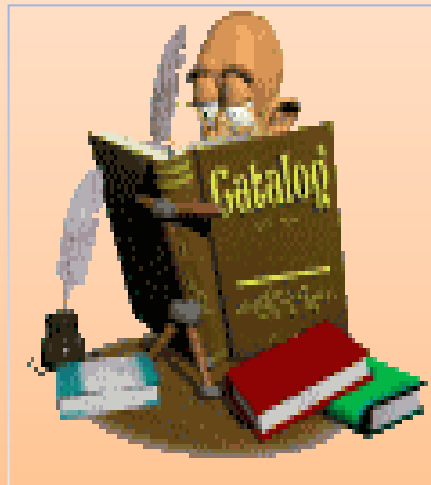


CHAPTER THREE

Development of Cataloging Codes



Cataloging codes

- **Cataloging codes** have emerged to assist the catalogers in production of uniform catalogues. Although cataloguing is as old as organized collection in the libraries, cataloguing codes are of recent origin.
- ✓ Currently, most cataloging codes 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.

Rules for French General Catalogue

- One of the first attempt to create a general catalogue for a group of libraries was initiated by the French government in 1791. **After the revolution**, the newly formed government brought under its control all the libraries and made their collections as national property.
- All the libraries were issued rules for preparing catalogue of each of its collections. As a result of this the use of standard cards of the size 5” x 3” for catalogue were first introduced in libraries.

British Museum Cataloguing Rules 1841

- **The British Museum code** was the first cataloguing set of rules in English. It was originally drawn up by **Anthony Panizzi** who was the Principal Librarian of British Museum.
- ✓ It was printed in 1841 as the famous “91 Rules”. These rules had a strong influence on subsequent cataloguing rules in Europe and America. The revised edition was published in 1936 in which rules were reduced to 41.

Jewett's Rules

- **Charles Coffin Jewett** an American who was associated with Smithsonian Institute, published his code of rules in 1852 under the title “On the Construction of Catalogues of Libraries, and of General Catalogue and their publication by means of separate stereotyped titles with Rules and Examples”.
- The code consists of **39 rules**. His rules are pertaining to not for the catalogue of one library but for a national union catalogue. His rules are divided into four parts: titles(bibliographic description), headings, Cross-references and arrangement.

Cutter's Rules for Dictionary catalogue (RDC) 1876

- A new era in cataloguing began in 1876 with the publication of “Rules for Dictionary Catalogue” by Charles Ammi Cutter.
- The **special features** of Rules for Dictionary Catalogue are:
 - I. Provision of rules for short, medium and full cataloguing.
 - II. Consideration of convenience of the user rather than the case of cataloguer.
 - III. Enunciation of principles of specific subject entry and provided rules governing the choice of subject headings.
 - IV. Development of corporate authorship.

AA 1908 cataloguing Rules :Author and Title Entries 1908

- These rules are variously known as **Joint Code**, **A A Code** or **Anglo-American Code**.
- Library movement was spreading both in USA and UK during the middle of the 19th c. **American Library Association** (ALA) and **Library Association** (LA) were established in USA and UK in 1876 and 1877 respectively.
- These two associations independently issued a set of cataloguing rules in 1878 and 1883.

AA(cont)

- At this juncture **Melvil Dewey** suggested that the two associations should unite in the production of an Anglo-American Code with a view to establishing uniformity of practice in cataloguing throughout the English-speaking world.
- This proposal was accepted by these two associations and a **Joint Code** was published in 1908.

The Prussian Instructions (PIN) (1899)

- Dziatzko's Instructions of 1886 was the basis of Prussian Instructions. It was translated into English and published by **K. A. Linderfelt** in 1890 under the 'Electric card Cataloguing Rules author and title entries.
- It did not accept the principles of corporate authorship as the entry being made under title.

Vatican Code 1931

- **The Vatican library** started reorganization of its sources in 1920's. In 1927 a decision was taken to establish a new general catalogue of printed books.
- One project, the Carnegie Endowment for international peace, collaborated in the project and sent four American librarians to revise and formulate the rules for cataloguing the documents with the assistance of Vatican librarians.

Vatican code...(cont)

- It was decided to adopt dictionary forms of catalogue. while framing the rules the Americans made use of Italian Cataloguing rules of 1911 with suitable additions to the AA Code. This indicates the influence of American practices on Vatican Code.
- This Code contained about 500 well organized rules which covered the author, title and subject entries. It also gave rules for description and filing arrangement. Revised edition in 1939 and translated version was in 1948.

ALA Draft and ALA Rules 1949

LC1949

- **After the publication of the Joint code** in 1908 by ALA and LA , there were disputes between these two . ALA revision committee brought second edition in 1941 with the title “ALA Catalog Rules”: Author and Title entries”. It contained two parts.
- Part I Entry and heading and Part II Description of Book. The revision version of Part I was published in 1949 as ALA Cataloguing Rules for Author and Title entries”.

ALA and LC...(cont)

❖ The **Library of Congress** published “Rules for Descriptive Cataloguing” in 1949. They were accepted by the American Library Association as a substitute for Part II of 1941 version. The ALA Code is organized in 4 groups. They are:

1. Rules of entry and Headings
2. Personal authors
3. Corporate authorship and
4. Geographic headings.

International Conference on Cataloguing Principles (ICCP) 1961

- In 1954 **International Federation for library Association and Institutions (IFLA)** had created a working group on the coordination of cataloguing principles.
- The working group recommended that International Conference (ICCP) should be held to consider cataloguing principles in a more comprehensive way. The ICCP was held in Paris in October 9th to 18th, 1961.

ICCP...(cont)

The following **general principles** on the unification of cataloguing rules were voted at the Conference:

Scope of the statement, Functions of the catalogue, Structure of the catalogue, Kinds of entries, Use of multiple entries, Function of different types of entries, Choice of uniform headings, Single personal author, Entry under corporate body, Multiple authorship, Works entered under title, and Entry of works and personal name

Anglo-American Cataloguing Rules

the Statement of Principles adopted at (AACR) 1967

- **The Statement of Principles** adopted at the 1961 Paris Conference influenced to a great extent the Anglo-American Cataloguing Rules 1967.
- **The new Anglo-American Cataloguing Rules** are the cooperative effort of the American Library Association, Library Association, Library of Congress and the Canadian Library Association.
- The AACR was published in 1967 in two slightly different texts **North American text** and **British text**.

AACR... (cont)

- AACR is based on conditions of authorship rather than types of publications. The code is based on 12 ‘Statement of Principles’ adopted at ICCP 1961.
- The arrangement of rules in AACR is much more logical than most of the previous codes. **The code contains 15 Chapters arranged in three parts.**

AACR... (cont)

- Part I – **entry and heading**, contains five Chapters: entry; headings for persons; headings for corporate bodies; uniform titles; references.
- Part II – **covers description** and has 4 Chapters: monographs; serials; incunabula; photo-graphic and other reprints.
- Part III – **covers entry and description of non-book materials** covers 6 Chapters: manuscripts; maps; motion pictures; music; phono-records; pictures.

Rules in Part I and Part II also apply to Part III.

