The second objective is to show what the library has. The catalogue helps in bringing books together by the same author and on the same subject or in a given kind of literature.

The third objective is known as descriptive cataloguing. The catalogue helps to identify a document from several similar documents.

Therefore, a library catalogue is an instrument, equipped to deal with several ways of enquiry, identification and retrieval of the books and other materials.

5.2.4 Purpose of the library catalogue

The purpose of cataloging is to put library collection in order so that a specific volume may be located for reference and circulation purpose. The classifier makes it possible for books to be arranged in an orderly manner on the shelves. The cataloguer must supplement the work by listing them in the catalogue under their author, title, or subjects, to provide additional lines of approach for readers and staff members alike.

The main purpose of a library catalogue is to serve as a guide to the collection of the materials acquired for the library. Primarily, the library catalogue assists the library users in identifying the availability of the required document. It also serves users as a retrieval tool.

5.3 Function of a Catalogue

The main function of a library is to provide the required documents to the readers and it is the library catalogue that performs this function by bringing the needs of the reader with the resources of the library.

According to Dr. S.R. Ranganathan, the function of a library catalogue is "to help the exploitation of resources of the library in conformity with laws of library science".

According to Shera and Egan, two important functions of a library catalogue are:

◆ Accurate and speedy determination of whether or not an item known by the author or title is in the collection, and if not, where it may be found.

◆ What materials the library contains on a given subject and where they may be found.

In addition, a catalogue has the following functions:

◆ It guides the users in the selection of a document of his interest;

◆ It can be used as a reference tool for answering many questions of the users of documents;

◆ It saves the time of the readers;

◆ It provides other valuable information on documents besides bibliographical data for accessing and locating documents;

◆ It displays the library record before the readers;

◆ It gives the total account of the collection of a library, of an author, title and the subject, etc.

5.4 Difference between a Catalogue and Bibliography

A library catalogue and a bibliography are distinct from each other as they serve different purposes. The differences between them are given as below:

Catalogue	Bibliography
◆ It covers the reading material of a particular library. ◆ Its scope is limited to the collection of a library or a group of libraries. ◆ There is a location symbol. ◆ It is found on card. ◆ There is a particular sequence followed in a catalogue which is applied in uniformity throughout the catalogue.	◆ It is not limited to any one collection of books. ◆ Its scope is unlimited. It may be limited to a library but also covers the whole universe on a particular collection of a country or the locality. ◆ Location symbol need not be given. ◆ It is found in book form. ◆ There is sequence, but it may differ.

There is a definite distinction between bibliographies and catalogues, but there is an equally definite link between them. Bibliographers need library catalogues to help

them in their researches, and cataloguers use bibliographies for identification of publications and fact finding.

5.5 Catalogue Codes

The catalogue must be constructed on a scientific basis. It must be founded on rules and regulations that ensure uniformity and accuracy so that it may become a dependable tool. Therefore, a library catalogue code is a set of rules for the guidance of cataloguers in the preparation of entries in catalogue in order to maintain uniformity.

Salient features of main cataloguing codes:

The main cataloguing codes are AACR-II and CCC. These are explained, in detail, below:

5.5.1 Anglo - American Cataloguing Rules - 2nd Ed.

The Anglo-American Cataloguing Rules first appeared in 1967. The rules were given in two parts. Part 1 covers entry and heading consisting of four chapters, and part 2 covers description presented in 10 chapters.

Anglo-American Cataloguing Rules, second edition, i.e. AACR-II, has been jointly prepared by the American Library Association, the British Library Association, the Canadian Library Association and the Library of Congress. It was published in 1978. There are two main parts and four appendices in this code. Part one deals with description and contains 13 chapters. Part two is concerned with headings, uniform titles, and references, and it consists of 6 chapters (numbering 21-26). The four appendices have been given at the end of the code which deal with capitalisation, abbreviations, numerals and glossary. A Comprehensive index has also been provided at the end.

5.5.1.1 Features of AACR-II

◆ **Structure of the Rules**

The rules for description are given is part one. The rules for the choice and rendering of various access points is given in part two. In both parts, the arrangement of rules is from general to specific.

