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Unit – V: Subject cataloguing –Subject Heading lists - SLSH, LCSH. Bibliographic Control –ISBD(G) and UBC

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SUBJECT CATALOGUING

Meaning and Purpose

Since an entry in the catalogue serves as a document substitute, it is necessary to provide relevant information for individualizing it so that the document can be retrieved or located from amongst the others belonging to the same subject category. This job is usually accomplished with the help of a call number assigned to the document. In addition to entries for individual documents, the catalogue also contains directions which refer the searcher from one heading to another heading under which potentially relevant information in the form of document entries can be found. Such entries in the catalogue are known as references. These references also help the searcher in locating information about the related subjects to the subjects of his interest.

Objectives of Subject Cataloguing

- All forms of subject catalogues have a two-fold objective: first to enable an enquirer to identify documents on a given subject and second, to make known the presence of material on allied or related subjects. Shera and Egan (1956) summaries the objectives of subject cataloguing as follows:

- To provide subject access to materials through all suitable principles of subject organization such as matter and applications

- To bring together references to materials, which treat substantially the same subject regardless of differences among groups of subject specialists, and or from the changing nature of the concepts with the discipline itself

- To show such affiliations among subject fields, this may depend upon use or application of knowledge

Cont.,

- To provide entry through any vocabulary common to a considerable group of users, specialists or laymen

- To provide formal description of the subject content of any bibliographic unit in the most precise, or specific terms possible: whether the description is in the form of a class, number or symbol

- To provide means to the users to make a selection from among all terms in any particular category, according to any chosen set of criteria such as, most thorough, most recent, etc.

SUBJECT HEADINGS LIST

- Subject heading has been defined as a word or group of words indicating a subject under which all materials dealing with same theme is entered in a catalogue or bibliography, or is arranged in a file.

- The `List of Subject Headings for Use in Dictionary Catalogues', produced by a committee of the American Library Association (ALA) of which C.A. Cutter was a prominent member, was based on Cutter's principles.

- It went through three editions (1895, 1898, 1911). In 1910-1914, when Library of Congress (LC) began publishing its list under the title "Subject Headings Used in the Dictionary Catalogs of the Library of Congress", it was found unnecessary to continue the ALA list. A printed list of subject headings incorporates the thought and experience of many librarians of various types of libraries.

Meaning

- A vocabulary control device depends on a master list of terms that can be assigned to documents. Such a master list of terms is called `List of Subject Headings'.

- A list of subject headings list contains the subject access terms (preferred terms) to be used in the cataloguing or indexing operation at hand. When there are synonymous terms for a given subject, these terms are included in the list as these direct the searcher to the preferred terms for the subject.

- The links from non-preferred terms are called "see" references, and the links to related terms are called "see also" references. This is accomplished through a control system, called `subject authority system', which, for each term, documents the basis for decisions on the term and on what links connect it with other terms.

List of Subject Headings - General Principles

- The rules for subject headings in a dictionary catalogue were formulated by Charles Ammi Cutter in 1876 in his `Rules for a Dictionary Catalog'. These rules formed the basis of subject headings in American libraries for years to come and are a strong force even today. In respect of subject cataloguing, Cutter stated two objectives:

- to enable a person to find a book of which the subject is known, and

- to show what the library has on ' a given subject.

- **Specific and Direct Entry**

- **Common Usage**

- **Uniformity**

- **Consistent and Current Terminology**

- **Form Heading**

- **Cross Reference**

- **See (or USE) references**

- **See also (including BT, NT, and RT) references**

LIBRARY OF CONGRESS SUBJECT HEADINGS

- LCSH consisting of a variety of terms and cross references for use in its catalogues is the official subject headings list of the Library of Congress, the biggest library of the United States of America,

- one of the largest libraries of its kind in the world.

- Originating at the Library of Congress in 1897, it has been constantly updated and revised; presently it is in its twentieth edition.

Formation of Subject Headings

- LCSH is an enumerated list of pre-determined subject headings. For providing subject approach in a subject catalogue, all that an indexer or a subject cataloguer has to do, is to choose an appropriate heading from LCSH that matches subject content of the document that is being indexed or catalogued.

- Subject headings are constructed in LCSH in a variety of ways, ranging from lists of single words representing unit concepts and descriptive phrases of single concepts in two or more words to complex and compound subjects dealing with combinations of aspects or facets of subjects and different types of phase relations between subjects.