AACR2 (1978)

- The **next important** event in cataloguing history after the Paris conference was the International meeting of Cataloguing Experts (IMCE) in Copenhagen in 1969.
- The main purpose of this meeting was to review the developments since 1961 Paris conference and to consider the prospects for further advances through standardization and mechanization.

AACR2... (cont)

- The most commonly used cataloging code in the English-speaking world are the [Anglo-American Cataloguing Rules](#), 2nd edition (AACR2). **AACR2** provides rules for descriptive cataloging only and does not touch upon subject cataloging.
- AACR2 has been translated into many languages, for use around the world.

AACR2... (cont)

The rules in each chapter in Part I consists of the following:

- Preliminary rules, Titles and statement of responsibility, Edition, Material or type of publication, Publication distribution, Series, Notes, Standard number and terms of availability, Supplementary items, Items made up of several types of material, Facsimiles. Photo-copies and other reproductions

AACR2R (1988)

- The second edition, **1988 revision of Anglo-American Cataloguing Rules** which is popularly known as AACR-2R was published in 1988.
- The **Australian Committee** on Cataloguing also joined the family of Joint Steering committee for Revision of AACR (JSCR/AACR).
- The revise edition has not changed basic concepts and structure.

The published American and Anglo-American cataloging rules in the 20th century were:

- *Anglo-American Rules, 1908*
- *American Library Association rules, 1949*
- *Library of Congress rules, 1949*
- *Anglo-American Cataloging Rules (AACR), 1967*
- *Anglo-American Cataloging Rules, Second Edition (AACR2), 1978*
- *Revised Anglo-American Cataloging Rules (AACR2-R), 1988, 1990, 2002*

- ❖ [Seymour Lubetzky](#), once an employee of the [Library of Congress](#) and later a professor at [UCLA](#), was tasked to do extensive studies of the current cataloging rules over the time period from 1946-1969. His analyses shaped the subsequent cataloging rules.
- ❖ **The 21st century** brought renewed thinking about library cataloging, in great part based on the increase in the number of digital formats, but also because of a new consciousness of the nature of the "Work" in the bibliographic context,.

What is catalog

- ❖ Catalog is a: register of all *bibliographic items* found in a particular library; or group of libraries, such as those belonging to: a university system spread out over several geographic locations.
- A *bibliographic item* can be any information entity that is considered library material or a group of library materials or linked from the catalog as far as it is relevant to the catalog and to the users (patrons) of the library or information center.

Catalog ... (cont)

❖ A Catalogue is needed in a library for:

✓ **Retrieval**

– Most collections are too large for someone to remember every item in the collection, and where all those items are

✓ **Inventory**

– Catalogues serve as a record of what is owned and as a reminder of what has been acquired, lost, replaced, etc.

Characteristics of Catalogues

1. It is a kind of bibliographic file, which differs from bibliography or a periodical index because its records pertain to items in one or more libraries and carry information on where the items can be found.
2. A Catalogue could be for a single library with its branches or union catalogues for several libraries

- Ranganathan emphasizes that the catalogue should be constructed in such a way that it should be helpful to provide information to the readers on the books that are available in the IC.
- **S. R. Ranganathan** explained the objectives of a IC catalogue as followed:
 - Disclose to every reader his or her document
 - Secure for every document its reader
 - Save the time of the reader
 - Save the time of the staff

- The latest attempt to describe a library catalog's goals and functions was made in 1998 with [Functional Requirements for Bibliographic Records](#) (FRBR) which defines four user tasks:
 - find
 - identify
 - select and
 - obtain.

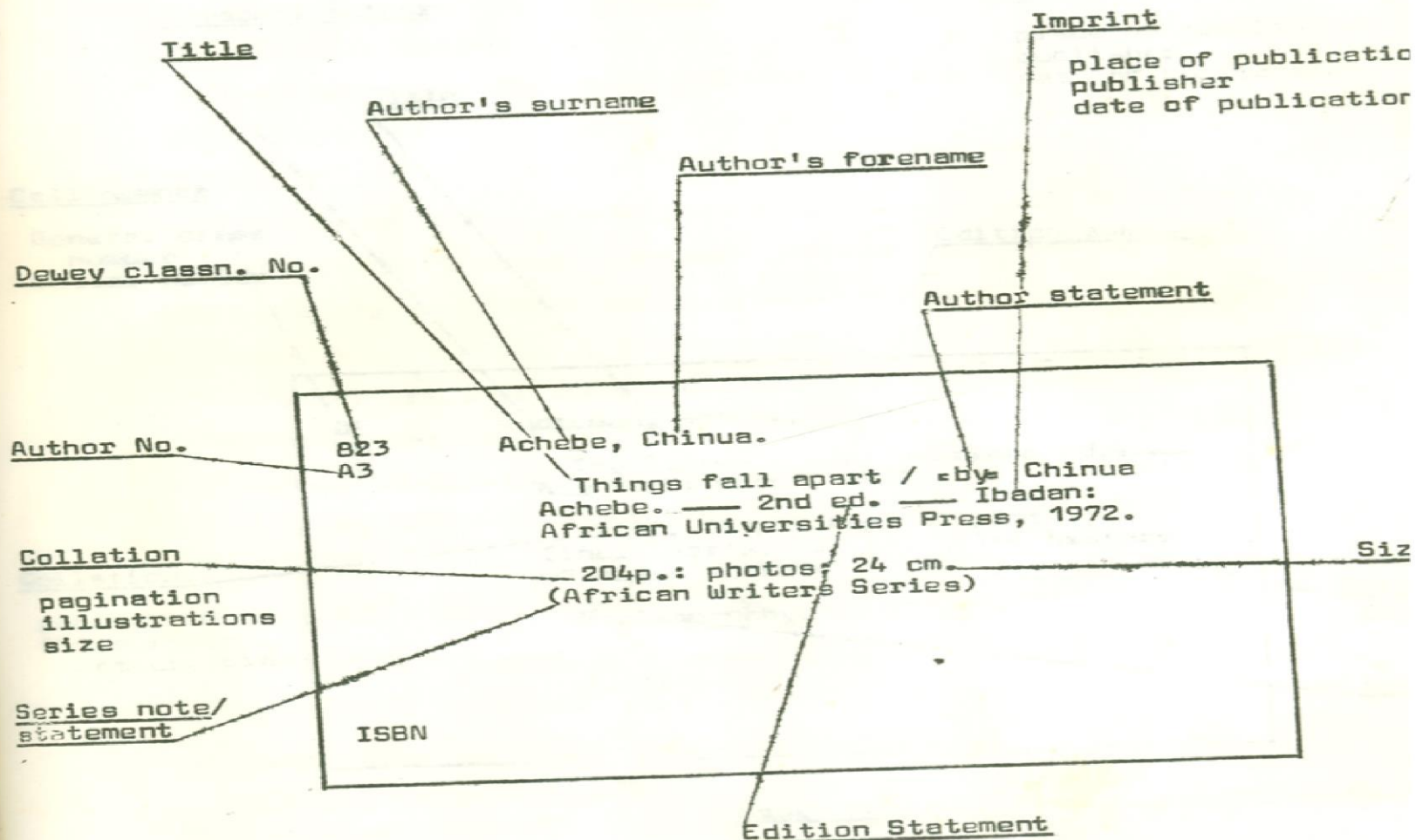
Forms of catalog

- **Card catalogue** is a type of catalogue with entries recorded on 3 by 5 cards, one entry per card or set of cards. For example of card catalogue.