◆ **Contents of Part -1**

Part 1 contains instructions on the formulation of description of documents. The following information have been included for the rules and their description:

I.   Chapter 1: General rules for description

ii.   Chapter 2: Books, pamphlets and printed sheets

iii.   Chapter 3: Cartographic materials

iv.   Chapter 4: Manuscripts

v.   Chapter 5: Music

vi.   Chapter 6: Sound recording

vii.   Chapter 7: Motion pictures and video recordings

viii.   Chapter 8: Graphic materials

ix.   Chapter 9: Machine readable data files

x.   Chapter 10: Three dimensional artifacts and radio

xi.   Chapter 11: Microforms

xii.   Chapter 12: Serials

xiii.   Chapter 13: Analysis

Chapters 14-20 of Part 1 are left blank for future development.

Chapter 1 contains those rules that apply to all documents as it provides a brief guideline. The cataloguer will find specific treatment of certain elements in the appropriate specific chapter numbered between chapters 2 and 13.

◆   **Contents of Part -2**

Part 2 provides necessary rules for headings, uniform titles, and references. It consists of 6 chapters, as mentioned below:

i.   Chapter 21: Choice of access points

ii.   Chapter 22: Headings for persons

iii.   Chapter 23: Geographic names

iv.   Chapter 24: Headings for corporate bodies

v.   Chapter 25: Uniform titles

vi.   Chapter 26: References

The arrangement of the rules in part 2 is also from general to specific. If no specific provision exists in a particular case, the more general rules should be adhered to. The rules in this part are to be applied for all types of documents, irrespective of their physical feature.

Appendices

Abbreviations, capitalisation and numerals are given in the appendices in the code.

The code provides the instructions in the appendices as per the rules mentioned in part 1 and 2.

Glossary

A glossary of most of the technical, bibliographic and cataloguing terms, including those relating to the field of non-book materials, has been given at the end of the code preceding the index. The terms explained in the glossary have been defined in the context of the rules.

Examples

The examples used throughout the code are illustrative and not prescriptive. Therefore, neither the examples nor the form in which they are presented in the code should be taken as instructions unless the accompanying text specifically states that they should.

Index

A comprehensive index has been provided as the code. The index covers the rules and appendices, but examples have been excluded.

5.5.1.2 Organisation of AACR-II

AACR 2 divides the description into the following areas:

- Title and statement of responsibility area (Area 1)
- Edition area (Area 2)
- Material specific details area (Area 3)
- Publication, distribution, etc. area (Area 4)
- Physical description area (Area 5)
- Series area (Area 6)
- Standard number and terms of availability area (Area7)

Precede each area, other than the first area or each occurrence of a note or standard number, etc. area, by a full stop, space, dash, space(.-) unless the area begins in a new paragraph.

5.5.2 Classified Catalogue Code (CCC)

Classified Catalogue Code (CCC) was developed by Dr. S. R. Ranganathan and was first published in 1934. The 5th edition of the "**Classified Catalogue Code:** With Additional Rules for Dictionary Catalogue Code" appeared in 1964. It is a code which can be used for the preparation of classified catalogue as well as dictionary catalogue.

5.5.2.1 Features

◆ The classified catalogue code is free from the restriction of language, unlike the other codes in spite of their non-local nature. The CCC has achieved this by taking into account basic concepts: (a) Language of the library, (b) Scale of languages, in which the language of the library comes first and the others come in the descending sequence of interest.

◆ CCC is altogether a distinct cataloguing code based on canons and principles evolved by Dr. S. R. Ranganathan.

◆ There is special provision of rules for compilation of unions catalogues, periodical publications, national bibliographies, indexing and abstracting periodicals.

◆ The chain procedure is the unique device in CCC which is the most important contribution of Dr. Ranganthan to the art of cataloguing. This is a mechanical device to devise the subject headings, from class number either for class index or for subject headings, to be used for a dictionary catalogue.

◆ CCC attaches a lot importance to the title page and its overflow pages in order to get details to be incorporated in catalogue entries.

◆ Another feature of CCC is its economy. CCC does not allow the use of imprint and collation in the catalogue entry which are considered to be part and facet of an entry for identification of the documents.

◆ The book number constructed in accordance with the Colon Classification of Dr. Ranganathan, indicates the year of publication of the document. An additional information to the title statement of the entry in CCC is the edition of the books.

5.5.2.2 Limitations

◆ If lacks in providing complete bibliographical information which sometimes causes confusion and difficulties.

◆ No rules for cataloguing of non-book materials have been provided that are essential for cataloguing such materials.

CCC recognises the following kinds of entries in a classified catalogue:

◆ Main entry
◆ Book index entry
◆ Class index entry
◆ Cross reference entry
◆ Cross reference index entry

The main entry and cross reference entry are number entries. Therefore, these entries form part of the classified part.

