Module-2 | Organization of Library Resources: Advanced

Unit-2: Library Cataloguing

After studying this section, students will be able to
- Explain the concept of Cataloguing
- Enumerate the methods of Cataloguing
- Explain the process of Cataloguing
- Demonstrate the MARC 21
- Learn the process of Cataloguing through AACR II and MARC 21

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2.2.1 Introduction

Cataloguing is the process by which we create and maintain the database of books, journals, audio-visual materials, etc. that are owned by a library. Cataloguing is also an art of making or maintaining library holdings. It involves careful examination of different details of documents being catalogued and to record, describe and index it in a systematic manner. It is equally important to arrange, maintain and present the catalogue in a uniform manner. These are the spheres of activities that come under the operation that is called cataloguing.

The information contained in the library catalogue provides many access points needed for the library users, who are looking for specific documents in the library. Traditionally, the
library card catalogue provided access by the author's name, the title of a document, and the subject(s) covered in the item. Other points of access were additional authors, names of series, illustrators, and sometimes the titles of contents. Presently, computer catalogues can provide access to any part of the information contained in the record for a document in the library. This unit will discuss AACR-2 and MARC 21, the two, widely used cataloguing method for making the catalogue entries.

2.2.2 Cataloguing Rules

Cataloguing rules is a set of instructions for determining the information requirements of a library catalogue. These rules have gone through many changes over time, but the basic function of cataloguing rules is to answer the following questions:

- Which information from a bibliographic item is to be included in the entry?
- How is this information to be presented on a catalogue entry or in a cataloguing record?
- How should the entries should be sorted in the catalogue?

2.2.2.1 Need

Library catalogue is a tool that provides a better accessibility of library holdings. An efficient catalogue is almost like a key to the documents of the library. It helps users and support-staff to locate a document within a minimum time. The better the access, the more use the collection receives, and the more satisfied the user is in his or her search for information in the library.

2.2.2.2 ISBD

For a larger collection, more elaborate cataloguing rules are required. Users do not want to examine hundreds of catalogue entries or dozens of library items to find a single library holding. Currently, most cataloging rules are similar to, or even based on, the International Standard Bibliographic Description (ISBD), a set of rules produced by the International Federation of Library Associations and Institutions (IFLA) to describe a wide range of library materials. IFLA's ISBD Review Group is responsible for maintaining the ISBD. It helps to create a bibliographic description in a standard, human-readable form, especially for use in a bibliography or a library catalogue. The chief purpose of the ISBD is to provide a standard form of bibliographic description that could be used to exchange records internationally. These rules organize the bibliographic description of an item in the following areas:

1) Title and statement of responsibility (author or editor)
2) Edition
3) Material specific details (for example, the scale of a map)
4) Publication and distribution
5) Physical description (for example, number of pages)
6) Series
7) Notes, and
8) Standard Number (ISBN)

Each book, while being enlisted in the catalogue has to be described individually. This description is called a record of the document. An entry is a single record of a document. Entries are prepared by different cataloguing Rules/Methods/Codes. Two methods used by most of the libraries in the world are:

- AACR-2
- MARC 21

The most commonly used set of cataloguing rules in the English speaking world are the Anglo-American Cataloguing Rules, 2nd Edition, or AACR-2 for short.

2.2.2.3 AACR-2

The Anglo-American Cataloguing Rules prepared by the American Library Association, the British Library, the Canadian Committee on Cataloguing, the Library Association and the Library of Congress. AACR was published for the first time in 1967. In 1978, the second edition was published as AACR-2 which was again revised in 1988 and is known as AACR-2R.

AACR-2 provides three levels of description for different areas for a document depending upon the nature and size of the library. According to the needs of a particular document or library, the different levels of description can be used. The first level provides the minimum information which is necessary to identify a given document. The second level provides all the data which may be considered necessary for description of documents forming part of the main collection of medium to large libraries in the context of libraries in developed countries. The third level provides information covering every descriptive element described in the AACR Code.

