

Department of Library and Information Science

Bharathidasan University

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Name of the Programme: M.Lib.I.Sc

Course - I.3 Knowledge Organizations (Theory – I)

Course Code:P24MLS3

Unit –IV: Cataloguing: Purpose, structure, types including OPAC, Web OPACs, normative principles, Canons & Laws; Standard Codes of Cataloguing– CCC and AACR 2; Copy Cataloguing. Centralized Cataloguing, Co-operative Cataloguing, Cataloguing at Source, CIP and Union Catalogues; Standard codes of Cataloguing – ISBDs, (RDA) and (RDF).

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Library Cataloguing

The word 'catalogue' has been derived from a Greek phrase "katalogos".

- **Kata** means "by" or "according to".
- **Logs** means "word" or "order" or "reason"

Definition

Catalogue is a list of books which is arranged on some definite plan- **C.A.Cutter**

An explanatory logical arranged inventory and key to the books and their contents and it is confined to the books in a particular library- by **J.D.Brown**

List of documents in a library or in a collection forming a portion of it-by **S.R.R.**

Objectives of Catalogue

Objectives of a library catalogue were broadly described by **Charles Ammi Cutter in 1876.**

The objectives are

1. To enable a person to find a book of which
 - (A) the author or
 - (B) the title or
 - (C) the subject is known
2. To show what the library has
 - (D) by a given author
 - (E) on a given subject
 - (F) in a given kind of literature
3. To assist in the choice of a book
 - (G) as to its edition(bibliographically)
 - (H) as to its character(literary or topical).

Purpose of Library catalogue

- 1. To help the library user in identifying a document and also help in selecting a work or works expeditiously and exactly to his or her requirements.
- 2. The library catalogue helps the librarians to achieve these purposes by satisfying various approaches of a reader; giving .

TYPES OF CATALOGUE

- 1. Alphabetic Catalogue:
 - Author catalogue (b) Name catalogue (c) Subject catalogue
 - (d) Title catalogue (e) Dictionary catalogue.
- 2 .Calssed catalogue or classified catalogue
- 3. Alphabetico-classed catalogue

Author Catalogue

- An author catalogue mainly consists of authors names in the headings arranged alphabetically. But the entries in this catalogue usually include those for editor, translators. It also included title entries for works such as serials, anonymous works.

Name Catalogue

- It is a 'compound' catalogue or a mixed form of catalogue- a combined author catalogue and a subject catalogue in which the subject entries are limited to personal and corporate names, e.g., for lives of individuals, history of corporate bodies, etc.
- Name catalogues is a variation of the author catalogue and in its author, name-title and name-subject entries are arranged in one alphabetical sequence.
- It will contain entries for work of an author and books written about him. It also contains entries for corporate bodies as 'author' and as 'subjects' as well as for name- series. A place name may also appear in the name catalogue only when it forms of part of an author heading. Some versions are restricted to personal name only.

Title Catalogue

- A title catalogue contains entries of books under their titles arranged alphabetically. A word or words of the title of a book are used to form entry.
- As it is restricted to titles of books only its use is very much restricted from any other angle.
- The best substitute for this catalogue emerged in the form of author-title catalogue which is limited to author, distinctive and selected titles, and series entries with reference to the accepted form of author name from that not use deader.

Alphabetical Subject Catalogue

- An alphabetical subject catalogue attempts to bring together all books on the one subject at the one place.
- In this catalogue entry is made under the name of the specific subject of a book. These entries are then arranged in alphabetical order.
- The basic principle of entry in alphabetical subject catalogue is to enter a work under the specific or the narrowest form that will represent its subject, and not under the heading of a class which includes that subject.
- For example, the book of the bird will be listed under the headings BIRDS. A book on 'Butterflies' will be listed under BUTTERFLIES and not under ZOOLOGY or MOTHS.

Dictionary Catalogue

- A dictionary catalogue is that in which all the entries, i.e., author, title, subject, added analytical, series reference are filled together in one alphabetical order.
- A dictionary catalogue is therefore of a mixed variety- a combination of the author –title catalogue and the alphabetical subject catalogue. It is a combination of two distinct and different approaches;
 - the author or the title approach for the reader who knows the books or the author he wants;
 - The subject approach for the reader who does not know the book he wants the material on some definite subject”.