Book index entry, class index entry and cross reference index entry are word entries. Therefore, these are included in the alphabetical part.

A main entry in CCC consists of the following sections:

◆ The Leading section consists of call number of the document and is always written in pencil.

◆ The Heading section consists of authorship.

◆ The Title section consists of title, edition and collaborators

◆ Other information is provided in the note section, if required.

◆ The tracing section is given on the back of the main entry. It indicates which entry is additional to the main entry and have been prepared for the given book. The purpose is to enable the removal of catalogue cards related to the main entry at the time of weeding off a book from the library.

5.6 Different Forms of Catalogues

The first thing to consider in the beginning of cataloguing is in what form it is to be adopted. The two most general accepted forms are the card form and the OPAC form.

5.6.1 Card Catalogue

A catalogue in card form is the one in which each entry appears on a separate card; in other words, each entry is a unit which can be shifted, sorted and arranged in any way desired. The card catalogue is the most widely used form throughout the world. It has got the qualities of flexibility, ease of use and economy in production and maintenance. Another advantage with this form is that it is suited to unit entry cataloguing. The standard catalogue card measuring 12.5 cm x 7.5 cm (roughly 5"x3") is used in this form. The entries are prepared on these cards in desired quantity and they are, then, arranged in the catalogue cabinet.
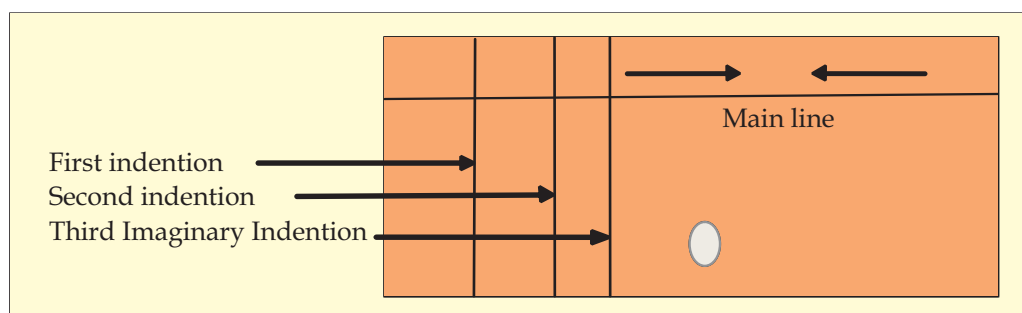

Figure 5.2: Card catalogue

1st indention: 9 spaces from left margin

2nd indention: 13 spaces from left margin

3rd indention: 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

Figure 5.3: Sample card showing three indentions

Cards arranged in alphabetical or classified order are filed in a catalogue card tray, designed to hold at least 1400 cards in upright position which are housed in card cabinets. At the bottom of the cards, there are punched holes through which passes a locking rod holding them secured together and in order. They can be shifted to and from along the rod for consultation. The card cabinets are made of steel or wood containing any number of trays in accordance with the design. Generally, cabinets are set at a height of 3' or 3' 6" above the floor.

Figure 5.4: A view of catalogue card cabinet

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5.6.1.1 Merits

◆ The greatest advantage of the card catalogue lies in the fact that it is far from growing obsolete except by carelessness or inadvertence.

◆ The arrangement allows flexibility and maximum ease of insertion of new entries and withdrawal of entries of books which are lost or weeded out.

◆ The card is an absolutely single and self-contained unit, capable of infinite expansion and manipulation without any hindrance. Cards can easily be produced by a mechanical reproduction process or cards produced by a centralised service may be used.

◆ The card can be easily changed at any time by replacing new ones and the same cards can be arranged in any order.

◆ The card catalogue maintained in the card cabinets is easier to consult and handle, and many readers can use it at a time.

◆ It can be easily guided.

5.6.1.2 Limitations

◆ The card cabinet occupies much space and as such it creates the problem of space. Thus, the biggest disadvantage of the card catalogue is its bulk which can cause a serious accommodation problem as the catalogue grows.

◆ It is not portable and so it cannot be consulted like a book, at every place.

◆ In a busy library, when a single reader monopolises the whole tray or section of the cabinet, he/she kills the time of other readers.

◆ The cards can be easily removed or distracted by errant readers which can cause problems.

◆ Only one title can be located by the readers at a time and for others they have to see all entries. Thus, it is not economical in terms of readers' time and labour.

◆ These days, cards are too expensive.

◆ For a single book, many cards are needed to be prepared. Therefore, it is not economical in terms of time, labour and money for the library staff.