- Let us examine these heading's and the categories of subdivisions as recognized in LCSH.

Single Word Heading

- There are documents that deal with a single subject or topic which can be represented fairly well by a single word. A single word heading is usually a noun representing objects, things, persons, or concepts.

- For example,
  - Viscosity Dogs Schools
    - Disease Advertising Gandhi

- Poor Hardness Railways

Two problems that may, however, frequently occur are

- (a) to distinguish homographs;

- (b) words to be represented in their singular or plural forms.

- Homographs are generally distinguished by providing the meaning or application of a heading by a scope word in brackets.

- For example:

  Tank (Military) Tank (Water)

  Pitch (Music) Pitch (Cricket)

  Cricket (Game) Cricket (Insect)

  Cold (Weather) Cold (Disease)

- Singular and plural forms are prescribed, as given below with examples:

Singular- Plural

- i) Abstract ideas; literary forms,
- e.g. i) Concrete objects or persons, e.g.
- Intelligence Students
- Density Airplanes
- Essay Engineers Biography
- Biological Species,
- e.g. ii) Larger groups,
- e.g.
- Palm Palms
- Monkey Monkeys
- Name of fruits denoting, e.g.
- iii) Collections, e.g.
- Peach Essays
- Pear Bibliographies

Phrase Headings

- ## a) Adjectival Phrase Headings

- Example: Artificial Intelligence, where second word "Intelligence" is the focal idea and

- "Artificial" is an adjective qualifying the noun "Intelligence".

- ## B) Conjunctive Phrase Headings

- Examples : Technology and civilization

- Literature and science

- Bolts and nuts

- Emigration and immigration

- Open and close shelves

- ## C) Prepositional Phrase Headings

- Examples: Children in motion pictures

- Occupation therapy for children

- Photography of birds

Sears List of Subject Headings (SLSH)

- Many subject indexing models have been designed and developed in the last hundred years and most of them are being used in the libraries and other bibliographical publications all over the world.

- **Sear's List of Subject Headings is** one of them**. This list is an abridged version of the Library of Congress List of Subject Headings. It was named on the name of M.E. Sears, its first complier. It was published to be more suited to the needs of small public libraries and school libraries. Its first edition was published in 1923, and presently it is in its 13th edition, published by H.W.Wilson Company, a well-known bibliographic publisher. It is widely used today in and outside USA by small libraries.

1.Subject headings

❖ It is an enumerated list of subject headings.

❖ The cataloguers choose subject headings from this list for subject cataloguing.

❖ The structure of headings is to serve the needs of small libraries and school libraries.

❖ It is guided by general principles such as specific and direct entry, common usage, and uniformity in the formation of its subject headings.

❖ The principle of specific and direct entry is to enter the subject which accurately and precisely represents its contents.

2.Format of the Entry

❖ Subject entries are printed in this list in bold faced letters while **See references** entries appear in light faced letters.

❖ The right half of each page is blank in it.   In left columns, all entries, references and instructions are confined to leave space for the local cataloguer to add any new headings.

Labour Unions

■ **See also** Arbitration, Industrial; Injunctions; open and closed shop; sabotage; strikes and lockouts; syndicalism; also names of types of unions, e.g. Librarians unions; etc.

■ X   Labour organization; organized labour; Trade unions; Unions; labour.

■ XX Collective bargaining; Cooperation; Industrial relations; Labour; Socialism.

3.Cross References:

❖ There are three types of cross references viz

❖ **see, see also** and **General** references.

❖ The **see** references are concerned mainly with terminology, to guide the reader from the words, the person may think of to these actually used for subject headings.

These references are generally made from:

- Synonyms and near synonyms; **e.g**. Lifts *see* Elevators.
- Second part of a two worded headings; **e.g.** Technical chemistry *see* CHMISTRY, technical.
- Conjunctive i.e. terms connected by and; **e.g.** Crime and Narcotics *see* NARCOTICS AND CRIME.
- Inverted headings to normal order; **e.g.** Education, Adult *see* ADULT EDUCATION.

CONT.,

- Variant spellings; **e.g.** Color *See* colour.

- Opposites; **e.g.** Intemperance *see* TEMPERANCE.