Call no.	Author's name (main entry)_____	Heading
	Title, sub-title and/or alternative title / author statement and other names) (editors, translators) if any. — Im)	Body
	Edition Statement. — Imprint (place: publisher, date).	
	Pagination: illustrations; size._____	Collatic
	(Series statement)	
	Notes	
	Tracings	

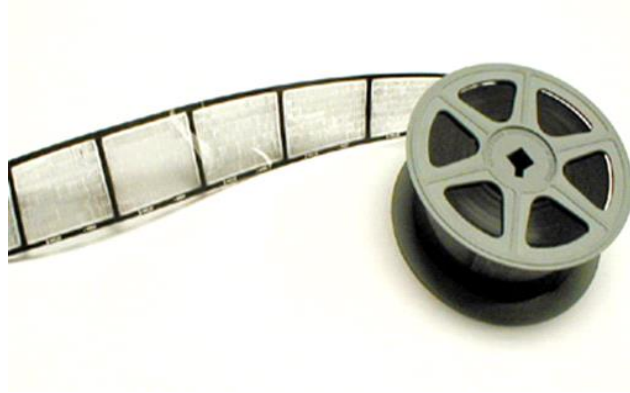
A close-up photograph of a wooden cabinet with many small drawers. Two drawers are open, revealing stacks of white cards or papers inside. The drawers have metal handles and labels.





✚ **Book catalogue** is a list in book form of the holdings of a particular library collection or group of collections, with the cataloguing records displayed in page format. It is the oldest form of library catalog.

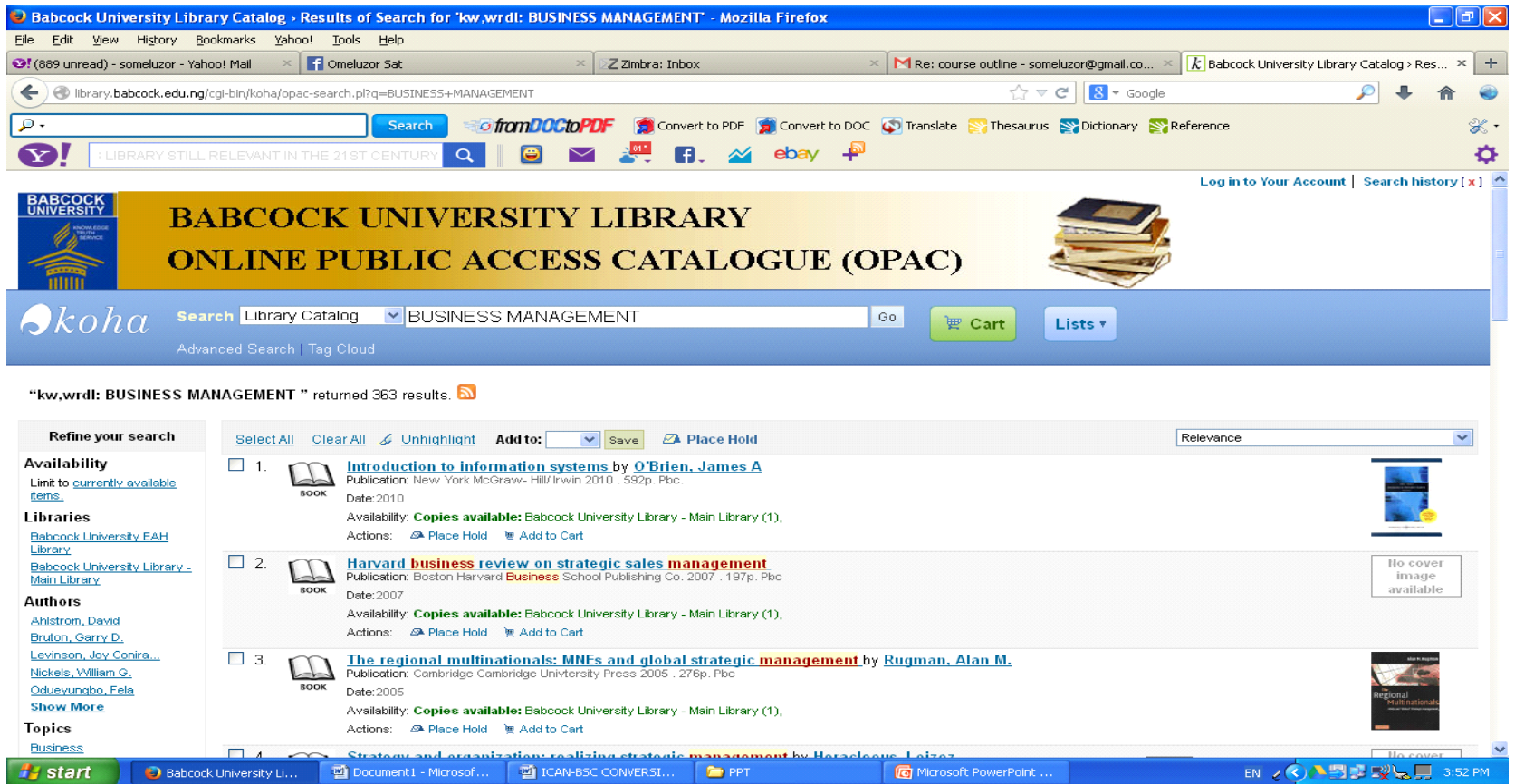
✚ **Microform catalogue** is a variant of the book catalogue. is a form of catalogue where bibliographic records appear in a microfiche or microfilm. Microfilm and microfiche being microforms are not read with the naked eyes. Contains cataloguing records in micro image and requires the use of a microform reader for viewing.



 **CD-ROM catalog:** is an optical disk played on a special disk player linked to a computer terminal.

- ✓ The library's collection is engraved on the disk, and when the disk is played on a CD-ROM drive connected to a computer, information can be retrieved.