5.6.2 Online Public Access Catalogue (OPAC)

An Online Public Access Catalogue is an online database of holdings of a library or group of libraries. Readers search OPAC to find the documents available in the library. OPAC is accessible through Intranet and over the Internet. The readers may search the bibliographic database and find specific information online. The search facility provides information about the status of each item available in the library.

OPAC provides search results from the following:

- Title
- Author
- Subject
- Class number
- Publisher
- Place
- Keyword

OPAC also provides the Boolean search facility in the combinational search. The Boolean search uses the following logical connectors:

'OR', 'AND' and 'NOT'

The following screen shows the OPAC dialog box through LS Premia software of Libsys in the Planning Commission Library, New Delhi.
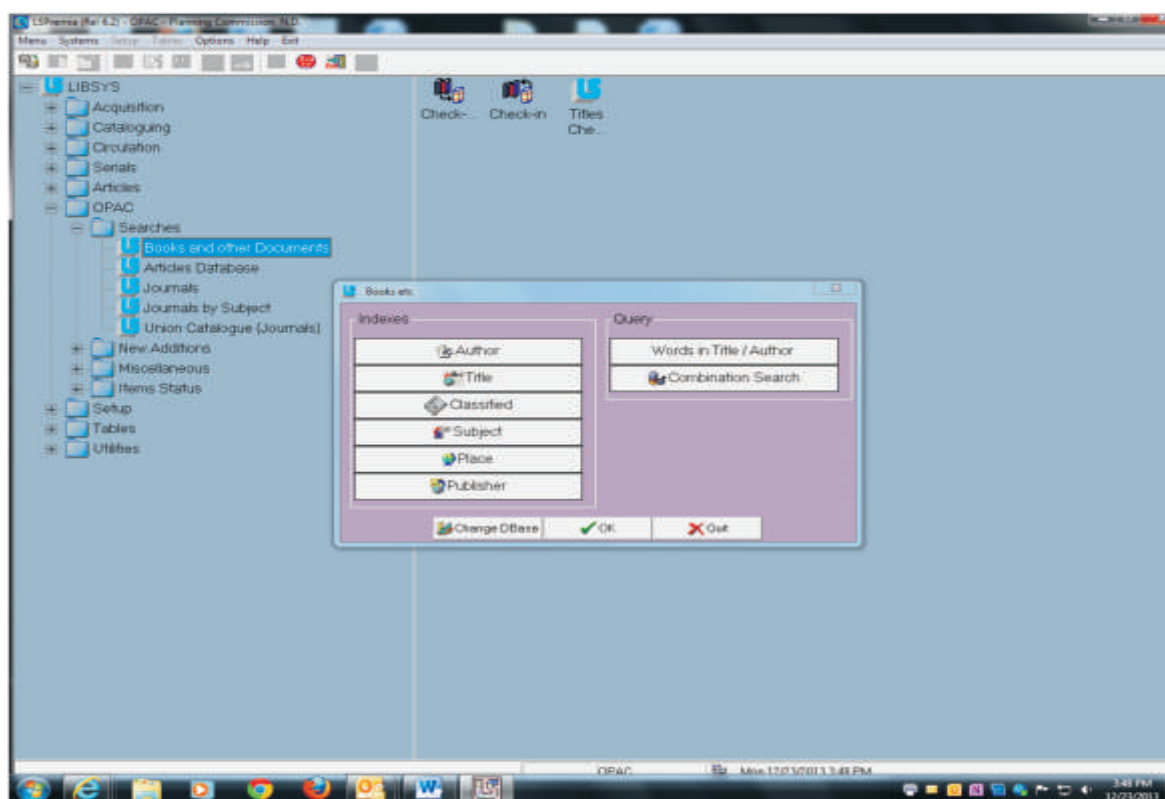

Figure 5.5: OPAC dialog box (i)