The three level of description are as follows:

First Level of Description

Minimum elements are taken for the first level of description. The general rules 1.1B, 1.1F, 1.2B, 1.3, 1.4D, 1.4F, 1.5B, 1.7 and 1.8B of AACR-2 may be used for this purpose. The following specification may be given under the first level of description:

Title proper/first statement of responsibility, if different from main entry heading in form or number or if there is no main entry heading. - Edition statement. – Material (or type of publication) specific details. - First place of Publication: First Publisher, etc., date of Publication, etc. - Extent of item. – Note(s).-Standard number.
Second Level of Description
The elements covered in the 2nd level of description are as follows:

Title proper [GMD]=parallel title: other title information/first statement of responsibility. - Edition statement/first statement of responsibility relating to the edition. – Material (or type of Publication) specific details. - First place of Publication, etc.: first Publisher, etc., Date of Publication, etc. - Extent of item: other physical details: dimensions. - (title proper of series/statement of responsibility relating to series, ISSN of series: numbering within the series. Title of sub-series, ISSN of sub-series; numbering within sub-series). -Note(s). - Standard number.

Third Level of Description
Third level includes every possible element given in the rules that can be used in the cataloguing through AACR-2.

Position for Different Element in the Entry
The following rules for positions for the different elements in the catalogue entry should be observed:

1) Call Number containing Class Number, Book Number and Collection Number, if any, may be written on the upper left corner of the entry. Class Number will be written on the 4th line from the top of the card and from the left edge of the card. Book Number will be written just a line below of the Class Number. If the Class Number consists of more than 8 digits, it will be written on the 3rd line from the top of the card and may continue beyond the first and second indention.

2) The head line will be used for either 1st Author or Title chosen for main entry. It will start from 1st indention and continue from the third imaginary indention. But when the book is entered under title, it begins from the first indention and continues from the 2nd indention. This type of transcription of the entry is known as hanging indentation.

3) The title will start from the 2nd indention, on a line below the head line and continue from the 1st indention.

4) The title and statement of responsibility area, the edition area, the material or type of publication, specific details area, and the publication, distribution, etc. area will form a single paragraph.

5) The physical description area will start from the 2nd indention and continue from the 1st indention. It will include the series area also. Both these elements will form a separate paragraph.
The note area will start from the 2nd indention and continue from 1st indention. If there is more than one note, those may be given in separate paragraph.

2.2.2.4 MARC 21

MARC (Machine-Readable Cataloging) **standards** are a set of digital formats for the description of items catalogued by libraries (such as books). It was developed by the US Library of Congress during the 1960s to create records that could be used by computers, and to share those records among libraries. By 1971, MARC formats had become the national standard for dissemination of bibliographic data in the United States, and the international standard by 1973. There are several versions of MARC in use around the world, the most predominant being MARC 21, created in 1999 as a result of the harmonization of U.S. and Canadian MARC formats, and UNIMARC, widely used in Europe. The MARC 21 family of standards now includes formats for authority records, holdings records, classification schedules, and community information, in addition to the format for bibliographic records.

**MARC 21 Format for Bibliographic Data** is designed to be a carrier for bibliographic information about printed and manuscript textual materials, computer files, maps, music, continuing resources, visual materials, and mixed materials. Bibliographic data commonly includes titles, names, subjects, notes, publication data, and information about the physical description of an item. As its name suggests the format aims to meet the challenge of the 21st century.

A MARC record involves three elements: the record structure, the content designation, and the data content of the record. These are described below:

**Record Structure:** The structure of MARC records is an implementation of national and international standards, e.g., Information interchange format (ANSI Z39.2) and format for information exchange (ISO 2709).

**Content Designation:** Content designation, the codes and conventions established to identify explicitly and characterize further the data elements within a record and to support the manipulation of those data, is defined in the MARC 21 formats.

**Data Content:** The content of most data elements is defined by standards outside the formats, e.g., Anglo-American Cataloguing Rules, Library of Congress Subject Heading, and National Library of Medicine Classification.

A MARC 21 format is a set of codes and content designators defined for encoding machine-readable records. Formats are defined for five types of data: bibliographic, holdings, authority, classification, and community information.

**Bibliographic Data Format:** It contains format for encoding data elements needed to describe, retrieve and control various forms of bibliographic material. It is defined for books, serials, computer files, maps, music, visual materials and mixed material.
Bibliographic format blocks

0xx=Control information, numbers, codes
1xx= Main entry
2xx= Title, edition, imprint
3xx= Physical description, etc.
4xx= Series statements
5xx= Notes
6xx= Subject access fields
7xx= Name, etc. added entries or series
8xx= Series added entries; holding and locations
9xx= Reserved for local implementation

Holding Data Format: It contains format specification for encoding data elements pertinent to holding and location data for all forms of material.