 **OPAC:** is a listing of the library materials that can be retrieved on a computer terminal.

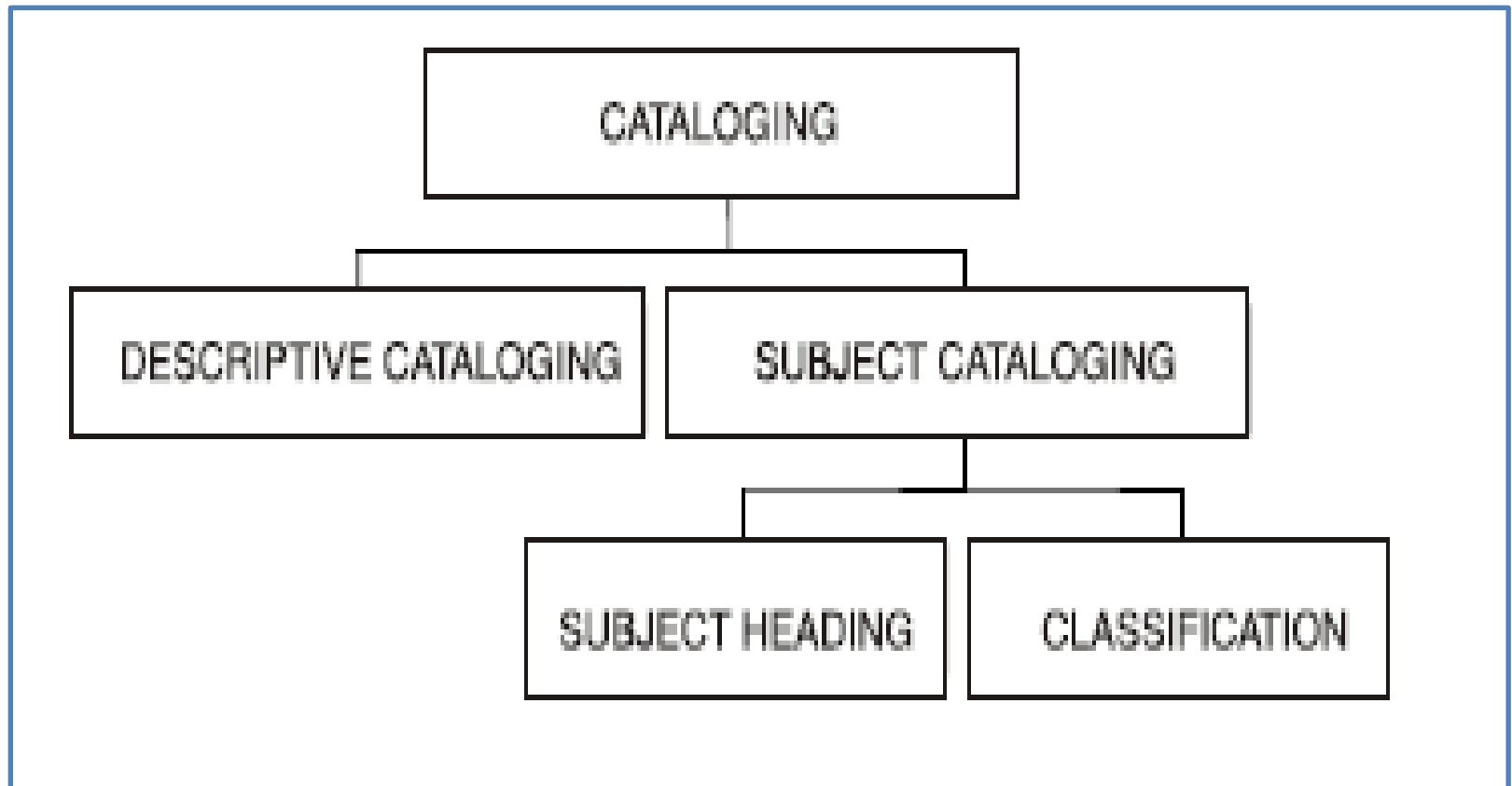


The screenshot shows a web browser window displaying the Babcock University Library Catalog (OPAC) search results for the query "kw,wrld: BUSINESS MANAGEMENT". The browser is Mozilla Firefox, and the address bar shows the URL: library.babcock.edu.ng/cgi-bin/koha/opac-search.pl?q=BUSINESS+MANAGEMENT. The page header includes the Babcock University logo and the text "BABCOCK UNIVERSITY LIBRARY ONLINE PUBLIC ACCESS CATALOGUE (OPAC)". The search bar shows the query "BUSINESS MANAGEMENT" and the results count is 363. The left sidebar contains filters for Availability, Libraries, Authors, and Topics. The main content area lists three search results:

- 1. Introduction to information systems** by **O'Brien, James A**
Publication: New York McGraw- Hill/ Irwin 2010 . 592p. Pbc.
Date: 2010
Availability: **Copies available:** Babcock University Library - Main Library (1),
Actions: [Place Hold](#) [Add to Cart](#)
- 2. Harvard business review on strategic sales management**
Publication: Boston Harvard Business School Publishing Co. 2007 . 197p. Pbc
Date: 2007
Availability: **Copies available:** Babcock University Library - Main Library (1),
Actions: [Place Hold](#) [Add to Cart](#)
- 3. The regional multinationals: MNEs and global strategic management** by **Rugman, Alan M.**
Publication: Cambridge Cambridge University Press 2005 . 276p. Pbc
Date: 2005
Availability: **Copies available:** Babcock University Library - Main Library (1),
Actions: [Place Hold](#) [Add to Cart](#)

The bottom of the screen shows the Windows taskbar with various open applications including Microsoft PowerPoint and a file explorer.

L Cataloguing can be divided into two separate but related processes or steps: **descriptive** and **subject cataloguing**



Descriptive cataloguing

- ❖ Descriptive cataloguing refers to the physical description and assignment of entries of a work in the library catalogue that allows it to be located.
- ❖ It is also defined as "the part of cataloging concerned with describing the physical details of a book. It consist of two elements:
 1. Describing the physical item
 2. Determining main and added entries

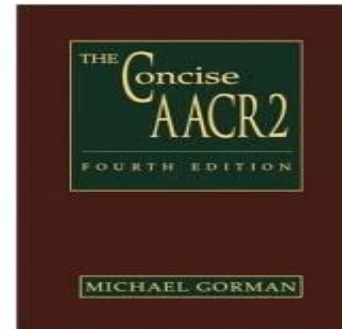
Descriptive cataloguing(cont...)

In descriptive cataloguing describing the materials physically and determining the choice of access points is done by following the rules **Anglo-American Cataloguing Rules second edition revised** (referred to as AACR2R).

- These rules give instructions on how to represent the bibliographic and physical characteristics of the material being catalogued

Anglo-American Cataloguing Rules 2 (AACR2).

- ➡ AACR2 presents rules for establishing the access points for users to retrieve materials, technically referred to as main and added entries.



- ➡ AACR2 has a definition for each type of item cataloged the appropriate [sources of bibliographical information](#) to be used in preparing a description.

Anglo-American Cataloguing Rules 2 (AACR2)(cont..)

➡ **AACR2** is the most commonly used cataloguing code all over the world. However, in Ethiopia, there are some modification on **author entry of a work**, which takes the first name of the author and not the surname of the Author. This modification is not in the AACR2R

The General International Standard Bibliographic Description(*ISBD(G)*)

- ❖ *ISBD(G)* is Developed by the agreement between:
 - International Federation of Library Association (IFLA) and The Joint Steering Committee for the revision of AACR.

- ❖ Published in 1977 to offer consistency when sharing bibliographic information or Serves as a single framework for the description of all types of publications in all types of media, thereby ensuring a uniform approach in bibliographic description.

- ❖ The ISBD(G) is concerned with the way in which resources are described:
 - **first** in bibliographic records produced by national bibliographic agencies (in issues of the printed national bibliography, in other printed records, and in associated electronic data files), and
 - **second** in bibliographic records of other cataloguing agencies, whether in electronic or printed form.

ISBD : MAIN GOAL

- a set of rules produced by the International Federation of Library Associations and Institutions (IFLA) to describe a wide range of library materials, within the context of a catalog.
- Standard for description of all types of published materials.
- Make it easier to describe resources that share characteristics of more than one format.
- Useful for automation of bibliographic control, and economic necessity of sharing cataloging.
- Useful and applicable for bibliographic description of all kind of bibliographic resources in any kind of catalog.