From the above, if we open the Author indexes and put the word 'Kumar' in search area and after selecting the author 'Kumar Sanjay' and click on the details, we will get the following screen:
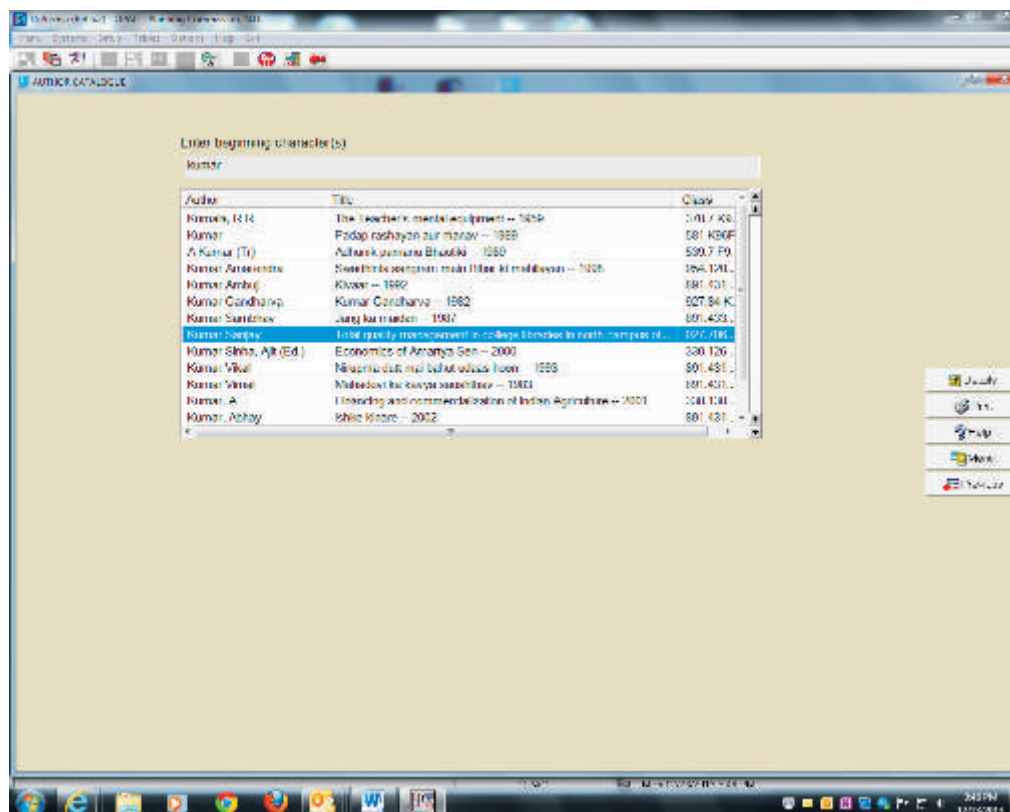
Figure 5.6: OPAC dialog box (ii)
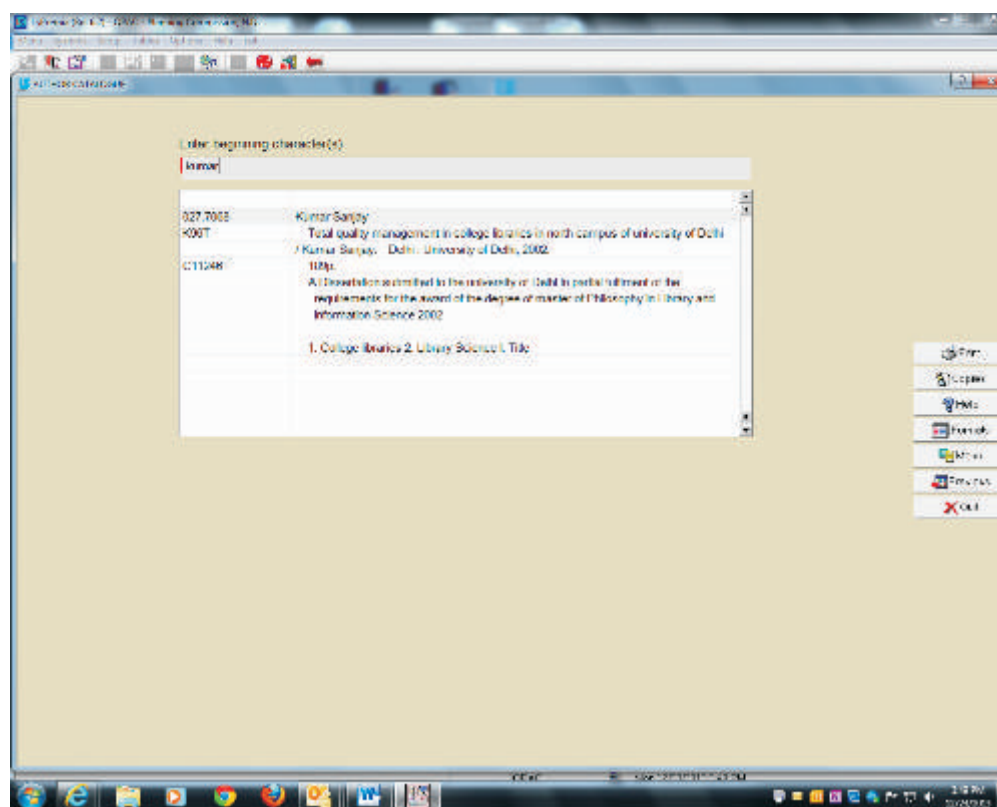
Figure 5.7: OPAC dialog box (iii)