- Singular to plural. **e.g.** Mouse *see* MICE

See also references are connected entirely with guiding the reader from headings where he has found some information to other headings that list material on related or more specific aspects of the subject of his enquiry.

For example

HEALTH

     See also

Diet	Longevity
Disease	Mental health
Exercise	Physical fitness
Health education	Rest
Hygiene	Sleep

4. Filing

❖ In this list, the filing of entries follow ALA filing rules (1980).

❖ All headings are interfiled disregarding all punctuations. Although this straight forward alphabetical arrangement may appear to be less logical than the one used with punctuations.

❖ The increasing use of computers in libraries and the wish to adhere to standard rules have prompted the editors of this list to adopt ALA filing rules.

5. Vocabulary

❖ The list is not backed by any library collection, the updating and revision of subject headings cannot keep pace with changing current terminology and growth of new subjects.

❖ While the revisions have been taken care of by publishing new editions of this list at time intervals and the tools-**Readers Guide to periodical Literature, Applied Science and Technology,** etc have also been published by the same H.W Wilson company

❖ These tools can help the libraries to keep the subject headings current and updated, and provide acceptable current subject headings. If these headings are also found inadequate, the cataloguer is advised to construct the subject headings as the basis of the principles of SLSH.

6.Merits

❖ This list is comparatively simple to use. The rules and principles are fairly explicit in their directions, containing scope, notes and specific instructions for their use.

❖ It provides useful reference guide for the users and also to the reference staff.

7.Demerits:

❖ The main demerit of this list is that it cannot back up by theoretical foundations intrinsic to subject indexing.

INTERNATIONAL STANDARD BIBLIOGRAPHIC DESCRIPTION (ISBD)

Origin:

❖ In 1973, the IFLA committee on cataloguing and in 1961, the international conference of cataloguing principles suggested the possibility of evolving a standard code for bibliographic description that would become on international standard for the description of all types of information sources.

❖ The joint steering committee. Which met in Oct. 1975 agreed that a general description ISBD(4) is to be established and that the general frame work must be the basis for specialized ISBD's (such as ISBD(M) for monographs. ISBD (S) for serial publications. ISBD (NBM) for non-book materials and ISBD (CM) for cartographic materials.

❖ The final drafts of ISBD (G) and other form specialized ISBD's were published in 1977.

International Standard Bibliographic Description (General) ISBD (G)

❖ The origins of ISBD (G) rest with the joint steering committee for the revisions of Anglo-American cataloguing rules.

❖ ISBD (G) for general international standard bibliographic description.

❖ It provides general frame work for the description of library materials.

❖ It lists all the elements which are required to describe and indentify all types of materials.

❖ It will form the basis for future revision of existing ISBD texts.

❖ It is also anticipated that material or international.

❖ Committee responsible for preparing codes of cataloguing rules will use ISBD(G) as the basis for their rules or description of library materials.

ISBD
(International Standard Bibliographic Description)

❖ The basic principles, in 1961, which was the result of a meeting of catalogue experts may be said to be the starting point international co-operation in the development of a standard code of bibliographic description.

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❖ Subsequent development accentuated for further need for worldwide standardization at the meetings of cataloguing experts at copunbogen (1969) Moscow (1971) and Buda post (1972) the details of ISBD were fully developed while the goal of universal bibliographic control cannot be attained by the ISBN.

Scope of ISBD:

➢ In these days of fact communication and quick exchange of information at international level net working of information center becomes crucial.

➢ In this context ISBD is an aid to international communication of bibliographic information by

1. Making bibliographic records of information sources originating from different parts of the world interchangeable (By library, records means, we mean the bibliographic data relating are item in a unit card)

2. Assisting in the identification of and interpretation of the machine, readable format.

3. Assisting in the conversion of bibliographic records in the machine readable form Just the primary aim of ISBD is to facilitate the exchange of bibliographic information between national and linguistic groups.

ISBD & How it works:

- ISBD is a prescription for generation and arrangement of bibliographic information in single and multiple volume monograph publication.

- It Product generated deselecting to the catalogues and if is to be supplemented by national catalogue codes either in preparation or in use.

- Two principal benefits will flow from the adoption of ISBD.