Classified Catalogue

- A classified catalogue is that in which subject entries are arranged according to some scheme of classification.
- The entries made under the class symbol (notation) represent the subject of a book in the classification scheme.
- The subject entries arrangement follows the order of classification schemes used in a particular library.
- The success of the classified catalogue depends upon viability of the classification scheme in use.

Alphabetical Classified Catalogue

- Alphabetic- Classed Catalogue is that in which entries under broad subject headings are arranged in alphabetical order but each broad heading is subdivided into more specific subject divisions which are also alphabetically arranged.
- If, therefore, has many subsequences within the main sequences.

Subject catalogue

- Alphabetico-direct catalogue
- Alphabetico-indirect catalogue
- Alphabetico-classed catalogue
- Classified catalogue

GENERAL NORMATIVE PRINCIPLE

- Five laws of LIS
- Laws of Interpretation
- Laws of Impartially
- Laws of Symmetry
- Laws of Parsimony
- Principle of local variation
- Principle of Osmosis.

Normative principles of cataloguing

- Scientific basis to the field of cataloguing
- S.R.Ranganathan- applied scientific method to cataloguing and the catalogue code in 1937.

Normative principles of cataloguing

- Dr. S.R. Ranganathan formulated the following normative principles of cataloguing.
- **Law of Interpretation** – there are so many peculiarities in the nature of publication of documents and various entry elements, and some conflicts may arise in presenting entries of these documents.
- Cataloguers themselves may form different opinions on a particular issue. Sometimes conflict may arise in presenting entries of these documents.
- Cataloguers themselves may form different opinions on a particular issue. Sometimes conflict may arise between two rules.
- All these conflicts or different opinions can be resolved with the help of the laws of interpretations. A catalogue code is not less than a legal document and its rules should be interpreted to settle the disputes.
- A conflict arising between the law of parsimony, law of library science and the canons of cataloguing should be settled with the help of law of interpretation.
- The principle of the later the law the greater its weight age should be followed. The catalogue code should also be scrutinized with the help of the law of interpretations.

- **Law of Impartiality-** This law prescribes that if there are two or more claimants for use of heading, there should not be biased treatment with any one of them, and the preference should be given on some ground not arbitrarily.
- **Law of symmetry-** The law of symmetry prescribes that if two entities or situations being considered symmetrical counter parts of one another, the should not be given different weight age in a particular context.
- The both of the entities should be given corresponding weight age. This law is applicable when there are two authors of a book and both the authors are given equal weight age in CCC by making book index entries for both of them.
- **Law of Parsimony-** Sometimes two or more alternative rules bearing upon a particular phenomenon can be applicable to solve a problem. In such case this law recommends to prefer whichever over all leads to economy in every respect viz, time, money, material and manpower.

Local Variation

- This law emphasizes that any international cataloguing code should clearly indicate the factors which each national catalogue code should tackle.
- Likewise a national catalogue code should mark out those factors which concern much each linguistic catalogue code in multilingual country like ours and the national catalogue code or linguistic catalogue code should leave those factors to the local catalogue code of each individual library, which only concern with local libraries.
- But consistency should also be there in the hierarchical line with one another without any mutual contradiction and each lower links should be a supplement to the upper links in the hierarchical line.
- This principles formulated by Ranganathan really helps in formulating an international cataloguing code in spite of libraries of nationality, languages, scripts, style of writing and printing.

Law of Osmosis

- This principle suggests that in any library, the new books should be classified and catalogued according to the new systems of classification and cataloguing.
- The old collection of books, which is still in much demand by the users must be re-classified and re-catalogued by new systems and should be collected separately in new collection and their catalogue should also be kept separate.
- The rest of old books should be stocked separately along with their old catalogue. As soon as, the book of old collection should be re-classified and re-catalogued for transferring to the new collection.
- In this way the whole stock will be re-classified and will be transferred to the new collection. The books that are not in use will remain in the old collection.

Canons of Cataloguing

1. Ascertain ability
2. Prepotence
3. Individualization
4. Sought- heading
5. Context
6. Permanence
7. Currency
8. Consistence
9. Recall value

Canons of cataloguing

- **Ascertainability**

Title page of a document and its over flow pages should differences the choice and rending of various section.