ISBD as a Standard

- Designed to facilitate the international exchange of cataloging records by:
 - Specifying the elements which comprise a bibliographic description
 - Standardizing the elements to be used in the description
 - Prescribing the order in which those elements should be presented
 - Assigning an order to elements in ISBD
 - The punctuation by which they should be demarcated
 - Specifying a system of symbols to be used in punctuating the elements

ISBD : Objectives

- To prepare a consolidated, updated ISBD from the specialized ISBDs in order to meet the needs of catalogers and other users of bibliographic information.
- To provide consistent stipulations for description of all types of resources, to the extent that uniformity is possible and specific stipulations for specific types of resources as required describing those resources.

- To maintain the ISBD, which is intended to serve as a principle standard to promote universal bibliographic control.
- To make universally and promptly available, in a form that is internationally acceptable, basic bibliographic data for all published resources in all countries.

➡ **ISBD : PURPOSE**

- ✓ To provide the stipulation for compatible descriptive cataloging worldwide
- ✓ To aid the international exchange of bibliographic records between national bibliographic agencies

➡ **ISBD : Aims**

- ✓ Make records from different sources interchangeable
- ✓ Assist in the interpretation of records across language barriers
- ✓ Assist in the conversion of bibliographic records to electronic form
- ✓ Enhance interoperability with other content standards

- ✚ Guidelines for the applications of the ISBDs to the description of Component Parts
- ✓ Several specialized ISBDs for specific types of material also have been developed.
 - ISBD(G)- **General** International Standard Bibliographic Description
 - ISBD (M) - International Standard Bibliographic Description for **Monographic**
 - ISBD (NBM) - International Standard Bibliographic Description for **Non-Book Materials**

ISBD Family cont..

- ISBD (CM) - International Standard Bibliographic Description for **Cartographic Materials**
- ISBD (A) - International Standard Bibliographic Description for **Older Monographic Publications**
- ISBD (S) - International Standard Bibliographic Description for **Serials**
- ISBD (ER) - International Standard Bibliographic Description for **Electronic Resources**
- ISBD (CF) - International Standard Bibliographic Description for **Computer Files**

Source of information

- The information contained in the bibliographic description is taken primarily from the item itself. This information may appear in different forms in different places on the item. The cataloguer first identifies the *chief source of information* for the item.
- This is the source within the item which serves as the primary source of information for the description. AACR2 guides the cataloguer in the selection of chief source of information

source of information (cont.)

- Different materials or types of publications will have different chief sources of information.
- **Title Page:** Page at the beginning of an item bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication.
- **Cover:** Original binding of the book. A dust jacket is not a cover.
- **Half Title Page:** Brief title printed on a separate leaf preceding the main title page.
- **Caption Title:** Title of the work printed on the first page of text.

- **Colophon:** Statement at the end of an item giving information about the title, author(s), publisher, printer, date of publication and/or printing.
- **Spine title:** Title that appears on spine of original cover.
- **Binder's title:** Title lettered on the cover by a binder as distinguished from the title on the original publisher's cover.
- **Verso of title page:** The page on the back of the title page.
- **Added title page:** Title page immediately preceding or following the title page chosen as the chief source of information.
- **Preliminaries:** The title page(s) of an item, the verso of the title page(s), any pages preceding the title page(s), and the cover.

Punctuation

- One of the unique features of the ISBD is a set of prescribed punctuation.
- ✓ **Brackets** – See Square brackets/ Parentheses
- ✓ **Colon:** precedes each unit of other title information; the name of a publisher, distributor, printer, manufacturer, etc.; other physical details (e.g. illustrations).
- ✓ **Comma:** separates units within a statement, e.g., phrases within a title, names of authors within a statement of responsibility; precedes each subsequent edition statement; precedes the date of publication, distribution, precedes the ISSN of a series or subseries in the series area

- ✓ **Dash:** A full stop, space, dash, space (.-) preceded each area in the description, unless the area begins a new paragraph.
- ✓ **Diagonal Slash:** precedes the first statement of responsibility.
- ✓ **Equals Sign:** precedes a parallel title; a parallel edition statement; an alternative numbering in the numeric or chronological designation area of a serial publication; a key title in the standard number and terms of availability area.

- ✓ **Full Stop:** A full stop, space, dash, space (.-) precedes each area or repetition of an area. It is omitted if the area begins a new paragraph; a full stop ends the last area in a paragraph; is used as an abbreviation mark (e.g., 2nd ed.; 24cm.).

When the abbreviation mark occurs at the end of an area; is a part of the prescribed punctuation is omitted (i.e., 2nd ed. -);

- ✓ **Hyphen:** follows the numeric or alphabetic designation, or both, and the date of the first issue of a serial publication

- ✓ **Mark of Omission:** (...) is used to indicate an abridged title proper or other title information; indicate an omission from the statement of responsibility; replace the date or numbering that varies from issue to issue in the title proper of a serial publication
- ✓ **Minus Sign:** is used to indicate the Southern Hemisphere when giving the declination of the center of a celestial chart.
- ✓ **Semicolon:** precedes each subsequent statement of responsibility; a second or subsequent named place of publication, distribution, etc.; dimensions (e.g., size) in the physical description area; subsequent statements of responsibility relating to a series or subseries, etc.

- ✓ **Slash:** (See diagonal slash), precedes the first statement of responsibility
- ✓ **Space:** precedes and follows each mark of prescribed punctuation, except the comma, full stop, hyphen, and opening and closing parentheses; and square bracket are not preceded by a space, the hyphen, opening parentheses, and square bracket are not followed by a space.
- ✓ **Square Brackets/ Parentheses:** curved brackets (()), and square brackets ([]), are each to be treated as a single punctuation symbol, and the preceding space comes before the first (opening) parenthesis or square bracket and the following space comes after the second (closing) parenthesis or square bracket

Square bracket is Used to :

- enclose the details of printing or manufacture (place: name, date);
- enclose the full address of a publisher, distributor, etc. (if given) after the name of the place;
- enclose physical details of accompanying material; enclose each series statement;
- enclose a qualification to the standard number or terms of availability;
- enclose the continuous pagination of a multivolume monograph after the number of volumes; etc.,

Organization of the Description

- ▶ The bibliographic description is divided into the following units, called areas, and presented in the order given:
 - Title and statement of responsibility
 - Edition
 - Material (or type of publication) specific details
 - Publication, distribution, etc.
 - Physical description
 - Series
 - Note (s)
 - Standard number
- ❖ Each of these areas is further divided into a number of elements which vary according to the type of material.

Levels Of Description

- Catalogues in libraries use **Cutter's and AACR2R** levels of description.

Cutter's Levels of description

Charles A. Cutter in his *Rules for Dictionary catalogue*, first proposed the idea of three different levels of cataloguing (short, medium, and full) to accommodate the different needs of libraries of different sizes and purposes through:

Cutter

cont..

1. Enabling a person to find a book of which either the author, the title, or the subject is known.

Finding objective

2. Showing what the library has by a given author, on a given subject, and in a given type of literature.

Collocating objective

3. Assisting in the choice of a book as to its character (literary or topical) Choice objective

Levels of description in AACR2R

Anglo-American Cataloguing Rules, second edition (AACR2) is in two parts:

- 🌐 **Part I deals** with the provision of information describing the item being catalogued; and

- 🌐 **Part II deals** with the determination and establishment of headings (access points) under which the descriptive information is to be presented to catalogue users, and with the making of references to those headings.