If we search the OPAC of Planning Commission Library on the Internet, the following screen appears:
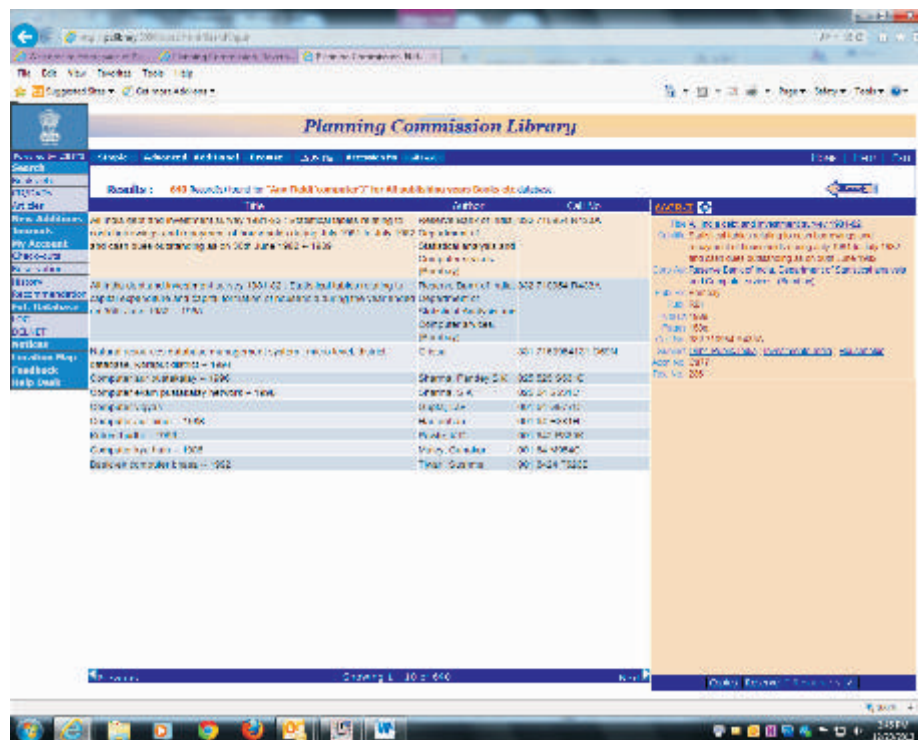
Figure 5.8: OPAC dialog box (iv)

The OPAC screen of Delhi University System appears as follows (taken from the Delhi University Website):

Figure 5.9: OPAC dialog box (v)

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Figure 5.10: OPAC dialog box (vi)

5.7 Summary

In this chapter, we have studied definition, objective/purpose and the different functions of a library catalogue. The difference between catalogue and bibliography is also explained. The salient features of two different cataloguing codes i.e. AACR2 (Anglo American Cataloguing Rules-2) and CCC (Classified Catalogue Code) are also explained. Two different forms of catalogue i.e. Card catalogue and OPAC (Online Public Access Catalogue) have also been dealt with photographs.

5.8 Glossary

Online Public Access Catalogue (OPAC): An Online Public Access Catalogue is an online database of holdings of a library or group of libraries. Readers search OPAC to find the documents available in the Library.

Card Catalogue: A catalogue in card form is one in which each entry appears on a separate card; in other words, each entry is a unit which can be shifted, sorted and arranged in any way desired. The card catalogue is most widely used.

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5.9 Exercise

1. Define a library catalogue.
2. Enumerate the objective of a library catalogue as described by C. A. Cutter.
3. Discuss the need and purpose of a library catalogue.
4. What are the different functions of a library catalogue?
5. Differentiate between a catalogue and a bibliography.
6. Write the salient features of AACR-II.
7. Write the salient features of CCC.
8. Write the limitations of CCC.
9. What are the different kinds of entries in CCC?
10. What are the different sections in the main entry of CCC?
11. Explain the card form of catalogue.
12. Write the merits and demerits of catalogue cards.