- Dr.S.R.Ranganathan was the opinion that the information needed for the **Main Entry, each section of a Cross-Reference entry, the heading of each Book Index Entry, all sections other than the Heading and directing section of a Class Index Entry and**

- each section other than the directing section of a **Cross-Reference Index Entry** other name entry **should be ascertained from the title page and other pages of the book.**

- **Prepotence**

The position of an entry among the various entries in a catalogue should if possible be concentrated totally in the leading section.

- **Individualization**

Name of an entity used as heading of a catalogue entry should be individualized with the help of individualizing elements.

- **Sought- heading**

Choice and rendering of heading for main and added entries should be based on the facet.

- **Context**

Rules of a catalogue code should be formulated in the context of prevalent nature of cataloging features

- **Permanence**

No element in a sentry should be subjected to change by the rules of a catalogue code.

- **Currency**

Subject in the heading of a class index entry.

- **Consistence**

All the added entries of a document to be consistence with its main entry.

- **Recall value**

Person, Corporate books, Document, Series

STANDARD CODES OF CATALOGUING

- **LIBRARY CATALOGUING CODES.**
- The library cataloguing code can be explained as a set of rules for guidance to those who prepare catalogues.
- In the early stages and for quite long time, cataloguing activities in libraries were not aided by any rules.
- When the collections grew and became formidable, some guideline became necessary.
- The emergence of the printed catalogue in the 17th century established the need for rules for cataloguing.
- Thus the emphasis was given on the formulation and development of rules for cataloguing in 18th century.
- It gave birth to the word code for cataloguing.
 - Anglo-American Cataloguing Rules (AACR)
 - Classified Catalogue Code (CCC)

Classified Catalogue Code (CCC)

- First edition of Classified Catalogue Code introduced by S.R.Ranganathan in 1934. (CCC).
- 2nd edition of CCC in published 1945.
- 4th edition of CCC in published- 1958
- 5th edition of CCC in published 1964- latest edition.

Features of Classified Catalogue Code (CCC):

- **1. Complete Catalogue Code:** CCC in all respect is a complete code for cataloguing of the books and other reading material.
- **2. One man effort:** CCC is the unique contribution of the labour and devotion of Dr. Ranganathan. There is no other man's contribution in it.
- **3. Rules for Classified Catalogue:** In this code mainly the rules for preparation of classified catalogue only are given, which is based on the class numbers.
- **4. Rules also for Dictionary Catalogue:** Rules also have been provided for preparing dictionary catalogue in its first edition which was published named as Classified Catalogue Code with additional rules for Dictionary catalogue.
- **5. Based on Canons and Principles:** CCC is altogether a distinct cataloguing code based on canons and principles evolved by Ranganathan. Hence the foundation of the code is based on the normative principles and canons of cataloguing.

- **6. Objectives:** The main aim of constructing this code was to satisfy the subject approach of the readers coming in the library. Therefore it was originally prepared for subject cataloguing, but the rules of dictionary catalogue are also provided in it by Ranganathan.
- **7. Special Rules:** There is special provision of rules for compilation of union catalogues, periodical publications, national bibliographies, indexing and abstracting periodicals also.
- **8. Use of Chain Procedure:** The chain procedure is the unique device in CCC which is most important contribution of Dr. Ranganathan for the art of cataloguing. It is a mechanical device to derive the subject headings from class number either for class index or for subject headings to be used for a dictionary catalogue.
- **9. Language of the Library:** Keeping in view the language of the library this code is constructed, the language of the library is that in which the number of books is more and is called the first language and the second number language is called favoured script.

- **10. Economical:** The economy is the main feature of this code. It does not allow the use of imprint and collation in the catalogue entries which are considered to be a part and facet of an entry for identification of the documents. The books number constructed in accordance with Colon Classification of Dr. S. R Ranganathan indicates the year of publication of the document, additional information to the title statement of the entry in CCC is the edition of the books.
- **11. Symbiosis:** CCC has established a symbiosis of classification and cataloguing.
- **12. Free from Language Problem:** CCC is free from the restriction of language unlike the other codes in spite of their non-local nature. It has achieved this by taking into account the following basic concepts.
 - (a) Language of the library
 - (b) Scale of language,
 - In which the language of the library comes first and the other comes in descending sequence of favouredness. This also implies the concept of script of the library and favored script.