Anglo-American Cataloguing Rules Revised (AACR2)cont...

 **An outline of these rules follows**

Part I: Description of Library Materials

- ✓ **Describing a document** means giving all the details about a document. Description of a document divided into eight areas. Each of these areas is divided into a number of elements.

A. The Description of Library Materials

Area 1	Title proper = Parallel title : Other title information [GMD] / Statement of responsibility	
Area 2	Edition area	
Area 3	Special area for serials, maps, music	
Area 4	Publication area	
Area 5	Physical description	
Area 6	(Series information)	
Area 7	Notes area	
Area 8	Standard number	

Elements of bibliographic description

Title proper = Parallel title : Other title information
[GMD] / Statement of responsibility ; Other
statements of responsibility. — Edition area. —
Special area for serials, maps, music. — Publication
area. — Physical description. — (Series
information). — Notes area. — Standard number.

Area 1: Title and statement of responsibility

- ✓ Title is given as it appears in the title page. **Title area** is further divided into different elements as Title proper or main title, General material description, Parallel title and Other title information
- ✓ The title is separated from the statement of responsibility by **a diagonal slash**, and then followed by a statement of the person or group responsible for the intellectual content of the item.

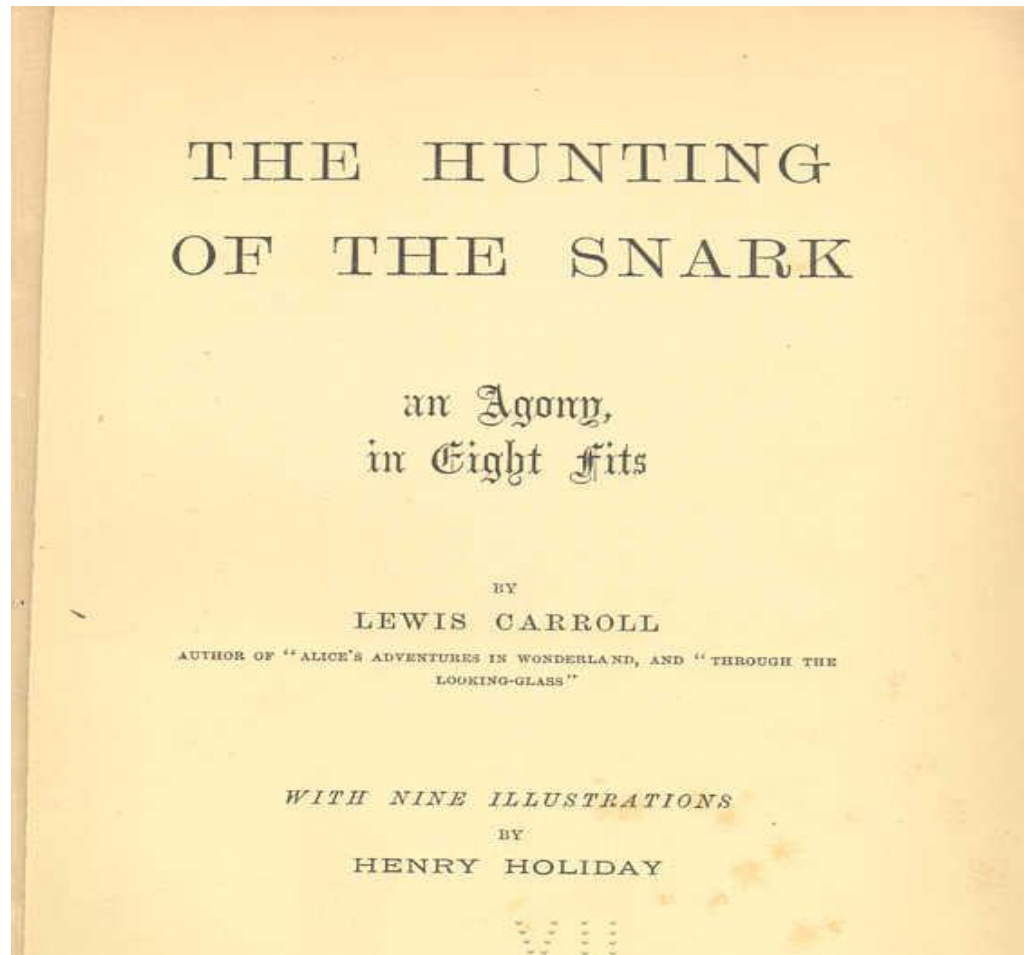
Area 1

cont...

- **Title Proper** (main part of a title): is the primary name of a bibliographic item, usually found on the chief source of information, including any alternative title but not parallel titles and other title information. It is assigned to the information package by persons responsible for its existence. First word of title always capitalized; rest of words not capitalized unless proper noun.

Title Proper [GMD] = Parallel Title ; Other Titles
/Statements Of Responsibility

e.g. The Hunting of the Snark: An Agony in Eight Fits.



✓ Title proper is *Hunting of the Snark*

Area 1: Title and Statement Of Responsibility Area cont...

- **Parallel title:** follows title proper, after an equal sign and followed by a space to indicate where the title appears in more than one language. Title proper in another language and/or script.
- ✓ Preceded by ISBD punctuation “space -- equal sign -- space”

Title and Statement Of Responsibility Area cont...

- **Other title information:** information follows title proper, separated by colon(:). The second part of a title proper consisting of two parts, each a title in itself, the parts are joined by “or”. A “second title” of the publication or its equivalent in another language. preceded by ISBD punctuation “space -- colon -- space”
- ✓ Precede and follow word or with a comma, and capitalize first word of the alternative title.

Eg. The Female Quixote, or, The Adventures of Arabella.

➤ **General Material Designation [GMD]** : indicates the format of the material or to what category the material belongs, as far as format is concerned It is used when item is something other than a book or serial.

- Indicates terms such as video recording, sound recording and music are used for GMD. It will be used generally for Non-book material. It will be added within **square brackets**.

E.g:- world atlas [Atlas]