1. First, cataloguing data generated in one country may be used in the national bibliography of any number of other countries with title on no modifications

2. International standardizations will chance efforts to mechanize the generation and distribution of cataloguing data.

❖ Acquisition of materials with be simplified and made more accurate because the publishers and under of books will move to ISBD in their catalogues and trade lists.

CONT.,

❖ Heightened effectiveness of library's services to its users is of course, the final object of any effort at standardizations of bibliographic description.

❖ ISBD does 3 things very well; first, it divides all bibliographic data into areas of information within the record. Second, it specifies the order of elements of data within that area. If all it is standardized and the signals easily understood, there is no reason to passes languages, competence in order to digest and utilize data on the catalogue record.

Organization of ISBD:

ISBD resembles to a very great extent the sort of descriptive cataloguing encountered on cards from the library of congress and other. The data in the bibliographic description is divides into of areas of information.

CONT.,

1. Title and statement of responsibility
2. Edition area
3. Material specific area
4. Imprint area
5. Collection area
6. Series area
7. Notes area
8. International standard number available area.

CONT.,

❖ The most striking difference between ISBN physical format and current American practice is the collection and series area in the same Para with title, author, edition and imprint there altering the concept of the body of the entry.

❖ Each area of information is itself divided into are or more elements of information. While the order and punctuation of each element is fixed, its presence is of course, dependent upon the material being catalogued.

The elements of each area are,

1. Title and statement of authorship area.
   a. The title proper
   b. Parallel titles
   c. Other titles
   d. Titles information
   e. Statement of authorship

CONT.,

2.Edition Area :

a.   Edition Statement

b.   Statement of authorship relating to the section

3. Material specific area :

This area is used only serials and cartographic materials

4. Imprint Area :

- ❑ Place of publication
- ❑ Name of publisher
- ❑ Date of publication
- ❑ Place of printing
- ❑ Name of Printer

CONT.,

- ❑ Collection Area
- ❑ Number of volumes or number of pages
- ❑ Illustrations
- ❑ Physical size
- ❑ Accompanying materials
- ❑ Collection Area
- ❑ Number of volumes or number of pages
- ❑ Illustrations
- ❑ Physical size
- ❑ Accompanying materials

CONT.,

5. Series Area :

Series statement

6. Notes Area :

Notes as appropriate

7. ISBN binding and price Area :

❑ International standard book number

❑ Binding

❑ Price

There are 21 different elements of information to be dealt with in the areas of information. Each area of information has what is called of price source (chief source of information) preferred location within the book being described

Punctuation of ISBD

❖ Each element with in each area of the ISBD is signaled either with punctuation or by position within (or) at the front of the block paragraph.

❖ The area of information themselves are signaled with combination's of punctuation.

❖ Punctuation rules for ISBD are handled in two different ways and in two different locations.

❖ First in the introductory section of the standard there is a discussion of the punctuation scheme in general.

❖ This is supplementary by a detailed listing of cases in each of the discussion of areas, through 7. The second area of information is the edition.

❖ This area contains 2 elements. The statement of editions and only statement of authorship the statement of edition and any statement of authorship that apply to that edition

CONT.,

❖ There is an only case where punctuation symbols prescribed in the ISBD may be modified. Ordinary, between the last letter of one area if information and the first letter of the next, a point – space-data space punctuation set in used.

Universal Bibliographic Control

❖ Universal Bibliographic Control is grounded on sharing the effort of resource description, eliminating redundancy by encouraging sharing and re-use of bibliographic data.

❖ UBC emphasized on the improvement of national bibliographies and at the international congress on national bibliographies.

CONT.,

❖ During the 1970's IFLA established an office for Universal Bibliographic Control following several years of discussion about the importance of international sharing of bibliographic data to help reduce costs and to encourage greater cooperation worldwide.

❖ That office became known as UBCIM (Universal Bibliographic Control and International MARC). At that time the philosophy was that each national bibliographic agency would catalog the works published in its own country and establish the names of its authors, and that data would be shared and re-used around the world.

Aims and Objectives of UBC

➢ The objective of UBC programme is to create machine record as one automated system in such a way that it can be immediately available and usable in automated library systems.

➢ The promotion of a worldwide system for the control and exchange of bibliographic information.

➢ To make universally and promptly available, in form which id internationally acceptable, basic bibliographic data on all publications issued in all countries.