ALA Code

- **AA Code (1908)**

- 1930th the Committees of the ALA and LA started the work of revision.
- ALA continued and produced a draft code in two parts in 1941.(Part I Entry and headings; Part-II Description of book)
- Part I later came out in **1949** under the titled **ALA cataloguing rules for author and title entries.**
- **1949**, the Library of Congress brought out its **Rules for descriptive Cataloguing** and was accepted as a substitute for part II of the preliminary edition.
- Lubetzky for the revision of ALA code of 1949.
- **Lubetzky** of the view that a library catalogue should serve first to facilitate the location of a particular publication

AACR-I (Anglo American Cataloguing Rules-I)

- 1961- ICCP with IFLA paired – based catalogue code AACR-I
- In 1961, IFLA held an International conference on cataloguing principles (ICCP). held at Paris. A set of rules was submitted and voted.
- ICCP did succeed in getting international agreement regarding rules for headings.
- ALA code published in 1949 was regarded unsatisfactory.
- 1951 the ALA requested Seymour Lubetzky to “prepare a general analysis of the 1949 code...” The report was published in 1953. ALA accepted the report.
- New code was published in **AACR-I** 1967 in two editions-the **North American edition** and the **British edition**.
- Code prepared by **ALA, LC, LA** and **CLA**

AACR-II (Anglo American Cataloguing Rules-II)


- Second edition of **AACR-2** Appeared in **1978**.
- Prepared by the ALA, the British Library, the Canadian Committee on Cataloguing, the LA and the Library of Congress.
- AACR-2 two parts. **Part I** covers rules for a standard description of all kinds of library material. **Part-II** deals with the **determination and establishment of headings or access points in the catalogue**. This part contains rules for choice of main and added entries, form of headings and uniform titles and references.
- AACR-2 –two entries followed such as Main Entry, Added Entries.
- AACR-2-also recognized cross reference entry.

Features of AACR-2:

- AACR-2 is very important and useful code for cataloguing of emerging new types of reading items along with books and periodicals.
- This code is divided into two parts. Four appendices are also given and an index is also presented at the end of the code. We are discussing here some features of AACR-2 code.
- Structure: AACR-2 has been divided into following two parts.

Parts – I: Description

- In this part rules for standard description of all kinds of materials are given, which all are of general applicability.
- These rules are given in 13 chapters and provide data elements for preparing entries for the books.
- Rules are also given for recording description of specific types of items.
- It also provides the use of ISBDs for description cataloguing developed and determined by IFLA.
- Rules have also been provided for other so many types of documents.
- The various areas/items to be included in the description are:

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- Title and statement of responsibility.
 - Edition.
 - Materials or type of publication.
 - Publication, distribution.
 - Physical description.
 - Series.
 - Notes.
 - Standard number.
 - Tracing

Part-2: Determination of Heading or Access points

- In this part following information are given.
- In this part the rules for determination of choice of entries and form of headings are provided. These rules are applicable to all library materials irrespective of the medium. In this way the rules are provided extensively in this part as follows:
 - Rules are also given for rendering of headings for preparing main as well as added entries.
 - Rules are also given for preparing entries for various types of inner forms of the catalogue according to unit card system.

Levels of Description

- **Levels of Description:** The catalogue entries vary from library to library on the basis of description of the items. The description is categorized into levels on the basis of amount of information to be included. The code has recommended that all descriptive elements may not be useful to all the libraries. **The inclusion of these descriptive elements is of 3 levels as follows:**
- **First Level:** The first level of descriptions provides minimum information which is necessary to indentify a given document. This level is used in small libraries.
- **Second Level:** This level can be called a standard description. It provides all the data which are considered necessary for description of documents. This level of description is used for medium to large sized libraries. This serves the requirement of most of the users.
- **Third Level:** This level provides descriptions of the documents covering every possible element of descriptions included in the code. This level is used in large and special libraries. For this level, include all elements set out in the rules that are applicable to the item being described. This applies in very rare cases.

C. Appendices:

After the part-I of the structure, four appendices have also been presented, in which:

- Direction is given for the use of numerals, abbreviations, capital and small letters of English alphabets.
- A glossary has also been provided in the appendix, which represents various cataloguing terms which are useful in cataloguing.
- The technical terms are presented in the context of the rules.

(D) Index: In the end of all, an index has also been provided which is complete itself but it is in brief.



Best Wishes