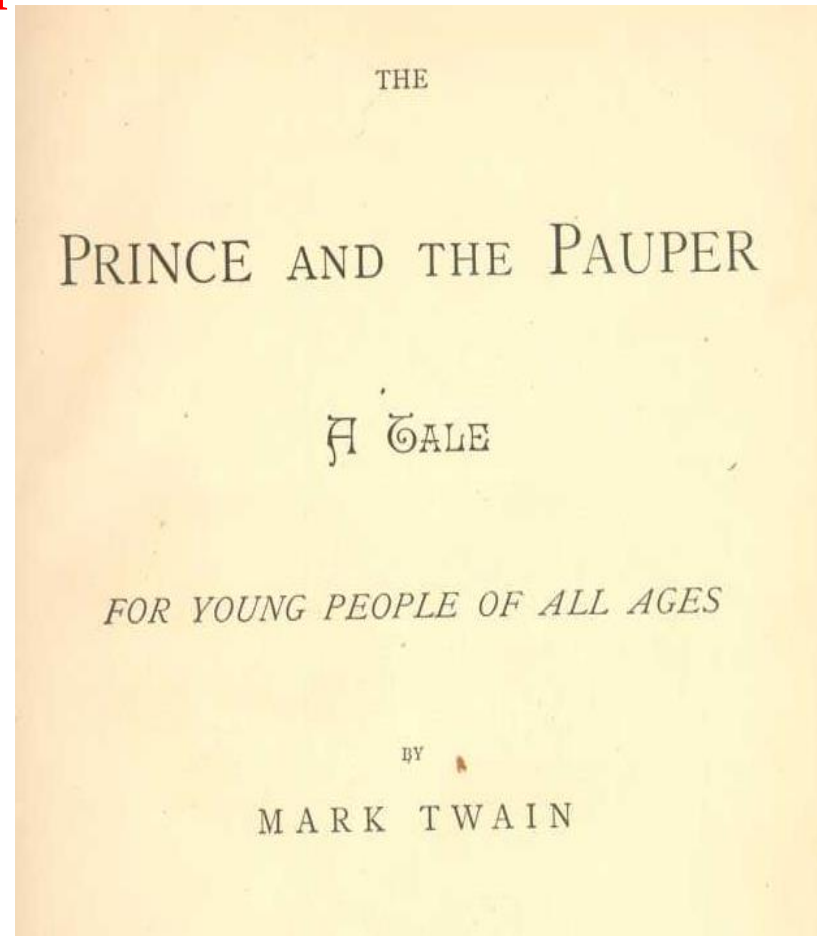
The Beatles [Sound recording]

- **Statement of responsibility:** is statement of the person or group responsible for the intellectual content of the item depending on the nature of authorship. e.g., an author, corporate body, illustrator, editor, translator.
- ✓ Precede first statement of responsibility with “space -- diagonal slash -- space”
- ✓ It is required when there is an author(s), an illustrator, or an editor being traced. Always this information should be taken from the title page of the document.

- First Statement Of Responsibility follows the title and is preceded by a space-slash-space (/). Each additional statement of responsibility is preceded by a space-semi colon-space (;).
- ✓ When more than one kind of responsibility is indicated (multiple statements of responsibility), the names are transcribed in the order in which they appear on the chief source of information

- ❖ In Area 1: Title and statement of responsibility: Title proper assigned to the information package by persons responsible for its existence.
- ✓ If statement of responsibility shows more than three authors, enter the first name followed by mark of omission (...) and end with et al. In square brackets. Precede each subsequent statement of responsibility with “space -- semicolon -- space”

Eg. The prince and the pauper : a tale for young people of all ages / by Mark Twain



Area 2: Edition Area: indicates that changes such as additions, deletions or modifications have been made from the earlier versions of the item. it can be named or numbered such as 2nd ed. or English Edition. Standard abbreviations for edition statement .

✓ New ed. for “new edition”, Rev. ed. for “revised edition”, Rev. and enl. 9th ed. for “revised and enlarged 9th edition.

e.g. A dictionary of modern English usage / by H. W. Fowler. – 2nd ed. / revised by Ernest Gowers.

Area 3: Special area for serials, maps, music : Material or type of resource specific area. Data about particular type of information package (e.g. scale of map or numbering of a periodical)

- ✓ Used for serials (i.e. magazines, journals, etc.): Indicates numbering and year, and if the serial has ceased publication.
- ✓ For maps :(ONLY if maps are the **main** content!): To indicate scale and projection (Mercator, etc.).
- ✓ For music (but NOT songbooks!): To indicate the physical presentation (e.g. full score, miniature score, playing score).

Area 4: Publication details (Imprint): In this area, information regarding the place of publication, the name of publisher and date of publication is recorded. Collectively this is known as the **imprint**.

➤ Name of the entity that is responsible for the presentation and packaging of the information. State **place** of publisher/distributor **first**, then **colon(:)**, then **name** of publisher /distributor, **year** of publication in short form

- ❖ **Note that:** If no date is seen on the item being catalogued the copyright date is used instead. (S.I) an abbreviation for sine loco meaning 'without place' is used when the cataloguer cannot find the place of publication. **E.g. New York: Dove,1993**
- ✓ Add copyright date if different, putting “c” before the year use : **c1976**
- ✓ If the city of publication is uncertain, supply the probable place in the language of the chief source of information, followed by a question mark. The city is to be enclosed in square brackets when the cataloguer is uncertain.
e.g., [Toronto?]

Area 5 Physical description area (Collation) it is made up of three sections: extent of item, other physical details and dimensions.

▣ **extent of item** : number of pages is listed for a book, while the number of items is listed for a non book entry, along with the playing time if applicable.

▣ **other physical details**: If the item being catalogued is a book, the other physical details contain information about whether or not the item is illustrated. In non print materials, it tells whether the item has features such as sound, colour, analogue, digital, stereo, etc.

▣ **Dimensions:** are measured in centimeters for books.

This is measured along the length of the spine. For non book items it is the standard measure for the item, either diameter or speed, such as $\frac{1}{2}$ inches for a video cassette or $4\frac{3}{4}$ inches for a compact disc, or $1\frac{3}{4}$ ips (inches per second) for a cassette tape.

Area 5

cont...

- ✓ Record the last numbered page, leave a space and then record the abbreviation “p.”.As 357 p.
- ✓ The last numbered page of a preface paginated with Roman numerals should be recorded, followed by a comma, then followed by the last numbered page with Arabic numerals. i.e., xiii, 357 p.
- ✓ Record the number of physical units, the components, and the total playing time as appropriate. e.g., 1 jigsaw puzzle (30 pieces), 4 filmstrips
- ✓ In the case of multi-volume works, record the number of volumes e.g., 5 v.

- ✓ Illustrative Matter: Record the abbreviation “ill.” after the number of pages when the book is illustrated with pictures, diagrams, drawings, tables, or maps. It should be preceded by a space-colon-space (:). i.e., **xii, 120 p. : ill.**
- ✓ Dimensions: Measure and record the physical size of the text in centimeters. It should be preceded by a space semicolon-space. (;).i.e. **xii, 120 p. : ill. ; 24 cm.**
- ✓ Record items where the width is greater than the height as follows i.e., **xii, 120 p. : ill. ; 16 x 24 cm.**

Note: The height is listed before the width.

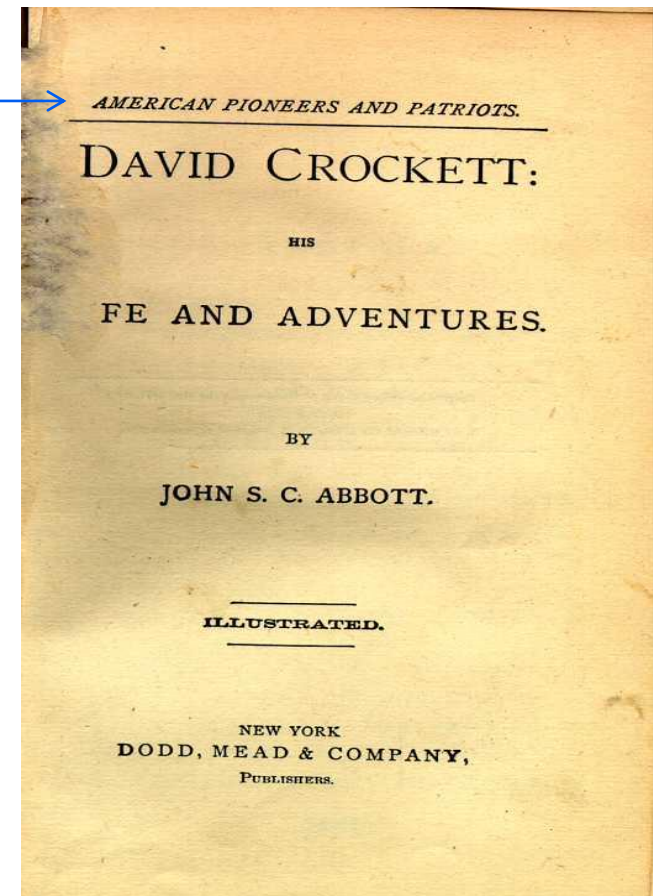
Area 6 Series: Title of any series of which the information package is part. They are titles used to group together items with similar characteristics. It also provides the number assigned to the items amongst all the items published as part of the series. It is separate publication that related in topic or form.