Holding format block

0xx= Control information, numbers, codes
1xx= Not defined
2xx= Not defined
3xx= Not defined
4xx= Not defined
5xx= Notes
6xx= Not defined
7xx= Not defined
8xx= Holdings and location data, notes
9xx= Reserved for local implementation.

Authority Data format: It contains format specification for encoding data elements that identify or control the content related to authority control.

Authority format blocks

0xx= Control information, numbers, codes
1xx= Heading
2xx= Complex see references
3xx= Complex see also references
4xx= See from tracing
5xx= See also from tracing
6xx= Reference notes, treatment, notes, etc.
7xx= Heading linking entries
8xx= Not defined
9xx= Reserved for local implementation

**Classification Data format:** It contains format specification for encoding data elements related to classification numbers and caption associated with them.

**Classification format blocks**
- 0xx= Control information, numbers, codes
- 1xx= Classification numbers and terms
- 2xx= Complex see references
- 3xx= Complex see also references
- 4xx= Invalid number tracing
- 5xx= Valid number tracing
- 6xx= Notes
- 7xx= Index terms and number building fields
- 8xx= Miscellaneous
- 9xx= Reserved for local implementation

**Community Information Format:** It provides format specification for records containing information about events, programs, services, etc. so that this information can be integrated into other public access catalogues as data in other record types.

**Community information format blocks**
- 0xx= Control information, Numbers, Codes
- 1xx= Primary names
- 2xx= Titles, Addresses
- 3xx= Physical information, etc.
- 4xx= Series information
- 5xx= Notes
- 6xx= Subject access fields
- 7xx= Added entries other than subject
- 8xx= Miscellaneous
- 9xx= Reserved for local implementation
Organization of the Record

A MARC record consists of three main sections: the leader, the directory and the variable fields.

The Leader

It consists of data elements containing coded information and it is identified by relative character position. The leader is fixed in length in a string of 24 characters, 00 to 23. It occurs in the beginning of each MARC record.

The Directory

It contains the tag, starting location, and length of each field within the record. It serves as road map of the data contents area. Directory information is dynamically gathered and stored in a place between the Leader and the Data contents sections. The Directory is generated programmatically by computer for locating data fields with the help of their address, which is a string of 12 numeric characters. The size of directory area varies depending on the number of times the address repeats in the directory. The directory ends with a field terminator character.

Variable fields/Data Content

The data content of a record is divided into variable fields. MARC 21 format describe two types of variable fields, viz. variable control fields and variable data fields. Control and data fields are distinguished only by structure. The data fields are separated by the field terminator which is a pre-determined special character such #, @, etc. The data content resides in the final section of a Record, and ends with the Record Terminator.

Variable fields and Tags

- The data in a MARC record is organized into fields, each identified by a three – character tag.
- The MARC 21 formats use only numeric tags.
- The tag is stored in the directory entry for the field, not in the field itself.
- Variable fields are grouped into blocks or according to the first character of the tag, which identifies the function of the data within a record, e.g., main entry, added entry, subject entry. The type of information in the field, e.g., personal name, corporate name, or title, is identified by the remainder of the tag.

Variable control field

- The 00x field in the MARC 21 formats are variable control field.
- It consists of data and field terminator. It does not contain indicators and sub-field codes.
It contains either a single data element or a series of fixed-length data elements identified by relative character position.

**Variable data field**
- All fields except 00x are variable data fields.
- Following four levels of content designation are provided for variable data fields in ANSI Z39.2:
  - A three character tag, stored in directory entry
  - Indicators stored in the beginning of each variable data field
  - Sub-field codes preceding each data element
  - A field terminator following the last data element in the field

### 2.2.3 Format of AACR-2 and MARC 21

#### 2.2.3.1 Format of AACR-2

A library catalogue is a useful search tool for the effective use of a library. A library catalogue can just meet any one type of user approach like author approach, title approach, etc. Format provides the output in an internationally standard acceptable manner. Catalogue card of a standard size 12.5 cm x 7.5 cm, is one of a physical forms of catalogue.

