



SUBJECT CATALOGING





WHAT IS SUBJECT CATALOGING?

- ✚ Subject cataloging is the process of providing subject access points to bibliographic records. The process of assigning subject headings to materials being cataloged.
- ✓ It is specific procedure of cataloguing by which the cataloguer chooses the appropriate subject heading for the subject discussed in the catalogued books.



- **Objective of the subject cataloguing** is to fulfill the subject related needs of the readers.
- **The purpose of subject cataloging** is to list under one uniform word or phrase all the materials on a given topic that a library has in its collection.
- **Subject Catalog is**
 - ❖ A catalog consisting of subject entries only.



Importance Of Subject Cataloging

- It helps in determining subject content when the title of the work does not completely indicate what the material is all about.
- It provides access to all relevant materials by subject.
- It brings together all references to materials on the same subject.
- It shows subject fields affiliations.
- It provides a formal description of subject



What is Subject Heading

- ❖ **Subject Heading** is the term (a word or a group of words) denoting a subject under which all material on that subject is entered in a catalog.
- ✓ It is uniform word or phrase used in the library catalog to express a topic.



Subject heading cont...

- ✓ It should be a synonym and indication of the specific subject of a book.
- ✓ It is used to describe the subject of a work.
- ✓ It gives complete indication of the subject covered in the book, including all of its various aspects and forms.



- **Subject Analysis** is the process by which we attempt to provide meaningful subject access to information packages. It is also the process of identifying the intellectual content of a work.
- ✓ It is the part of cataloging that deals with the conceptual analysis of an item: what is it about? What is its form/genre/format? Translating that analysis into a particular subject heading system.



➡ **Analysis:** Look at the work as a whole to determine its overall contents. Think of terms that summarize the primary subject focus of the work.

✓ Thus, analysis process allows cataloguers and indexers to determine the subjects associated with a work and associated useful subject terms to the item so it can be collocated by subject for retrieval



Subject analysis Process

- ✿ Read the work
- ✿ subject content(s)
- ✿ Determine phase relations of subjects
- ✿ Represent subject content with subject heading(s)



Elements of Subject Analysis

1. Discipline: An area or a branch of knowledge. The discipline is distinct from the thing being studied by the discipline. A broad field of inquiry; the context in which any subject is treated.

For example, A medical dictionary of diseases



2. Subject Concepts, Or Aboutness Topics (Phenomena): Broadly, the things studied by disciplines

Ex:- psychology of the adolescent
adolescent is the phenomenon (topic)
studied by the discipline psychology.



3. Form is what the document is:

- ✓ Physical form (book, pamphlet)
- ✓ Presentation (symbol (language), arrangement (anthology), audience)
- ✓ Intellectual form (history, encyclopedia, etc.)