- ✓ This area notes those documents that are published as part of a series. The series usually has a collective title and statement of responsibility.

- ❖ According to the glossary of AACR2 **a series is**: group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole.”

Series title

David Crockett : his life and adventures / by John S. C. Abbott. – New York : Dodd, Mead, 1874. – viii, [7]-350 p. front., plates. 19 cm. – (American Pioneers and Patriots).



Area 7 Note Area: Added information to the description to provide useful information. They are made for audience level, summary of content and full/selective content of item

- ✓ Indicate further details that might be helpful in identifying the item, or information of interest to someone looking for this book.
- ✓ Indicates special features that are considered interesting to the patrons using the catalogue.

- Record bibliographies or indexes, if present. Contents notes, summaries, multivolume works, in another language, audience level, and local note are also entered in this area. i.e., Includes bibliographical references (p. 116) and index.
- For books such notes includes bibliography and index.
- For non book materials notes include summary of the work, credits for performers, indicated age levels, system requirement for computer file etc.

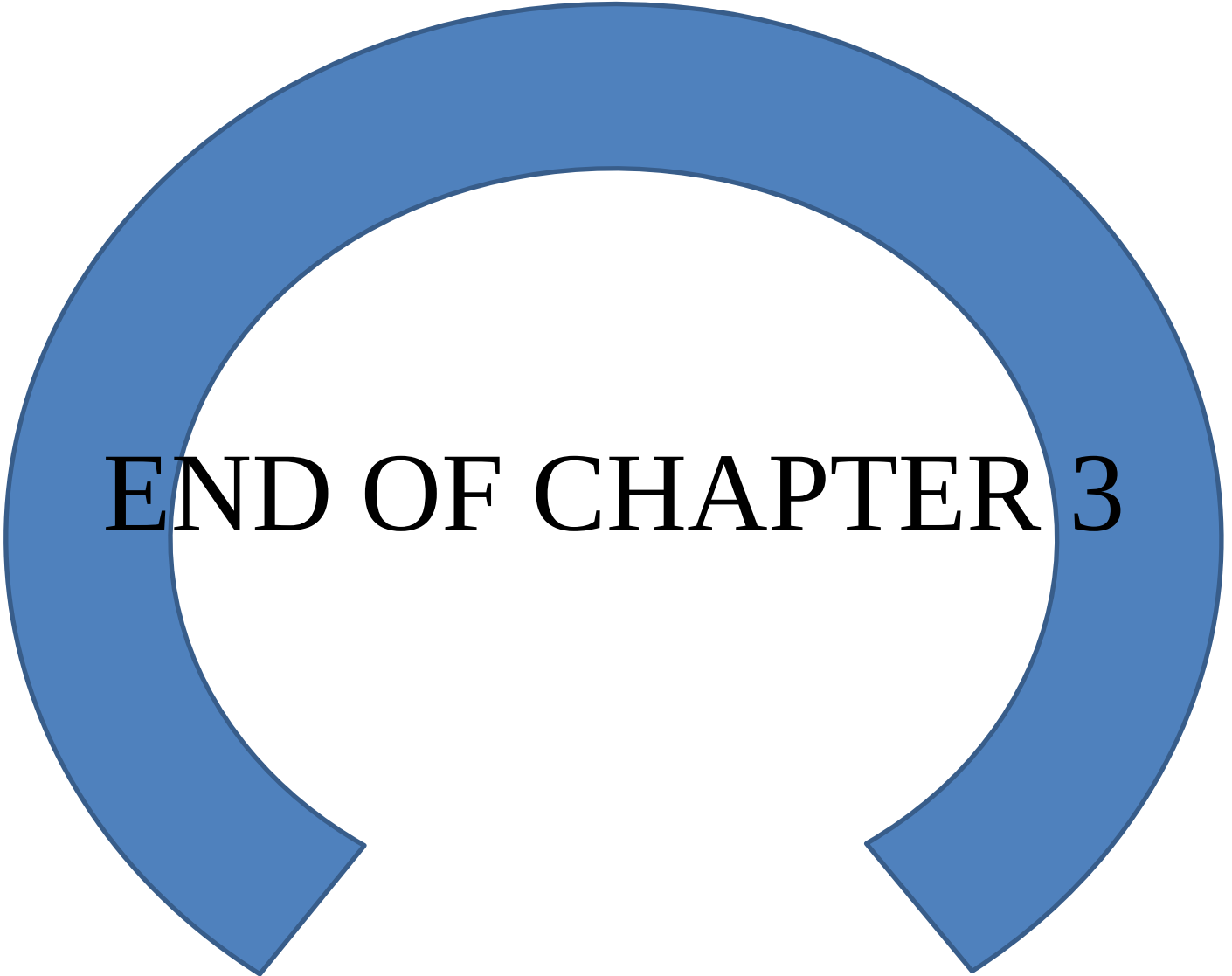
Area 8 Standard Number Area (Resources identifier)

- ✓ It is a unique identification number created by bringing together a combination of numbers representing the country, the publisher and the book itself.
- ✓ The number recorded in this area are internationally agrees standard numbers to which bibliographic resource being described. Precede that number with the standards abbreviation (ISBN, ISSN, etc.) and use standard hyphenation.”



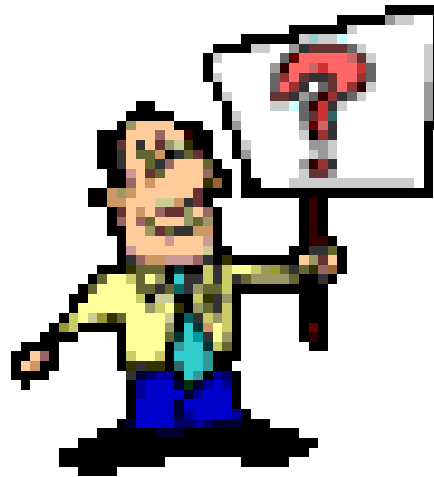
Other areas are

- **Tracing** shows other headings that can be used as headings for the same document other than the one adopted for it. Tracing includes subject headings, added entries for joint authors and title.
- **Call number** is a combination of the classification number showing the subject of a book and the author number derived from the cutter table.



END OF CHAPTER 3

Questions??



**‘Behind the darkest cloud
the sun is shining!’**