<table>
<thead>
<tr>
<th>1st Indention</th>
<th>2nd Indention</th>
<th>Main Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>025.00285</td>
<td>Lancaster, F W</td>
<td></td>
</tr>
</tbody>
</table>

*Fig 2.2.1: Catalogue Card (12.5cm x 7.5 cm)*
The indentation lines are drawn mainly to maintain clarity and to distinguish one line from another line while recording the details of a document in the form of a catalogue entry. Each paragraph starts from 2\textsuperscript{nd} indentation and continues from 1\textsuperscript{st} indentation in the description. The heading section/leading section starts from 1\textsuperscript{st} indentation and continues from 2\textsuperscript{nd} indentation. AACR–2 R never prescribes any indentions in the form of rules in the code except as a suggestion.

The structure of a main entry with the eight parts and the paragraph and elements there in is described as under:

I. **Heading**
   
   A) Author or other person or Corporate Body chosen as main entry.
   
   B) Title, if (A) can be ascribed

II. **Body of the Entry (First paragraph)**

   A) Title and Statement of responsibility area
      
      (i) Title proper (including alternative title, if any)
      
      (ii) General Material Designation (GMD)
      
      (iii) Parallel title(s) other title information, if any
      
      (iv) Statement(s) of responsibility
   
   B) Edition area
      
      (i) Edition statement (named, numbered or a combination of both)
      
      (ii) Statement of responsibility relating to the edition, but not to all editions
   
   C) Material (or type of publication) specific details area
      
      (i) For Cartographic materials, statements of scale and projection
      
      (ii) For Serial Publication, numerical and/ or alphabetical designation
   
   D) Publication, distribution, etc. area
      
      (i) Place of Publication, distribution, etc.
      
      (ii) Name of Publisher, distributor, etc.
      
      (iii) Statement of function of publisher, distributor, etc. (e.g., production company)
      
      (iv) Date of publication, distribution, etc. including copyright date
      
      (v) Place of manufacture, name of manufacturers, date of manufacture, if name of publisher is unknown.
III. Physical Description Area (Second Paragraph)
(i) Extent of item (e.g., number of pages, volumes, etc.)
(ii) Other Physical details (e.g., playing speed, etc.)
(iii) Dimension (e.g., height diameter)
(iv) Accompanying materials (e.g., teacher’s guide)

IV. Series Area, if any (following physical description area as continuation of second Paragraph)
(i) Title proper of series, parallel title (s), and other title information
(ii) Statement (s) of responsibility relating to series
(iii) ISSN of series
(iv) Numbering within series
(v) Sub-series
(vi) Second and following series, each in its own set of parentheses

V. Note area (each note is a separate paragraph)
Necessary data that cannot be incorporated in the section.

VI Standard Number and Terms of Availability Area (Paragraph following last note)
(i) Standard number (e.g., ISBN, ISSN)
(ii) Key – title of a serial
(iii) Terms of availability (e.g., price)

VII. Tracing (Separate paragraph)
(i) Subject Heading
(ii) Added entries for joint authors, editors, etc.
(iii) Title added entry or entries
(iv) Series added entry or entries.

VIII. Call Number (formatted in upper left corner of entry or on line following tracing.)
(i) Classification number
(ii) Cutter Number and work mark, if any

IX. Accession Number can also be included as part of the main entry
The place of above parts in a catalogue card is shown below.
Outline for a main entry and an added entry for a dictionary catalogue according to AACR-2

<table>
<thead>
<tr>
<th>Call Number (VIII)</th>
<th>Heading</th>
<th>Section (I)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Body of The Entry (II)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical Description (III)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Series) (IV)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notes Area (V)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ISBN (VI)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tracing (VII)</td>
</tr>
</tbody>
</table>

*Fig 2.2.2: Catalogue card*

If the main line is not sufficient to record this information, the main entry will continue in the heading after leaving two letter spaces from the second indentation. This imaginary line which is 16 spaces from left margin of the card is known as third indentation. In the tracing section, in between the items numbered in Arabic numerals and in Roman numerals two letter spaces are to be left.

*Fig 2.2.3: Catalogue card*
Outline of Added Entry - Unit Card Method.

<table>
<thead>
<tr>
<th>Call No.</th>
<th>Main Entry Heading</th>
<th>Added entry (Second line added entry, if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acc. No.</td>
<td>Title…/Statement…. - Edition … /Statement …. – Place….: Publisher, date of Publication. Extent of item ….-(series; number). Notes. ISBN. Subject heading……</td>
<td>O</td>
</tr>
</tbody>
</table>

**Fig 2.2.4: Catalogue card**

When the main entry is under the title of the work as per rule, the outline entry is as follow:

<table>
<thead>
<tr>
<th>Call No.</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title ……. /Statement of responsibility. -edition…. - place of Publication: publisher, date. Extent…. - (Series; no.). Notes ISBN Subject heading. 2…… I…</td>
<td>O</td>
</tr>
</tbody>
</table>

**Fig 2.2.5: Catalogue card**

The title statement starts from the 1st indention of the main line and continues from the 2nd indention, till the completion of the body of the entry. From the second line onwards the body of the entry 'hangs on' to the second indention. This type of indention is known as 'hanging indention'.

**2.2.3.2 MARC 21 Format**

MARC Format involves the logical record structure, the content designation and the data content. Content designators, field tag, Indicator 1 and 2, and sub-field code, all contribute to a computer's performance in reading the content of a bibliographic record meaningfully. **Field Tag:** The Field Tag is a three digit code meant for a particular type of data. For example, Tag 100 stands for main author.
**Indicators:** There are two Indicators, viz. Indicator 1 and Indicator 2. These provide some supplementary information about the field content. Each indicator holds single-character code. The code may be a numeric or a lowercase alphabetic character or a blank space. Use of a blank (#) indicator is inconsistent.

**Subfield Code:** It identifies data elements within a field for enabling the computer to manipulate each one separately. It is composed of a sub-field delimiter and a Data Element identifier. A delimiter's function ends with passing a signal to computer predicting the presence of a Data Element Identifier, while Data Element Identifier is a Code.

**Example**

<table>
<thead>
<tr>
<th>245</th>
<th>Title Statement</th>
<th>NR</th>
</tr>
</thead>
<tbody>
<tr>
<td>$a</td>
<td>Title Proper/Short title</td>
<td>NR</td>
</tr>
<tr>
<td>$b</td>
<td>Remainder of title</td>
<td>NR</td>
</tr>
<tr>
<td>$f</td>
<td>Designation of Vol./Issue and/or date</td>
<td>NR</td>
</tr>
<tr>
<td>$h</td>
<td>Medium</td>
<td>NR</td>
</tr>
<tr>
<td>$6</td>
<td>Linkage</td>
<td></td>
</tr>
</tbody>
</table>

Examples of sub-field codes with Dollar Sign as subfield delimiter.

**Variable Control Fields**

The first block of fields is made under tag 00X that contains Variable Control Fields, e.g., 001 is control number.

**Variable Data Field**

All fields except 00X are variable data fields. These fields consist of indicators, one or more sub-field codes, Variable data and a field terminator. The primary groupings of variable fields are as follows:

- **0XX** = Control information, numbers, Codes
- **1XX** = Main entry
- **2XX** = Titles, edition, imprint
- **3XX** = Physical description, etc.
- **4XX** = Series Statements
- **5XX** = Notes
- **6XX** = Subject access fields
- **7XX** = Name, etc. added entries or series, linking
- **8XX** = Series added entries; holding and location
- **9XX** = Reserved for local implementation
All fields are not required by every library. Therefore, a policy may be formed to concentrate on a set of relevant fields, indicators, subfields. The minimum required fields for book cataloguing may look something like the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td>ISBN</td>
</tr>
<tr>
<td>040</td>
<td>Cataloguing Source</td>
</tr>
<tr>
<td>09X</td>
<td>Local call number</td>
</tr>
<tr>
<td>100</td>
<td>Personal Name – Main entry</td>
</tr>
<tr>
<td>110</td>
<td>Corporate Name – Main Entry</td>
</tr>
<tr>
<td>130</td>
<td>Uniform Title – Main entry</td>
</tr>
<tr>
<td>240</td>
<td>Uniform Title</td>
</tr>
<tr>
<td>245</td>
<td>Title of the work</td>
</tr>
<tr>
<td>246</td>
<td>Varying form of title</td>
</tr>
<tr>
<td>250</td>
<td>Edition Statement</td>
</tr>
<tr>
<td>260</td>
<td>Imprint, Publication, Distribution</td>
</tr>
<tr>
<td>300</td>
<td>Physical Description</td>
</tr>
<tr>
<td>440</td>
<td>Series Statement/Series Title Added entry</td>
</tr>
<tr>
<td>500</td>
<td>General Note</td>
</tr>
<tr>
<td>504</td>
<td>Bibliographic Note</td>
</tr>
<tr>
<td>505</td>
<td>Formatted contents Note</td>
</tr>
<tr>
<td>520</td>
<td>Summary Note (abstracts, etc.)</td>
</tr>
<tr>
<td>59X</td>
<td>Local Notes</td>
</tr>
<tr>
<td>600</td>
<td>Subject Added entry – Personal</td>
</tr>
<tr>
<td>630</td>
<td>Subject Added Entry - Uniform Title</td>
</tr>
<tr>
<td>650</td>
<td>Subject Added Entry – Topical</td>
</tr>
<tr>
<td>651</td>
<td>Subject Added Entry – Geographic</td>
</tr>
<tr>
<td>69X</td>
<td>Local Subject Access field</td>
</tr>
<tr>
<td>700</td>
<td>Personal Names – Addition Access Point</td>
</tr>
<tr>
<td>710</td>
<td>Corporate Name – Addition Access Point</td>
</tr>
<tr>
<td>730</td>
<td>Uniform Title – Addition Access Point</td>
</tr>
<tr>
<td>9XX</td>
<td>Local data Elements</td>
</tr>
</tbody>
</table>

Example: (1)

<table>
<thead>
<tr>
<th>Field</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td></td>
<td>91-12500/Ac</td>
</tr>
<tr>
<td>020</td>
<td></td>
<td>0452010616: # C $ 9.95 ($12.99 cm)</td>
</tr>
<tr>
<td>082</td>
<td></td>
<td>00822.33</td>
</tr>
</tbody>
</table>
2.2.4 Summary

This unit has discussed the concept, methods and process of library cataloguing. The cataloguing rules covered in this unit are similar to, or based on, the International Standard Bibliographic Description (ISBD). The two types of cataloguing rules, viz. AACR-2 and MARC 21 have been dealt in detail. It also discusses three levels of description of a document through AACR 2. An outline of the main entry and an added entry is also described.

MARC21 format has been discussed in detail. MARC stands for Machine Readable Cataloguing. MARC comprises a detailed scheme or a pattern for allocation of all bibliographic and allied elements, for example, title, author, language, etc. in an electronic file. It serves as a system of bibliographic information interchange, that is, for importing one or many records from another MARC compliant online catalogue located anywhere in the world, or exporting records to other on demand.

2.2.5 Glossary

AACR-2: Anglo-American Cataloguing Rules

Accession Number: The number given to a book from the Accession Register. It may also be a number given to an article in a periodical, or other documents which are indexed by the uniterm concept co-ordination system.

Author: The term used for the writer of a book, as distinguished from the translator, editor, etc.

Catalogue Card: A plain or ruled card which is generally of standard size 5x3 inch. It is used for making a single entry or reference in a card catalogue.

Catalogue Code: A set of rules for guidance of cataloguers in preparing entries for catalogues so as to ensure uniformity in treatment.
Cataloguer: Refers to a library professional, who determines the forms of entry and prepares the bibliographical descriptions for a catalogue, and in many libraries classifies the books and provides subject heading.

IFLA: International Federation of Library Associations and Institutions

Indentation: Refers to the distance from the left edge of a catalogue card at which the various parts of the entry begin. The purpose of indentation is to differentiate and emphasize the various groups of information.


Main Card: Refers to the catalogue card which indicates the Main Entry.

MARC: Machine Readable Cataloguing

Tracing: Refers to the indication on the front or back of a main entry catalogue card which indicates the additional headings under which added entries appear.

2.2.6 Exercise

Short Answer Questions
1. What is the need of having cataloguing rules?
2. Enumerate the eight areas of bibliographic description according to ISBD.
3. Describe the second level of description in AACR-2.
4. List the items in structure of a main entry in AACR-2.
5. Explain briefly the importance of MARC 21 Format for Bibliographic Data.
6. What are the rules for positions for the different elements in the catalogue entry in AACR-2?
7. Explain the term 'Hanging Indention'.
8. Draw the outlines of an added entry in Unit Card System.
9. Give an example of Subfield code in MARC 21.

Long Answer Questions
1. Discuss the role of ISBD in library cataloguing.
2. State the structure of AACR-2.
3. Write schematic illustration of 2nd level of description described in AACR2.
4. Explain the elements that describe a MARC record format.
5. Enumerate and explain different types of data format in MARC 21.
6. Describe the different parts of a main entry of AACR2.